

**CHARITY NO: SC022887**

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2018**

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**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION  
REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2018**

**REFERENCE AND ADMINISTRATIVE INFORMATION**

<b>Sabbatical Trustees</b>	Kevin Campbell (resigned 3 <sup>rd</sup> June 2018) Chris Daisley (resigned 3 <sup>rd</sup> June 2018) Rachel Simpson Yetunde Ogendengbe Moses Apiliga (appointed 4 <sup>th</sup> June 2018) Eilidh Fulton (appointed 4 <sup>th</sup> June 2018)
<b>Student Trustees</b>	Gavin MacLeod Alan Adamson (resigned 3 <sup>rd</sup> June 2018) Susanne Quigg (resigned 3 <sup>rd</sup> June 2018) Jennifer Broadhurst (resigned 3 <sup>rd</sup> June 2018) Alastair McKay (appointed 4 <sup>th</sup> June 2018) Declan McGallagly (appointed 4 <sup>th</sup> June 2018) Brendan Owen (appointed 4 <sup>th</sup> June 2018)
<b>External Trustees</b>	Stuart McCallum Lisa Kirkwood Brian Beck Nicola Paul (resigned 31 <sup>st</sup> May 2018)
<b>Chief Executive</b>	David Carse
<b>Principal Office</b>	70 Cowcaddens Road Glasgow G4 0BA
<b>Charity Number:</b>	SC022887
<b>Independent Auditors</b>	Wylie & Bisset LLP Chartered Accountants 168 Bath Street Glasgow G2 4TP
<b>Bankers</b>	Bank of Scotland 54/62 Sauchiehall Street Glasgow G2 3AH
<b>Solicitors</b>	MacRoberts LLP Capella 60 York St Glasgow G2 8JX

## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2018**

The Trustees present their annual report and financial statements of the charity for the year ended 31 July 2018.

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) published on 16 July 2014.

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 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](http://www.GCUstudents.co.uk/trusteeboard).



## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2018**

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](http://www.GCUstudents.co.uk/minutes) and the Governance Structure is available from [www.GCUstudents.co.uk/governance](http://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, at Very Good.

### **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 2018**

### **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](http://www.GCUstudents.co.uk/strategicplan).

## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2018**

### **ACHIEVEMENTS AND PERFORMANCE**

The following highlights some of the achievements and performance for the academic year 2017/18.

The Students' Association were runners up in the NUS Scotland Diversity Award 2018 and University Students' Association of the Year Award 2018. The Students' Association has maintained the NUS Green Impact Very Good Award.

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 96% 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 in the NSS (The students' union (association or guild) effectively represents academic interests), being 1% above the Scottish average.

Within our own Annual Satisfaction Survey 2018, satisfaction in most areas from GCU students, our members, was maintained or improved from the previous year. Highlights include:

- 77%** are aware they are a member of GCU Students' Association
- 73%** feel the Students' Association contributes positively to their experience at GCU
- 65%** feel the Students' Association represents them
- 61%** feel the Students' Association contributes positively to their development at GCU
- 69%** feel the information they receive from the Students' Association is relevant
- 72%** are satisfied with the amount of information from the Students' Association
- 66%** feel the information they receive from the Students' Association is interesting
- 66%** feel they know what the Students' Association is doing
- 91%** know who the Full Time Officers are
- 80%** know how to elect the Full Time Officers
- 73%** are aware we operate an Advice Centre

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/Vlogs and Coffee on Campus. 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 the Full Time Officers engaged with 10,587 students (2016/17, 12,530) through 110 Lecture Shouts (2016/17, 72) and 220 students (2016/17, 213) at 6 Coffee on Campus events (2016/17, 9). In total the Full Time Officers produced 35 blogs/vlogs (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 (2016/17, 10) in total.

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 13 (2017/18, 20) Ideas raised through the website. Submitting Ideas is still a relatively new initiative that requires further work to become embedded.



## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2018**

Overall, we have continued to have a good engagement with democratic events within the National Union of Students (NUS), with full delegations attending the national NUS UK and Scotland Conferences. A motion was submitted to the NUS Scotland Conference from the Students' Association on the UK Quality Code. Motions were also submitted to NUS UK Conference on affordable housing for students and post study visas for international students. The VP GSBS was invited to attend the NUS Scotland Conference 2018 and presented on Preventing and Responding to Gender Based Violence, Student Partnership Agreement and Sanitary Products Campaign. The Students' Association participated in the NUS Scotland Think Positive project by developing a Mental Health Partnership Agreement with GCU.

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 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:

- After 10 years of feedback from our members about no Union Bar on campus it was agreed with the GCU Executive Board for the installation of the Re:Union Bar & Grill into the Students' Association, run by BaxterStorey, the GCU Catering Provider. A video Facebook post of the Student President pulling the first pint had a reach of 60,000 users, watched 17,000 times, over 1,300 engagements and 8,584 post clicks.
- Based on the Student Experience presentation delivered at the Court Away Day on student communications, the Students' Association has worked with GCU Marketing and Communications on revised student communications across campus, including clear opportunities for students to get involved.
- The Students' Association has worked with the Pro Vice-Chancellor International and Vice-Principal on international student listening events.
- The Students' Association has been working with the University, via the International Committee, Careers and V.I.S.A team to promote Tier 1 (Entrepreneur) visa to students.
- We have successfully campaigned for the introduction of free local and international telephone calls for GCU students, particular focus on students in urgent need or international students.
- We have worked with GCU Alumni to run a campaign for graduates to share their positive experiences of GCU during their graduation. This will involve them being photographed with their memories of their time at GCU at the graduation ceremony.
- We worked with GCU, through an established working group, to introduce intercultural skills sessions within each academic programme. This will be piloted during 2018/19 for level 1 students.
- We successfully lobbied for the creation of a Postgraduate Space to be built on the Glasgow campus within the Saltire Centre. This involved collaboratively working with GCU Estates, Library and the Research Directorate. It is hoped this space will assist in developing a postgraduate community.
- We have secured a commitment from the University to review graduation fees, in particular the costs of graduating in absentia. We will participate in this review taking place in 2018/19.
- We successfully achieved a place for a Student Governor on the Court Remuneration Committee.

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- We successfully achieved a pilot of extended Library opening hours during Trimester 2 at GCU London.
- We have been working with Glasgow Taxis to re-establish the Safe Taxis Scheme.
- We achieved a pilot of free sanitary products with the University across campus to tackle Period Poverty. This was before the Scottish Government announcement for free sanitary products within further and higher education institutions.
- We have successfully worked on developing the first Student Mental Health Partnership Agreement at GCU. This involved working in partnership with the University on the Student Summit that focused on mental health and helped informed the University Mental Health Action Plan and our Student Mental Health Agreement.
- We have run campaigns on Hearing Impairment with Hearing Loss Scotland and sensible and safe drinking with Glasgow Council on Alcohol.
- The Students' Association responded independently on the consultation on the Review of the UK Quality Code for Higher Education. There appeared to be a strong Scottish sector view against the proposed changes as, for instance, it did not take into account the enhancement model in Scotland and the Students as Partners agenda.
- The Students' Association, at GCU Senate in October 2017, successfully achieved that all GCU student facing policies with significant impact across the institution must go through SAGE (Student Action Group for Engagement) at an early stage of development and prior to being approved at Senate.
- Starting as a grass roots campaign by GCU London students and then supported by the GCU London Rep and Full Time Officers successfully campaigned for GCU London graduations to permanently have summer graduations.

The Student President attended the One Young World Conference in Bogota, Colombia. The One Young World is the preeminent global forum for young leaders aged 18-30 and gathers the brightest young leaders from around the world, empowering them to make lasting connections and develop solutions to some of the world's most pressing issues.

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 583 Class Reps (2016/17, 537). There were 363 Class Reps (2016/17, 235) that received classroom training and 5 completing online training (2016/17, 18). Working with the University we recruited and supported School Officers, Postgraduate Taught (PGT) and Postgraduate Research (PGR) student reps. In total 8 out of the 9 School Officers were recruited, 3 PGT Reps recruited and 11 out of the 12 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.



