

**REGISTERED CHARITY NUMBER: SC005410**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE PERIOD 1 AUGUST 2018  
TO 31 OCTOBER 2019  
FOR  
SAUWS**

Milne Craig  
Chartered accountants  
Statutory auditor  
Abercorn House  
79 Renfrew Road  
Paisley  
Renfrewshire  
PA3 4DA

**SAUWS**

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FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019**

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## SAUWS

### REPORT OF THE TRUSTEES FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

The trustees present their annual trustees' report together with the financial statements of the charity for the period ending 31 October 2019.

#### **Overall**

Welcome to our extended Audited Accounts that cover the period August 1st 2018 to October 31st 2019. Last year's accounts outlined the plans for our structural changes, in particular, our move to an incorporated company. This change necessitated us to close our company and charity and transfer to a new charity and company with the Limited Guarantee status, SAUWS 2018 (this name will revert back to SAUWS in 2020). This came into effect on the 1st of November 2019. The board agreed therefore, to present the last accounts under our old company and charitable status.

The main focus of our activities over the last 15 months has been on strengthening our organisational structure to enable us to improve our service provision to students and also in improving our financial stability.

We successfully recruited our new Chief Executive who started post in February 2019 who, it is hoped, will bring some much needed stability to the organisation.

Our commercial services in the last academic year were very challenging were we seen a 21% fall in income. We have, however, invested in external consultants and venue managers with expertise and experience in running commercially successful student union venues elsewhere.

We have also been expending time and energy in speaking to students about how they feel SAUWS and what they need from our spaces. Students told us that our social venue in Paisley felt unwelcoming, neglected and outdated. We have begun the process of upgrading our space with some high impact, low cost cosmetic changes. We have also engaged a team of architects to develop future plans to improve our venue over the next few years to ensure we are able to provide students with an excellent student experience.

We also found that not many students understood or recognised 'SAUWS' and many still referred to us as 'the students' union'. Moreover, we found that we needed to improve the sense of ownership or identity with the Association. Whilst retaining our legal status as SAUWS, we have rebranded our spaces and services as "Your Student Union". The feedback from students has been extremely positive.

We are delighted with the return on these investments. This year we have had our most successful fresher's welcome week in many years, our student engagement has improved and we are seeing real growth in our sales in Paisley.

#### **A Word of Thanks**

It would be remiss of us to end our director's report without acknowledging the support we receive from our partners at the University of the West of Scotland (UWS). Our ability to work collaboratively is essential to ensuring an excellent student experience for all studying at UWS. We are committed to investing the time and energy to nurture and develop our partnership.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The Vision for SAUWS as defined in the strategic planning framework is;

'To be an organisation that the UWS students identify with which engages, enables and empowers them; by helping to provide great opportunities to enhance their student experience'.

The Mission is 'To ensure the continuous improvement of our student experience'.

And the values of the association are to be: Welcoming, Inclusive, Supportive and Engaging.

A new strategic framework was established during the 2016/17 financial year, built around four key pillars; Communication, Engagement, Opportunities for students and Partnerships. Each of these pillars has specific objectives which identify projects and workstreams to help achieve the overall vision. Work continues to turn these objectives into a full operational plan with published performance indicators and targets.

