

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

(A Company Charity limited by guarantee)

Annual Report & Financial Statements for the year ended

31st July 2021

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

**UNIVERSITY OF YORK GRADUATE STUDENTS'
ASSOCIATION**
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Director's Report (incorporating the Trustees' Annual Report)

For the year ended: 31st July 2021

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 2021.

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	CAF Bank Ltd 25 Kings Hill Avenue, West Malling Kent Postcode ME19 4JQ

Names of the Directors (trustees) who manage the charity

Directors Name	Office (if any)	Dates acted if not for whole year	Name of person entitled to appoint trustee
Sally Hancock			
Purnur Altay			
Clara Garcia			
Jane Baston			
Kelly Richards D'Arcy			
Ali Chahine			
Simon Sandison			
Sarah Lapacz		From October 2020	
Sachin Mohan Mohite		From October 2020	
Paul Murtough	Chair		

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 either via member election (Principal Officers) or by Student Council (External/ Students)

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.

Achievements and performance

Summary

During the 2020/21 financial and academic year saw the University of York's Graduate Students' Association continue to respond to the ongoing impacts of the Covid 19 pandemic. Through this time we also saw clearly the continued resilience of our PG members and the GSA team and we are proud of their efforts. As the principal representative body for postgraduates at the University of York our primary focus throughout the year was to ensure that our members were able to have the best possible student experience under the circumstances and, crucially, to support their wellbeing.

The GSA have been proud to underpin a strong postgraduate community at York and through this challenging period we have increased our range of online support as well as reintroduced some in-person activity when safe to do so. Our events have helped our members' wellbeing and allowed them to explore physical activity, cooking, mindfulness, cinema and more while establishing and maintaining the networks which are so important to their happiness and success. We have also begun planning what the student experience will look like in the future, bearing in mind what we might wish to take forward from our new provision.

For most of our members, the 2020/21 academic year was the most difficult they have ever faced. This is especially true for our international members, who make up almost 70% of our membership. Many of these students were unable to return to their families throughout this year, including during out of term time. The GSA ensured that these students were supported during periods of time when our activity is normally reduced.. Some of the key ways in which we created additional support to adapt the student experience included:

- Representation and elections online
- Investment in the infrastructure to offer online academic social and wellbeing opportunities.
- Development and expansion of our dedicated PG networks.
- Continued representation by elected representatives on the emerging issues that were important to our members
- Development of our democratic documents, policies and representation systems.

Main Achievements of the Charity

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. We also 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. The GSA's purpose is to advance the education of our members, namely postgraduate students at the University of York for the public benefit. We have done this in the following ways during this reporting year;

Representation:

A bridge between the Student Body and the University

Throughout the pandemic, the GSA acted as a vital link and day to day connection between the University and our members. We ran a Covid Community online platform in order for students to mingle, ask questions, and support one another. We ran a number of question and answer sessions alongside key university stakeholders to ensure students felt heard and understood, bringing greater accountability and transparency to the University and the GSA.

GSA networks:

As in previous years, the GSA facilitated twelve Postgraduate Networks - student communities built around a specific interest. During the 2020/21 academic year more support was provided to the networks, with two Network Coordinators appointed to lead each grouping and monthly meetings scheduled with GSA staff members in order to support and develop student leadership skills.

As part of our term one welcome experience, the GSA ran an additional Network Week following on from Welcome Week to provide another entry point for students who may not have arrived at York, or who had been self-isolating. These events were the starting point for students to take control of their own social life at York by actively engaging with their peers. We delivered a strong schedule of well-attended events, both on campus and in the city.

Representation at University Committees:

Our officers continued to represent students at a variety of university committees. The most notable work included the contingency groups that met frequently throughout the pandemic.

Academic and Faculty Representatives :

We made several changes to our academic representative structures and processes, including the introduction of a new online election system; this led to an increase in student turnout for the autumn elections compared to the previous year. A large number of students were elected as academic representatives and they went on to work alongside their academic departments and the GSA Council in order to represent students throughout the pandemic.

Student Voice Assistants:

The GSA delivered the Student Voice Assistants (SVA's) programme in collaboration with YUSU. Three SVA's were appointed to support postgraduate projects and better support the academic representatives in both their training and in their ability to represent their peers. The SVA's worked with a variety of University departments in order to expand outreach and better represent students.

Your Ideas :

Led by the SVA's, the GSA developed the Your Ideas programme, where during one week each term we invited students to submit their own ideas for how their Union could directly work with them. Our members told us that they most wanted to see an expanded and more varied events programme. Through the SVAs and other staff members, we worked with students to realise as many of their ideas as possible and signpost to where resources or events were already available.

