

|   |   |   |            |   |          |  |
|---|---|---|------------|---|----------|--|
| <b>Committee Title</b>  | Student Voice   |   |            |   |          |  |
| <b>Date of Meeting</b>  | 23 <sup>rd</sup> October 2017   |   |            |   |          |  |
| <b>Item Number and Title/Subject</b>  | Audited Accounts 2016/17  |   |            |   |          |  |
| <b>Paper Presenter</b>  | Kevin Campbell, Student President   |   |            |   |          |  |
| <b>Brief Summary of Issues/Topic</b>  | <p>The Students' Association External Auditors, Wylie &amp; Bisset LLP, have completed the annual audit of the Students' Association Accounts 2016/17 (31<sup>st</sup> July 2017). The annual report from the Trustee Board is included within the audited accounts.</p> <p>The total income from all sources was £769,662 (2016; £797,972). The Students' Association has continued to benefit from the recognition and support from the University, with £643,500 funding from Glasgow Caledonian University. In addition the Students' Association generated £126,162 income.</p> <p>The total expenditure was £763,360 (2016; £795,938). The expenditure is broken down as £300,695 for Student Engagement, £147,280 for Student Support and £315,385 for Student Activities.</p> <p>The surplus for the year was £6,302 (2016; £2,036). £2,500 was transferred to the General Reserves, in line with our Reserves Policy and the remainder to the Development Reserve. A total of £91,466 was retained within the reserve accounts (2016, £85,164).</p> <p>The accounts are been submitted to the GCU Finance and General Purposes Meeting (GCU Court Sub Committee) on 16<sup>th</sup> October 2017 and will subsequently be approved by the Board.</p> |   |            |   |          |  |
| <b>Recommendation(s)</b>  | Information   |   | Discussion | X | Approval |  |
|   | <p><b><i>Any member can ask a question by raising their voting card and being recognised by the Chair to speak.</i></b></p> <p>Student Voice is asked to note the Audited Accounts 2016/17.</p>   |   |            |   |          |  |
| <b>Who have you consulted when developing the paper?</b>  | Trustee Board   |   |            |   |          |  |
| <b>Staff/Student Protocol</b>   | Yes   | X | No         |   | N/A      |  |
| <b>Will any decision approved directly affect the work of staff?</b>  | The Chief Executive has been consulted in the audited accounts.   |   |            |   |          |  |
| <b>Should the paper be submitted to any other committee following its consideration/approval at this meeting?</b> | No  |   |            |   |          |  |
| <b>If yes, please state the committee and proposed date of submission.</b>  | The audited accounts are made available to members and other stakeholders on <a href="http://www.GCUstudents.co.uk/financial">www.GCUstudents.co.uk/financial</a> .   |   |            |   |          |  |

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2017**

DRAFT AND MAY BE SUBJECT TO REVISION

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**

**REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2017**

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**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION  
REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2017**

**REFERENCE AND ADMINISTRATIVE INFORMATION**

**Sabbatical Trustees**

Lauren Ramage (resigned 24.05.17)  
Chris Daisley  
Kevin Campbell  
Jodie Waite (resigned 18.06.17)  
Rachel Simpson  
Yetunde Ogendengbe

**Student Trustees**

Alyson Laird (resigned 31.10.15)  
Jennifer Broadhurst (resigned 18.06.17)  
Ekeloodum Excellence S.J. Robert  
(resigned 13.02.17)  
Kirsty McCallum (resigned 18.06.17)  
Iniobong John Enang (resigned 18.06.17)  
Alan Gordon Adamson  
Gavin MacLeod  
Susanne Quigg

**External Trustees**

Lynn Tennent (resigned 31.05.17)  
Stuart McCallum  
Sarah Walker (resigned 17.07.17)  
Lisa Kirkwood  
Nicola Paul (appointed 20.07.17)  
Brian Beck (appointed 26.07.17)

**Chief Executive**

David Carse

**Principal Office**

70 Cowcaddens Road  
Glasgow  
G4 0BA

**Charity Number:**

SC022887

**Independent Auditors**

Wylie & Bisset LLP  
168 Bath Street  
Glasgow  
G2 4TP

**Bankers**

Bank of Scotland  
54/62 Sauchiehall Street  
Glasgow  
G2 3AH

**Solicitors**

MacRoberts LLP  
Capella,  
60 York St,  
Glasgow  
G2 8JX

## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2017**

The Trustees present their annual report and financial statements of the charity for the year ended 31 July 2017.

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 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 2017**

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 organisation, 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.

### **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.

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, 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.

### **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.

## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2017**

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 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 2017**

### **ACHIEVEMENTS AND PERFORMANCE**

The following highlights some of the achievements and performance for the academic year 2016/17.

In January 2017 we achieved the Investing in Volunteers accreditation and in May 2017 we achieved the Quality Students' Unions accreditation, at Very Good. We won the NUS Scotland Diversity Award 2017 and were shortlisted for the NUS Scotland Full Time Officer Team of the Year 2017. We were also shortlisted in the sparqs Awards 2017 for our work with GCU on the Student Partnership Agreement.

