

Committee Title	Student Voice					
Date of Meeting	28 th October 2019					
Item Number and Title/Subject	Audited Accounts 2018/19					
Paper Presenter	Eilidh Fulton, Student President (or nominee)					
Brief Summary of Issues/Topic	<p>The Students' Association External Auditors, Wylie & Bisset LLP, have completed the annual audit of the Students' Association Accounts 2018/19 (31st July 2019). The annual report from the Trustee Board is included within the audited accounts.</p> <p>The total income from all sources was £758,150 (2018; £769,640). The Students' Association has continued to benefit from the recognition and support from the University, with £648,760 funding from Glasgow Caledonian University. In addition, the Students' Association generated £109,390 income.</p> <p>The total expenditure was £759,526 (2018; £735,233). The expenditure is broken down as £283,799 for Student Engagement, £156,827 for Student Support and £318,900 for Student Activities.</p> <p>The deficit for the year was £1,376 (2018: surplus of £34,407). A total of £124,497 was retained within the reserve accounts (2018: £125,873).</p> <p>The accounts have been submitted to the GCU Finance and General Purposes Meeting (GCU Court Sub Committee) on the 14th October 2019 and approved by Trustee Board on 21st October 2019.</p>					
Recommendation(s)	Information		Discussion	X	Approval	
	<p><i>Any member can ask a question by raising their voting card and being recognised by the Chair to speak.</i></p> <p>Student Voice is asked to discuss the Audited Accounts 2017/18.</p>					
Who have you consulted when developing the paper?	Trustee Board GCU Finance and General Purposes Meeting					
Staff/Student Protocol	Yes	X	No		N/A	
Will any decision approved directly affect the work of staff?	The Chief Executive has been consulted in the audited accounts.					
Should the paper be submitted to any other committee following its consideration/approval at this meeting?	No					
If yes, please state the committee and proposed date of submission.	The audited accounts will be made available to members and other stakeholders on www.GCUstudents.co.uk/financial .					

CHARITY NO: SC022887

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

Draft and may be subject to revision

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2019**

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**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2019**

REFERENCE AND ADMINISTRATIVE INFORMATION

Sabbatical Trustees	Rachel Simpson (resigned 2 nd June 2019) Yetunde Ogedengbe (resigned 2 nd June 2019) Eilidh Fulton Moses Apiliga Bethany Stevenson (appointed 3 rd June 2019) Susan Docherty (appointed 3 rd June 2019)
Student Trustees	Declan McGallagly (resigned 2 nd June 2019) Gavin MacLeod (resigned 2 nd June 2019) Alastair McKay (resigned 2 nd June 2019) Brendan Owen (resigned 20 th May 2019) Raheel Aslam (appointed 3 rd June 2019) Nicole Percival (appointed 3 rd June 2019) Genesis Kusu-Ter Nongo (appointed 2 nd June 2019) John Kim Flores (appointed 3 rd June 2019)
External Trustees	Stuart McCallum Lisa Kirkwood (resigned 23 rd April 2019) Brian Beck Podge Sheehan (appointed 2 nd August 2018) Jan Savage (appointed 24 th May 2019)
Chief Executive	David Carse
Principal Office	70 Cowcaddens Road Glasgow G4 0BA
Charity Number:	SC022887
Independent Auditors	Wylie & Bisset LLP Chartered Accountants 168 Bath Street Glasgow G2 4TP
Bankers	Bank of Scotland 54/62 Sauchiehall Street Glasgow G2 3AH
Solicitors	Square Peg HR Glen Eagle Braehead, Bo'ness West Lothian EH51 9DW

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

The Trustees present their annual report and financial statements of the charity for the year ended 31 July 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and 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).

The legal and administrative information on page 1 forms part of this report.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Glasgow Caledonian University Students' Association, otherwise known as GCU Students' Association, is an unincorporated charity established under the Education Act 1994 and constituted under the Charter of Glasgow Caledonian University (GCU). GCU Students' Association is also a registered Scottish charity, number SC022887. All students studying programmes at the Glasgow and London campuses at GCU are automatically members of the Students' Association. The Students' Association is a member-led organisation.

The Students' Association has a Trustee Board that has ultimate responsibility for setting the strategic direction of the Students' Association, ensuring it is solvent, well-run, meets its Mission, Vision and Values and delivers its charitable purposes. The Trustees of the charity consist of four elected Full Time Officers, four appointed Student Trustees and four appointed External Trustees. The Full Time Officers, also known as Sabbatical Officers are elected by the membership on an annual basis for a one-year term, the Student Trustees are appointed for up to a two year term and the External Trustees are appointed for a three year term. The Appointments Committee, a sub-committee of the Trustee Board, interview applicants for Student and External Trustees vacancies. Vacancies are advertised seeking candidates that meet the skills required by the Board at that time. The Trustees sit on the Trustee Board and are the charity Trustees, as defined by the Charities and Trustee Investment (Scotland) Act 2005. The Trustees serving during the year and since the year end are detailed on page 1. The Health and Safety Committee is also a Sub Committee of the Trustee Board. The Trustee Board is chaired by the Student President and the Vice Chair is an External Trustee.

The Trustee Board receive a Trustee Induction Programme that involves a tour of the Students' Association and meeting the Students' Association staff, a residential training weekend, an Induction Pack, an ongoing training programme and away-days for strategic planning and team building activities in order that they understand their legal and administrative responsibilities.

The Trustee Board meets four times a year and receives reports on how the Students' Association is achieving its mission, vision and values, to develop strategy, to monitor and review the charity's policies and performance, ensure compliance with the Constitution and law and maintain proper fiscal oversight. The Trustee Board has power to make changes to the Constitution, Schedules and By-laws, subject to the ratification of Caledonian Student Voice and approval by GCU University Court. More information about the Trustee Board and how the charity makes decisions is available from www.GCUstudents.co.uk/trusteeboard.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

Caledonian Student Voice is our policy making body that meets four times a year. It oversees the work of the Student Voice Sub-Committees, including the Executive Committee, holds Officers to account and sets our campaigning and representation agenda. The total number of places on Student Voice is around 50. The composition of Student Voice includes: Chair, Returning Officer, Executive Committee, School Officers, Officers and ordinary members from each of the GCU academic schools.