# SAUWS

## REPORT OF THE TRUSTEES FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019.

### OBJECTIVES AND ACTIVITIES

#### Achievements

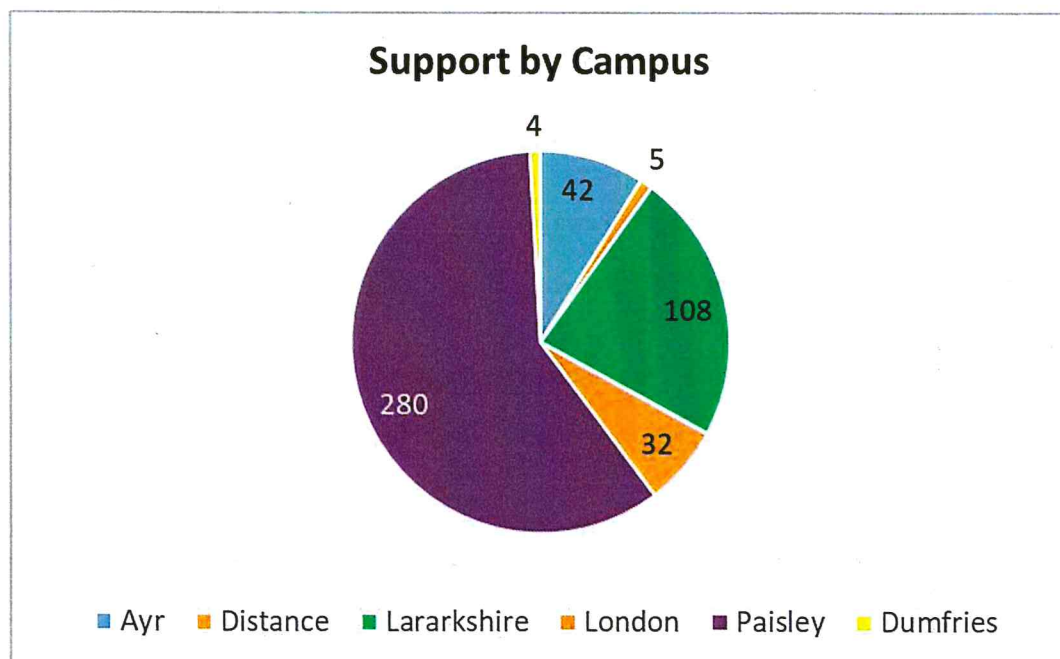
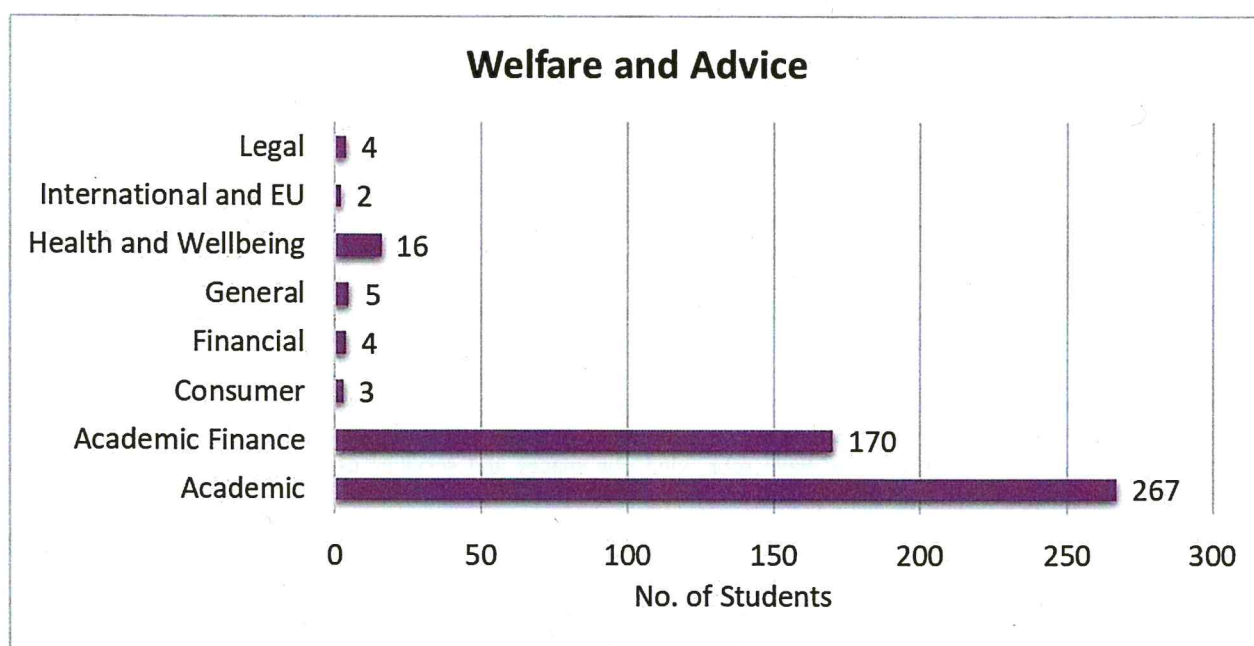
##### Supporting Students

Our main priorities are ensuring students feel engaged, achieve their academic goals, improved career prospects and have an excellent student experience. To this end we have had an excellent year. Here's some highlights:

##### **Breaking down barriers**

UWS is sector leading for breaking down barriers to people from disadvantaged backgrounds in accessing higher education, with 27.7% of students coming from Scotland's most deprived communities. Our Association plays a key role in supporting the additional needs that many of these students face. We provided £16,685 in hardship grants to 116 students. These grants have been essential to ensuring that students can eat, travel to university or deal with crisis situations that can arise. Four students who received funding where homeless or in the process of becoming homeless.