Two key external measures of GCU students satisfaction with GCU Students' Association is the National Student Survey and the International Student Barometer. The Students' Association received a score of 93% satisfaction in the latest International Student Barometer (ISB) and 51% in the National Student Survey (NSS). The Students' Association continues to perform well within the ISB but struggled with the new question within the NSS (The students' union (association or guild) effectively represents' academic interests), being 1% lower than the Scottish average.

Within our own Annual Satisfaction Survey 2017, satisfaction in most areas from GCU students, our members, was maintained or improved from the previous year. Highlights include:

**88%** know there are elected Full Time Officers  
**73%** know about our Advice Centre  
**71%** aware of being a member of GCU Students' Association  
**71%** know who their class rep is  
**70%** feel information from Students' Association is relevant  
**68%** that the Students' Association contributes positively to the GCU student experience  
**64%** that the Students' Association represents them

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 the academic year the Full Time Officers engaged with 12,530 (2015/16, 28,523) students through 72 (2015/16, 158) Lecture Shouts and 213 (2015/16, 599) students through 9 (2015/16, 11) Coffee on Campus events. In total the Full Time Officers produced 37 blogs/vlogs.

The Full Time Officers represented GCU students within the local Community Councils for Townhead and Ladywell and Merchant City and Trongate and attended 10 (2015/16, 12) meetings 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 20 (2015/16, 19) Ideas raised through the website. Submitting Ideas is still a relatively new programme that requires further work to become embedded.



## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2017**

Overall, we have continued to have a good engagement with democratic events within 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 mental health provision within universities. Jodie Waite, Vice President GSBS, was elected as NUS Scotland Vice President Education 2017/18 at the NUS Scotland Conference. Working with NUS we have been promoting #GenerationVote campaign to encourage students to register to vote in the Council and General Elections. This has involved stalls, poster and online campaign and an General Elections Hustings, organised in conjunction with the University of Strathclyde Students' Association.

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 Student President worked with the University to form an agreement which allows student events to take place on our new and improved campus, following the Heart of Campus Project. As a result, our students no longer need to look for external venues to hold high profile events. So far, the Allister Boyd Ball and GCU Fight Night has taken place on campus.

Last year, it was decided by the University that there would be no further GCU London graduation ceremonies taking place during the summer and instead, there would only be one graduation ceremony in London during November each year. The GCU London Rep worked with the Student President and after a successful campaign this decision was overturned and graduations would remain in London in the Summer and November 2017.

After lobbying by the Vice President SEBE, the Global Buddies' Scheme has been re-introduced to GCU. The aim of the scheme is to both create a better international student experience and help increase home student internationalisation.

The VP SEBE has worked with GCU IT to upgrade 27 of the computers in our 24 hr Computer Lab to support specialised software for engineering students. This will improve lab access for students within the school and allow students to access their software 24hrs on campus.

Working with the University the Vice President SHLS has developed and introduced a brand new Student Partnership Agreement, outlining the kind of university environment that students and staff all want to live, work and learn in, highlighting the values of partnership working between the University, students and Students' Association. The proposed Partnership Agreement was presented at the annual sparqs conference, was well received, and was shortlisted for the sparqs award 2017. The Partnership Agreement called GCU Community: Working Together in Partnership was approved by Senate on 2nd June 2017.

The VP SHLS working with the School of Health and Life Sciences has organised a Volunteering Fayre allowing students the opportunity to undertake volunteering as part of their curriculum, gaining vital skills and experience to enhance their employability.

The Full Time Officers have also worked closely with the Campus Trade Unions on issues such as Prevent, and most notably in the campaign for equal pay for university staff and an end to casualised contracts.

## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2017**

The Full Time Officers have been working with the School Officers and academic schools on the GCU portfolio review. This has involved comprehensive discussions through academic committees.

The VP SEBE has been working with University IT and Facilities Management to launch new concept classrooms that create flexible learning environments for students. A review of best practice from across the sector was undertaken and a test room was created in W305.

The Vice President SEBE, working with the PGR Reps and through discussions with the Pro Vice Chancellor Research and Enterprise and Vice-Principal has ensured that research students receiving a stipend will be provided with suitable proof of income, through an advance payment schedule, for outside organisations like housing associations and landlords. This was an ongoing issue now resolved and provides the their status of employment and income.

The Student President has worked with GCU London to create the first ever GCUL Student Survey. This survey will help understand the expectations, intensions and perceptions of students studying in London.

Working with the Chief Financial Officer and Vice-Principal Infrastructure the Students' Association has been fully consulted on through the tender process for the new catering provider on campus.

The Student President led on the On Your Marks, Get Set, Feedback campaign where 1000 students were asked their feedback on their assessments. The campaign was set to understand students' expectations versus reality. Early identified issues include: lack of consistency, communication and level of detail.

The Students' Association provides training and support for all GCU academic student reps. The Students' Association, with the assistance of the University, received the contact details for 537 (2015/16, 630) Class Reps. There were 235 (2015/16, 277) Class Reps that received classroom training and 18 (2015/16, 35) completing online training. Working with the University we recruited and supported School Officers, Postgraduate Taught (PGT) and Postgraduate Research (PGR) student reps. In total 9 School Officers were recruited, 3 PGT Reps recruited and 12 PGR Reps recruited. All 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.