The Executive Committee consists of the four Full Time Officers, elected by the membership on an annual basis and are responsible for ensuring the views of GCU students are effectively represented at GCU, within the National Union of Students (NUS) and externally and that the Students' Association makes a positive difference to the lives of GCU students. The Executive Committee normally meets every two weeks.

The minutes of the Trustee Board, Caledonian Student Voice and the Executive Committee are available from www.GCUstudents.co.uk/minutes and the Governance Structure is available from www.GCUstudents.co.uk/governance.

The Students' Association employs permanent staff. The permanent staff provide continuity, professional and managerial expertise and are responsible for undertaking the day-to-day management and running of the organization and implementing Students' Association policy. All staff ultimately report to the Chief Executive, who in turn reports to the Trustee Board. The Chief Executive has been delegated overall responsibility for the strategic and general management of the Students' Association.

In January 2017 we achieved the Investing in Volunteers accreditation and in May 2017 we achieved the NUS Quality Students' Unions accreditation.

RELATIONSHIP WITH GLASGOW CALEDONIAN UNIVERSITY

The Students' Association receives support and resources from Glasgow Caledonian University such as the Block Grant, occupying a building owned by the University, and professional advice and support from the University when necessary. GCU and GCU Students' Association have jointly approved a Partnership Agreement, 'GCU Community: Working Together in Partnership', that informs and underpins our approach to partnership working in practice. The Code of Practice relating to the operation of the Students' Association outlines how the Education Act 1994 is managed between GCU and the Students' Association.

Glasgow Caledonian University and the Students' Association continue to have an effective relationship and undertake joint working to enhance the student experience for students studying at Glasgow Caledonian University. The University and Students' Association also work in partnership on projects like the Student Leaders Programme, SAGE, Responding to Gender Based Violence, Outcome Agreement, Student Summit and National Student Survey, to name a few.

The Trustee Board thank and acknowledge the GCU University Court, Executive Board, support departments and academic schools for their continued assistance in helping us improve the student experience at GCU.

Details of the transactions between the Students' Association and the University are set out in Note 3 of the financial statements.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

PURPOSES AND ACTIVITIES

The Trustee Board identified the Mission of the Students' Association "to represent and enable students to enhance all aspects of their student experience", with the Vision "that students will have an outstanding experience that will live with them forever". The Students' Association shares the Values of Diversity, Community, Participation, Fun, Support and Leadership.

The charitable purposes of the Students' Association as outlined in our Constitution are:

- the prevention and relief of poverty of students
- the advancement of citizenship and community development
- the advancement of education
- the advancement of the arts, heritage, culture and science
- the advancement of health amongst students
- the organisation of recreational activities for students who have need of them by reason of financial hardship or other disadvantage
- the promotion of religious or racial harmony
- the promotion of equality and diversity
- the promotion of charitable fundraising activities

In pursuance of its purposes for the public benefit, the Students' Association will ensure that the diversity of its membership is recognised, valued and supported and has established departments and services for use by its membership and to support its work with the University and other organisations on behalf of students. These include the Representation and Advice Department, Activities Department and Membership Support Department.

The Representation and Advice Department, through the Advice Centre, provide a confidential drop-in service for students for support and information on academic and personal issues. Students can see our Student Advisers for support and advice. This service operates an emergency hardship fund and free condoms. This department also supports the GCU Academic Representation Structure and students being involved in GCU Quality Assurance and Enhancement processes, Caledonian Student Voice, campaigning and provides support to student reps. This department takes forward our work within the Ethical and Environmental agenda.

The Activities Department provides many involvement opportunities for students. This includes being involved in sports clubs, societies, media groups (Student Magazine or Radio Station) and volunteering programmes. We are also very proud of our Student Leaders Programme. This flagship programme accredits all our student volunteers and gives them a reflective and supportive environment to develop their leadership skills. The programme is now becoming industry and employer recognised, giving our graduates something unique and special.

The Membership Support Department exists to support the work of the other two departments. This department includes the Finance Office, Welcome Desk, clerking for meetings and general administrative support for staff, officers and the membership.

The Students' Association launched The Bigger Plan 2020, our strategic plan, in September 2016. This is a four year strategic plan. The themes are: Where everyone belongs, Where everyone can grow, Where everyone can work together and Where everyone can try new ideas. Our Strategic Enablers are: Financial Sustainability, Marketing and Communications and Premises and Infrastructure. More information is available from: www.GCUstudents.co.uk/strategicplan.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

ACHIEVEMENTS AND PERFORMANCE

The following highlights some of the achievements and performance for the academic year 2018/19.

The Students' Association were runners up in the NUS Scotland Diversity Award 2019 and Club of the Year 2019 (Athletics Club). The Students' Association has maintained the NUS Green Impact Very Good Award. Working with the University, we won the sparqs Student Engagement Award 2019 for Shaping the Curriculum for our project: A Whole Institution Approach on Embedding Intercultural Skills into the Curriculum at GCU.

Two key external measures of GCU students' satisfaction with GCU Students' Association is the National Student Survey (NSS) and the International Student Barometer (ISB). The Students' Association received a score of 97% satisfaction in the latest ISB and 52% in the NSS. The Students' Association continues to perform well within the ISB. We have made a slight improvement on our NSS 2018 score, by 0.63%. The NSS question asked how effectively the Students' Association represents students' academic interests.