Our Advice and Welfare Workers provided support to 471 students in the 2018-19 academic year.



## SAUWS

### REPORT OF THE TRUSTEES FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

#### **Student Representation**

This year we have had 470 reps, many of whom have made a real difference to their classmates. Reps have told us that they are proud to have achieved changes from gaining extensions due to heavy workloads, to getting class formats changed, to saving students over £2,000 a year by negotiating a reduction in MSc tuition fees.

#### **Student Council**

Student Council is the policy setting body of SAUWS. It is the forum for UWS students to voice their concerns and where they can make decisions about the direction of the Students' Association and the University. 28 new policies were passed by student council on a range of topics from demanding holistic support from care experienced students to holding Sabbatical Officers to account. All suggested policies and their outcomes are made public on our website.

This year we have also introduced Senior Management Question Time, which offers council members the opportunity to meet and ask questions of senior management from UWS. This has been received well by the students and has also been discussed as sector leading practice.

#### **Big Awards**

The Big Awards is one of the most important events in the Students' Association Calendar, it's the time of the year where we get to not only celebrate the achievements of those at UWS, but we also get to share those achievements with others. This year saw us receive a record number of nominations with more than 350 nominations for 9 categories, ranging from Best New Society to Lecturer of the Year.

#### **Student Experience**

Supporting students to feel at home and making friends is a key to student retention and success rates. That's why the work we do to support societies is so important. We've seen a significant increase in the number of societies. There have been 22 new societies, bringing the total to 41 with 804 members. There are now 16 academic societies, up from 9 last year.

Our Care Experienced Group was formed in November and now has 21 members. They created a peer support group and are actively campaigning to improve the support the university provides to care experienced students. Through their partnership with Who Cares? Scotland they have delivered documentaries and presentations to staff and students highlighting the difficulties that some students face and what can be done to overcome these.

## **FINANCIAL REVIEW**

### **Financial position**

The accounts of the Association show a deficit of £10,216 for the period to 31st October 2019. The deficit was primarily due to a reduction in revenues from commercial up until July 2019. However, as explained above we have seen a significant increase in our revenue streams from commercial, particularly in our Paisley campus. We have introduced much more robust financial management systems to manage our budget streams and are actively exploring ways to diversify and increase our income.

The Association continues to recognise that its balance sheet position may restrict its freedom to make appropriate decisions in the future and work continues to attempt to build reserves to reduce this risk.

### **Reserves policy**

Our policy is to have sufficient funds to meet our financial obligations timeously and to provide the best possible services to our clients at a reasonable cost. There is no policy to build reserves in excess of an amount equal to two months running costs, which would amount to £105,454 based on current expenditure levels. At 31 October 2019 the charity had free reserves of £83,208 (excluding amounts tied up in fixed assets, net of borrowings and restricted reserves).

## SAUWS

### REPORT OF THE TRUSTEES FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

#### **GOING CONCERN**

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The financial statements have been prepared on a going concern basis as the Association's main provider of grant income, the University of the West of Scotland has agreed to provide financial support to the Association to allow it to meet its liabilities as they fall due. On this basis the trustees are of the view that the charity is a going concern for a period of at least 12 months from the date of signing these financial statements.

#### **FUTURE PLANS**

The Association has begun the process of Incorporation, which will see it become a Company Limited by Guarantee with the Trustees as Company members from the 1st November 2019. A new governing document has been approved by the membership as well as by the Board of trustees and, as required under the Education Act 1994, The University Court. New bye-laws to govern the day-to-day governance of the Association will be put in place to work alongside this document.

We have begun the process of developing our new Strategic Plan that includes a significant student and stakeholder consultation. We are embarking on further staffing restructuring to ensure that our resources are maximised to meet the various demands of our charity, in particular, to help diversify and improve our finances.

