

CHARITY NO: SC022887

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

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REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2020

REFERENCE AND ADMINISTRATIVE INFORMATION

Sabbatical Trustees	Eilidh Fulton (resigned 31st May 2020) Moses Apiliga (resigned 31st May 2020) Bethany Stevenson (resigned 31st May 2020) Susan Docherty Adil Rahoo (appointed 1st June 2020) Tabitha Nyariki (appointed 1st June 2020) Zoe Nicholson (appointed 1 st June 2020)
Student Trustees	Raheel Aslam (resigned 5 th February 2020) Genesis Kusu-Ter Nongo (resigned 31st May 2020) John Kim Flores (resigned 31st May 2020) Nicole Percival Dorota Makaruk (appointed 1 st June 2020) Eseoghene Johnson (appointed 1 st June 2020) Izabella Koziol (appointed 1 st June 2020)
External Trustees	Stuart McCallum Brian Beck Podge Sheehan Jan Savage
Chief Executive	David Carse
Principal Office	70 Cowcaddens Road Glasgow G4 0BA
Charity Number:	SC022887
Independent Auditors	Wylie & Bisset (Audit) Limited 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 2020

The Trustees present their annual report and financial statements of the charity for the year ended 31 July 2020.

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 Trustee 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, Trustee Board Training, 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 the powers 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 <http://www.gcustudents.co.uk/trusteeboard>.

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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, Vice Chair, Executive Committee, Student Voice Officers, Academic Reps 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, otherwise known as career staff. The permanent staff provide continuity, professional and managerial expertise and are responsible for undertaking the day-to-day management and running of the organisation 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.

GCU remains committed to student engagement and partnership working with GCU Students' Association. The Enhancing the Student Experience (ETSE) Steering Group and Student Experience Action Plan (SEAP) ensures partnership working between the Students' Association, students and the University.

The Students' Association has worked closely with the University in preparation for the Enhancement-led Institutional Review (ELIR). This has included the Students' Association being active participants of the ELIR Steering Group, contributing to the development of the Reflective Analysis, Advanced Information Set and student communications and working with the University on recruitment of students for the ELIR panel meetings.

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The Students' Association have additionally been involved in contributing to the Outcome Agreement submission and through involving students have actively shaped the GCU 2030 Strategy.

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.

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 and sanitary products. 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 Ethical and Environmental work.

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.

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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. In December 2019 the Trustee Board took the decision to extend The Bigger Plan 2020 by one year and finish in Summer 2021. 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.

ACHIEVEMENTS AND PERFORMANCE

The following highlights some of the achievements and performance for the academic year 2019/20.

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 94% satisfaction in the latest ISB and 56% in the NSS. The Students' Association continues to perform well within the ISB. We have made an improvement on our NSS 2019 score, by 4%. Our NSS score was the same as the UK average and 4% higher than the Scottish average. The NSS question asked how effectively the Students' Association represents students' academic interests.

During Freshers Week the Students' Association delivered interactive classroom workshops to new students. A total of 80 workshops (2018/19, 52; 2017/18, 58) were delivered in Trimester 1 that engaged with 1,393 students (2018/19, 1,283; 2017/18, 1,431). In addition, the Full Time Officers completed 13 School Induction Talks within SCEBE, GSBS and SHLS and spoke to over 4,000 students during Freshers Week. The Full Time Officers were also involved in the GCU International Orientation and our Student Handbook was posted to all new students. Our Sports Clubs and Societies ran many events during Freshers Week to welcome new students and encourage students to get involved. 46 Sports Clubs ran Come and Try sessions were held with 1,427 students participating. 28 Societies ran Come and Try sessions were held with around 754 students attending. The Freshers Fayre was held over two days in Glasgow in the ARC with 90 indoor stalls and 22 outdoor market stalls. Both days were extremely busy. Freshers Week could not have been delivered without the 53 invaluable Freshers volunteers (2018/19, 29; 2017/18, 27 students). The singer Lewis Capaldi provided a welcome message for Freshers Week that was shared across our social media channels.

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 were 59 places filled on Student Voice during 2019/20 that normally meets four times a year. A comprehensive review of the By-Laws was completed and this was approved by Student Voice. The fourth meeting unfortunately did not take place at this was scheduled when the Coronavirus lockdown happened. A total of 23 (2018/19, 18; 2017/18, 13) were Ideas raised through the website. Submitting Ideas is still a relatively new initiative that requires further work to become embedded.

Overall, we have continued to have a good engagement with democratic events within the National Union of Students (NUS), with attendance at the NUS Scotland The Gathering Conference and delegations attending the online NUS UK and Scotland Conferences.