Celebrating our Volunteers:

During the summer of 2021 the GSA hosted the GSA Awards and an end of year celebration on the University campus for all its volunteers. Aware that many students still felt uncertain about events in person, we ensured that the GSA Awards were accessible for all by recording the awards and hosting them on the [GSA YouTube Channel](#).

Successful Online Elections:

In spring 2021 the GSA ran its second fully online election for sabbatical officers. We were proud to increase voter turnout by 3% on the previous year. Based on feedback from candidates who ran in the spring 2020 elections, expanded campaign training was delivered to candidates to help them engage with members online.

The GSA saw more interest than ever, with over twenty-five students nominating themselves for a position, including fourteen for Vice President Wellbeing and Community which demonstrates how important these issues have become during this period of time. Three new sabbatical officers were appointed and no official complaints were raised during the election process.

Increasing Representation :

We expanded the number of Part Time Officer positions from twelve positions to twenty-four, in order to better represent the GSA's membership. These roles were elected and the student council which the officers sit on proved to be an effective decision-making committee. They passed seventeen motions during the academic year, which is twice as many as we've had before.

Communication

A Covid Community:

Throughout the year, it was important to us that our members knew that communication between the GSA and postgraduates is discursive and that we exist to raise the issues that are important to them. We did this principally by ensuring that we have a strong shared sense of community, and that our members don't only engage with us when they have problems.

- Show Us Your Views' ran in the weekly newsletter, asking students to share pictures of where they were working, to show that no matter where people were, we were all still students of the University of York.
- Our Easter Baking Competition fell in a period of lockdown - but instead of cancelling we got together for an online baking extravaganza.
- The You'll Never Run Alone Running Club geared up when you were only allowed to meet one other person at a time, bringing members together in pairs to run together.
- Throughout the pandemic we received incredible support for all of our programmes, including our Keep Home and Carry On Campaign at the very start of Covid-19. Since then, students have contributed in so many fantastic ways, whether it be through producing music to share on social media, playing games as part of our Quarantine Community platform, or leading events as volunteers and student leaders.

Working with other Graduate Student bodies

Postgraduate Conference :

In October 2020 the GSA hosted its annual Postgraduate Conference. As a response to the global pandemic and travel restrictions in place at the time, the 2020 GSA Postgraduate Conference was reworked into an entirely digital format. Opened by Vice Chancellor Charlie Jeffrey and the President of the GSA, the conference had a program of five sessions held over a single day. Being held online made it easier than in previous years for people to attend without travelling and to choose whether to join for short periods of time or attend the whole day. This flexibility enabled student officers from SUs around the country to join and fit a session in with the rest of their working day. The conference covered a variety of topics such as PGR wellbeing, the impact of the pandemic on PhD students and other doctoral researchers, and fair treatment for postgraduates who teach. Speakers included professionals from the GSA team and postgraduate students from the University of York as well as external speakers from Alterline, UCU, and the CEO of UKCISA. During a period when isolation was a prevalent issue not just for students but for those who support them, many attendees particularly appreciated the chance to interact with speakers and attendees at the workshops alongside the expertise provided by the speaker sessions.

Providing academic and welfare related services.

Advice Service:

The GSA Advice Service provides free, independent, and confidential advice, support, and information to postgraduate students at the University of York on a range of academic and welfare matters. This includes topics such as appeals, complaints, academic misconduct (AM), student misconduct, and exceptional circumstances (EC)

During the 2020/21 academic year, over 5% of our members accessed our GSA independent advice service directly. 345 new cases were opened, a 23% increase compared to 2019/2020. This high increase in demand is due to a mixture of issues caused by the pandemic and awareness of the GSA advice service. Throughout the pandemic, the GSA has been able to maintain 1-2-1 student support by increasing accessibility with up-to-date online advice and a move to virtual appointments.

Of the 345 cases opened in the 2020/21 academic year, 51 (14.78%) related to postgraduate research students, 216 (62.61%) related to postgraduate taught students, 12 (3.48%) related to undergraduate students and 66 (19.13%) related to students whose level of study is unknown.

	2019/20	2020/21	Year Increase
Appeals	(98) 52.13%	(144) 57.15%	46.93%
EC	(52) 27.66%	(68) 26.98%	30.77%
AM	(38) 20.21%	(40) 15.87%	5.26%

Other Welfare events

Welcome Back Again :

Based on feedback that our members were finding it harder than they had before to establish friendship groups and support networks and to ensure that they were not isolated and that everyone had opportunities to meet others, the GSA welcome activities were run consistently through the year. We delivered a welcome experience across term one, a 'Welcome Back Week' in term two, and a 'Welcome Back Again Week' in term three.. Feedback for these Welcome events were highly positive.