In total the Students' Association received 350 (2015/16, 154) nominations for 112 GCU staff by 213 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 Exceptional Teaching Postgraduate. 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 Student Bistro on Friday 12th May 2017.

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2017**

| Category   | Winner             | School |
|--|--------------------|--------|
| Outstanding Student Focused Teaching                                 | Michael Follan     | SHLS   |
| Inspirational Teaching   | Michael Follan     | SHLS   |
| Exciting Use of Technology   | Yvonne Watt        | SHLS   |
| Excellence in Feedback   | Emma Green         | SHLS   |
| Valuable Explanation   | Elaine Duncan      | SHLS   |
| Outstanding Support (Professional Services)                          | Janet Pierotti     | VISA   |
| Excellence in Teaching - Glasgow School for Business and Society     | Christina McIntyre | GSBS   |
| Excellence in Teaching - School of Health and Life Sciences          | Michael Follan     | SHLS   |
| Excellence in Teaching - School of Engineering and Built Environment | Mary MacLachlan    | SEBE   |

The Full Time Officer elections took place from 6<sup>th</sup> to 10<sup>th</sup> March 2017. There were a total of 14 candidates (2006, 8; 2015, 9) that stood, including for the first time a candidate from GCU London. In total 2,647 (2015/16, 2,345) votes were cast, the highest turnout ever. Kevin Campbell (School of Health and Life Sciences), Chris Daisley (School of Engineering and Built Environment), Yetunde Beatrice Ogedengbe (School of Health and Life Sciences) and Rachel Simpson (School of Health and Life Sciences) were elected and officially started in office on Monday 19<sup>th</sup> June 2017. Kevin Campbell with the most votes was invited and has accepted being Student President.

The NUS Green Impact accreditation is student-led by the Ethical and Environmental Committee. The main campaign was Click It to Submit It, which encourages the University to move towards online submission, marking and feedback. There were 6 students involved in the Ethical and Environmental Group and achieved the [Very Good Award in Green Impact](#). A student survey was conducted with 75% of respondents supporting online submission only. Working with the Deputy Vice-Chancellor Academic the Students' Association fully endorsed the Digital Assessment Policy approved by Senate on 2<sup>nd</sup> June 2017 which includes online submission, online marking and online feedback.

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 sessions run by outside organisations and employers and reflective exercises. There was a total of 74 workshops delivered. The Programme is split into two levels: Development and Advanced. Students who complete the programme can become Champions and deliver training to fellow students. There was a total of 405 (2015/16, 575) students registered on the Student Leaders Programme, 347 at Development Level and 58 at Development Level. Due to operational challenges the numbers completing the Student Leaders Programme was disappointing, with only 133 completing (2015/16, 245). This is broken down to 85 completions at the Development Level and 48 at the Advanced Level. There were also 9 (2015/16, 10) Student Leaders Champions. As part of

## GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2017

the Programme this year, we were delighted to host the Sir Alex Ferguson Leadership lecture, in which he outlined his leadership insights to GCU students. Students were also able to ask questions directly to Sir Alex as part of this event, with 297 attending.

The Students' Association is working 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 aims to establish a formalised transnational training programme to prepare students for carrying out effective social innovation projects in the local community. GCU is working 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 will take 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. Year Two of the project is about delivery of the newly devised Social Innovation Training. The training was developed through working with Dublin City University, academics in GSBS, Enactus GCU and the Scottish Institute for Enterprise. A total of 33 students were trained.

The Students' Association supports students who wish to set-up and run societies. There were 68 societies (2015/16, 67) with 2,321 (2015/16, 2,416) memberships. There were 1,929 (2015/16, 1,914) members involved in societies of which 1,915 (2015/16, 1,904) were student members. This is the highest number of societies ever. The societies were run by 329 GCU student volunteers and the Students' Association trained 144 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 33 sports club during the year with 671 (2015/16, 738) memberships, of which 667 were student memberships. The Sports Clubs are run by 142 volunteers of whom 51 have been trained. The Students' Association also held one to one meetings with 20 out of the 33 Sports Clubs. Of the 33 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. The Students' Association also participated in the 13<sup>th</sup> annual Glasgow Taxis Cup took place on the 15<sup>th</sup> March 2017 with 16 sports and over 700 students taking part from all three universities in Glasgow. The 21<sup>st</sup> Annual Sports Ball took place on 8<sup>th</sup> April 2017 at the Grand Central Hotel. There were a total of 348 attendees in attendance. In addition to the Full Blues, Half Blues and Colours awards, the following awards were presented:

|                         |                |              |
|-------------------------|----------------|--------------|
| Ross Baillie Award      | Rebecca Cooper | Swimming     |
| Sportsman of the Year   | Alex Thomas    | Athletics    |
| Sportswoman of the Year | Emma Hale      | Golf         |
| Alex Goodman Trophy     | Ben Ivory      | Trampolining |
| Coach of the Year       | Robbie Stewart | Muay Thai    |
| Club of the Year        | Muay Thai      |              |
| Team of the Year        | Athletics      |              |

## GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2017

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 1,277 (2015/16, 1,294) student enquires, 394 (2015/16, 545), visits for the free condom service and had 287 (2015/16, 263) 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 38 student volunteers (19 GCU students) supported 227 (2015/16, 175) interactions (calls, texts and online chats) through the Nightline Service. The 23 Wellbeing Volunteers supported the five health promotion campaigns and the Annual Wellbeing Fayre, with 200+ students attending.