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The Students' Association submitted motions to the NUS Scotland Conference. The Full Time Officers have also attended the Glasgow Student Forum with other Full Time Officers from Glasgow based universities and colleges and where available, attended the Merchant City and Trongate Community Council and Townhead and Ladywell Community Council.

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 Full Time 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 Full Time 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 10,840 students (2018/19, 12,466; 2017/18, 14,622) through 47 Lecture Shouts (2018/19, 64; 2017/18, 110) and held 12 Coffee on Campus/Ask the Officer events on campus (2018/19, 4; 2017/18, 7). In addition, there were 24 Ask the Officer Online events. In total the Full Time Officers produced 41 blogs (2018/19, 47; 2017/18, 35).

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 a strong student-led campaign there will be no graduation fees at Glasgow Caledonian University from Summer 2020. The Students' Association listened to GCU students' feedback, the policy created at our Student Voice and secured an agreement with the University to abolish graduation fees for all students from Summer 2020. Such a positive outcome has been the result of the strong partnership working between the Students' Association and the University. Our members, GCU students, were critical to this campaign success through responding to our consultation, submitting Ideas on our website and their own grass-root campaigns. More information is available from: www.GCUstudents.co.uk/articles/no-graduation-fees-from-summer-2020-campaignwin.
- The Students' Association has worked closely with the University in preparation for the Enhancement-led Institutional Review (ELIR). This has included being active participants of the ELIR Steering Group, contributing to the development of the Reflective Analysis and Advanced Information Set and working with the University on recruitment for the ELIR meetings with students. In addition, the Student President produced an ELIR video for GCU students which is available from: www.GCUstudents.co.uk/articles/gcu-elir-review-2019-20.
- The Students' Association was alerted, particularly from our PGR Reps to the potential closure of the Hamish Wood Building on Sundays. Whilst supporting the rationale behind this decision, i.e. economic and environmental reasons, it had not been fully consulted with all stakeholders and we were pleased that the University decided to pause on this decision and seek to consult with all stakeholders, to ensure all concerns were addressed. More information is available from: www.GCUstudents.co.uk/articles/hamish-wood-building-sunday-closure-update.
- The Executive Committee have taken a stance to support the reasons behind the industrial action by GCU UCU members. The Full Time Officers produced a statement for members, explaining their position to our members. This is available from: www.GCUstudents.co.uk/articles/statement-on-further-ucu-industrial-action.
- The Students' Association worked closely with GCU Student Life to create a joint campaign to showcase the activities and services of the Students' Association. The campaign was launched in February 2020.

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- The Student President and Vice President SCEBE were involved with the organisation of International Women's Day at GCU. The celebration of International Women's Day was spread across two weeks with activities and stalls running throughout the two weeks. The Circle Society had a stall set up for the first week of the celebration promoting the work The Circle carries out for disadvantaged women and girls around the world.
- The Students' Association were actively involved in discussions to ensure the smooth transition of GCU London from an academic school to a campus. This involved discussions with current GCU London students and the GCU London Officer and ensuring that the student experience was at the forefront of decision making. The Student President is a member of the London Transition Group.
- The Students' Association continue to be active in contributing to the development of the MITs (Mitigating Circumstances) Policy. Enhancements such as online submission are positive but we must continue to ensure that the health and wellbeing of students, as well as their academic performance, is core within this process.
- The Students' Association submitted the Student Mental Health Agreement to the NUS Scotland Think Positive Project in May 2020. This is a joint initiative with GCU Wellbeing Services. A video 'Let's talk about Mental Health' was created for the University Mental Health Day on Thursday 5th March 2020. Feel Fab Feb was created as part of the Student Mental Health Agreement and this involved a month of events to promote student mental health and wellbeing. There were lots of activities including providing free fruit to students with positive messages, hula hoop competition, sustainable food event, free gym passes, Paws for Stress event, taster sessions from societies, sports clubs, Radio Caley and Calm Zones every day.
- From the early stages of the COVID-19 pandemic impacting on the University, the Full Time Officers within the Students' Association and academic reps have been proactively consulted by the University in their response to the situation to ensure students remain at the heart of decision making during these unprecedented times and in the communications to students. This has included discussions on campus closures, online learning, teaching and assessment approach, placements, student mobility, residents at Caledonian Court, temporarily amending the mitigating circumstances process and assessment regulations, creating a catch up period, extending the discretionary fund, IT support (and responding to any lack of access to equipment or broadband by students), revised graduation arrangements, student wellbeing and student access to support. A key joint decision was the decision to release students from their accommodation payments at Caledonian Court.
- The Students' Association had representation on the University Race Equality Short Life Working Group, Tackling Racism Short Life Working Group and the BME Attainment Gap Working Group.