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In total the Students' Association received 603 nominations (2016/17, 350) for 176 GCU staff by 284 students for the Students' Association Teaching Awards. These awards allow students to nominate members of teaching staff in seven categories which recognise excellence in different areas of teaching and support, namely: Inspirational Teaching, Valuable Explanation, Outstanding Student Focused Teaching, Excellence in Feedback, Exciting Use of Technology, Outstanding Support (Professional Services) and PhD Supervision and Support. 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 Friday 13th May 2018. More information [www.GCUstudents.co.uk/articles/teaching-award-winners-2018](http://www.GCUstudents.co.uk/articles/teaching-award-winners-2018).

Category	Winner
Outstanding Student Focused Teaching	Daniel Baxter
Inspirational Teaching	Daniel Baxter
Exciting Use of Technology	Mary Ballentyne
Excellence in Feedback	Andy Sharp
Valuable Explanation	Karen Robertson-Skene
Outstanding Support (Professional Services)	Karen McDairmant
Outstanding Research Student Supervision and Support	Darinka Asenova

The Full Time Officer elections took place from 5th to 9th March 2018. There were a total of 11 candidates (2016/17, 14) that stood. In total 3,134 votes (2016/17, 2,647) were cast, the highest turnout ever. Rachel Simpson (School of Health and Life Sciences), Yetunde Ogedengbe (School of Health and Life Sciences), Moses Apiliga (Glasgow School for Business and Society) and Eilidh Fulton (School of Health and Life Sciences) were elected and officially started in office on Monday 4th June 2018. Rachel Simpson with the most votes was invited and has accepted being Student President.

The Green Impact accreditation is student-led by the Ethical and Environmental Committee, in which there are 11 members during 2017/18. The Ethical and Environmental Committee promoted GCU Go Green Week, carried out the Wee Green Survey and NUS Sustainability Skills Survey and worked with the University on a Climate Challenge Fund bid for Travel Advisers. The results of the Wee Green Survey lead to the Wee Green Campaign that focused on behaviour change: (1) Recycle, (2) Use Keep Cups, (3) Cycle to Campus, (4) Eco-Study, (5) Eco-Fitness. The Students' Association maintained the NUS Green Impact at the Very Good award.

## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2018**

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 they are supported through Personal Development Workshops that includes workshops run by outside organisations and employers and reflective exercises. 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 614 students registered (2016/17, 405) on the Student Leaders Programme, 495 at Development Level and 119 at Advanced Level. In total 321 completed the Student Leaders Programme, this is broken down to 213 at Development Level and 108 at the Advanced. There was also 7 Student Leader Trainers (2016/17, 9).

The Students' Association worked in partnership with the GCU European Office after winning a bid to be involved in the Strategy for Change Project, funded by the Erasmus+ Programme. This project aimed to establish a formalised transnational training programme to prepare students for carrying out effective social innovation projects in the local community. GCU worked with 4 other partner organisations from Portugal, the Netherlands, Dublin and Sweden, with the GCU European Office leading and co-ordinating the project. Each institution took on a different area of work for the three year project according to their specialities. The Students' Association is involved due to the already well-established Student Leaders Programme. Although there will be no drastic changes to the structure of the Programme, the biggest difference will be the ability to send students out into the local community to deliver social innovation workshops and projects. This is the third and final year of the project. We delivered six Social Innovation Training sessions, one specifically to Enactus GCU, with 52 students completing training. Students who took part in the Social Innovation Training during 2016/17 were eligible to participate in transnational visits to our partner institutions in Europe. The Students' Association took responsibility for coordination of two mobility programmes during Trimester 1 and thereafter promoting and supporting the work of the GCU Europe Office for all remaining mobility visits. The Strategy for Change final dissemination workshop took place in the Students' Association Building on 14th and 15th June 2018. The workshop showcased the results of the project and heard the experiences of students and practitioners.