Within our own Annual Satisfaction Survey 2019, satisfaction in most areas from GCU students, our members, was maintained or improved from the previous year. Highlights include:

Highlights

- 78%** are aware they are a member of GCU Students' Association
- 74%** feel the Students' Association contributes positively to their experience at GCU
- 68%** feel the Students' Association represents them
- 64%** feel the Students' Association contributes positively to their development at GCU
- 72%** feel the information they receive from the Students' Association is relevant
- 76%** are satisfied with the amount of information from the Students' Association
- 67%** feel the information they receive from the Students' Association is interesting
- 68%** feel they know what the Students' Association is doing
- 82%** know how to elect the Full Time Officers
- 73%** are aware we operate an Advice Centre

Lowlights

- 60%** feel the Students' Association listens to me
- 56%** feel they would go to the Students' Association if they had a problem
- 52%** feel kept informed on what the Full Time Officers are doing on my behalf

The Full Time Officers have been focusing during this academic year on improving their engagement with the membership through the Student Engagement Plan. The main components of the plan include Lecture Shouts, Blogs and Ask the Officer. The rationale for this plan is to encourage the Officers to get out from behind their desks and meet with members outside of formal structures or events, in order to listen to students' feedback on their student experience at GCU. The Officers also have the opportunity to communicate key messages to the membership from the Students' Association. During Trimester 1 and 2

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

the Full Time Officers engaged with 12,466 students (2017/18, 14,622; 2016/17, 12,530) through 64 Lecture Shouts (2017/18, 110; 2016/17, 72) and 100 students (2017/18, 220; 2016/17, 213) at 4 Coffee on Campus/Ask the Officer events (2017/18, 7; 2016/17, 9). In total the Full Time Officers produced 47 blogs (2017/18, 35; 2016/17, 37).

The Full Time Officers represented GCU students within the local Community Councils for Townhead and Ladywell and Merchant City and Trongate and attended 3 meetings (2017/18, 3; 2016/17, 10) in total. We co-ordinated a donation appeal with Help the Homeless Glasgow and for Woodside Community Council 'Santa Sacks' Appeal. Donations for Help the Homeless Glasgow included items such as raincoats, toothbrushes, and scarves, and were handed out to the homeless around the city centre on Christmas Eve. Donations for the Santa Sack appeal for Woodside Community Council were made into hampers and combined with donations from Strathclyde and Glasgow Universities distributed to the elderly. A total of over 700 items were received this year for both appeals, and through the generosity of GCU students and staff, we won the Santa Sack Challenge, beating the other Glasgow universities.

During Freshers Week the Students' Association delivered interactive classroom workshops to new students. A total of 52 workshops (2017/18, 58) were delivered in Trimester 1 that engaged with 1,283 students (2017/18, 1,431). In addition the Full Time Officers completed 12 School Induction Talks in SCEBE, GSBS and SHLS and engaged with an estimated 4,927 students during Freshers Week and were involved in the International Orientation. The Full Time Officers also welcomed new students at the Freshers Address. Our Sports Clubs and Societies ran many events during Freshers Week to welcome new students and encourage students to get involved. 27 Sports Clubs ran Come and Try Sessions with 933 students participating. 28 Societies ran Come and Try Sessions with around 978 students attending. The Freshers Fayre was held over two days in Glasgow in the ARC with 94 stalls. Both days were extremely busy. Freshers Week could not have been delivered without the 29 invaluable Freshers volunteers (2017/18, 27 students).

Students can submit ideas on how they think GCU and the Students' Association can be improved. The Executive Committee can progress straightforward ideas and more substantial ideas are taken to Caledonian Student Voice for discussion and approval to become policy. There was a total of 18 (2017/18, 13; 2016/17, 20) Ideas raised through the website. Submitting Ideas is still a relatively new initiative that requires further work to become embedded.

The Students' Association worked with Nick Smith Consulting to carry out a Motion of No Confidence (Full Time Officer Accountability) Review. There were four recommendations: Review scheduling of Student Voice meetings and the Full Time Officer Elections, Review Election Rules, Expand accountability options and Create a new Full Time Officer Accountability Schedule. All the recommendations have been implemented and the new Schedule: Full Time Officer Accountability was approved by Student Voice, Trustee Board and University Court. The Full Time Officer Accountability Review is part of our Democracy Review and is a BIG Action within our strategic plan.

Overall, we have continued to have a good engagement with democratic events within the National Union of Students (NUS), with delegations attending the national NUS UK and Scotland Conferences. In addition, we sent two delegates to the NUS UK Black Students Conference. Our Vice President Yetunde Ogedengbe stood in the election to be the NUS UK Black Students' Officer. The Students' Association were shortlisted and runners up in the NUS Scotland Awards 2019 for the Diversity Award and Club of the Year for GCU Athletics Club. The Students' Association participated in the NUS Scotland Think Positive project by developing a Student Mental Health Partnership Agreement with GCU and achieved the NUS Scotland and Scottish Student Sport Healthy Body Healthy Mind award.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

The Full Time Officers have worked closely with Glasgow Caledonian University on many aspects to improve the GCU student experience, this includes contributing to the development of the GCU 2030 Strategy, Outcome Agreement and the GCU Student Experience Action Plan.

The Students' Association continues to be active in representing the needs of our members and improving the lives of GCU students. These are some highlights:

- Delivery of Let's Talk about Sexual Violence training for students. The workshops aligns with the University Erase the Grey Campaign and tackles preventing and responding to gender based violence. This project involved working with the University, Glasgow University, Glasgow Student Representative Council and Rape Crisis Scotland. The Student President co-presented with the University at the Scottish Funding Council conference on GCU's work on preventing and responding to gender based violence.
- We worked closely with the University to respond to students' concerns about the GCU Learn upgrade taking place before the exam period. The University accepted responsibility that the communications to students were insufficient and we worked collaboratively with the University on identifying solutions that would work for most students and minimise any potential impact on students' performance. The Deputy Vice Chancellor Academic was also invited to a meeting of Student Voice to close the feedback loop to students and show the University commitment to continuous improvement.
- We worked closely with the University to embed the free sanitary products funded by the Scottish Government on campus. This included establishing collection points, communications and implementation. This includes sustainable options such as Mooncups.
- We encouraged students to participate in the One Reason I'm a Global Feminist Campaign, that was developed by the GCU Chancellor, Dr Annie Lennox to help increase awareness of the barriers women face in society and to encourage societal change.
- The Vice President SCEBE sat on the articulation student experience thematic review and the Vice President SHLS sat on the postgraduate research student experience thematic review for the University.
- We worked in partnership with the University to develop a Sustainable Intercultural Skills Awareness Workshop. This workshop was designed to improve students' awareness on intercultural diversity and was embedded with five modules to 2,500 level 1 undergraduate students on GCU Learn.
- We created a digital World Aids Day Video Campaign (#ZeroHIV). The campaign can be found: www.GCUstudents.co.uk/articles/worldaidsday-zerohiv.
- We have worked alongside multiple departments within the University to successfully re-open the roof garden at the Saltire Centre. The garden was re-opened on April 1st 2019 and we have received extremely positive feedback from students regarding the space.
- We have been working with Glasgow Taxis to re-establish the Safe Taxis Scheme. We have now relaunched the scheme to students via posters and social media in hopes to increase awareness and use of the scheme.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

- We have successfully worked on developing the first Student Mental Health Partnership Agreement at GCU. This involved working on partnership with the University on the Student Summit that focused on mental health and helped inform the University Mental Health Action Plan and our Student Mental Health Agreement.