Improving our venues is a crucial task for us in the coming year. We are working with our partners in NUS Trading, Renfrewshire Social Enterprise Scotland and UWS to develop a robust business plan to enable us to attract the necessary funding and investment to take this forward.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The Students' Association of the University of the West of Scotland is governed by a Constitution formally approved by the Court of the University of the West of Scotland under its rules of governance; the Students' Association is an unincorporated association for the benefit of its members. The constitution was approved by the Court of the University of the West of Scotland in June 2016. As indicated above, this structure will be changing in the year ahead.

As of the 1<sup>st</sup> of November 2019 we have moved to an incorporated company limited by guarantee, SAUWS 2018 Company Number SC631885.

##### **Organisational structure**

The Trustee Board of the Students' Association are the executive governing body of the Association, subject to the constitution, and are ultimately responsible for the administration and management of all Association revenue, assets and activities.

The Executive Committee of SAUWS provides the political leadership of the organisation. The Executive Committee implement the democratically decided politics of Student Voice.

##### **Induction and training of new trustees**

Trustees are given full induction and training at the assumption of office encompassing their duties as Trustees in terms of relevant legislation and the operations of the Students' Association. Full training for the Board took place during the year.

## SAUWS

### REPORT OF THE TRUSTEES FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. We have an established Audit and Risk Committee for the Association.

The Charity has a robust set of HR Policies and Procedures, which have been compiled following employment law recommendations.

Risk Assessments are undertaken annually.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Charity number

SC005410

##### Principal address

The Student Union  
Storie Street  
Paisley  
Renfrewshire  
PA1 2HB

##### Trustees

Franklin Jacob Babu	President 2019/20 (Vice President of Societies & Citizenship 2018/19)	- appointed 1/6/2019
Dan Hutchison	Vice President of Education 2019/20	- appointed 1/6/2019
Ismail Nizami	Vice President of Welfare and Wellbeing 2019/20	- appointed 1/6/2019
Clare Hunter	Vice President of Student Development 2019/20	- appointed 1/6/2019
Ellie Gomersall	Student Trustee	- appointed 9/5/2019
John Holleran	Student Trustee	- appointed 9/5/2019
Mark McRitchie	External Trustee	
Roddy Williamson	Interim External Trustee	
Emma Shotter	President 2018/19	- resigned 30/6/2019
Ethan Wilson	Student Trustee	- resigned 30/6/2019
Jennifer Ghandhi	External Trustee	- resigned 7/2/2019
Saiful Alam Bhuiyan, Acim	Student Trustee	- resigned 30/6/2019
Merle Hill	Vice President of Sport and Wellbeing 2018/19	- resigned 30/6/2019
Stuart Aitken	Student trustee	- resigned 9/5/2019
Margo MacMillan	Vice President of Education 2018/19	- resigned 30/6/2019
Sinead Daly	Chief Executive	

##### Independent auditors

Milne Craig  
Chartered accountants  
Statutory auditor  
Abercorn House  
79 Renfrew Road  
Paisley  
Renfrewshire  
PA3 4DA

## SAUWS

### REPORT OF THE TRUSTEES FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Solicitors

BTO Solicitors  
48 St Vincent Street  
Glasgow  
G2 5HS

##### Bankers

Bank of Scotland  
The Cross  
Paisley  
PA1 1DB

#### STATEMENT OF TRUSTEES RESPONSIBILITIES

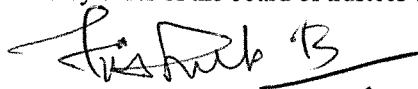
The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland, the Charities and Trustee Investment (Scotland) Act 2005, Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the charity's constitution requires the trustees to prepare financial statements for each financial 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, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity 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 which 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 Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 31 January 2020 and signed on its behalf by:



Franklin Jacob Babu  
Trustee



## **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF SAUWS**

### **Opinion**

We have audited the financial statements of SAUWS (the 'charity') for the period ended 31 October 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 October 2019 and of its incoming resources and application of resources for the period 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.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees 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.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF SAUWS**

### **Responsibilities of trustees**

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. 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 auditors' 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.