The Students' Association supports students who wish to set-up and run societies. There were 57 societies (2016/17, 68) with 2,034 (2016/17, 2,321) memberships. There were 1,620 (2016/17, 1,929) members involved in societies of which 1,611 (2016/17, 1,915) were student members. The societies were run by 285 GCU student volunteers and the Students' Association trained 47 society committee members. The societies were active within the year organising events, fundraising and charity work, shows and hosting seminars.

The Students' Association supports students who wish to set-up and run sports clubs. There were 34 sports club during the year with 808 (2016/17, 671) memberships, of which 804 were student memberships. The Sports Clubs are run by 163 volunteers of whom 44 have been trained. The Students' Association also held one to one meetings with 15 out of the 34 Sports Clubs. Of the 34 active clubs 26 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 24 Sports Clubs that participate in competitive weekly fixtures within British Universities & Colleges Sport (BUCS) and Scottish Student Sport (SSS) leagues.



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The Students' Association also participated in the 14th annual Glasgow Taxis Cup which took place on the 14th March 2018 with 16 sports and over 800 students taking part from all three universities in Glasgow. The 22nd Annual Sports Ball took place on 14th April 2018 at the DoubleTree by Hilton Hotel. There were a total of 373 attendees in attendance. In addition to the Full Blues, Half Blues and Colours awards, the following awards were presented:

Ross Baillie Award	Callum Matthews	Athletics
Sportsman of the Year	Ciar Pringle	Badminton
Sportswoman of the Year	Jill Cherry	Athletics
Alex Goodman Trophy	Martin Donnelly	Athletics
Coach of the Year	Lukas Ost	Muay Thai
Club of the Year	Equestrian	
Team of the Year	Men's Basketball	

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 1,314 (2016/17, 1,277) student enquires, 412 (2016/17, 394), visits for the free condom service and had 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 42 student volunteers (25 GCU students) supported interactions (calls, texts and online chats) through the Nightline Service. A total of 45% of the interactions were online chat, 34% by phone and 21% by text message. The main themes of interactions include loneliness, suicidal thoughts and academic stress. The volunteers covered 68% of the available shifts. The 22 Wellbeing Volunteers supported the five health promotion campaigns and the Annual Wellbeing Fayre, with 175 students attending.

The Edit, the student magazine, is run by a student committee, had 77 contributors (2016/17, 39) and is supported by the Students' Association. The Edit produced 3 editions. The Edit continues to regularly produce articles through its website: <http://www.theeditgcu.com/>. A total of 78 online articles (2016/17, 81) were written.

Radio Caley is an internet radio station which broadcasts during Trimester 1 and Trimester 2. The radio station normally broadcasts from 9am to midnight Monday to Friday. There were 80 volunteers (2016/17, 108). Members can listen online: [www.radiocaley.com](http://www.radiocaley.com).

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The STAR Awards took place in the Re:Union Bar & Grill in the Students' Association Building on the Thursday 19th April 2018 with 85 attendees. The STAR Awards recognise and celebrate the achievements of our volunteers. In total 16 awards were presented to the following winners:

Best Behind the Mic - Radio Caley	Katharina Moos Bille
Best Overall Contribution - Radio Caley	Tom Jarvis
Best Article - The EDIT	Kaspars Zalāns – 'Lost In Translation'
Best Overall Contribution - The EDIT	Monica Allen
Wellbeing Volunteer of the Year	Anna de Vries
Best New Society	African Caribbean Society
Best Society Event	CUMSA Annual Dinner 2018
Society of the Year Highly Commended	Optics Society
Society of the Year	Podiatry Society
Social Innovation Award Highly Commended	Laura Jane Howard
Social Innovation Award	Thomas Bartlome
Representative of the Year	Susan Docherty
Representative of the Year Highly Commended	Callum Smith
Allister Boyd Award	Anna de Vries
Lindsay Leadership Award	Andrew Gray
GCU Student of the Year	Abdullah Alotaiq

