

**UNIVERSITY OF YORK GRADUATE STUDENTS'
ASSOCIATION**

(A Company Charity limited by guarantee)

**Annual Report & Financial Statements
for the year ended**

31st July 2016

(Registered Charity Number: 1142381)
(Registered Company Number: 07477516)

outsourcing

Charity Accounts Preparation &
Independent Examination Service

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**UNIVERSITY OF YORK GRADUATE STUDENTS'
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Contents

Index	Page
Directors (Trustees) Annual Report	1
Independent Examiner's Certificate	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Accounts	10

Directors' (Trustees') Annual Report

From: 1st August 2015

To: 31st July 2016

The Board of Trustees, who are also Directors of the charity for the purpose of the Companies Act 2006, present their annual report and financial statements for the year ended 31st July 2016. The financial statements comply with the Companies Act 2006 and Accounting and Reporting by Charities, Statement of Recommended Practice (SORP 2015).

Charity's full name	University of York Students' Graduates Association (GSA)
Registered Company number	07477516
Registered Charity number	1142381

Objectives and activities

Summary of the purposes of the charity set out in its governing document
The objectives of the charity are:

To promote and defend the educational and general interest of the members and be the recognised representative channel between them, the University and other external bodies; further the social interests of the members to promote the integration and social cohesion of members and non-members.

Improve communication between graduates and undergraduates at the University by working in conjunction with representative bodies of undergraduate students.

Establish contact with other graduate student bodies and facilitate the exchange of students and best practice between institutions.

Raise the profile of postgraduate study at the University thereby supporting the advancement of education.

Provide academic and welfare related services to members and non-members.

Provide opportunities for all postgraduate students of the University to participate in sporting or social activities.

Further such policies of the company as are from time to time determined by the members in accordance with the articles, and to provide any other services as considered necessary in pursuit of these objects.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives, and in planning future activities.

The University of York Graduate Students Association aims to provide public benefit by promoting and defending the educational and general interest of the members and be the recognised representative channel between them, the University and other external bodies; further the social interests of the members to promote the integration and social cohesion of the members and non-members.

Our Trustees and staff work together to develop our strategic plan, from which priorities are set and specific work plans devised. Throughout this process the Trustees have regards to the Charity Commission's guidance on public benefit and ensure that our services meet these criteria.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

2015/16 was another year of change for the GSA. The arrival of a new CEO in August brought with it a review of all the GSA's activity to ensure it was still fit for purpose and meeting the needs of postgraduates.

The review highlighted a number of areas for improvement, the most significant of which was to the Associations representational structures. The time constraints of the part-time officers combined with the growing representational need on university committees showed that more resources needed to be allocated to representing postgrads.

Much of the years activities focussed on consulting with members and other key stakeholders on proposals for a the new officer structure. The review lead to the creation of a new officer structure consisting of two full-time officers supported by a council of 10 voluntary councillors each with a clearly defined remit. The proposal was warmly received and formally accepted at the GSA's Annual General meeting ready for implementation in 2016/17.

This year wasn't without it's challenges though, staff sickness led to a sizeable gap in the organisations events and communications activity and it wasn't until the recruitment of a new communications and events coordinator in January that the GSA was able to get back to delivering regular trips and events, however the lengthy gap in activity meant that students were unaware of these activities and as a result attendance was often low.

The change in staff did allow for the review of the existing staff post and with it the creation of a new staff post with a much clearer focus on communicating to students and supporting with events and activities. This also allows much of the GSA's design work to be brought in-house freeing up significant resources which could be spent on supporting postgraduates in future years.

Looking forward to 2016/17 the GSA is preparing for another exciting year of growth and development with the launch of new branding alongside a new website, a physical office move and the election of its first full-time officer team. Building on this strong foundation the GSA hopes to do even more to support postgraduates in the year to come.