Alex Webb BAcc FCCA  
Milne Craig  
Chartered accountants  
Statutory auditor  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
Abercorn House  
79 Renfrew Road  
Paisley  
Renfrewshire  
PA3 4DA

31 January 2020

SAUWS

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

	Notes	Unrestricted fund £	Restricted funds £	Period 1/8/18 to 31/10/19 Total funds £	Year Ended 31/7/18 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	862,662	18,450	881,112	614,213
Other trading activities	3	242,193	-	242,193	188,314
Investment income	4	-	-	-	5
<b>Total</b>		<b>1,104,855</b>	<b>18,450</b>	<b>1,123,305</b>	<b>802,532</b>
<b>EXPENDITURE ON</b>					
Raising funds	5	121,545	-	121,545	108,200
<b>Charitable activities</b>	6				
Operation of the Association		977,610	18,450	996,060	662,080
Representation, Election and Welfare		-	-	-	866
Other		15,916	-	15,916	10,904
<b>Total</b>		<b>1,115,071</b>	<b>18,450</b>	<b>1,133,521</b>	<b>782,050</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(10,216)</b>	<b>-</b>	<b>(10,216)</b>	<b>20,482</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>93,424</b>	<b>-</b>	<b>93,424</b>	<b>72,942</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>83,208</b>	<b>-</b>	<b>83,208</b>	<b>93,424</b>

The notes form part of these financial statements

**SAUWS**

**BALANCE SHEET  
AT 31 OCTOBER 2019**

	Notes	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible assets	11	64,782	40,182
<b>CURRENT ASSETS</b>			
Stocks	12	14,985	13,013
Debtors	13	70,380	56,164
Cash at bank and in hand		<u>67,803</u>	<u>28,708</u>
		153,168	97,885
<b>CREDITORS</b>			
Amounts falling due within one year	14	(134,742)	(44,643)
		<u>18,426</u>	<u>53,242</u>
<b>NET CURRENT ASSETS</b>			
		<u>83,208</u>	<u>93,424</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>83,208</u>	<u>93,424</u>
<b>NET ASSETS</b>			
		<u>83,208</u>	<u>93,424</u>
<b>FUNDS</b>	17		
Unrestricted funds		83,208	93,424
Restricted funds		<u>-</u>	<u>-</u>
<b>TOTAL FUNDS</b>		<u>83,208</u>	<u>93,424</u>

The financial statements were approved by the Board of Trustees on 31 January 2020 and were signed on its behalf by:



Franklin Jacob Babu  
Trustee

SAUWS

**CASH FLOW STATEMENT  
FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019**

	Notes	Period 1/8/18 to 31/10/19 £	Year Ended 31/7/18 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	<u>82,821</u>	<u>15,818</u>
<b>Net cash provided by (used in) operating activities</b>		<u>82,821</u>	<u>15,818</u>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		(43,726)	(6,936)
Interest received		<u>-</u>	<u>5</u>
<b>Net cash provided by (used in) investing activities</b>		<u>(43,726)</u>	<u>(6,931)</u>
		<u>          </u>	<u>          </u>
<b>Change in cash and cash equivalents in the reporting period</b>		39,095	8,887
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>28,708</u>	<u>19,821</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>67,803</u>	<u>28,708</u>

The notes form part of these financial statements

SAUWS

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019**

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	Period 1/8/18 to 31/10/19 £	Year Ended 31/7/18 £
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	(10,216)	20,482
<b>Adjustments for:</b>		
Depreciation charges	19,126	14,673
Interest received	-	(5)
(Increase)/decrease in stocks	(1,972)	12,161
Increase in debtors	(14,216)	(22,423)
Increase/(decrease) in creditors	<u>90,099</u>	<u>(9,070)</u>
<b>Net cash provided by (used in) operating activities</b>	<u><u>82,821</u></u>	<u><u>15,818</u></u>

## SAUWS

### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

SAUWS meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

##### **Preparation of accounts on a going concern basis**

The trustees consider that there are no material uncertainties about the Association's ability to continue as a going concern. The financial statements have been prepared on a going concern basis as the Association's main provider of grant income, the University of the West of Scotland, has agreed to provide financial support to the Association to allow it to meet its liabilities as they fall due. On this basis the trustees are of the view that the charity is a going concern for a period of at least 12 months from the date of signing these financial statements.