Working in partnership with the University, the Students' Association led on an Academic Rep Review with the following Academic Rep Structure implemented at GCU from 2019/20: Class Reps, Department Reps, Postgraduate Taught (PGT), Postgraduate Research (PGR) Reps and Deputy Postgraduate Research (PGR) Reps. An outcome of the GCU Internal Audit on Student Representation resulted in the co-creation of the Guide to Student Representation at GCU which outlines how the University and the Students' Association work together to ensure effective student representation. The guide is available from:

<https://www.GCUstudents.co.uk/resources/guide-to-student-representation-at-gcu>.

The Students' Association provides training and support for all academic reps at GCU. On the Glasgow Campus the Students' Association, with the assistance of the University, received the contact details for 441 Class Reps (2018/19, 497; 2017/18, 583). There were 270 Class

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Reps that received classroom training (2018/19; 323; 2017/18; 363) and 69 completed online training (2018/19, 32; 2017/18, 5). Working with the University we recruited and supported Department Reps, Postgraduate Taught (PGT) and Postgraduate Research (PGR) reps. All the 22 Department, 3 PGT Reps and 7 PGR Reps were recruited and trained. We continue to work in partnership with GCU on organising a student-led Student Action Group for Engagement (SAGE) that provides student input into the development of GCU learning, teaching and quality enhancement policy. The Academic Rep Gatherings took place in Trimester A with 24 reps attending and in Trimester B the event was cancelled due to the close of the GCU campus due to the Coronavirus outbreak. The event was re-arranged online with 10 reps attending. The Students' Association supports the GCU Department of Academic Quality to fill the student panel places on Programme Approval/Review Boards.

The Students' Association supports the student-led liberation groups and officers: LGBT+ Group, Women's Group, Ethnic Diversity Networking Group (formerly Black or Minority Ethnic Students' Group) and Disabled Students' Group. There were 129 students involved across the four liberation groups. The Students' Association also supports the student-led representation groups and officers, namely: International, Mature and Part-Time, Care Experience, Student Carers and Mental Health and Wellbeing. There were 135 students involved across the Representation Groups. Student Voice agreed to change the Safe Space into a Quiet Room within the Students' Association Building. Further information is available from: www.GCUstudents.co.uk/articles/launch-of-our-quiet-room. The Mature and Part-time Students Officer and the Vice President SCEBE worked with GCU Estates to successfully launch the Mature Students Room on campus. More information is available from: www.GCUstudents.co.uk/articles/mature-students-room-campaign-win.

The Students' Association received 559 nominations (2018/19, 447; 2017/18, 603) for 202 GCU staff by 312 students for the Students' Association Teaching Awards. These awards allow students to nominate GCU 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. The Teaching Awards ceremony was due to take place on 14th May 2020 in the Re:Union Bar & Grill but due to the Coronavirus outbreak this took place on the Students' Association Community on GCU Learn on 28th May 2020. The awards were hosted by the Vice President SHLS and the event was opened by the Deputy Vice-Chancellor Learning, Teaching and Student Experience. There was a total of 78 attendees. A recording of the Teaching Awards 2020 is available from our YouTube account at <https://youtu.be/IIpBuXgtgoU>.

Category	Winner
Terrific Teaching	Maria Renwick
Fantastic Feedback	Fiona Coupar
Creative Curriculum	Shirley Morrison-Glancy
Super Support (Teaching Staff)	Katy Proctor
Super Support (Non-Teaching Staff)	Rachel Hyslop
Sensational Supervision & Support	Lesley Price

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In addition, we awarded an Inspiring Individuals Award to teaching staff who best reflected the values of the Students' Association and University.

Inspiring Individual (London)	Titus Olaniyi
Inspiring Individual (SCEBE)	Ania Escudero
Inspiring Individual (GSBS)	Katy Proctor
Inspiring Individual (SHLS)	Margaret Spalding

The Full Time Officer Elections 2020 took place between Monday 2nd and Thursday 5th March 2020. There were 22 candidates (2018/19, 8; 2017/18, 11) that submitted nominations in the election. The turnout in the Full Time Officer Election 2020 was 3,714 (2018/19, 3,521; 2017/18, 3,134). There is now a five-year trend in increased voter numbers, with the Full Time Officer Elections 2020 being the highest ever election turnout under the current Full Time Officer model. Susan Docherty (Glasgow School for Business and Society), Adil Rahoo (Glasgow School for Business and Society), Tabitha Nyariki (School of Health and Life Sciences) and Zoe Nicholson (Glasgow School for Business and Society) were elected and officially started on Monday 1st June 2020. Susan Docherty with the most votes has accepted the position of Student President, with the others becoming a Vice President for each academic school. The full breakdown of the results are available from our website: www.GCUstudents.co.uk/articles/winners-full-time-officer-elections-2020.

