

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

(A Company Charity limited by guarantee)

Annual Report & Financial Statements for the year ended

31st July 2018

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

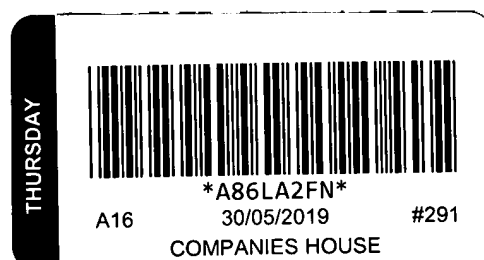
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**UNIVERSITY OF YORK GRADUATE STUDENTS'
ASSOCIATION**
(A Company Charity limited by guarantee)

Contents

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

Director's Report (incorporating the Trustees' Annual Report)

For the year ended: 31st July 2018

The Trustees, who are also Directors of the charity for the purpose of the Companies Act, present their annual report and financial statements for the year ended 31st July 2018.

Reference and Administration details

Charity's full name University of York Graduate Students' Association (GSA)

Other name(s) charity is known by GSA

Status A charitable organisation established as a Company limited by guarantee.

Registered as a Company on 24 November 2010

Registered as a Charity on 13 June 2011

Company number 07477516

Charity number 1142381

Registered office 120 Vanbrugh College
University of York
Heslington
York
Postcode YO10 5DD

Bank HSBC Bank plc
13 Parliament Street
York
Postcode YO1 8XS

Names of the Directors (trustees) who manage the charity

Directors Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Agata Lambrechts	Chair		
Louise Aitken		From February 2018	
Claire Reading		From February 2018	
John Local			
Paul Wakeling		Until December 2017	
Charlotte Chamberlain		From Sept 2017	
Fatma Layas		Sept 2017 - Aug 2018	
Rasha Ibrahim		Sept 2015 - Aug 2017	
Kate Stephenson		Sept 2016 - Aug 2017	
Liam Cutler		Sept 2017 - Aug 2018	
Mohammed Qazi		Sept 2017 - Aug 2018	

Names of the Directors (trustees) for the charity, if any

Name	Dates acted if not for whole year
None	

Structure, governance and management

Description of the charity's trusts

Governing Document: Memorandum and Articles of Association

How the charity is constituted A Company limited by guarantee

Trustee selection methods Appointments are made at the AGM

The company obtained charitable status on 13 June 2011. The trustees of the association (University of York Graduates Students' Association) were in agreement to transfer the assets, liabilities and charitable objects to the company. The company commenced activities on 1 August 2011.

The charity is constituted as a company limited by guarantee and governed by its memorandum and articles of association.

The Trustees shall number not less than 9 or more than 15. The Board comprises all of the Principal Officers, a minimum of 3 Student Trustees and 4 External Trustees.

The GSA is a member-run organisation, with annual elections dependent on the timings of the University of York's intake of Postgraduate students (the GSA's membership). These elections will decide who the Principal Officers and Student Trustee's will be for the forthcoming year. No Principal Officer may hold office for longer than 2 Academic Years and all Principal Officer and Student Trustee's must be a member of the organisation. The Principal Officers shall be entitled to attend and speak at General Meetings of the Company at meetings of the Association Council and the Board of Trustees.

External Trustees serve for a term of three years from their date of appointment and may serve a maximum of two terms. External Trustees will be recruited and appointed by the trustee board based on desired skills.

As a member run organisation, the GSA council, which is run by the members forms the policy making body of the organisation. The Principal Officers of the organisation sit on council as well as the Board of Trustees.

Objectives and activities

Summary of the objects 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.

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.

Summary of the main activities undertaken for the public benefit in relation to these objects

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

This was one of the busiest and most challenging years for the GSA. Our recent developments and improvements has highlighted our value to the University and resulted in requests to be involved in more work than ever before. While this presented us with new opportunities to represent and improve services for postgraduates, it came at the cost of increased demand on our fairly humble staffing resources.