##### **Accounting judgements & sources of estimation uncertainty**

In preparing these financial statements, the trustees have made the following judgements:

Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation, product life cycles and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

Assets are considered for indications of impairment. If required an impairment review will be carried out and a decision made on possible impairment. Factors taken into consideration in reaching such a decision include the economic viability and expected future financial performance of the asset and where it is a component of a larger cash-generating unit, the viability and expected future performance of that unit.

Bad debts are provided for where objective evidence of the need for a provision exists.

Inventories are assessed for evidence of obsolescence and a provision is made against any inventory unlikely to be sold, or where stock is sold post year end at a loss.

##### **Income**

All income is recognised in the Statement of Financial Activities once the Association has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants 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.

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.

Other income represents those items not falling into any other heading.

## SAUWS

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

#### 1. ACCOUNTING POLICIES - continued

##### **Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs incurred in generating fundraising income.
- Expenditure on charitable activities includes the costs of activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost based on the percentage of non-business activities.

##### **Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities. These costs have been allocated to expenditure on charitable activities.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Improvements to property	- 25% on cost and 10% on cost
Plant and machinery	- 25% on cost and 20% on cost
Fixtures and fittings	- 33% on cost, 25% on cost and 20% on cost

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds movements in the year relates to surplus funds that have been received by the charity and will be paid to Affiliated Clubs and Societies.

##### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.



## SAUWS

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

#### 1. ACCOUNTING POLICIES - continued

##### **Financial instruments**

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transactions costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

##### Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

##### Basic financial liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

##### **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.

##### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid net of any discounts due.

##### **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 discounts due.

SAUWS

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019**

**2. DONATIONS AND LEGACIES**

	Period 1/8/18 to 31/10/19 £	Year Ended 31/7/18 £
Grants	<u>881,112</u>	<u>614,213</u>
	2019 £	2018 £
UWS - Core grant	859,974	604,000
UWS - Additional funding	16,463	10,213
UWS - Hardship	<u>4,675</u>	<u>-</u>
	<u>881,112</u>	<u>614,213</u>

**3. OTHER TRADING ACTIVITIES**

	Period 1/8/18 to 31/10/19 £	Year Ended 31/7/18 £
Shop income	19,299	43,597
Sponsorships	32,494	11,633
Bar sales	78,244	66,223
Coffee shop sales	100,586	60,776
Entertainments	2,898	2,570
General income	<u>8,672</u>	<u>3,515</u>
	<u>242,193</u>	<u>188,314</u>

**4. INVESTMENT INCOME**

	Period 1/8/18 to 31/10/19 £	Year Ended 31/7/18 £
Deposit account interest	<u>-</u>	<u>5</u>

**5. RAISING FUNDS**

**Other trading activities**

	Period 1/8/18 to 31/10/19 £	Year Ended 31/7/18 £
Purchases	<u>121,545</u>	<u>108,200</u>

SAUWS

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Operation of the Association	<u>894,966</u>	<u>101,094</u>	<u>996,060</u>

7. SUPPORT COSTS

	Finance	Information technology	Governance costs	Totals
	£	£	£	£
Operation of the Association	<u>94</u>	<u>18,342</u>	<u>82,658</u>	<u>101,094</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

In accordance with the Constitution of the Association some trustee positions are designated as "sabbatical". Such positions shall comprise less than half of the trustee posts and the payment of honorarium to each post shall be as stipulated in the Bye laws along with the requisite service agreement for any sabbatical posts. No person shall be entitled to hold sabbatical office for more than two whole terms of office or to stand in any election which could have such a consequence.

**Trustees' expenses**

There were no trustees' expenses paid for the period ended 31 October 2019 nor for the year ended 31 July 2018.