The Green Impact accreditation is student-led by the Ethical and Environmental Group, in which there are 15 members (2018/19, 7; 2017/18, 11). The group organised a pop-up Swap Shop, participated in the Climate Strike March with the GCU Extinction Rebellion Society and organised Carbon Literacy Training with 80 attending. The planned Sustainability Fair in Trimester B was unfortunately cancelled due to the Coronavirus outbreak. The Students' Association achieved Excellent in the Green Impact accreditation during 2019/20.

The Student Leaders Programme is open to any GCU 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. The Programme is split into two levels: Development and Advanced. The Student Leaders Programme Development Level is now the proud holder of the Scottish Innovation Student Award (SISA) Level 1 accreditation. There was a total of 623 students registered onto the Student Leaders Programme (2018/19, 626; 2017/18, 614). This is broken down to 500 students registered at Development Level and 123 registered at Advanced Level. Working in partnership with external organisations and the University there were a total of 33 workshops in Trimester A and 44 workshops within Trimester B. In total 247 completed the Student Leaders Programme, with 168 completing at Development Level and 79 completing at the Advanced Level.

The Students' Association supports students who wish to set-up and run societies. The societies become affiliated to the Students' Association. The societies can be academic, hobby, cultural, charity, political, faith and belief or performance based. There were 71 societies (2018/19, 67; 2017/18, 57) with 2,714 memberships (2018/19, 2,817; 2017/18, 2,034) in Glasgow. This is 2,132 students on the Glasgow campus buying one or more society memberships. The societies were run by 328 student volunteers and the Students' Association trained 138 society committee members this academic year. The societies were active within the year organising events, fundraising, charity work, shows and hosting seminars.

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The Students' Association supports students who wish to set-up and run sports clubs. The sports clubs become affiliated to the Students' Association. There were 29 sports clubs during the year with 877 (2018/19, 899; 2017/18, 803) memberships. The sports clubs are run by 166 student volunteers and the Students' Association trained 34 sports committee members this academic year. Of the 29 active clubs 23 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. Sports clubs participated in a total of 155 BUCS and SSS fixtures. Although the Snow Sports and Cross Country events had already taken place, due to the Coronavirus outbreak the annual Glasgow Taxis Cup (intervarsity event between Strathclyde, Glasgow and Glasgow Caledonian) that was due to take place on Wednesday 18th March 2020 was cancelled. The annual Sports Ball was unfortunately also cancelled due to the Coronavirus outbreak.

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 or sanitary product service, to pick up a leaflet or who obtain the information they require at one visit. The Advice Centre dealt with a total of 1,000 (2018/19, 1,168; 2017/18, 1,314) student enquires, 205 visits for the free condom service (2018/19, 423; 2017/18, 412) and had 205 (2018/19, 294; 2017/18, 298) case files. The Advice Centre due to the Coronavirus outbreak moved to online provision from Tuesday 17th March 2020 and students were directed to free external online delivery of sanitary products and condoms.

The Advice Centre supports the Nightline Service, which is run in partnership with the University of Strathclyde Students' Association. The 35 student volunteers (21 GCU students) supported interactions (calls, texts and online chats) through the Nightline Service. The Nightline Service closed on Friday 13th March 2020 due to the Coronavirus outbreak and calls were referred to the Samaritans and there was online mental health and wellbeing signposting. The main themes of interactions in Trimester 2 were academic issues, stress/anxiety, relationships and family. The volunteers covered 62% of the available shifts.

The EDIT, the student magazine, is run by a student committee, had 110 members (2018/19, 90; 2017/18, 77) and is supported by the Students' Association. The EDIT produced four printed editions. The EDIT continues to regular produce articles through its website: www.theeditgcu.com. A total of 90 online articles (2018/19, 96; 2017/18, 78) 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 79 members (2018/19, 99; 2017/18, 80). Members can listen online: www.radiocaley.com.

The STAR Awards 2020 could not take place on the 16th April 2020 in the Re:Union Bar due to the Coronavirus outbreak and was rescheduled to the 19th June 2020 on the Students' Association Community on GCU Learn. In total 14 awards were presented. More information on the winners is available from: www.GCUstudents.co.uk/articles/star-award-winners-2020.