The Students' Association provides training and support for all GCU academic reps. On the Glasgow Campus the Students' Association, with the assistance of the University, received the contact details for 497 Class Reps (2017/18, 583; 2016/17, 535). There were 323 Class Reps that received classroom training (2017/18; 363; 2016/17, 235) and 32 completing online training (2017/18, 5; 2016/17, 18). Working with the University we recruited and supported Department Reps (formerly called School Officers), Postgraduate Taught (PGT) and Postgraduate Research (PGR) reps. In total 19 out of the 22 Department Reps were recruited, 3 PGT Reps were recruited and 11 out of the 13 PGR Reps recruited. All academic reps were offered training. We continue to work in partnership with GCU on organising a student-led Student Action Group for Engagement (SAGE) and provides student input into the development of GCU learning, teaching and quality enhancement policy. The Academic Rep Gatherings took place on the 21st November 2018 with 43 academic reps attending and on the 3rd April 2019 with 25 academic reps attending. The Students' Association took a paper to Senate on 31st May 2019, after extensive consultation, to propose modifications to the GCU Academic Rep Structure for 2019/20 onwards to reflect the changes in the structure of the academic schools brought about by the GCU School Refresh.

In total the Students' Association received 447 nominations (2017/18, 603; 2016/17, 350) for 169 GCU staff by 243 students for the Students' Association Teaching Awards. These awards allow students to nominate members of teaching staff in six categories which recognise excellence in different areas of teaching and support, namely: Terrific Teaching, Fantastic Feedback, Creative Curriculum, Super Support (teaching staff), Super Support (non-teaching staff) and Sensational Supervision and Support. In addition, we awarded Inspired Individuals Awards to teaching staff who best reflected the values of GCU and the Students' Association. The shortlisting panels are made up of a Vice President, member of GCU staff and student representatives. The following winners were announced at the Teaching Awards in the Re:Union Bar & Grill on Thursday 16th May 2019. More information www.GCUstudents.co.uk/articles/teaching-award-winners-2018-19.

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019**

Category	Winner
Terrific Teaching	Fiona Coupar
Fantastic Feedback	Ben Zhang
Creative Curriculum	Brian Smith
Super Support (teaching staff)	Christina McIntyre
Super Support (non-teaching staff)	Rachel Hyslop
Sensational Supervision & Support	Gordon Morison
Inspiring Individual (London)	Michael Gavridis
Inspiring Individual (SCEBE)	Sarah Dargie
Inspiring Individual (GSBS)	Christina McIntyre
Inspiring Individual (SHLS)	Fiona Coupar

The Full Time Officer elections took place from 4th to 7th March 2019. There were a total of 8 candidates (2017/18, 11; 2016/17, 14) that stood. Even with the lower than usual number of candidates and the voting period being reduced to 4 days, turnout was the highest ever with 3,521 (2017/18, 3,134; 2016/17, 2,647) votes. Eilidh Fulton (School of Health and Life Sciences), Moses Apiliga (Glasgow School for Business and Society), Susan Docherty (Glasgow School for Business and Society) and Bethany Stevenson (Glasgow School for Business and Society) were elected and officially started on Monday 3th June 2019. Eilidh Fulton with the most votes was invited and has accepted the position of Student President 2019/20.

The Green Impact accreditation is student-led by the Ethical and Environmental Committee, in which there are 7 members during 2018/19. The Ethical and Environmental Committee undertook a survey on single use takeaway containers on campus to establish how to address the issue, especially single use disposable coffee cups and plastic cutlery. The VP SCEBE led on a campaign to increase green-space by 300m² with the opening of the rooftop outdoor learning space at the Library. We worked in collaboration with University of Strathclyde Students' Association and Townhead Community Council on a food-sharing project that achieved funding through the Scottish Government climate change initiative, and the inclusion of sustainability in the NSS questions which we campaigned for through our SAGE group in 2017/18. The Students' Association maintained the NUS Green Impact at the Very Good award.

The Student Leaders Programme is open to any student who is a volunteer or representative at Glasgow Caledonian University, the Students' Association or within the community. This programme is designed to help students identify the competencies they need to develop to be a more effective leader. After the induction for their voluntary role students complete a core leadership workshop and other workshop run by outside organisations and employers and then complete a reflective log. The Programme is split into two levels: Development and Advanced. Students who complete the programme can become Student Leaders Trainers and deliver training to fellow students. There was a total of 626 students registered (2017/18, 614; 2016/17, 405) on the Student Leaders Programme, 484 at Development Level and 142 at Development Level. In total 250 completed the Student Leaders Programme, this is broken down to 158 at Development Level and 92 at the Advanced Level. There was also 8 Student Leader Trainers (2017/18, 7; 2016/17, 9).

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The Students' Association supports students who wish to set-up and run societies. There were 67 societies (2017/18, 57; 2016/17, 68) with 2,817 (2017/18, 2,034; 2016/17, 2,321) memberships in Glasgow. This is 2,210 unique individuals. The societies were run by 288 GCU student volunteers and the Students' Association trained 41 society committee members this academic year. The societies were active within the year organising events, fundraising, charity work, shows and hosting seminars.