The Christmas Care Package Campaign:

The student travel window allowed some students to make it home for Christmas. However, not all students were able to return home due to high costs and the last minute confusion created by the late government announcement restricting travel and socialising over the Christmas period. About a thousand students remained on campus, with many more Postgraduates spending Christmas in York and the surrounding areas.

- the GSA, with funding from the University of York, arranged for a Christmas-themed care package to be delivered to more than 500 students before Christmas.
- Working with Colleges and student accommodation providers in the city centre over 250 were hand-delivered by GSA staff and volunteers to students on campus or in York - the rest were sent by post.

Other Christmas events:

During the Christmas break, for the first time we ran a full events schedule so that students who were apart from their families could meet each other. The schedule included music and comedy events as well as a Christmas singalong, pub quizzes, bingo, and movie screenings.

Provide opportunities for postgraduates

Postgraduate Free Sport:

: During the 2020/21 Academic year, supporting the wellbeing of students was paramount – for long periods of time, organised sport was one of the only ways for students to legally interact and meet one another. Our sessions proved extremely popular, with limited number caps meaning advanced booking was required and sessions booking out in a matter of minutes. As a result, we increased our sporting provision, providing a number of different opportunities for students and increasing the frequency at which sessions ran.

The GSA remains committed to our free postgraduate sport that is friendly, not membership based, and open to all genders. It is designed to be casual and non-competitive and was devised in consultation with postgraduate students.

During this time, the GSA provided a minimum of seven free weekly sports sessions, often increasing with demand. These sessions included in person sessions such as badminton, football, tennis, table tennis and sessions in yoga and dance fit, provided in partnership with York Sport

Governance

Paul Murtough maintained his role as Chair of the Board with Simon Sandison acting as Deputy Chair to split the workload.

During this year we worked to update a number of staff and trustee policies further to the Board's previous external review of its HR and Trustee Policies.

We recruited a new dedicated HR resource to increase capacity specific to continued improvements to our governance and operations.

Looking forward

We will launch two new sub-committees reporting on risk and on governance to our Board as part of a dedicated commitment to maintaining strong governance and minimising risk to the organisation.

We will continue to identify additional funding opportunities within the University for the benefit of providing our members new employment opportunities and skills development to give them the best chance to succeed in a slow graduate employment market.

We will bring our independent advice service provision fully in house and look to expand the provision that we offer to meet increasing demand.

As we emerge from the Covid pandemic, the GSA will re-establish its previous ambitions of identifying further space on campus to maximise engagement and reach with our PG student body and to give them a community hub. We will use this hub as a key pillar of an ambitious approach to a supportive and safe community environment for all postgraduate students at York, both online and on campus. This will affirm the GSA's role as a key positive reason for applicants and students choosing to be a PG student at the University of York.

The GSA will also create a new three-year strategic plan, informed by our members, to support a successful transition into a new way of working with and supporting our members. Our members will have a valuable opportunity to redefine our vision, mission, and values and ensure our continued relevance as a dedicated postgraduate student union.

We will realise our long term aim to affiliate with the National Union of Students so that we can connect the GSA for the first time formally to the wider networks of the student movement. This move will increase our operational resources and give staff and officers access to a diverse peer network covering all aspects of our representation structures and wider operations.

Financial Review

Over a number of years the GSA has been responsible with its income and this has allowed us to invest in our charitable objectives during the Covid 19 pandemic especially where our delivery methods have required increased resourcing.

We have also maintained some reserves for future disruptive events above our statutory requirements. GSA had previously generated a small surplus during its operations over several years of previously prudent financial management. During this financial year to meet the unique challenges of Covid, we agreed with the University to fund some of our normal and extraordinary activity from these reserves to supplement the grant provided by them. This grant was, during the 2020/21 academic year, awarded in two settlements; the first covering an initial four month period, and the second covering the remaining eight month. Despite these changes and because of our previous responsibility, the GSA has been able to show confidence in our activity and to continue to offer extensive services for our members.

To meet the needs of our postgraduate students at a time when, because of Covid, many faced increased challenges, the GSA took the decision to increase investment in business critical costs by 27% during this financial year. This was met primarily from GSA reserves. This has enabled the GSA to provide an increased range of services including a regular and dependable suite of weekly activities covering all aspects of the student experience and that students could rely on and look forward to.

We also successfully applied for a number of additional grants from within the University community to increase our staffing capacity temporarily within the academic year to provide additional employment opportunities to postgraduates and meet emerging challenges that Covid brought.