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Category	Winner
GCU Student of the Year Award	Adil Rahoo
Lindsay Leadership Award	Monica Allen
Academic Rep of the Year	Narinder Kaur
Liberation or Representation Group of the Year	LGBT+ Students' Group
Ethical & Environmental Award	Extinction Rebellion
Society of the Year	Nursing Society
Best Society Event	Ethical Hacking Society- G3C
Best Overall Contribution from Society Committee	Kimberley Brown- Nursing Society
Radio Caley – Best Behind the Mic	Rachel Gibson
Radio Caley – Best Overall Contribution	Chris Brown
The EDIT – Best Article	Callum McQuade - Mick N Phil More Than Meets The Ear
The EDIT – Best Overall Contribution	Abbie Meehan

The Students' Association is in its eighth year of operations at the GCU London campus. The Students' Association has a base within GCU London and has 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 Officer and GCU London PGR Rep, every programme at GCU London has a Class Rep. In total there were 24 registered Class Reps, with 15 trained. The Students' Association offers independent advice and support to GCU London students and supports them with academic representation. There were a total of 145 student enquiries (2018/19, 181; 2017/18, 157) and 20 casework files (2018/19, 37; 2017/18, 25) at GCU London. There were 6 student-led societies running at GCU London with 101 (2018/19, 90; 2017/18, 116) memberships sold. In addition, we run the London Leadership Programme which had 45 students registered and an events programme on the GCU London campus.

RESPONDING TO CORONAVIRUS

On Monday 16th March 2020 the Students' Association took the decision due to the Coronavirus pandemic to stop all in person activities and events and a statement was made to our members through our website. On Tuesday 17th March 2020 we closed the Students' Association Building and our London Office and moved most of our services and activities online. Employees moved to temporarily working from home and were available to the membership by email from Wednesday 18th March 2020. The Students' Association migrated to using Microsoft Teams and Zoom for committee meetings and one to one meetings with students.

On Friday 20th March 2020 we sent an email to our members with our initial plans to move our services and activities online. This included launching our new Students' Association Community on GCU Learn that has hosted Ask the Officer events, academic rep meetings, a discussion board, a weekly Online Pub Quiz, Teaching Awards and STAR Awards. Further emails communications were sent on the 20th April 2020 and on the 5th May 2020.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

In addition to our GCU Learn Community, our Facebook page was used for Ask the Officer events and provided signposting to mental health and wellbeing support by the University and externally and suggestions for daily online activities, such as virtual tours of museums, online gigs, online comedy etc.

Our Vice President SCEBE initially created Suzi Dee Daily Lockdown Vlogs (video blogs) that then moved to a weekly Lockdown Vlog. These light-hearted Vlogs showcased the work the Students' Association, the University and students are doing each week of Lockdown and adjusting to studying at home. Our Full Time Officers and staff have supported the academic reps (Class Reps, Department Reps, PGT Reps and PGR Reps) in addressing localised concerns affecting students learning, teaching and assessments.

AFFILIATIONS

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

National Union of Students (NUS)	£25,156	(2019 - £25,156)
British Universities and College Sports (BUCS)	£5,097	(2019 - £4,549)
Scottish Student Sport (SSS)	£3,733	(2019 - £3,660)
National Nightline Association (NNA)	£130	(2019 - £60)

FINANCIAL REVIEW

The total income from all sources this year was £749,256 (2019; £758,150). The income is broken down as £642,141 (2019; £648,760) funding from Glasgow Caledonian University, £75,846 (2019; £109,390) generated income and £31,269 from the Job Retention Scheme (2019; £nil).

The total expenditure was £733,173 (2019; £759,526). The expenditure is broken down as £312,869 (2019; £283,799) for Student Engagement, £152,612 (2019; £156,827) for Student Support and £267,692 (2019; £318,900) for Student Activities. Included within wages and salaries costs is an amount of £21,185 in relation to holiday pay the staff had accrued but not taken at 31 July. There has been no requirement for such an accrual in the past, but the exceptional circumstances this year meant that the staff had not taken a significant part of their holiday entitlement by the year end.

The surplus for the year was £16,083 (2019: deficit of £1,376). A total of £140,580 was retained within the reserve accounts (2019: £124,497).

KEY MANAGEMENT PERSONNEL

The Students' Association has its own pay scale, that includes 8 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.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

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 £183,000.

At 31 July 2020 the Students' Association had total unrestricted funds of £140,580 (2019; £124,497). Of this amount £18,440 (2019; £20,071) was tied up in tangible fixed assets, £28,181 (2019; £24,033) was designated as an Activities Reserve, £44,118 (2019; £44,118) as a Development Reserve and £8,605 (2019; £8,605) as a Representation and Advice Reserve, leaving free reserves of £41,236 (2019; £27,670).