The Students' Association supports students who wish to set-up and run sports clubs. There were 32 sports club during the year with 899 (2017/18, 808; 2016/17, 671) memberships. The Sports Clubs are run by 156 volunteers of whom 49 were trained this academic year. Of the 32 active clubs 29 of these clubs hold weekly training sessions at various locations throughout the city. Whilst competitive sport is not the primary focus of our Sports Clubs there are 18 Sports Clubs that participate in competitive weekly fixtures within British Universities & Colleges Sport (BUCS) and Scottish Student Sport (SSS) leagues. The annual Glasgow Taxis Cup took place on the Wednesday 20th March 2019 with 16 sports and over 800 students taking part from all three universities in Glasgow. There was success for the GCU Athletics Club who won the Cross Country Event and for the Badminton Club and Mens Rugby Club. The annual Sports Ball took place at the DoubleTree by Hilton Hotel on the 13th April 2019 with 439 attendees, this is the highest ever number of students to attend a Sports Ball. In addition to the Full Blues, Half Blues and Colours awards, the following awards were presented:

Sportswomen of the Year	Ren-ne Ong	Badminton
Sportsman of the Year	Andrew McConnell	Hockey Men's
Ross Baillie Award	Callum Matthews	Athletics
Alex Goodman Trophy	Iain Paton	Athletics
Coach of the Year	Lewis Sinclair	Athletics
Team of the Year		Athletics
Club of the Year		Athletics

The Advice Centres operates as a drop in service for students seeking confidential support, advice and guidance. Depending on the type of enquiry, case files are opened for students who require ongoing advice and support which is normally academic representation cases.

These students would see the Student Adviser on more than one occasion and a detailed record of every meeting would be recorded. However, many of our enquiries come from students who only pop into the Advice Centre for a few minutes to access our free condom service, to pick up a leaflet or who obtain the information they require at one visit. The Advice Centre dealt with a total of 1,168 (2017/18, 1,314; 2016/17, 1,277) student enquires, 423 visits for the free condom service (2017/18, 412; 2016/17, 394) and had 294 (2017/18, 298; 2016/17, 287) case files. The Advice Centre runs the Wellbeing Volunteering and the Nightline Service, which is run in partnership with the University of Strathclyde Students' Association. The 41 student volunteers (21 GCU students) supported interactions (calls, texts and online chats) through the Nightline Service. A total of 50% of the interactions were online chat, 36% by phone and 14% by text message. The main themes of interactions include academic stress, stress/anxiety, suicidal thoughts, loneliness, relationships and mental health/depression. The volunteers covered 55% of the available shifts. The 21 Wellbeing Volunteers supported the five health promotion campaigns and the Annual Wellbeing Fayre, with around 100 students attending. This is the last academic year of the Wellbeing Volunteer Programme.

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The EDIT, the student magazine, is run by a student committee, had 90 contributors (2017/18, 77; 2016/17, 39) and is supported by the Students' Association. The EDIT produced 2 printed editions. The EDIT continues to regularly produce articles through its website: <http://www.theeditgcu.com/>. A total of 96 online articles (2017/18, 78; 2016/17, 81) were written.

Radio Caley is an internet radio station which broadcasts during Trimester 1 and Trimester 2. The radio station normally broadcasted from 12noon to 10.30pm Monday to Friday. There was 99 volunteers (2017/18, 80; 2016/17, 108). Members can listen online: www.radiocaley.com.

The STAR Awards took place in the Re:Union Bar & Grill in the Students' Association Building on the Thursday 18th April 2019 with 87 attendees. The STAR Awards recognise and celebrate the achievements of our volunteers. In total 13 awards were presented to the following winners:

Best Behind the Mic - Radio Caley	Katharina Moos Bille
Best Overall Contribution - Radio Caley	Eleanor Duffy
Best Article - The EDIT	Chloe Burrell
Best Overall Contribution - The EDIT	Monica Allen
Wellbeing Volunteer of the Year	Ryan Johnston
Best New Society	GCU Plogging Society
Best Society Event	CUMSA's Charity Week
GCU Student of the Year	Maria Khokhar
Society of the Year	Esports Society
Best Overall Contribution from a Society Committee Member	Samantha McCrory
Lindsay Leadership Award	Tara Campbell
Academic Representative of the Year	Waqas Javed
Liberation or Representation Group of the Year	LGBT+ Students Group

The Students' Association is in its seventh year of operations at the GCU London campus. The Students' Association has a base within GCU London and has employed a full time member of staff to support the student reps, offer independent advice and guidance to students and to support student activities and events. In addition to electing a GCU London Rep and GCU London PGR Rep, every programme at GCU London had a Class Rep. In total there were 21 registered Class Reps, with 16 trained. The Students' Association offers independent advice and support to GCU London students and supports them with academic representation. There were a total of 181 student enquiries (2017/18, 157; 2016/17, 74) and 37 casework files (2017/18, 25; 2016/17, 28) at GCU London. There were 10 student-led societies running at GCU London with 90 (2017/18, 116; 2016/17, 49) memberships sold. In addition the London Leadership Programme and events programme was run.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

AFFILIATIONS

The Students' Association remains affiliated to the following organisations at the following costs:

National Union of Students (NUS)	£25,156	(2018 - £17,776)
British Universities and College Sports (BUCS)	£4,549	(2018 - £4,246)
Scottish Student Sport (SSS)	£3,660	(2018 - £3,588)
National Nightline Association (NNA)	£60	(2018 - £59)

FINANCIAL REVIEW

The total income from all sources this year was £758,150 (2018; £769,640). The income is broken down as £648,760 funding from Glasgow Caledonian University and £109,390 generated income.

The total expenditure was £759,526 (2018; £735,233). The expenditure is broken down as £283,799 for Student Engagement, £156,827 for Student Support and £318,900 for Student Activities.

The deficit for the year was £1,376 (2018: surplus of £34,407). A total of £124,497 was retained within the reserve accounts (2018: £125,873).

KEY MANAGEMENT PERSONNEL

The Students' Association has its own pay scale, that includes 10 different grades, that evolved from the former local government pay scales. The role of Chief Executive is graded S02 and the Representation and Advice Manager, Finance Manager and Activities Manager roles have been graded AP5. These roles form the Senior Management Team and the Trustee Board approves any changes to the pay scale.

RESERVES POLICY

All reserves represent income received for the principal activity of the Students' Association for which no specific use was identified at the time of receipt. The Trustee Board has over time designated various reserves for specific purposes at their discretion. The undesignated reserves represent the free reserves of the Students' Association. The Trustee Board would wish to build these reserves to a position where they cover three months' resources expended in order to cover fluctuations in funding and costs. It is realised this is a long term objective which will not be realised in the short term. Based on current expenditure levels this would equate to holding reserves of £190,000.