The Students' Association is in its sixth 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 22 registered Class Reps, with 17 trained. The Students' Association offers independent advice and support to GCU London students and supports them with academic representation. There were a total of 157 student enquiries (2016/17, 74) and 25 casework files (2016/17, 28) at GCU London during 2017/18. There were 9 student-led societies running at GCU London with 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 2018**

### **AFFILIATIONS**

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

National Union of Students (NUS)	£17,776	(2017 - £32,753)
British Universities and College Sports (BUCS)	£4,246	(2017 - £4,042)
Scottish Student Sport (SSS)	£3,588	(2017 - £3,477)
National Nightline Association (NNA)	£59	(2017 - £59)

### **FINANCIAL REVIEW**

The total income from all sources this year was £769,640 (2017; £769,662). The income is broken down as £648,002 funding from Glasgow Caledonian University and £121,638 generated income.

The total expenditure was £735,233 (2017; £763,360). The expenditure is broken down as £261,856 for Student Engagement, £160,340 for Student Support and £313,037 for Student Activities.

The surplus for the year was £34,407 (2017; 6,302). A total of £125,873 was retained within the reserve accounts (2017; £91,466).

### **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 £184,000.

At 31 July 2018 the Students' Association had total unrestricted funds of £125,873. Of this amount £12,658 was tied up in tangible fixed assets, £20,077 was designated as an Activities Reserve, £56,860 as a Development Reserve and £8,605 as a Representation and Advice, leaving free reserves of £54,728.



## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2018**

### **PLANS FOR FUTURE PERIODS**

The Students' Association will move into Year 3 of the Bigger Plan 2020 (our strategic plan) and will progress towards meeting the ambitious Key Performance Indicators.

Our Big Actions we plan to achieve during 2018/19 include a Democracy Review, Academic Rep Review, maintaining the NUS Green Impact accreditation, imbedding the Common Good Attributes within the Student Leaders Programme, ensuring the Student Action Group for Engagement has a higher prominence within GCU, 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 2018/19. Positively this is the same cash level as the last two financial years but unfortunately represents a real terms cut.

The Trustee Board confirms that the Students' Association has sufficient funds to meet all its obligations. With two employees on maternity leave this upcoming financial year it was decided during 2017/18 to have a recruitment freeze on the vacant positions of Student Voice Team Leader and Graphic Design and Communications Co-ordinator and not to proceed with some strategic projects, such as a Democracy Review. These positions will be filled during this upcoming financial year, in addition to maternity cover for both positions. The commercial income from 2017/18 was added to the General Reserves to compensate for planned deficits during 2018/19 and 2019/20. 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.

## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2018**

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.

The GCU 2020 Estates Strategy includes the consideration of relocating the Students' Association to ensure it's at the heart of the campus with enhanced visibility. No formal proposal and no resourcing has yet been proposed. Whilst GCU have agreed a minimum of six months' notice for the Students' Association for any move, there are risks with a limited notice period, unknown resource allocations and a lack of internal capacity and expertise. Any premises move also has the potential to impact on delivery of The Bigger Plan 2020.

### **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).

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.

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION  
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2018**

**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 8<sup>th</sup> October 2018 and signed on their behalf by:

A handwritten signature in black ink that reads "Rachel Simpson". The signature is written in a cursive, flowing style.

Rachel Simpson  
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 2018**

**Opinion**

We have audited the financial statements of Glasgow Caledonian University Students' Association (the 'charity') for the year ended 31 July 2018 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 2018, 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 2018**

**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 page 14, 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 2018**

**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](http://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*

Wylie & Bisset LLP, Statutory Auditor

168 Bath Street  
Glasgow  
G2 4TP

*Date; 8 October 2018*

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 2018**  
(Including an Income and Expenditure account)