In particular there were significant demands on the officers time, who alongside their already sizeable committee load, were asked to be involved in two large scale service reviews, the postgraduate pedagogy review, a review of academic representation, the industrial action and three Together York projects, all of which required a significant time commitment over and extended period of time. As a result our officer teams struggled to find time for pursuing personal projects and manifesto pledges as well as directly engaging and communicating with postgraduates.

Building on the success of the new Research Assistant we were able to gain additional funding to increase this post to two days a week post. This allowed us to continue to deliver our two main annual surveys (PG Welcome Survey and Annual Postgraduate Experience Survey) but to also carry out more detailed analysis that we have in previous years. This year we were also able to carry out a number of new research pieces to help inform the university work, in particular looking at motivations to study, international experience and inequality of provision.

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)

Welcome Week!

Welcome Week took place between 18th - 24th September and was once again our best attended event, with over 3420 attendees over the welcome period. Welcome Week was lead by the Communications and Events coordinator along with a dedicated events intern who worked from July – September support events throughout this time. Having an events intern greatly reduced the workload which would have fallen solely on the C&E coordinator and allowed for most aspects of Welcome Week to run a lot more smoothly. Individual event wristbands were taken out in favour of one week-long wristband priced at £15, which sold out of its allocation. Popular events included the Welcome Party, which included a range of activities to suit all tastes, the Info Fair which saw a record number of attendees and the City Bar Crawl. Including money raised from this year's information fair, Welcome Week ran at a profit of £1401.38.

Industrial Action

This academic year presented particular and specific difficulties for the GSA, including a period of Industrial Action. The GSA listened to the wide-ranging views of postgraduate students on the issues surrounding the strike, with council voting to keep the GSA neutral in the dispute. We therefore acted as a conduit of information to keep students informed as events progressed.

Academic Advice Casework

This year proved to be another busy one for our advice service, seeing a slight increase in the number of new student cases (up 1 case on the previous year to 168). This is the 5th consecutive year of increases in casework numbers. A high level of demand in the YUSU advice service also meant that the amount of time spent by their advisors on Postgraduate cases was limited.

This year brought additional complications in regards to postgraduate taught casework as many of the cases we were supporting students with were taking much longer than the universities advertised timescales. This led to additional work managing the anxieties of those students as they were left waiting for a long period to learn the outcomes of their appeals.

GTA Network

In the Spring term we began work on our newest network, for Graduate Teaching Assistants. We had received continual feedback from GTAs that they would appreciate a forum in which to discuss common issues and solutions and share experiences. Whilst this was initially set to start meeting in March, the Industrial Action and subsequent impact on GTAs delayed this, and it was considered practical to work on setting the group up, ready to launch with events for the start of the 18/19 Academic year.

English Language Classes

The GSA set up and ran a new volunteering project, with the help of the Centre for English Language Teaching (CELT) offering students the opportunity to run conversational English sessions for the partners of international students. This was very popular, and won a 2018 University of York Student Volunteering Award. The sessions also engaged a wider group of students with the GSA, some of whom later ran for sabbatical officer positions in the summer election cycle.

Exam Stress Campaigns

For the January exam period, we ran a #takeabreak campaign giving away GSA Study mugs containing a teabag, a pen, information about the advice service and tips for relieving stress. This was a popular campaign with over 600 mugs being given out, and the GSA praised for promoting sustainability in the process.

Following this, we launched De-stress Week during the first week of term 3, when the majority of postgraduate exams take place. We ran 5 sessions including massages in the library foyer, craft activities, a guide dog session, fruit and water giveaways and stress management workshops. These sessions were fairly well received and allowed for further promotion of the advice service.

GSA Tea and Coffee Points

In a follow up to our January #Takeabreak campaign we launched a dedicated tea and coffee point in the Postgraduate areas of the University library and King's Manor. These were points allowing students to pick up free tea, coffee, sugar and milk sachets in exchange for a small donation or feedback. These points proved to be very popular and provided the opportunity for the GSA to receive regular feedback on our performance.