9. STAFF COSTS

	Period 1/8/18 to 31/10/19	Year Ended 31/7/18
	£	£
Wages and salaries	590,954	407,008
Other pension costs	<u>13,436</u>	<u>5,522</u>
	<u>604,390</u>	<u>412,530</u>

The average monthly number of employees during the period was as follows:

	Period 1/8/18 to 31/10/19	Year Ended 31/7/18
Staff	<u>38</u>	<u>30</u>

No employees received emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted funds	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	614,213	-	614,213
Other trading activities	188,314	-	188,314

SAUWS

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund	Restricted funds	Total funds	
	£	£	£	
Investment income	<u>5</u>	<u>-</u>	<u>5</u>	
<b>Total</b>	802,532	-	802,532	
<b>EXPENDITURE ON</b>				
Raising funds	108,200	-	108,200	
<b>Charitable activities</b>				
Operation of the Association	662,080	-	662,080	
Representation, Election and Welfare	866	-	866	
Other	<u>10,904</u>	<u>-</u>	<u>10,904</u>	
<b>Total</b>	<u>782,050</u>	<u>-</u>	<u>782,050</u>	
<b>NET INCOME/(EXPENDITURE)</b>	20,482	-	20,482	
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>	<u>72,942</u>	<u>-</u>	<u>72,942</u>	
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>93,424</u></u>	<u><u>-</u></u>	<u><u>93,424</u></u>	
11. TANGIBLE FIXED ASSETS	Improvements to property	Plant and machinery	Fixtures and fittings	Totals
	£	£	£	£
<b>COST</b>				
At 1 August 2018	18,639	94,723	50,631	163,993
Additions	10,340	15,931	17,455	43,726
Disposals	<u>(14,568)</u>	<u>(11,925)</u>	<u>(1,729)</u>	<u>(28,222)</u>
At 31 October 2019	<u>14,411</u>	<u>98,729</u>	<u>66,357</u>	<u>179,497</u>
<b>DEPRECIATION</b>				
At 1 August 2018	15,730	71,772	36,309	123,811
Charge for year	1,427	12,922	4,777	19,126
Eliminated on disposal	<u>(14,568)</u>	<u>(11,925)</u>	<u>(1,729)</u>	<u>(28,222)</u>
At 31 October 2019	<u>2,589</u>	<u>72,769</u>	<u>39,357</u>	<u>114,715</u>
<b>NET BOOK VALUE</b>				
At 31 October 2019	<u><u>11,822</u></u>	<u><u>25,960</u></u>	<u><u>27,000</u></u>	<u><u>64,782</u></u>
At 31 July 2018	<u><u>2,909</u></u>	<u><u>22,951</u></u>	<u><u>14,322</u></u>	<u><u>40,182</u></u>

SAUWS

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

12. STOCKS

	2019	2018
	£	£
Bar stocks	9,146	3,614
Coffee Shop stock	3,278	2,058
Shop stock	<u>2,561</u>	<u>7,341</u>
	<u>14,985</u>	<u>13,013</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade debtors	5,368	21,098
Other debtors	11,302	18,188
VAT recoverable	13,019	14,402
Prepayments and accrued income	<u>40,691</u>	<u>2,476</u>
	<u>70,380</u>	<u>56,164</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade creditors	72,703	8,384
Social security and other taxes	8,383	4,306
Other creditors	9,011	7,900
Accruals and deferred income	<u>44,645</u>	<u>24,053</u>
	<u>134,742</u>	<u>44,643</u>

15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2019	2018
	£	£
Within one year	4,542	5,614
Between one and five years	<u>19,302</u>	<u>12,632</u>
	<u>23,844</u>	<u>18,246</u>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted funds	Total funds	Total funds
	£	£	£	£
Fixed assets	64,782	-	64,782	40,182
Current assets	137,730	15,438	153,168	97,885
Current liabilities	<u>(119,304)</u>	<u>(15,438)</u>	<u>(134,742)</u>	<u>(44,643)</u>
	<u>83,208</u>	<u>-</u>	<u>83,208</u>	<u>93,424</u>

SAUWS

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

17. MOVEMENT IN FUNDS

	At 1/8/18 £	Net movement in funds £	At 31/10/19 £
<b>Unrestricted funds</b>			
General fund	93,424	(10,216)	83,208
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>93,424</u>	<u>(10,216)</u>	<u>83,208</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,104,855	(1,115,071)	(10,216)
<b>Restricted funds</b>			
Recruitment fund	8,775	(8,775)	-
Hardship fund	4,675	(4,675)	-
London Trip fund	3,000	(3,000)	-
Enhancement Themes fund	2,000	(2,000)	-
	<u>18,450</u>	<u>(18,450)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>1,123,305</u>	<u>(1,133,521)</u>	<u>(10,216)</u>

Comparatives for movement in funds

	At 1/8/17 £	Net movement in funds £	At 31/7/18 £
<b>Unrestricted Funds</b>			
General fund	72,942	20,482	93,424
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>72,942</u>	<u>20,482</u>	<u>93,424</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	802,532	(782,050)	20,482
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>802,532</u>	<u>(782,050)</u>	<u>20,482</u>

SAUWS

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

17. MOVEMENT IN FUNDS - continued

**Nature and purpose of funds**

**Restricted Funds**

Recruitment Fund

The monies received and paid out in the period relate to the contribution received from the University of the West of Scotland to recruit the new Chief Executive in the year.