For more details on the Graduate Students' Association performance for 2015/16 please refer to the GSA Annual Report, which is available on www.yorkgsa.org

Student Voice

The GSA President worked hard to ensure that there was a consistent, informed postgraduate voice on all University committees, achievements included:

Helping to guarantee that students affected by the floods in the Christmas holidays were given an extended deadline for appeals and submissions

Ensuring that the University was aware of circumstances that might affect the welfare of international students, and ensuring that they were adequately supported particularly with regards to the financial crisis in Greece and the political unrest in the Middle East.

Working with the University to extend the working hours of the UB1 outside of term-time, assisting postgraduates in general and particularly allowing families based at Halifax to transport their children to school

Advice Service

The GSA advice service caseload grew by 99% this year rising to 149 individual cases, many of which were very complex in nature. This year the service introduced a customer satisfaction system to monitor the levels of student satisfaction for those using the in-person services. 96% of respondents were satisfied by the service.

Family Housing

Following concerns about the lack of family housing on campus the GSA pursued this issue to help influence future accommodation provision. The GSA also started work with York Landlords Association to encourage them to rent to students with families.

Networks

The GSA continued to support the development of its postgraduate networks. These include the PhD, Masters, LGBTQ, College Tutor networks, all of which are student-led and curate their own programme of events.

PG Community Fund

The postgraduate community fund continued to be extremely popular receiving applications for significantly more projects than funding, despite an increase in allocation this year.

Mind Your Head

Mind Your Head, the GSA's student-led mental health initiative recruited a network of over 100 volunteers and used this team to run a number of awareness-raising and support activities.

Financial review

Review of the charity's financial position at the end of the period

The GSA had another strong financial year, despite income in a number of areas being below budget. The root cause for this being the ongoing sickness and eventual departure of our marketing and events staff member, which resulted in the organisation having much fewer organised events and therefore no income from them.

A full budget review was carried out to highlight historical over and under budgeting along with areas where efficiency savings could be made. Savings were made in a number of areas including finance and external purchasing, freeing up a significant amount of resources. Alongside the efficiency savings staff vacancies, a delay in the introduction of the organisation's pension scheme and a downturn in the number of events taking place led to expenditure coming in significantly under budget.

Towards the end of the year additional out of budget expenditure was agreed to furnish the new GSA office and purchase some additional equipment for staff and officers.

Statement explaining the policy for holding reserves stating why they are held

The current reserves policy requires us to keep 6 months running costs est. £100,000.

We have experienced some delays in the University transferring the block grant so reserves are required to help manage cashflow.

Money has been built up with the long term aim of using it to pay for fittings and fixtures in a postgraduate social space, which we are campaigning for the University to allow. We plan to move money into a designated fund for this purpose.

The social space may also have a commercial element to it and some of the reserves would be used for feasibility studies, developing a business case and start up costs for the commercial venture.

Amount of reserves held

The amount of reserves held has increased from £155,611 to £168,283

Funds materially in deficit

None

Explanation of any uncertainties about the charity continuing as a going concern

There are no uncertainties that the charity can continue as a going concern.

Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, royal charter)	Memorandum and Articles of Association
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How the charity is constituted (unincorporated association, CIO)	(e.g. Company Limited by Guarantee)
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Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

Reference and administration details

Charity's full name	University of York Students' Graduates Association (GSA)
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Other names the charity is known by	GSA
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Charity's principal address	120 Vanbrugh College University of York Heslington Postcode YO10 5DD
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Names of the directors(trustees) who manage the charity

Director (trustee) name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Ian Pain	Chair		
John Local			
Kate Stephenson			
Rasha Ibrahim			
Paul Wakeling			
Jonathan Bean			
Agata Lambrechts			
Nigel Law			
Blanca Ramirez		From 1st Dec 2015	
Menglin Liu		From 1st Sept 2015	
Kailing Xie		From 1st Sept 2015	
Imran Shah		From 1st Dec 2015	

Name of Company Secretary

Name	Dates acted if not for whole year
Peter Gorbert	

Names and addresses of advisers

Type of adviser	Name	Address
Independent Examiner	Karen Wood ACMA	Outsource VSCE Support CIC 29 Millfield Road York YO23 1NH
Bankers	HSBC Bank plc	13 Parliament Street York YO1 8XS

Name of chief executive or names of senior staff members

General Manager Peter Gorbert

Trustee responsibilities in relation to financial statements

Company law requires the directors (trustees) to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for the year. In preparing those financial statements, the directors (trustees) are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the 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 company will continue on that basis.