The Edit, the student magazine, is run by a student committee, had 39 (2015/16, 61) contributors and is supported by the Students' Association. The Edit produced 2 editions. The Edit continues to regular produce articles through its website: <http://www.theeditgcu.com/>. A total of 81 (2015/16, 71) online articles 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 was a total of 46 (2015/16, 87) different shows in Trimester 1 and 2 and 108 (2015/16, 114) volunteers. Members can listen online: [www.radiocaley.com](http://www.radiocaley.com).

The STAR Awards was re-introduced, replacing The Big Ball, on the 11th April 2017 with 88 people booking a ticket and 66 people attending. Our challenge in 2017/18 is to build back up this annual event to the hugely successful event it previously was. The STAR Awards recognise and celebrate the achievements of our volunteers. The awards were presented to the following winners:

|   |  |
|---|--|
| Best Behind the Mic - Radio Caley       | Calum Morton   |
| Best Overall Contribution - Radio Caley | Lisa Graham  |
| Best Article - The EDIT                 | 'Lipstick Under My Burkha' – Highlights from the Glasgow Film Festival by Alex Bennett |
| Best Overall Contribution - The EDIT    | Neil Alexander   |
| Wellbeing Volunteer of the Year         | Shannon Macleod  |
| Best New Society                        | Engineering Society  |
| Best Society Event                      | Podiatry Society - Shoe, Sock and Sanitary Product Drive                               |
| Society of the Year                     | Caledonian University Muslim Students' Association                                     |
| Allister Boyd Award                     | Maja Jørgensen   |

## GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2017

|                          |               |
|--------------------------|---------------|
| Lindsay Leadership Award | David Hendry  |
| GCU Student of the Year  | Tamar Everson |

The Students' Association is in its fifth 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 26 registered Class Reps, with 21 trained. The Students' Association offers independent advice and support to GCU London students and supports them with academic representation. There were a total of 74 (2015/16, 49) student enquiries and 28 (2015/16, 17) casework files at GCU London. There were 5 student-led societies running at GCU London with 49 (2015/16, 109) memberships sold and 38 (2015/16, 95) students buying memberships. In addition the London Leadership Programme and events programme was run.

#### AFFILIATIONS

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

|  |         |                  |
|--|---------|------------------|
| National Union of Students (NUS)               | £32,753 | (2016 - £32,121) |
| British Universities and College Sports (BUCS) | £4,042  | (2016 - £4,037)  |
| Scottish Student Sport (SSS)                   | £3,477  | (2016 - £3,265)  |
| National Nightline Association (NNA)           | £59     | (2016 - £59)     |

#### FINANCIAL REVIEW

The total income from all sources this year was £769,662 (2016; £797,972). The income is broken down as £643,500 funding from Glasgow Caledonian University and £126,162 generated income.

The total expenditure was £763,360 (2016; £795,936). The expenditure is broken down as £300,695 for Student Engagement, £147,280 for Student Support and £315,385 for Student Activities.

The surplus for the year was £6,302 (2016; 2,036). A total of £91,466 was retained within the reserve accounts (2016, £85,164)

#### 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.

## **GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2017**

### **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 £191,000.

At 31 July 2017 the Students' Association had total unrestricted funds of £91,466. Of this amount £11,420 was tied up in tangible fixed assets, £10,436 was designated as an Activities Reserve and £8,605 as a Representation and Advice, leaving free reserves of £61,005.

### **PLANS FOR FUTURE PERIODS**

The Students' Association will move into Year 2 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 2017/18 include the Investors in Diversity Accreditation, maintaining the NUS Green Impact accreditation, Democracy Review, ensuring a strong infrastructure for our media groups, 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 implementation of Year 3 of the Strategy for Change Project.

### **FUTURE FUNDING**

Glasgow Caledonian University has confirmed that the Students' Association will receive a Block Grant of £628,900 for the academic year 2017/18. This is the same cash level as 2016/17. This is a positive outcome given the current economic climate within Higher Education within Scotland.

The Trustee Board confirms that the Students' Association has sufficient funds to meet all its obligations, has set a break-even budget and through effective forecasting plans we will 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 2017**

**RISK MANAGEMENT**

The Trustees have a risk management approach which comprises:

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

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

**Trustees' responsibilities in relation to the financial statements**

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

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 2017**

**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 17 October 2017 and signed on their behalf by:

Kevin Campbell  
Chair of the Trustee Board

DRAFT AND MAY BE SUBJECT TO REVISION

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF GLASGOW CALEDONIAN**  
**UNIVERSITY STUDENTS' ASSOCIATION FOR THE YEAR ENDED 31 JULY 2017**

We have audited the financial statements of Glasgow Caledonian University Students' Association for the year ended 31 July 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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.

**Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 13, the trustees are responsible for the preparation of financial statements which give a true and fair view.

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 regulations made under that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION  
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF  
GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION FOR THE YEAR  
ENDED 31 JULY 2017**

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2017, 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; and
- 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).

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

Wylie & Bisset LLP Statutory Auditor  
168 Bath Street  
Glasgow  
G2 4TP

17 October 2017

Wylie & Bisset LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 JULY 2017**  
(Including an Income and Expenditure account)

|                                    | Note      | Unrestricted<br>Funds<br>2017<br>£ | Total<br>Funds<br>2017<br>£ | Unrestricted<br>Funds<br>2016<br>£ | Total<br>Funds<br>2016<br>£ |
|------------------------------------|-----------|------------------------------------|-----------------------------|------------------------------------|-----------------------------|
| <b>Income and endowments from:</b> |           |                                    |                             |                                    |                             |
| Donations and legacies             | 4         | 643,500                            | 643,500                     | 673,632                            | 673,632                     |
| Charitable activities              | 5         | 126,162                            | 126,162                     | 124,321                            | 124,321                     |
| Investments                        | 6         | -                                  | -                           | 19                                 | 19                          |
| <b>Total Income</b>                |           | <b>769,662</b>                     | <b>769,662</b>              | <b>797,972</b>                     | <b>797,972</b>              |
| <b>Expenditure on:</b>             |           |                                    |                             |                                    |                             |
| Charitable activities              | 8         | 763,360                            | 763,360                     | 795,936                            | 795,936                     |
| <b>Total Expenditure</b>           |           | <b>763,360</b>                     | <b>763,360</b>              | <b>795,936</b>                     | <b>795,936</b>              |
| <b>Net incoming resources</b>      |           | <b>6,302</b>                       | <b>6,302</b>                | <b>2,036</b>                       | <b>2,036</b>                |
| Transfers between funds            |           | -                                  | -                           | -                                  | -                           |
| <b>Net movement in funds</b>       |           | <b>6,302</b>                       | <b>6,302</b>                | <b>2,036</b>                       | <b>2,036</b>                |
| <b>Funds reconciliation</b>        |           |                                    |                             |                                    |                             |
| Total Funds brought forward        | 16        | 85,164                             | 85,164                      | 83,128                             | 83,128                      |
| <b>Total Funds carried forward</b> | <b>16</b> | <b>91,466</b>                      | <b>91,466</b>               | <b>85,164</b>                      | <b>85,164</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 2017**

|                                       | Note | Total<br>2017<br>£ | Total<br>2016<br>£ |
|---------------------------------------|------|--------------------|--------------------|
| <b>Fixed assets:</b>                  |      |                    |                    |
| Tangible assets                       | 11   | 11,420             | 25,032             |
| <b>Total fixed assets</b>             |      | <u>11,420</u>      | <u>25,032</u>      |
| <b>Current assets:</b>                |      |                    |                    |
| Stock                                 | 12   | 677                | 5,068              |
| Debtors                               | 13   | 74,242             | 82,565             |
| Cash at bank and in hand              | 19   | 130,132            | 82,670             |
| <b>Total current assets</b>           |      | <u>205,051</u>     | <u>170,303</u>     |
| <b>Liabilities:</b>                   |      |                    |                    |
| Creditors falling due within one year | 14   | (125,005)          | (110,171)          |
| <b>Net current assets</b>             |      | <u>80,046</u>      | <u>60,132</u>      |
| <b>Net assets</b>                     |      | <u>91,466</u>      | <u>85,164</u>      |
| <b>The funds of the charity:</b>      |      |                    |                    |
| Unrestricted funds                    | 16   | 91,466             | 85,164             |
| <b>Total charity funds</b>            | 16   | <u>91,466</u>      | <u>85,164</u>      |

Approved by the trustees on 17 October 2017 and signed on their behalf by:

Kevin Campbell

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDING 31 JULY 2017**

|  | Note      | Total<br>Funds<br>2017<br>£ | Total<br>Funds<br>2016<br>£ |
|--|-----------|-----------------------------|-----------------------------|
| <b><i>Cash flows from operating activities:</i></b>        |           |                             |                             |
| <b>Net cash (used in)/provided by operating activities</b> | <b>18</b> | 47,709                      | (41,759)                    |
| <b><i>Cash flows from investing activities:</i></b>        |           |                             |                             |
| Purchase of property, plant and equipment                  |           | (247)                       | (5,117)                     |
| Interest received  |           | -                           | 19                          |
| <b>Net cash (used in) investing activities</b>             |           | (247)                       | (5,098)                     |
| <b>Change in cash and cash equivalents in the year</b>     |           | 47,462                      | (46,857)                    |
| Cash and cash equivalents brought forward                  | <b>19</b> | 82,670                      | 129,527                     |
| <b>Cash and cash equivalents carried forward</b>           | <b>19</b> | 130,132                     | 82,670                      |