Summer Skills Week

After the success of last year's Summer Skills week we repeated our week of skills-based workshops for 2018. These sessions were an opportunity to improve confidence and other social skills along with practical skills. All sessions were moderately attended, with support provided from many societies including baking, knitting and comedy society.

Postgraduate Community Fund

This year, the postgraduate community funded 5 outstanding projects being chosen. Although we were unable to fund every project that was applied for, we were able to offer feedback and support to help applicants continue projects that would not be accessible to the wider PG community.

Financial Review

The GSA experienced some challenging financial situations midway through the year driven primarily by the impact of the industrial action. We saw a significant dip in student attendance at our events and trips resulting in lower than budgeted income, at the 6 month mark. At the same time we were seeing pension payments at higher levels than we had budgeted for.

We attempted to make an number of efficiency savings and cut back on unnecessary expenditure, focussing on areas which wouldn't impact on student experience in order to minimise the potential deficit.

Thankfully engagement in our activities picked up significantly after the strike period and income came in on target for the year. It was also discovered that we were being double charged for employee pension contributions and were then able to claim the over payments back.

The increasing demands on officer time also led to a decrease in the funding spent on officer related activity as they were unable to organise the same number of student facing projects as we had aimed to deliver this year. This resulted in underspends in several of our project budgets.

The pension repayments, coupled with the early cost saving work and unspent budget for officer projects resulted in a sizeable surplus for the year. In order to allow increased capacity within the office team, the trustee board had agreed to fund an additional third officer role, initially from reserves.

The GSA's reserves policy states that we need to maintain 6 months running costs.

The remainder of the reserves are earmarked for the development of a physical postgraduate space, however this project is reliant on the University providing the GSA with the physical space and there are currently discussion taking place about postgraduate social space in future university developments.

Trustee Responsibilities in relation to Financial Statements

Company law requires the directors 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 are required to:

- Select suitable accounting policies and then apply them consistently;
- 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 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. The directors 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, as well as exercising proper financial controls.

Members of the Board of Trustees, who are Directors for the purpose of company law, and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

Disclosure of information

In accordance with company law, as the company's Directors, each of the Board of Trustees certify that so far as they are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- As Directors of the company, they 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' report above

Signed on behalf of the charity's trustees

Signature *Lambrecats*
 Full Name *AGATA LAMBRECATS*
 Position *CHAIR OF THE BOARD OF STUDIES*
 Date *20 MAY 2018*

Independent Examiner's Report on the Accounts

I report on the accounts of: **UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION**
for the year **31st July 2018** 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.



Karen Wood ACMA
Community Accountant
Outsource VCSE Support CIC
29 Millfield Road
York
YO23 1NH

Date:

21/8/19

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Statement of Financial Activities for the year ended:

31st July 2018

		Unrestricted funds	Restricted funds	Total 2018	Total 2017
Income from:	Note	£	£	£	£
Donations and grants	3.1	194,967	-	194,967	185,890
Charitable activities	3.2	13,724	-	13,724	5,920
Other trading activities	3.3	10,506	-	10,506	15,908
Investments	3.4	169	-	169	93
Total income	3	219,366	-	219,366	207,811
Expenditure on:					
Charitable activities	4	203,342	-	203,342	194,094
Total expenditure	4	203,342	-	203,342	194,094
Net income/(expenditure)		16,024	-	16,024	13,717
Gross transfers between funds		-	-	-	-
Net movement in funds		16,024	-	16,024	13,717
Total funds brought forward		182,000	-	182,000	168,283
Total funds carried forward		198,024	-	198,024	182,000

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Balance Sheet as at: 31st July 2018

	Note	2018	2017
Fixed assets		£	£
Tangible assets	8	337	3,148
Total fixed assets		337	3,148
Current assets			
Cash at bank and in hand		200,945	181,953
Debtors & prepayments	9	1,782	965
Total current assets		202,727	182,918
Current liabilities: amounts falling due within one year			
Creditors and accruals	10	(5,040)	(4,066)
Net current assets		197,687	178,852
Net assets		198,024	182,000
Funds of the Charity			
Unrestricted Funds		198,024	182,000
Total Funds carried forward		198,024	182,000

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 responsibilities for:

- i) ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- ii) preparing financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the 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 (Charities SORP (FRS 102)).