	Note	Unrestricted Funds 2018 £	Total Funds 2018 £	Unrestricted Funds 2017 £	Total Funds 2017 £
<b>Income and endowments from:</b>					
Donations and legacies	4	648,002	648,002	643,500	643,500
Charitable activities	5	121,638	121,638	126,162	126,162
<b>Total Income</b>		<b>769,640</b>	<b>769,640</b>	<b>769,662</b>	<b>769,662</b>
<b>Expenditure on:</b>					
Charitable activities	7	735,233	735,233	763,360	763,360
<b>Total Expenditure</b>		<b>735,233</b>	<b>735,233</b>	<b>763,360</b>	<b>763,360</b>
<b>Net incoming resources</b>		<b>34,407</b>	<b>34,407</b>	<b>6,302</b>	<b>6,302</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>34,407</b>	<b>34,407</b>	<b>6,302</b>	<b>6,302</b>
<b>Funds reconciliation</b>					
Total Funds brought forward	15	91,466	91,466	85,164	85,164
<b>Total Funds carried forward</b>	<b>15</b>	<b>125,873</b>	<b>125,873</b>	<b>91,466</b>	<b>91,466</b>

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 2018**

	Note	Total 2018 £	Total 2017 £
<b>Fixed assets:</b>			
Tangible assets	10	12,658	11,420
<b>Total fixed assets</b>		<u>12,658</u>	<u>11,420</u>
<b>Current assets:</b>			
Stock	11	488	677
Debtors	12	54,172	74,242
Cash at bank and in hand	18	195,413	130,132
<b>Total current assets</b>		<u>250,073</u>	<u>205,051</u>
<b>Liabilities:</b>			
Creditors falling due within one year	13	(136,858)	(125,005)
<b>Net current assets</b>		<u>113,215</u>	<u>80,046</u>
<b>Net assets</b>		<u>125,873</u>	<u>91,466</u>
<b>The funds of the charity:</b>			
Unrestricted funds	15	125,873	91,466
<b>Total charity funds</b>	15	<u>125,873</u>	<u>91,466</u>

Approved by the trustees on 8 October 2018 and signed on their behalf by:

*Rachel Simpson*

Rachel Simpson  
Chair of Trustee Board

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDING 31 JULY 2018**

	<b>Note</b>	<b>Total Funds 2018 £</b>	<b>Total Funds 2017 £</b>
<b><i>Cash flows from operating activities:</i></b>			
<b>Net cash provided by operating activities</b>	<b>17</b>	<u>75,826</u>	<u>47,709</u>
<b><i>Cash flows from investing activities:</i></b>			
Purchase of property, plant and equipment		(10,545)	(247)
<b>Net cash (used in) investing activities</b>		<u>(10,545)</u>	<u>(247)</u>
<b>Change in cash and cash equivalents in the year</b>		<u>65,281</u>	<u>47,462</u>
Cash and cash equivalents brought forward	<b>18</b>	130,132	82,670
<b>Cash and cash equivalents carried forward</b>	<b>18</b>	<u>195,413</u>	<u>130,132</u>



**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2018**

**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) issued on 16 July 2014, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

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 2018**

**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 2018**

**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 number of individual grant awards made in recognition that the administrative costs of awarding, monitoring and assessing research grants, salary support grants and postgraduate scholarships are broadly equivalent. 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 2018**

**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.

**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:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Jodie Waite	-	14,816
Lauren Ramage	-	13,801
Chris Daisley	14,019	16,876
Kevin Campbell	14,914	16,876
Rachel Simpson	16,578	2,839
Yetunde Ogedengbe	15,717	2,839
Moses Apiliga	3,486	-
Eilidh Fulton	3,486	-
	<b>68,200</b>	<b>68,047</b>



**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2018**

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

During the year 3 trustees (2017: 1) were reimbursed expenses of £75 (2017: £25).

During the year no trustee had any personal interest in any contract or transaction entered into by the charity (2017: none).

During the year, the Association was in receipt of a Block Grant from Glasgow Caledonian University totalling £628,900 (2017: £628,900). The balance outstanding at the year-end is £17,489 (2017: £47,400). The Association also received an additional grant from Glasgow Caledonian University totalling £19,102 (2017: £14,600).