At 31 July 2019 the Students' Association had total unrestricted funds of £124,497. Of this amount £20,071 was tied up in tangible fixed assets, £24,033 was designated as an Activities Reserve, £44,118 as a Development Reserve and £8,605 as a Representation and Advice Reserve, leaving free reserves of £27,670.

PLANS FOR FUTURE PERIODS

The Students' Association will move into Year 4 of the Bigger Plan 2020 (our strategic plan) and will progress towards meeting the ambitious Key Performance Indicators.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

Our Big Actions we plan to achieve during 2019/20 include a Constitutional Review, supporting the University Enhancement-led Institutional Review (ELIR) and GCU 2030 Strategy, identifying how the Teaching Awards can be further cemented into the GCU Community, maintaining the NUS Green Impact accreditation, maintain our high ISB score, an improved NSS score and work with the University on the 2020 Student Experience Action Plan.

FUTURE FUNDING

Glasgow Caledonian University has confirmed that the Students' Association will receive a Block Grant of £628,900 for the academic year 2019/20. This is unfortunately the fourth year of a real terms cut to the Block Grant.

The Trustee Board confirms that the Students' Association has sufficient funds to meet all its obligations. The Trustee Board had approved a planned deficit budget during 2018/19 and 2019/20. Through prioritisation and streamlining of activities it is anticipated that the Students' Association will return to a break even position in 2020/21. We will continue to prudently spend in order to fully succeed in our purposes.

CONNECTED BODIES

The Students' Association has no formal links or associations with other charitable bodies but works in partnership with other Students' Associations and Unions and the National Union of Students to promote issues important to students and the wider community. The Students' Association maintains close links with Glasgow Caledonian University. Details of related party transactions are disclosed in note 3.

RISK MANAGEMENT

The Trustees have a risk management approach which comprises:

- An annual review of the principal risks and uncertainties and a quarterly review of emerging risks and uncertainties that the charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity in terms of level of Block Grant received from Glasgow Caledonian University and the ability to make sufficient additional income through advertising, sponsorship and sales. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank, and active management of trade debtors and creditors balances to ensure sufficient working capital.

Trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charity Accounts (Scotland) Regulations 2006 (as amended), and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Statement of Disclosure to the Auditor

In so far as the trustees are aware:

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

Approved by the trustees on 21st October 2019 and signed on their behalf by:

Eilidh Fulton
Chair of the Trustee Board

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF GLASGOW CALEDONIAN
UNIVERSITY STUDENTS' ASSOCIATION FOR THE YEAR ENDED 31 JULY 2019**

Opinion

We have audited the financial statements of Glasgow Caledonian University Students' Association (the 'charity') for the year ended 31 July 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2019, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF GLASGOW CALEDONIAN
UNIVERSITY STUDENTS' ASSOCIATION FOR THE YEAR ENDED 31 JULY 2019**

Other information

The other information comprises the information included in the report and financial statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charity Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

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

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on pages 14 and 15, the trustees are responsible for the preparation of financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF GLASGOW CALEDONIAN
UNIVERSITY STUDENTS' ASSOCIATION FOR THE YEAR ENDED 31 JULY 2019**

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Act and relevant regulations made or having effect thereunder. 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.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Wylie & Bisset LLP, Statutory Auditor

168 Bath Street
Glasgow
G2 4TP

Date; 21 October 2019

Wylie & Bisset LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 JULY 2019
(Including an Income and Expenditure account)

	Note	Unrestricted Funds 2019 £	Total Funds 2019 £	Unrestricted Funds 2018 £	Total Funds 2018 £
Income and endowments from:					
Donations and legacies	4	648,760	648,760	648,002	648,002
Charitable activities	5	109,390	109,390	121,638	121,638
Total Income		758,150	758,150	769,640	769,640
Expenditure on:					
Charitable activities	7	759,526	759,526	735,233	735,233
Total Expenditure		759,526	759,526	735,233	735,233
Net (outgoing)/incoming resources		(1,376)	(1,376)	34,407	34,407
Transfers between funds		-	-	-	-
Net movement in funds		(1,376)	(1,376)	34,407	34,407
Funds reconciliation					
Total Funds brought forward	15	125,873	125,873	91,466	91,466
Total Funds carried forward	15	124,497	124,497	125,873	125,873

The Statement of Financial Activities includes all gains and losses recognised in the year.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
BALANCE SHEET AS AT 31 JULY 2019

	Note	Total 2019 £	Total 2018 £
Fixed assets:			
Tangible assets	10	20,071	12,658
Total fixed assets		<u>20,071</u>	<u>12,658</u>
Current assets:			
Stock	11	330	488
Debtors	12	125,462	54,172
Cash at bank and in hand	18	88,086	195,413
Total current assets		<u>213,878</u>	<u>250,073</u>
Liabilities:			
Creditors falling due within one year	13	(109,452)	(136,858)
Net current assets		<u>104,426</u>	<u>113,215</u>
Net assets		<u>124,497</u>	<u>125,873</u>
The funds of the charity:			
Unrestricted funds	15	124,497	125,873
Total charity funds	15	<u>124,497</u>	<u>125,873</u>

Approved by the trustees on 21 October 2019 and signed on their behalf by:

Eilidh Fulton
Chair of Trustee Board

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDING 31 JULY 2019

	Note	Total Funds 2019 £	Total Funds 2018 £
<i>Cash flows from operating activities:</i>			
Net cash (used in)/provided by operating activities	17	<u>(91,915)</u>	<u>75,826</u>
<i>Cash flows from investing activities:</i>			
Purchase of property, plant and equipment		(15,412)	(10,545)
Net cash (used in) investing activities		<u>(15,412)</u>	<u>(10,545)</u>
Change in cash and cash equivalents in the year		<u>(107,327)</u>	<u>65,281</u>
Cash and cash equivalents brought forward	18	195,413	130,132
Cash and cash equivalents carried forward	18	<u>88,086</u>	<u>195,413</u>

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

1. Accounting Policies

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

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), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £. The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created funds for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed, or through the terms of an appeal.