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2017**

**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 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 2017**

**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 2017**

**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 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 2017**

**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>2017</b>   | <b>2016</b>   |
|--------------------|---------------|---------------|
|                    | <b>£</b>      | <b>£</b>      |
| Michael Stephenson | -             | 14,734        |
| John Gaughan       | -             | 14,734        |
| Neil Alexander     | -             | 14,734        |
| Jodie Waite        | 14,816        | 16,708        |
| Lauren Ramage      | 13,801        | 2,635         |
| Chris Daisley      | 16,876        | 2,635         |
| Kevin Campbell     | 16,876        | 2,635         |
| Rachel Simpson     | 2,839         | -             |
| Yetunde Ogedengbe  | 2,839         | -             |
|                    | <b>68,047</b> | <b>68,815</b> |

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2017**

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

During the year one trustee (2016: 2) was reimbursed travel expenses of £25 (2016: £37).

During the year no trustee had any personal interest in any contract or transaction entered into by the charity (2016: none).

During the year, the Association was in receipt of a Block Grant from Glasgow Caledonian University totalling £628,900 (2016: £662,000). The balance outstanding at the year-end is £47,400 (2016: £50,000).

In addition, the Association made other sales of £20,928 (2016: £18,786) to the University and made purchases of £27,869 (2016: £24,426) from the University. The balance owed from the University at the year end is £1,750 (2016: £2,967), and the balance due to the University is £437 (2016: £733).

**4. Income from donations and legacies**

|                 | <b>2017</b>    | <b>2016</b>    |
|-----------------|----------------|----------------|
|                 | <b>£</b>       | <b>£</b>       |
| GCU Block Grant | 628,900        | 662,000        |
| GCU Other Grant | 14,600         | 11,632         |
|                 | <u>643,500</u> | <u>673,632</u> |

**5. Income from charitable activities**

|                    | <b>2017</b>    | <b>2016</b>    |
|--------------------|----------------|----------------|
|                    | <b>£</b>       | <b>£</b>       |
| Student Activities | 115,809        | 119,142        |
| Student Engagement | 10,353         | 5,179          |
| Student Support    | -              | -              |
|                    | <u>126,162</u> | <u>124,321</u> |

**6. Investment income**

|                   | <b>2017</b> | <b>2016</b> |
|-------------------|-------------|-------------|
|                   | <b>£</b>    | <b>£</b>    |
| Interest Received | -           | 19          |
|                   | <u>-</u>    | <u>19</u>   |

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2017**

**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:

| <b>Cost type</b>                | <b>Total allocated<br/>£</b> | <b>Governance related<br/>£</b> | <b>Other support costs<br/>£</b> | <b>Basis of apportionment</b> |
|---------------------------------|------------------------------|---------------------------------|----------------------------------|-------------------------------|
| Salary Costs                    | 128,421                      | 50,572                          | 77,849                           | <i>Time spent</i>             |
| Other Staff Costs               | 6,578                        | -                               | 6,578                            | <i>Time spent</i>             |
| Marketing & Communication Costs | 10,450                       | -                               | 10,450                           | <i>Time spent</i>             |
| Depreciation Charges            | 13,859                       | -                               | 13,859                           | <i>Time spent</i>             |
| Office Costs                    | 19,212                       | -                               | 19,212                           | <i>Time spent</i>             |
| Repairs and Maintenance         | 2,045                        | -                               | 2,045                            | <i>Time spent</i>             |
| Sundry Costs                    | 8,393                        | -                               | 8,393                            | <i>Time spent</i>             |
|                                 | <b>188,958</b>               | <b>50,572</b>                   | <b>138,386</b>                   |                               |

  

|                           |                   |                   |
|---------------------------|-------------------|-------------------|
| <b>Governance costs:</b>  | <b>2017<br/>£</b> | <b>2016<br/>£</b> |
| Trustee expenses          | 3,126             | 1,451             |
| Auditor's remuneration    | 8,237             | 7,728             |
| Support costs (see above) | 50,572            | 54,107            |
|                           | <b>61,935</b>     | <b>63,286</b>     |

  

|  |                      |                   |                   |                   |
|--|----------------------|-------------------|-------------------|-------------------|
| <b>Allocation of governance and other support costs:</b> | <b>Support Costs</b> | <b>Governance</b> | <b>2017<br/>£</b> | <b>2016<br/>£</b> |
| Student Engagement                                       | 46,129               | 20,645            | 66,774            | 69,000            |
| Student Support  | 46,129               | 20,645            | 66,774            | 69,001            |
| Student Activities                                       | 46,128               | 20,645            | 66,774            | 69,001            |
| Total allocated  | <b>138,386</b>       | <b>61,935</b>     | <b>200,322</b>    | <b>207,002</b>    |