In addition, the Association made other sales of £25,285 (2017: £20,928) to the University and made purchases of £22,719 (2017: £27,869) from the University. The balance owed from the University at the year end is £17,488 (2017: £1,750), and no other balance due to the University (2017: £437).

**4. Income from donations and legacies**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
GCU Block Grant	628,900	628,900
GCU Other Grant	19,102	14,600
	<hr/>	<hr/>
	648,002	643,500

**5. Income from charitable activities**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Student Activities	99,407	115,809
Student Engagement	22,231	10,353
	<hr/>	<hr/>
	121,638	126,162

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2018**

**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:

<b>Cost type</b>	<b>Total allocated £</b>	<b>Governance related £</b>	<b>Other support costs £</b>	<b>Basis of apportionment</b>
Salary Costs	125,368	52,129	73,239	<i>Time spent</i>
Other Staff Costs	10,088	-	10,088	<i>Time spent</i>
Marketing & Communication Costs	14,728	-	14,728	<i>Time spent</i>
Depreciation Charges	7,709	-	7,709	<i>Time spent</i>
Office Costs	31,518	-	31,518	<i>Time spent</i>
Repairs and Maintenance	2,045	-	2,045	<i>Time spent</i>
Sundry Costs	7,114	-	7,114	<i>Time spent</i>
	<b>198,570</b>	<b>52,129</b>	<b>146,441</b>	

**Governance costs:**

	<b>2018 £</b>	<b>2017 £</b>
Trustee expenses	2,798	3,126
Consultancy costs	600	-
Auditor's remuneration	5,605	8,237
Support costs (see above)	52,129	50,572
	<b>61,132</b>	<b>61,935</b>

**Allocation of governance and other support costs:**

	<b>Support Costs</b>	<b>Governance</b>	<b>2018 £</b>	<b>2017 £</b>
Student Engagement	48,813	20,378	69,191	66,774
Student Support	48,814	20,377	69,191	66,774
Student Activities	48,814	20,377	69,191	66,773
Total allocated	<b>146,441</b>	<b>61,132</b>	<b>207,573</b>	<b>200,321</b>

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2018**

**7. Analysis of expenditure on charitable activities**

	Student Engagement £	Student Support £	Student Activities £	Total 2018 £	Total 2017 £
Hardship Payments	-	1,180	-	1,180	1,312
Nightline	-	775	-	775	804
Staff Costs	143,283	89,194	121,435	353,912	374,217
NUS Affiliation	17,776	-	-	17,776	32,753
Other Student	31,606	-	-	31,606	32,208
Engagement Costs					
Freshers Week Costs	-	-	12,037	12,037	16,484
Ball Costs	-	-	15,223	15,223	13,196
Funding to societies and clubs	-	-	12,010	12,010	11,426
Sports facilities	-	-	36,379	36,379	40,294
Other student activities costs	-	-	46,762	46,762	40,345
Governance costs (note 6)	20,378	20,377	20,377	61,132	61,935
Support costs (note 6)	48,813	48,814	48,814	146,441	138,386
	<u>261,856</u>	<u>160,340</u>	<u>313,037</u>	<u>735,233</u>	<u>763,360</u>

Included with Funding to Societies and Clubs are grants payable of £2,311 (2017: £3,106). 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**

	2018 £	2017 £
Salaries and wages	424,665	448,090
Social security costs	36,413	34,996
Other pension costs	21,717	23,853
Total staff costs and employee benefits	<u>482,795</u>	<u>506,939</u>

No employees had employee benefits in excess of £60,000 (2017: Nil).