Further details of each fund are disclosed in note 15.

(c) Income recognition

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.

Donations, are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

1. Accounting Policies (continued)

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.

Income from government and other grants, whether 'capital' or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met (see note 14).

(d) Expenditure recognition

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. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

- Expenditure on charitable activities includes grants payable, project and activity costs, staff costs, premises costs, running costs, legal and professional fees, interest charges, depreciation and other activities undertaken to further the purposes of the charity and their associated support costs;
- Grants payable are payments made to student clubs and societies in the furtherance of the charitable objects of the charity.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

(e) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

1. Accounting Policies (continued)

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on the time spent on each activity. The allocation of support and governance costs is analysed in note 6.

(g) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged as follows:

	Basis
Fixtures and fittings	20% per annum straight line
Office Equipment	25% - 50% per annum straight line
Refurbishment	20% per annum straight line

(h) Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

(i) Debtors

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

(j) Cash at bank and in hand

Cash at bank and cash 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.

(k) Creditors and provisions

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

(l) Pensions

The Association operates a group personal pension scheme for employees. The assets of the scheme are held separately from those of the Association. The pension costs charged in the Statement of Financial Activities represent the contribution payable by the charity during the year.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

1. Accounting Policies (continued)

(m) 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.

(n) Taxation

Glasgow Caledonian University Students' Association is a charity within the meaning of Section 467 of the Corporation Tax Act 2010. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 of Part 11 of the Corporation Tax Act 2010 and section 256 of the Taxation of Charitable Gains Act 1992 to the extent that such income or gains are applied for charitable purposes only.

(o) Funds held as custodian

Glasgow Caledonian University Students' Association hold and administer funds on behalf of over 100 students' clubs and societies. Each group aims to enhance the students' experience at Glasgow Caledonian University. The funds held are accounted for as a liability to the association. Representatives from each group have authority to spend the funds as they see fit.

(p) Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets. The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the group is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2. Legal status of the Charity

The Students' Association is a registered Scottish charity.

3. Related party transactions and trustees' expenses and remuneration

Trustees were paid the following remuneration during the year:

	2019 £	2018 £
Kevin Campbell	-	14,914
Chris Daisley	-	14,019
Rachel Simpson	14,434	16,578
Yetunde Ogedengbe	14,434	15,717
Moses Apiliga	17,995	3,486
Eilidh Fulton	17,380	3,486
Bethany Stevenson	2,945	-
Susan Docherty	3,624	-
	<u>70,812</u>	<u>68,200</u>

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

3. Related party transactions and trustees' expenses and remuneration (continued)

During the year 5 trustees (2018: 3) were reimbursed expenses of £218 (2018: £75).

During the year no trustee had any personal interest in any contract or transaction entered into by the charity (2018: none).

During the year, the Association was in receipt of a Block Grant from Glasgow Caledonian University totalling £628,900 (2018: £628,900). The balance outstanding at the year-end is £60,500 (2018: £17,489). The Association also received an additional grant from Glasgow Caledonian University totalling £19,860 (2018: £19,102).

In addition, the Association made other sales of £30,159 (2018: £25,285) to the University and made purchases of £25,597 (2018: £22,719) from the University. The balance owed from the University at the year end, excluding the block grant, is £17,945 (2018: £17,488), and £14,671 was due to the University (2018: £Nil).

4. Income from donations and legacies

	2019	2018
	£	£
GCU Block Grant	628,900	628,900
GCU Other Grant	19,860	19,102
	<u>648,760</u>	<u>648,002</u>

5. Income from charitable activities

	2019	2018
	£	£
Student Activities	97,514	99,407
Student Engagement	11,876	22,231
	<u>109,390</u>	<u>121,638</u>

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

6. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown in the table below:

Cost type	Total allocated £	Governance related £	Other support costs £	Basis of apportionment
Salary Costs	132,105	55,236	76,869	<i>Time spent</i>
Other Staff Costs	8,456	-	8,456	<i>Time spent</i>
Marketing & Communication Costs	4,988	-	4,988	<i>Time spent</i>
Depreciation Charges	7,999	-	7,999	<i>Time spent</i>
Office Costs	19,474	-	19,474	<i>Time spent</i>
Repairs and Maintenance	2,507	-	2,507	<i>Time spent</i>
Sundry Costs	5,812	-	5,812	<i>Time spent</i>
	181,341	55,236	126,105	

Governance costs:	2019 £	2018 £
Trustee expenses	3,129	2,798
Consultancy costs	-	600
Auditor's remuneration	7,680	5,605
Support costs (see above)	55,236	52,129
	66,045	61,132

Allocation of governance and other support costs:	Support Costs	Governance	2019 £	2018 £
Student Engagement	42,030	22,015	64,045	69,191
Student Support	42,038	22,015	64,053	69,191
Student Activities	42,037	22,015	64,052	69,191
Total allocated	126,105	66,045	192,150	207,573

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

7. Analysis of expenditure on charitable activities

	Student Engagement £	Student Support £	Student Activities £	Total 2019 £	Total 2018 £
Hardship Payments	-	1,130	-	1,130	1,180
Nightline	-	2,057	-	2,057	775
Staff Costs	160,315	89,587	139,180	389,082	353,912
NUS Affiliation	25,157	-	-	25,157	17,776
Other Student Engagement Costs	34,282	-	-	34,282	31,606
Freshers Week Costs	-	-	13,613	13,613	12,037
Ball Costs	-	-	15,924	15,924	15,223
Funding to societies and clubs	-	-	7,103	7,103	12,010
Sports facilities	-	-	44,255	44,255	36,379
Other student activities costs	-	-	34,773	34,773	46,762
Governance costs (note 6)	22,015	22,015	22,015	66,045	61,132
Support costs (note 6)	42,030	42,038	42,037	126,105	146,441
	283,799	156,827	318,900	759,526	735,233

Included with Funding to Societies and Clubs are grants payable of £2,665 (2018; £2,311). This represents the annual fixed grants payable to each student society operating at Glasgow Caledonian University. There is an application process and each active society registered with Glasgow Caledonian University Students' Association receives a portion of the annual grant.