The GSA continues to hold reserves with a view to realising our ambition to create a dedicated postgraduate social space on campus. This is consistent with ongoing student feedback and our charitable objectives. The GSA also maintains enough reserves to meet our running costs for six months

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



Full Name Simon Sandison

Position Chair of the Trustee Board

Date March 10th 2022

Independent examiner's report to the trustees of University of York Graduate Students' Association

I report on the accounts of: **UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION**
for the year ended: **31st July 2021** which are set out on pages 8 to 12.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 386 of the Act; or
- 2 the accounts do not accord with those records
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Karen Wood (ACMA)

Outsource independent examination
service

The Hiscox Building
Peasholme Green
York YO1 7PR

10/03/2022

Date:

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Statement of Financial Activities for the year ended:

31st July 2021

		Unrestricted funds	Restricted funds	Total 2021	Total 2020
	Note	£	£	£	£
Income from:					
Donations and grants	3.1	306,107	-	306,107	273,000
Charitable activities	3.2	49	-	49	14,975
Other trading activities	3.3	-	-	-	3,933
Investments	3.4	109	-	109	268
Total income	3	306,265	-	306,265	292,176
Expenditure on:					
Charitable activities	4	322,166	-	322,166	252,825
Total expenditure	4	322,166	-	322,166	252,825
Net income/(expenditure)		(15,901)	-	(15,901)	39,351
Gross transfers between funds		-	-	-	-
Net movement in funds		(15,901)	-	(15,901)	39,351
Total funds brought forward		271,061	-	271,061	231,710
Total funds carried forward		255,160	-	255,160	271,061

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Balance Sheet as at:

31st July 2021

	Note	2021	2020
Current assets			
Cash at bank and in hand		259,077	280,131
Debtors & prepayments	9	<u>2,731</u>	<u>1,216</u>
Total current assets		<u>261,808</u>	<u>281,347</u>
Current liabilities: amounts falling due within one year			
Creditors and accruals	10	<u>(6,648)</u>	<u>(10,286)</u>
Net current assets		<u>255,160</u>	<u>271,061</u>
Net assets		<u>255,160</u>	<u>271,061</u>
 Funds of the Charity			
Unrestricted Funds		<u>255,160</u>	<u>271,061</u>
Total Funds carried forward		<u>255,160</u>	<u>271,061</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 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

Date 10th March 2022

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Notes to the accounts for the year ended:

31st July 2021

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

	2021		2020	
	Unrestricted funds	Total 2021	Unrestricted funds	Total 2020
	£	£	£	£
3.1 Donations & grants				
Grants	306,107	306,107	273,000	273,000
	306,107	306,107	273,000	273,000
3.2 Charitable activities				
Events & trips	49	49	14,975	14,975
	49	49	14,975	14,975
3.2 Other trading activities				
Activities for generating funds	-	-	3,933	3,933
	-	-	3,933	3,933
3.3 Investments				
Bank interest	109	109	268	268
	109	109	268	268
Total income	306,265	306,265	292,176	292,176

4 Analysis of expendediture

	2021		2020	
	Unrestricted funds	Total 2020	Unrestricted funds	Total 2019
	£	£	£	£
Charitable activities				
Staff & freelance costs	240,276	240,276	207,078	207,078
Staff & trustee training & expenses	16,287	16,287	5,273	5,273
Recruitment costs	1,774	1,774	-	-
Communications	7,115	7,115	3,063	3,063
Projects, welfare & campaigns	10,838	10,838	3,557	3,557
Graduate community	1,619	1,619	3,394	3,394
Welcome week costs	5,136	5,136	4,437	4,437
Trips & events	17,015	17,015	11,753	11,753
Sports sessions	4,874	4,874	4,767	4,767
Representation	8,364	8,364	1,840	1,840
Audit, accountancy & legal	1,613	1,613	1,613	1,613
Insurance	1,482	1,482	1,439	1,439
Office costs & equipment	3,139	3,139	2,984	2,984
Website & IT	2,553	2,553	1,218	1,218
Bank charges	81	81	409	409
Total expenditure	322,166	322,166	252,825	252,825

5 Trustee expenses

5.1 Trustee remuneration

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

6 Expenses

	2021	2020
	£	£
Independent Examiner's fees for reporting on the accounts	<u>840</u>	<u>840</u>

7 Paid employees

	2021	2020
Gross salaries	208,180	188,821
Freelance staff	12,062	-
Employers National Insurance	15,309	14,233
Pension contributions	4,725	4,024
	<u>240,276</u>	<u>207,078</u>
Average number of employees (full time equivalent)	<u>9</u>	<u>9</u>

8 Debtors & prepayments

	2021	2020
	£	£
Debtors - Loan	1,400	-
Prepayments	1,331	1,216
	<u>2,731</u>	<u>1,216</u>

9 Creditors and accruals

Analysis of creditors	2021	2020
Amounts falling due within one year	£	£
Trade creditors	5,048	8,686
Accruals and deferred income	1,600	1,600
	<u>6,648</u>	<u>10,286</u>