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2017**

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

|                                   | <b>Student<br/>Engagement<br/>£</b> | <b>Student<br/>Support<br/>£</b> | <b>Student<br/>Activities<br/>£</b> | <b>Total<br/>2017<br/>£</b> | <b>Total<br/>2016<br/>£</b> |
|-----------------------------------|-------------------------------------|----------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| Hardship Payments                 | -                                   | 1,312                            | -                                   | 1,312                       | 1,305                       |
| Nightline                         | -                                   | 804                              | -                                   | 804                         | 1,067                       |
| Staff Costs                       | 168,963                             | 78,389                           | 126,865                             | 374,217                     | 387,825                     |
| NUS Affiliation                   | 32,753                              | -                                | -                                   | 32,753                      | 32,121                      |
| Other Student<br>Engagement Costs | 32,208                              | -                                | -                                   | 32,208                      | 29,658                      |
| Freshers Week Costs               | -                                   | -                                | 16,484                              | 16,484                      | 24,974                      |
| Ball Costs                        | -                                   | -                                | 13,196                              | 13,196                      | 15,164                      |
| Funding to societies<br>and clubs | -                                   | -                                | 11,426                              | 11,426                      | 12,372                      |
| Sports facilities                 | -                                   | -                                | 40,294                              | 40,294                      | 35,571                      |
| Other student activities<br>costs | -                                   | -                                | 40,345                              | 40,345                      | 48,877                      |
| Governance costs<br>(note 7)      | 20,645                              | 20,645                           | 20,645                              | 61,935                      | 63,286                      |
| Support costs (note 7)            | 46,129                              | 46,129                           | 46,128                              | 138,386                     | 143,716                     |
|                                   | <b>300,698</b>                      | <b>147,279</b>                   | <b>315,383</b>                      | <b>763,360</b>              | <b>795,936</b>              |

Included with Funding to Societies and Clubs are grants payable of £3,106 (2016; £3,772). 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**

|   | <b>2017<br/>£</b> | <b>2016<br/>£</b> |
|---|-------------------|-------------------|
| Salaries and wages                      | 448,090           | 455,856           |
| Social security costs                   | 34,996            | 34,110            |
| Other pension costs                     | 23,853            | 17,571            |
| Total staff costs and employee benefits | <b>506,939</b>    | <b>507,537</b>    |

No employees had employee benefits in excess of £60,000 (2016: Nil).

|  | <b>2017<br/>No.</b> | <b>2016<br/>No.</b> |
|--|---------------------|---------------------|
| The average weekly number of persons, by headcount, employed by the charity during the year was: | 22                  | 23                  |

|                                       | <b>2017<br/>£</b> | <b>2016<br/>£</b> |
|---------------------------------------|-------------------|-------------------|
| Key management personnel remuneration | 154,519           | 150,202           |

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2017**

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

This is stated after  
charging:

|              | 2017<br>£     | 2016<br>£     |
|--------------|---------------|---------------|
| Depreciation | 13,859        | 16,911        |
| Audit fees   | 8,237         | 7,728         |
|              | <u>22,096</u> | <u>24,639</u> |

**11. Tangible Fixed Assets**

|                          | Refurbishments<br>£ | Office<br>Equipment<br>£ | Fixtures<br>and<br>Fittings<br>£ | Total<br>£     |
|--------------------------|---------------------|--------------------------|----------------------------------|----------------|
| <b>Cost or valuation</b> |                     |                          |                                  |                |
| At 1 August 2016         | 44,790              | 26,265                   | 35,173                           | 106,228        |
| Additions                | -                   | 247                      | -                                | 247            |
| Disposals                | -                   | -                        | -                                | -              |
| At 31 July 2017          | <u>44,790</u>       | <u>26,512</u>            | <u>35,173</u>                    | <u>106,475</u> |
| <b>Depreciation</b>      |                     |                          |                                  |                |
| At 1 August 2016         | 31,729              | 19,869                   | 29,598                           | 81,196         |
| Charge for the year      | 7,082               | 3,637                    | 3,140                            | 13,859         |
| Eliminated on disposals  | -                   | -                        | -                                | -              |
| At 31 July 2017          | <u>38,811</u>       | <u>23,506</u>            | <u>32,738</u>                    | <u>95,055</u>  |
| <b>Net book value</b>    |                     |                          |                                  |                |
| At 31 July 2017          | <u>5,979</u>        | <u>3,006</u>             | <u>2,435</u>                     | <u>11,420</u>  |
| At 31 July 2016          | <u>13,061</u>       | <u>6,396</u>             | <u>5,575</u>                     | <u>25,032</u>  |

**12. Stock**

|       | 2017<br>£  | 2016<br>£    |
|-------|------------|--------------|
| Stock | 677        | 5,068        |
|       | <u>677</u> | <u>5,068</u> |

**13. Debtors**

|                                | 2017<br>£     | 2016<br>£     |
|--------------------------------|---------------|---------------|
| Trade debtors                  | 68,947        | 74,644        |
| Other debtors                  | 1,730         | 3,065         |
| Prepayments and accrued income | 3,565         | 4,856         |
|                                | <u>74,242</u> | <u>82,565</u> |

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2017**

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

|                                    | 2017<br>£      | 2016<br>£      |
|------------------------------------|----------------|----------------|
| Trade creditors                    | 10,102         | 13,410         |
| Accruals & Deferred Income         | 23,349         | 21,078         |
| Taxation and social security costs | 9,346          | 8,271          |
| Other creditors                    | 82,208         | 67,412         |
|                                    | <u>125,005</u> | <u>110,171</u> |

**15. Deferred income**

|   | £             |
|---|---------------|
| Balance as at 1 August 2016                                 | 9,039         |
| Amount released to income earned from charitable activities | (9,039)       |
| Amount deferred in year                                     | 10,522        |
| Balance as at 31 July 2017                                  | <u>10,522</u> |

Deferred income comprises income for Freshers Week 2016/17, Strategy for Change income, Sage Group money and Christmas stall income.