	2018 No.	2017 No.
The average weekly number of persons, by headcount, employed by the charity during the year was:	<u>22</u>	<u>22</u>
	2018 £	2017 £
Key management personnel remuneration	<u>158,320</u>	<u>154,519</u>



**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2018**

**9. Net income/(expenditure) for the year**

This is stated after charging:	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Depreciation	7,709	13,859
Audit fees	5,605	8,237
Loss on disposal of fixed assets	1,598	-

**10. Tangible Fixed Assets**

	<b>Refurbishments</b>	<b>Office</b>	<b>Fixtures and</b>	<b>Total</b>
	<b>£</b>	<b>Equipment</b>	<b>and</b>	<b>£</b>
		<b>£</b>	<b>Fittings</b>	
			<b>£</b>	
<b>Cost or valuation</b>				
At 1 August 2017	44,790	26,512	35,173	106,475
Additions	-	4,099	6,446	10,545
Disposals	-	3,239	7,477	10,716
At 31 July 2018	44,790	27,372	34,142	106,304
<b>Depreciation</b>				
At 1 August 2017	38,811	23,506	32,738	95,055
Charge for the year	3,740	2,238	1,731	7,709
Eliminated on disposals	-	3,239	5,879	9,118
At 31 July 2018	42,551	22,505	28,590	93,646
<b>Net book value</b>				
At 31 July 2018	2,239	4,867	5,552	12,658
At 31 July 2017	5,979	3,006	2,435	11,420

**11. Stock**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Stock	488	677
	488	677

**12. Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade debtors	42,037	68,947
Other debtors	7,982	1,730
Prepayments and accrued income	4,153	3,565
	54,172	74,242

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2018**

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

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	3,745	10,102
Accruals & Deferred Income	30,207	23,349
Taxation and social security costs	11,198	9,346
Other creditors	91,708	82,208
	<u>136,858</u>	<u>125,005</u>

**14. Deferred income**

	<b>£</b>
Balance as at 1 August 2017	10,522
Amount released to income earned from charitable activities	(10,522)
Amount deferred in year	2,000
Balance as at 31 July 2018	<u>2,000</u>

Deferred income comprises income for the Rugby Union 2018/19.

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2018**

**15. Analysis of charitable funds**

Analysis of Fund movements	Balance b/fwd 2017 £	Income £	Expenditure £	Transfers £	Balance c/fwd 2018 £
<b>Unrestricted funds</b>					
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
<b>Total designated funds</b>	87,321	-	7,709	18,588	98,200
General funds	4,145	769,640	727,524	(18,588)	27,673
<b>Total unrestricted funds</b>	91,466	769,640	727,524	(18,588)	54,728
<b>TOTAL FUNDS</b>	91,466	769,640	735,233	-	125,873

Analysis of Fund movements	Balance b/fwd 2016 £	Income £	Expenditure £	Transfers £	Balance c/fwd 2017 £
<b>Unrestricted funds</b>					
Activities Reserve	8,754	-	-	1,682	10,436
Representation and Advice Reserve	8,605	-	-	-	8,605
Fixed asset reserve	25,032	-	13,859	247	11,420
Development Reserve	41,128	-	-	15,732	56,860
<b>Total designated funds</b>	83,519	-	13,859	17,661	87,321
General funds	1,645	769,662	749,501	(17,661)	4,145
<b>Total unrestricted funds</b>	85,164	769,662	763,360	-	91,466
<b>TOTAL FUNDS</b>	85,164	769,662	763,360	-	91,466

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 2018**

**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**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2018 £</b>
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>-</u>	<u>125,873</u>

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2017 £</b>
Fixed assets	11,420	-	11,420
Stock	677	-	677
Debtors	74,242	-	74,242
Cash at bank and in hand	130,132	-	130,132
Current liabilities	(125,005)	-	(125,005)
	<u>91,466</u>	<u>-</u>	<u>91,466</u>

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2018**

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

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Net income for the year per the Statement of Financial Activities	34,407	6,302
Adjustments for:		
Depreciation charges	7,709	13,859
Loss on disposal of fixed assets	1,598	-
Decrease in stocks	189	4,391
Decrease in debtors	20,070	8,323
Increase in creditors	11,853	14,834
<b>Net cash provided by operating activities</b>	<b>75,826</b>	<b>47,709</b>

**18. Analysis of cash and cash equivalents**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Cash at bank and in hand	195,413	130,132
<b>Total cash and cash equivalents</b>	<b>195,413</b>	<b>130,132</b>

**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.