The directors (trustees) are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Trustees, who are Directors for the purpose of company law, and Trustees for the

Disclosure of information

In so far as the Trustees are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- The Trustees have taken the necessary steps to be aware of the information, which would be relevant for independent examination purposes and have communicated them to the Independent Examiner.

Exemptions

The trustees have taken advantage of the exemption available to small companies, including the audit exemption (as detailed on the balance sheet).

Declaration

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature



Full Name

IAN PAIN

Position

CHAIR OF TRUSTEES

Date

10/03/17

Independent Examiner's Report

I report on the accounts of: **UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION**

for the year ended **31st July 2016** which are set out on pages 8 to 13

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

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

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

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

have not been met; or

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

KWood

Date:

4/4/17

Karen Wood ACMA, CGMA
Outsource VCSE Support CIC
29 Millfield Road, York, YO23 1NH

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Statement of Financial Activities for the year ended:

31st July 2016

		Unrestricted funds	Restricted funds	Total 2016	Total 2015
	Note	£	£	£	£
Income from:					
Donations and grants	3.1	181,356	-	181,356	176,933
Charitable activities	3.2	4,949	-	4,949	15,221
Other trading activities	3.3	9,067	-	9,067	8,738
Investments	3.4	162	-	162	116
Total income	3	195,534	-	195,534	201,008
Expenditure on:					
Charitable activities	4	182,862	-	182,862	205,365
Total expenditure	4	182,862	-	182,862	205,365
Net income/(expenditure)		12,672	-	12,672	(4,357)
Gross transfers between funds		-	-	-	-
Net movement in funds		12,672	-	12,672	(4,357)
Total funds brought forward		155,611	-	155,611	159,968
Total funds carried forward		168,283	-	168,283	155,611

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Balance Sheet as at: 31st July 2016


	Note	2016	2015
		£	£
Fixed assets			
Tangible assets	8	4,947	1,467
Total fixed assets		<u>4,947</u>	<u>1,467</u>
 Current assets			
Cash at bank and in hand		167,175	152,875
Prepayments	9	951	3,637
Total current assets		<u>168,126</u>	<u>156,512</u>
 Current liabilities: amounts falling due within one year			
Creditors and accruals	10	(4,790)	(2,368)
Net current assets		<u>163,336</u>	<u>154,144</u>
Net assets		<u><u>168,283</u></u>	<u><u>155,611</u></u>
 Funds of the Charity			
Unrestricted Funds		168,283	155,611
Total Funds carried forward		<u><u>168,283</u></u>	<u><u>155,611</u></u>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors (trustees) acknowledge their responsibility in complying with their requirements with the act with respect to accounting records and for the preparation of accounts.

The accounts have been prepared in accordance with the provision applicable to companies subject to the smaller companies regime.

The financial statements were approved by the trustees and signed on their behalf by:



Trustee

Date

10/03/17

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Notes to the accounts for the year ended:

31st July 2016

1 Basis of preparation

Basis of accounting

The financial statements are prepared under the historical cost convention. University Of York Graduate Students' Association adopted the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRRSE) (effective 1 January 2015).

This has resulted in some changes to the presentation of the Statement of Financial Activities in the current year and, where applicable, the prior year comparative figures have been reclassified to conform with the revised presentation. The adoption has resulted in minor changes to the accounting policies for income to clarify the timing of income recognition but these did not have any impact on the recognition or measurement of income in the current or for prior periods.

2 Accounting policies

Income

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- receipt of the resources is probable; and
- the monetary value can be measured with sufficient reliability.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Charitable expenditure

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs on an indirect nature necessary to support them.