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2017**

**16. Analysis of charitable funds**

| <b>Analysis of<br/>Fund movements</b> | <b>Balance<br/>b/fwd<br/>2016<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>£</b> | <b>Transfers<br/>£</b> | <b>Balance<br/>c/fwd<br/>2017<br/>£</b> |
|---------------------------------------|---|---------------------|--------------------------|------------------------|---|
| <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>         | <b>83,519</b>                           | <b>-</b>            | <b>13,859</b>            | <b>17,661</b>          | <b>87,321</b>                           |
| General funds                         | 1,645                                   | 769,662             | 749,501                  | (17,661)               | 4,145                                   |
| <b>Total unrestricted funds</b>       | <b>85,164</b>                           | <b>769,662</b>      | <b>763,360</b>           | <b>-</b>               | <b>91,466</b>                           |
| <b>TOTAL FUNDS</b>                    | <b>85,164</b>                           | <b>769,662</b>      | <b>763,360</b>           | <b>-</b>               | <b>91,466</b>                           |

| <b>Analysis of<br/>Fund movements</b> | <b>Balance<br/>b/fwd<br/>2015<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>£</b> | <b>Transfers<br/>£</b> | <b>Balance<br/>c/fwd<br/>2016<br/>£</b> |
|---------------------------------------|---|---------------------|--------------------------|------------------------|---|
| <b>Unrestricted funds</b>             |   |                     |                          |                        |   |
| Capitals Reserve                      | 71                                      | -                   | 71                       | -                      | -                                       |
| Activities Reserve                    | 15,118                                  | 6,214               | 12,578                   | -                      | 8,754                                   |
| Representation and Advice Reserve     | 8,555                                   | 50                  | -                        | -                      | 8,605                                   |
| Fixed asset reserve                   | -                                       | -                   | -                        | 25,032                 | 25,032                                  |
| Development Reserve                   | 35,208                                  | -                   | -                        | 5,920                  | 41,128                                  |
| <b>Total designated funds</b>         | <b>58,952</b>                           | <b>6,264</b>        | <b>12,649</b>            | <b>30,952</b>          | <b>83,519</b>                           |
| General funds                         | 24,176                                  | 791,708             | 783,287                  | (30,952)               | 1,645                                   |
| <b>Total unrestricted funds</b>       | <b>83,128</b>                           | <b>797,972</b>      | <b>795,936</b>           | <b>-</b>               | <b>85,164</b>                           |
| <b>TOTAL FUNDS</b>                    | <b>83,128</b>                           | <b>797,972</b>      | <b>795,936</b>           | <b>-</b>               | <b>85,164</b>                           |

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 2017**

**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.

**17. Net assets over funds**

|                          | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total<br/>2017<br/>£</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>               |

  

|                          | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total<br/>2016<br/>£</b> |
|--------------------------|-------------------------------------|-----------------------------------|-----------------------------|
| Fixed assets             | 25,032                              | -                                 | 25,032                      |
| Stock                    | 5,068                               | -                                 | 5,068                       |
| Debtors                  | 82,565                              | -                                 | 82,565                      |
| Cash at bank and in hand | 82,670                              | -                                 | 82,670                      |
| Current liabilities      | (110,171)                           | -                                 | (110,171)                   |
|                          | <u>85,164</u>                       | <u>-</u>                          | <u>85,164</u>               |

**GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2017**

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

|   | <b>2017</b>   | <b>2016</b>     |
|---|---------------|-----------------|
|   | <b>£</b>      | <b>£</b>        |
| Net income for the year per the Statement of Financial Activities | 6,302         | 2,036           |
| Adjustments for:  |               |                 |
| Depreciation charges  | 13,859        | 16,911          |
| Loss on disposal of fixed assets                                  | -             | 203             |
| Interest receivable   | -             | (19)            |
| Decrease/(Increase) in stocks                                     | 4,391         | (5,068)         |
| Decrease/(Increase) in debtors                                    | 8,323         | (63,583)        |
| Increase in creditors   | 14,834        | 7,761           |
| <b>Net cash provided by operating activities</b>                  | <b>47,709</b> | <b>(41,759)</b> |

**19. Analysis of cash and cash equivalents**

|  | <b>2017</b>    | <b>2016</b>   |
|--|----------------|---------------|
|  | <b>£</b>       | <b>£</b>      |
| Cash at bank and in hand               | 130,132        | 82,670        |
| <b>Total cash and cash equivalents</b> | <b>130,132</b> | <b>82,670</b> |