PLANS FOR FUTURE PERIODS

The Students' Association will move into Year 5 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 2020/21 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 Student Experience Action Plan.

The next strategic plan will be developed during 2020/21, along with a review of our Mission, Vision and Values and then a four-year strategic plan will run for the academic years 2021/22 to 2024/25. This would ensure that the strategic plan is better aligned to the GCU Strategy 2030.

FUTURE FUNDING

Glasgow Caledonian University has confirmed that the Students' Association will receive a Block Grant of £628,900 for the academic year 2020/21. Given the current global Coronavirus pandemic and current financial situation within the Further and Higher Education sector in Scotland, the Students' Association is appreciative of the Block Grant remaining at the same cash level as last year.

The Trustee Board confirms that the Students' Association has sufficient funds to meet all its obligations. A budget that creates a small surplus during 2020/21 has been approved, so that the Students' Association can continue to build upon its currently limited General Reserves. 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.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

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, the ability to make sufficient additional income through advertising, sponsorship and sales and to build upon our small level of General Reserves. The ability to generate Other Income will be particularly challenging due to the ongoing Coronavirus pandemic. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, rolling forecasts, 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).

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 2020**

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 19th October 2020 and signed on their behalf by:

Susan Docherty
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 2020**

Opinion

We have audited the financial statements of Glasgow Caledonian University Students' Association (the 'charity') for the year ended 31 July 2020 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 2020, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- 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 2020**

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 13, 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 2020**

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 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 (Audit) Limited, Statutory Auditor

168 Bath Street
Glasgow
G2 4TP

Date; 19 October 2020

Wylie & Bisset (Audit) Limited 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 2020
(Including an Income and Expenditure account)

	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Unrestricted Funds 2019 £	Total Funds 2019 £
Income and endowments from:						
Donations and legacies	4	642,141	-	642,141	648,760	648,760
Charitable activities	5	75,846	-	75,846	109,390	109,390
Other incoming resources	6	-	31,269	31,269	-	-
Total Income		717,987	31,269	749,256	758,150	758,150
Expenditure on:						
Charitable activities	8	701,904	31,269	733,173	759,526	759,526
Total Expenditure		701,904	31,269	733,173	759,526	759,526
Net incoming/(outgoing) resources		16,083	-	16,083	(1,376)	(1,376)
Transfers between funds		-	-	-	-	-
Net movement in funds		16,083	-	16,083	(1,376)	(1,376)
Funds reconciliation						
Total Funds brought forward	16	124,497	-	124,497	125,873	125,873
Total Funds carried forward	16	140,580	-	140,580	124,497	124,497

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 2020

	Note	Total 2020 £	Total 2019 £
Fixed assets:			
Tangible assets	11	18,440	20,071
Total fixed assets		<u>18,440</u>	<u>20,071</u>
Current assets:			
Stock	12	1,647	330
Debtors	13	76,588	125,462
Cash at bank and in hand	19	196,147	88,086
Total current assets		<u>274,382</u>	<u>213,878</u>
Liabilities:			
Creditors falling due within one year	14	(152,242)	(109,452)
Net current assets		<u>122,140</u>	<u>104,426</u>
Net assets		<u>140,580</u>	<u>124,497</u>
The funds of the charity:			
Unrestricted funds	16	140,580	124,497
Restricted funds	16	-	-
Total charity funds	16	<u>140,580</u>	<u>124,497</u>

Approved by the trustees on 19 October 2020 and signed on their behalf by:

Susan Docherty
Chair of Trustee Board

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDING 31 JULY 2020

	Note	Total Funds 2020 £	Total Funds 2019 £
<i>Cash flows from operating activities:</i>			
Net cash provided by/(used in) operating activities	18	<u>114,192</u>	<u>(91,915)</u>
<i>Cash flows from investing activities:</i>			
Purchase of property, plant and equipment		(6,131)	(15,412)
Net cash (used in) investing activities		<u>(6,131)</u>	<u>(15,412)</u>
Change in cash and cash equivalents in the year		<u>108,061</u>	<u>(107,327)</u>
Cash and cash equivalents brought forward	19	88,086	195,413
Cash and cash equivalents carried forward	19	<u>196,147</u>	<u>88,086</u>

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

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 16.

(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 2020

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 15).

(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 2020

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 7.

(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 2020

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:

	2020	2019
	£	£
Rachel Simpson	-	14,434
Yetunde Ogedengbe	-	14,434
Moses Apiliga	15,047	17,995
Eilidh Fulton	15,047	17,380
Bethany Stevenson	15,047	2,945
Susan Docherty	18,316	3,624
Adil Rahoo	4,023	-
Zoe Nicholson	4,023	-
Tabitha Nyarki	4,023	-
	<u>75,526</u>	<u>70,812</u>

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

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

During the year 8 trustees (2019: 5) were reimbursed expenses of £264 (2019: £218).