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least **£500**. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is provided at rates to write off the costs less estimated residual value of each asset on a straight line basis over its expected useful life as follows:

Office equipment	20%
Computer equipment	50%

Fund accounting

All of the charity's funds are unrestricted

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

3 Analysis of income

	2016		2015	
	Unrestricted funds	Total 2016	Unrestricted funds	Total 2015
	£	£	£	£
3.1 Donations & grants				
Grants	181,356	181,356	176,933	176,933
	181,356	181,356	176,933	176,933
3.2 Charitable activities				
Events & trips	4,949	4,949	15,221	15,221
	4,949	4,949	15,221	15,221
3.2 Other trading activities				
Activities for generating funds	9,067	9,067	8,738	8,738
	9,067	9,067	8,738	8,738
3.3 Investments				
Bank interest	162	162	116	116
	162	162	116	116
Total income	195,534	195,534	201,008	201,008

4 Analysis of expenditure

	2016		2015	
	Unrestricted funds	Total 2016	Unrestricted funds	Total 2015
	£	£	£	£
Charitable activities				
Staff costs	123,217	123,217	127,745	127,745
Internship	1,887	1,887	2,558	2,558
Staff training & courses	1,264	1,264	1,155	1,155
Communications	11,926	11,926	15,383	15,383
Projects & campaigns	1,688	1,688	2,681	2,681
Graduate community	3,924	3,924	5,509	5,509
Welcome week costs	3,586	3,586	4,532	4,532
Trips & events	10,083	10,083	19,877	19,877
Sports sessions	9,230	9,230	9,092	9,092
Representation	2,159	2,159	2,880	2,880
Audit, accountancy & legal	2,657	2,657	5,303	5,303
Administration costs	269	269	234	234
Insurance	1,138	1,138	996	996
Printing, postage and stationery	327	327	1,224	1,224
Website & hosting	6,486	6,486	2,220	2,220
Depreciation	1,467	1,467	2,079	2,079
Telephone	1,151	1,151	1,103	1,103
Bank charges	403	403	794	794
Total expenditure	182,862	182,862	205,365	205,365

5 Trustee expenses

5.1 Trustee remuneration

During the year the principal officers who are trustees of the charity received remuneration and expenses as follows:

5.2 Trustee expenses

	2016		2015	
	Salary £	Expenses £	Salary £	Expenses £
I Pain	-	264	-	-
R Ibrahim	16,067	-	-	-
Menglin Liu	2,917	-	-	-
A Fadil	1,167	-	2,544	98
J Horvatic	1,566	-	16,042	176
A Luque Martinez	411	-	2,321	-
L Ding	292	-	3,208	-
K Elphik	-	-	1,366	-
T Peng	-	-	1,366	-
Total amount paid	£ 22,420	£ 264	£ 26,847	£ 274

6 Expenses

	2016	2015
	£	£
Independent Examiner's fees for reporting on the accounts	800	800

7 Paid employees

	2016	2015
Gross salaries	114,428	118,862
Employers National Insurance	8,789	8,883
Pension contributions	-	-
	£ 123,217	£ 127,745

Average number of employees (full time equivalent)	10	10
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8 Tangible fixed assets

	Office equipment £	Computer equipment £	Total £
Cost or valuation			
Balance b/fwd	2,569	7,584	10,153
Additions	-	4,947	4,947
Balance c/fwd	2,569	12,531	15,100
Depreciation			
Balance b/fwd	2,159	6,527	8,686
Charge for year	410	1,057	1,467
Balance c/fwd	2,569	7,584	10,153
Net Book Value			
Brought forward	410	1,057	1,467
Carried forward	-	4,947	4,947

9 Analysis of debtors	2016	2015
	£	£
Prepayments	951	3637
	<u>951</u>	<u>3,637</u>

10 Analysis of creditors	2016	2015
Amounts falling due within one year	£	£
Trade creditors	-	526
Accruals and deferred income	4,790	1,842
	<u>4,790</u>	<u>2,368</u>