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



Trustee

AGATA LAMBRECHTS

Date 20th MAY 2018

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Notes to the accounts for the year ended:

31st July 2018

1 Basis of preparation

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and the 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 (Charities SORP (FRS 102)).

1.2 Change of basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1.3 Change to previous accounts

No changes have been made to accounts for previous years.

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

	2018		2017	
	Unrestricted funds	Total 2018	Unrestricted funds	Total 2017
	£	£	£	£
3.1 Donations & grants				
Grants	194,967	194,967	185,890	185,890
	194,967	194,967	185,890	185,890
3.2 Charitable activities				
Events & trips	13,724	13,724	5,920	5,920
	13,724	13,724	5,920	5,920
3.2 Other trading activities				
Activities for generating funds	10,506	10,506	15,908	15,908
	10,506	10,506	15,908	15,908
3.3 Investments				
Bank interest	169	169	93	93
	169	169	93	93
Total income	219,366	219,366	207,811	207,811

4 Analysis of expenditure

	2018		2017	
	Unrestricted funds	Total 2018	Unrestricted funds	Total 2017
	£	£	£	£
Charitable activities				
Staff costs	148,989	148,989	134,659	134,659
Internship	-	-	1,592	1,592
Staff training & courses	1,696	1,696	1,866	1,866
Communications	6,249	6,249	7,396	7,396
Projects & campaigns	4,102	4,102	2,849	2,849
Graduate community	3,998	3,998	5,853	5,853
Welcome week costs	5,068	5,068	5,293	5,293
Trips & events	11,029	11,029	12,935	12,935
Sports sessions	8,916	8,916	8,631	8,631
Representation	1,293	1,293	3,032	3,032
Audit, accountancy & legal	2,088	2,088	1,738	1,738
Administration costs	298	298	386	386
Insurance	1,208	1,208	1,144	1,144
Printing, postage and stationery	431	431	298	298
Office equipment	261	261	1,391	1,391
Website & hosting	3,329	3,329	480	480
Depreciation	2,811	2,811	2,475	2,475
Telephone	1,435	1,435	1,540	1,540
Bank charges	141	141	536	536
Total expenditure	203,342	203,342	194,094	194,094

5 Trustee expenses

5.1 Trustee remuneration

During the year no trustees of the charity received remuneration or expenses.

6 Expenses

	2018	2017
	£	£
Independent Examiner's fees for reporting on the accounts	<u>840</u>	<u>800</u>

7 Paid employees

	2018	2017
Gross salaries	132,680	121,302
Employers National Insurance	6,330	10,029
Pension contributions	9,979	3,328
	<u>148,989</u>	<u>£ 134,659</u>

Average number of employees (full time equivalent)	<u>8</u>	<u>8</u>
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8 Tangible fixed assets

	Office equipment £	Computer equipment £	Total £
Cost or valuation			
Balance at 1 August 2017	2,569	13,206	15,775
Additions	-	-	-
Balance at 31 July 2018	<u>2,569</u>	<u>13,206</u>	<u>15,775</u>
Depreciation			
Balance 1 August 2017	2,569	10,058	12,627
Charge for year	-	2,811	2,811
Balance at 31 July 2018	<u>2,569</u>	<u>12,869</u>	<u>15,438</u>
Net Book Value			
At 31 July 2017	<u>-</u>	<u>3,148</u>	<u>3,148</u>
At 31 July 2018	<u>-</u>	<u>337</u>	<u>337</u>

9 Debtors & prepayments

	2018	2017
	£	£
Debtors	681	-
Prepayments	1,101	965
	<u>1,782</u>	<u>965</u>

10 Creditors and accruals

Analysis of creditors	2018	2017
Amounts falling due within one year	£	£
Trade creditors	3,440	2,526
Accruals and deferred income	1,600	1,540
	<u>5,040</u>	<u>4,066</u>