During the year no trustee had any personal interest in any contract or transaction entered into by the charity (2019: none).

During the year, the Association was in receipt of a Block Grant from Glasgow Caledonian University totalling £628,900 (2019: £628,900). The balance outstanding at the year-end is £53,000 (2019: £60,500). The Association also received an additional grant from Glasgow Caledonian University totalling £13,241 (2019: £19,860).

In addition, the Association made other sales of £23,316 (2019: £30,159) to the University and made purchases of £33,276 (2019: £25,597) from the University. The balance owed from the University at the year end, excluding the block grant, is £1,125 (2019: £17,945), and £692 was due to the University (2019: £14,671).

4. Income from donations and legacies

	2020	2019
	£	£
GCU Block Grant	628,900	628,900
GCU Other Grant	13,241	19,860
	<u>642,141</u>	<u>648,760</u>

5. Income from charitable activities

	2020	2019
	£	£
Student Activities	73,082	97,514
Student Engagement	2,764	11,876
	<u>75,846</u>	<u>109,390</u>

6. Income from other incoming resources

	2020	2019
	£	£
Job Retention Scheme	31,269	-
	<u>31,269</u>	<u>-</u>

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

7. 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 2020 £	Governance related £	Other support costs £	Basis of apportionment
Salary Costs	134,683	57,524	77,159	<i>Time spent</i>
Other Staff Costs	7,057	-	7,057	<i>Time spent</i>
Marketing & Communication Costs	13,474	-	13,474	<i>Time spent</i>
Depreciation Charges	7,762	-	7,762	<i>Time spent</i>
Office Costs	24,686	-	24,686	<i>Time spent</i>
Repairs and Maintenance	3,343	-	3,343	<i>Time spent</i>
Sundry Costs	15,257	-	15,257	<i>Time spent</i>
	<u>206,262</u>	<u>57,524</u>	<u>148,738</u>	

Cost type	Total Allocated 2019 £	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>
	<u>181,341</u>	<u>55,236</u>	<u>126,105</u>	

Governance costs:

	2020 £	2019 £
Board expenses	924	3,129
Auditor's remuneration	7,650	7,680
Support costs (see above)	<u>57,524</u>	<u>55,236</u>
	<u>66,098</u>	<u>66,045</u>

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

7. Allocation of governance and support costs (continued)

Allocation of governance and other support costs:	Support Costs £	Governance £	2020 £
Student Engagement	49,581	22,032	71,613
Student Support	49,578	22,033	71,611
Student Activities	49,579	22,033	71,612
Total allocated	148,738	66,098	214,836

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

8. Analysis of expenditure on charitable activities

	Student Engagement £	Student Support £	Student Activities £	Total 2020 £
Hardship Payments	-	860	-	860
Nightline	-	586	-	586
Staff Costs	185,917	79,555	104,300	369,772
NUS Affiliation	25,156	-	-	25,156
Other Student Engagement Costs	30,183	-	-	30,183
Freshers Week Costs	-	-	13,263	13,263
Funding to societies and clubs	-	-	9,105	9,105
Sports facilities	-	-	45,694	45,694
Other student activities costs	-	-	23,718	23,718
Governance costs (note 7)	22,032	22,033	22,033	66,098
Support costs (note 7)	49,581	49,578	49,579	148,738
	312,869	152,612	267,692	733,173

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

8. Analysis of expenditure on charitable activities (continued)

	Student Engagement £	Student Support £	Student Activities £	Total 2019 £
Hardship Payments	-	1,130	-	1,130
Nightline	-	2,057	-	2,057
Staff Costs	160,315	89,587	139,180	389,082
NUS Affiliation	25,157	-	-	25,157
Other Student Engagement Costs	34,282	-	-	34,282
Freshers Week Costs	-	-	13,613	13,613
Ball Costs	-	-	15,924	15,924
Funding to societies and clubs	-	-	7,103	7,103
Sports facilities	-	-	44,255	44,255
Other student activities costs	-	-	34,773	34,773
Governance costs (note 7)	22,015	22,015	22,015	66,045
Support costs (note 7)	42,030	42,038	42,037	126,105
	283,799	156,827	318,900	759,526

Included with Funding to Societies and Clubs are grants payable of £3,719 (2019; £2,665). 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.