8. Analysis of staff costs and remuneration of key management personnel

	2019 £	2018 £
Salaries and wages	463,171	424,665
Social security costs	36,275	36,413
Other pension costs	21,743	21,717
Total staff costs and employee benefits	521,189	482,795

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

8. Analysis of staff costs and remuneration of key management personnel (continued)

No employees had employee benefits in excess of £60,000 (2018: Nil).

	2019 No.	2018 No.
The average weekly number of persons, by headcount, employed by the charity during the year was:	22	22
	<hr/>	<hr/>
	2019 £	2018 £
Key management personnel remuneration	161,603	158,320

9. Net income/(expenditure) for the year

	2019 £	2018 £
This is stated after charging:		
Depreciation	7,999	7,709
Audit fees	7,680	5,605
Loss on disposal of fixed assets	-	1,598

10. Tangible Fixed Assets

	Refurbishments £	Office Equipment £	Fixtures and Fittings £	Total £
Cost or valuation				
At 1 August 2018	44,790	27,372	34,142	106,304
Additions	-	11,602	3,810	15,412
Disposals	-	(5,341)	-	(5,341)
At 31 July 2019	44,790	33,633	37,952	116,375
Depreciation				
At 1 August 2018	42,551	22,505	28,590	93,646
Charge for the year	1,665	4,197	2,137	7,999
Eliminated on disposals	-	(5,341)	-	(5,341)
At 31 July 2019	44,126	21,361	30,727	96,304
Net book value				
At 31 July 2019	574	12,272	7,225	20,071
At 31 July 2018	2,239	4,867	5,552	12,658

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

11. Stock

	2019	2018
	£	£
Stock	330	488
	<u>330</u>	<u>488</u>

12. Debtors

	2019	2018
	£	£
Trade debtors	113,040	42,037
Other debtors	7,078	7,982
Prepayments and accrued income	5,344	4,153
	<u>125,462</u>	<u>54,172</u>

13. Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	18,040	3,745
Accruals & Deferred Income	13,994	30,207
Taxation and social security costs	7,604	11,198
Other creditors	69,814	91,708
	<u>109,452</u>	<u>136,858</u>

14. Deferred income

Included within Accruals and Deferred Income is deferred income as follows:

	£
Balance as at 1 August 2018	2,000
Amount released to income earned from charitable activities	(2,000)
Amount deferred in year	1,692
Balance as at 31 July 2019	<u>1,692</u>

Deferred income comprises income for Freshers' Fayre stalls received in advance.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

15. Analysis of charitable funds

Analysis of Fund movements	Balance b/fwd 2018 £	Income £	Expenditure £	Transfers £	Balance c/fwd 2019 £
Unrestricted funds					
Activities Reserve	20,077	-	294	4,250	24,033
Representation and Advice Reserve	8,605	-	-	-	8,605
Fixed asset reserve	12,658	-	7,999	15,412	20,071
Development Reserve	56,860	-	-	(12,742)	44,118
Total designated funds	98,200	-	8,293	6,920	96,827
General funds	27,673	758,150	751,233	(6,920)	27,670
Total unrestricted funds	125,873	758,150	759,526	-	124,497
TOTAL FUNDS	125,873	758,150	759,526	-	124,497

Analysis of Fund movements	Balance b/fwd 2017 £	Income £	Expenditure £	Transfers £	Balance c/fwd 2018 £
Unrestricted funds					
Activities Reserve	10,436	-	-	9,641	20,077
Representation and Advice Reserve	8,605	-	-	-	8,605
Fixed asset reserve	11,420	-	7,709	8,947	12,658
Development Reserve	56,860	-	-	-	56,860
Total designated funds	87,321	-	7,709	18,588	98,200
General funds	4,145	769,640	727,524	(18,588)	27,673
Total unrestricted funds	91,466	769,640	735,233	-	125,873
TOTAL FUNDS	91,466	769,640	735,233	-	125,873

a) The unrestricted funds are available to be spent for any of the purposes of the charity.

The Trustees have created the following designated funds:

- **Activities Reserve** – Set up in 1998 using unspent club funds. There have been further contributions from the Alex Goodman Fund, further society unspent funds and any other sponsorship received. The fund is primarily used for the development of the Activities Department in terms of sports and societies;
- **Representation and Advice Reserve** – Set up in 1997 following industrial action by University staff. The monies saved by the University during this industrial action were transferred to the reserve. The reserve is now used to cover the costs of the advice centre hardship fund and developments within the Representation and Advice Department;

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

15. Analysis of charitable funds (continued)

- **Fixed Asset Reserve** – represents the amount of reserves tied up in the charity's fixed assets, and;
- **Development Reserve** – Set up in 2011 using funds received from a contract with Intertain Ltd and any further contributions from sponsorships received. It is primarily used for the development of the Students' Association including its building and facilities.

16. Net assets over funds

	Unrestricted Funds £	Total 2019 £
Fixed assets	20,071	20,071
Stock	330	330
Debtors	125,462	125,462
Cash at bank and in hand	88,086	88,086
Current liabilities	(109,452)	(109,452)
	<u>124,497</u>	<u>124,497</u>

	Unrestricted Funds £	Total 2018 £
Fixed assets	12,658	12,658
Stock	488	488
Debtors	54,172	54,172
Cash at bank and in hand	195,413	195,413
Current liabilities	(136,858)	(136,858)
	<u>125,873</u>	<u>125,873</u>

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2019

17. Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2019	2018
	£	£
Net (expenditure)/income for the year per the Statement of Financial Activities	(1,376)	34,407
Adjustments for:		
Depreciation charges	7,999	7,709
Loss on disposal of fixed assets	-	1,598
Decrease in stocks	158	189
(Increase)/Decrease in debtors	(71,290)	20,070
Increase/(Decrease) in creditors	(27,406)	11,853
Net cash provided by operating activities	(91,915)	75,826

18. Analysis of cash and cash equivalents

	2019	2018
	£	£
Cash at bank and in hand	88,086	195,413
Total cash and cash equivalents	88,086	195,413

19. Post Balance Sheet Event

The University have indicated that they may ask the Students' Association to move premises on campus in the near future. The Trustees have considered this possibility and are comfortable that there is no impairment to the carrying value of the tangible fixed assets.