Hardship Fund

The monies received and paid out in the period are designed to support students at UWS who have unplanned financial emergencies. All students are eligible to apply for the Hardship Fund regardless of their status.

London Trip Fund

The monies received in the period from UWS were used to support UWS students from the London campus to visit Scottish campuses and other locations across Scotland.

Enhancement Themes Fund

The monies received and paid out in the period were used to employ student research interns to research the effectiveness of Student Representation at UWS and make recommendations for improvement/enhancement.

18. RELATED PARTY DISCLOSURES

The Association is in receipt of a grant which is determined on an annual basis from the University of the West of Scotland of £649,000 (2018 - £636,000).

In addition, the Association premises are included in the pricing arrangement for utilities negotiated by the University. The Trustees of the Association are the members of the Board of Trustees. The sabbatical members of the Board receive remuneration for their services as provided for within the Constitution, as detailed in Note 8, and these transactions have been carried out at arms length.

The Association continues to be affiliated to the National Union of Students (NUS) and the Scottish Council for Voluntary Organisations (SCVO).

SAUWS

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019**

	Period 1/8/18 to 31/10/19 £	Year Ended 31/7/18 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Grants	881,112	614,213
<b>Other trading activities</b>		
Shop income	19,299	43,597
Sponsorships	32,494	11,633
Bar sales	78,244	66,223
Coffee shop sales	100,586	60,776
Entertainments	2,898	2,570
General income	<u>8,672</u>	<u>3,515</u>
	242,193	188,314
<b>Investment income</b>		
Deposit account interest	<u>-</u>	<u>5</u>
<b>Total incoming resources</b>	1,123,305	802,532
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Purchases	100,753	89,142
Direct costs	<u>20,792</u>	<u>19,058</u>
	121,545	108,200
<b>Charitable activities</b>		
Wages and national insurance	590,954	407,008
Pensions	13,436	5,522
Rates and water	5,938	5,000
Insurance	14,051	15,985
Light and heat	46,987	27,866
Telephone	3,800	989
Postage and stationery	4,205	875
Bad debts	4,530	13,373
Sundries	5,604	12,982
Staff development and conference	5,216	4,625
Security	1,761	1,606
Building maintenance and equip	21,987	8,962
Cleaning	2,402	1,859
Representation, Election and Welfare	2,190	8,684
Affiliated Clubs and Societies	34,529	32,156
Staff expenses	28,498	13,208
Events costs	44,023	3,334
Hardship funds	16,685	3,410
Carried forward	846,796	567,444

This page does not form part of the statutory financial statements



SAUWS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD 1 AUGUST 2018 TO 31 OCTOBER 2019

	Period 1/8/18 to 31/10/19 £	Year Ended 31/7/18 £
<b>Charitable activities</b>		
Brought forward	846,796	567,444
Membership and society costs	25,912	1,043
Marketing and communications	3,132	-
Depreciation	<u>19,126</u>	<u>14,673</u>
	894,966	583,160
<b>Other</b>		
Unrecoverable VAT	15,916	10,904
<b>Support costs</b>		
<b>Finance</b>		
Bank charges	94	62
<b>Information technology</b>		
IT digital	18,342	1,681
<b>Governance costs</b>		
Auditors' remuneration	6,144	3,612
Auditors' remuneration for non audit work	6,250	-
Accountancy and legal fees	<u>70,264</u>	<u>74,431</u>
	<u>82,658</u>	<u>78,043</u>
<b>Total resources expended</b>	1,133,521	782,050
	<hr/>	<hr/>
<b>Net (expenditure)/income</b>	<u>(10,216)</u>	<u>20,482</u>