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

	2020 £	2019 £
Salaries and wages	453,039	463,171
Social security costs	26,587	36,275
Other pension costs	24,829	21,743
Total staff costs and employee benefits	504,455	521,189

Included within wages and salaries costs is an amount of £21,185 in relation to holiday pay the staff had accrued but not taken at 31 July. There has been no requirement for such an accrual in the past, but the exceptional circumstances this year meant that the staff had not taken a significant part of their holiday entitlement by the year end.

No employees had employee benefits in excess of £60,000 (2019: nil).

	2020 No.	2019 No.
The average weekly number of persons, by headcount, employed by the charity during the year was:	20	22

	2020 £	2019 £
Key management personnel remuneration	158,989	161,603

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

10. Net income/(expenditure) for the year

This is stated after
charging:

	2020	2019
	£	£
Depreciation	7,762	7,999
Audit fees	7,650	7,680
	<u>15,412</u>	<u>15,679</u>

11. Tangible Fixed Assets

	Refurbishments	Office	Fixtures	Total
	£	Equipment	and	£
		£	Fittings	
			£	
Cost or valuation				
At 1 August 2019	44,790	33,633	37,952	116,375
Additions	-	4,796	1,335	6,131
Disposals	-	-	-	-
At 31 July 2020	<u>44,790</u>	<u>38,429</u>	<u>39,287</u>	<u>122,506</u>
Depreciation				
At 1 August 2019	44,216	21,361	30,727	96,304
Charge for the year	460	5,024	2,278	7,762
Eliminated on disposals	-	-	-	-
At 31 July 2020	<u>44,676</u>	<u>26,385</u>	<u>33,005</u>	<u>104,066</u>
Net book value				
At 31 July 2020	<u>114</u>	<u>12,044</u>	<u>6,282</u>	<u>18,440</u>
At 31 July 2019	<u>574</u>	<u>12,272</u>	<u>7,225</u>	<u>20,071</u>

12. Stock

	2020	2019
	£	£
Stock	1,647	330
	<u>1,647</u>	<u>330</u>

13. Debtors

	2020	2019
	£	£
Trade debtors	66,181	113,040
Other debtors	5,984	7,078
Prepayments and accrued income	3,791	5,344
Tax & social security	632	-
	<u>76,588</u>	<u>125,462</u>

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

14. Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	4,522	18,040
Accruals & Deferred Income	38,659	13,994
Taxation and social security costs	8,104	7,604
Other creditors	100,957	69,814
	<u>152,242</u>	<u>109,452</u>

15. Deferred income

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

	£
Balance as at 1 August 2019	1,692
Amount released to income earned from charitable activities	(1,692)
Amount deferred in year	<u>1,500</u>
Balance as at 31 July 2020	<u>1,500</u>

Deferred income comprises income comprises project funding received in advance.

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

16. Analysis of charitable funds

Analysis of Fund movements	Balance b/fwd 2019 £	Income £	Expenditure £	Transfers £	Balance c/fwd 2020 £
Unrestricted funds					
Activities Reserve	24,033	-	-	4,148	28,181
Representation and Advice Reserve	8,605	-	-	-	8,605
Fixed asset reserve	20,071	-	7,762	6,131	18,440
Development Reserve	44,118	-	-	-	44,118
Total designated funds	96,827	-	7,762	10,279	99,344
General funds	27,670	717,987	694,142	(10,279)	41,236
Total unrestricted funds	124,497	717,987	701,904	-	140,580
Restricted fund					
Job Retention Scheme	-	31,269	31,269	-	-
Total restricted funds	-	31,269	31,269	-	-
TOTAL FUNDS	124,497	749,256	733,173	-	140,580

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

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 2020

16. 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.
- b) Restricted funds comprise:
- **Job Retention Scheme** – Funding received from the Government in respect of furloughed employees.

There are no comparative 2019 restricted funds for disclosure.

17. Net assets over funds

	Unrestricted Funds £	Total 2020 £
Fixed assets	18,440	18,440
Stock	1,647	1,647
Debtors	76,588	76,588
Cash at bank and in hand	196,147	196,147
Current liabilities	(152,242)	(152,242)
	<u>140,580</u>	<u>140,580</u>

	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>

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

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

	2020	2019
	£	£
Net (expenditure)/income for the year per the Statement of Financial Activities	16,083	(1,376)
Adjustments for:		
Depreciation charges	7,762	7,999
(Increase)/Decrease in stocks	(1,317)	158
Decrease/(Increase) in debtors	48,874	(71,290)
Increase/(Decrease) in creditors	42,790	(27,406)
Net cash provided by/(used in) operating activities	114,192	(91,915)

19. Analysis of cash and cash equivalents

	2020	2019
	£	£
Cash at bank and in hand	196,147	88,086
Total cash and cash equivalents	196,147	88,086

21. Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.