

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 JULY 2016
FOR
THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

Howards Limited
Chartered Certified Accountants
Statutory Auditors
Newport House
Newport Road
Stafford
Staffordshire
ST16 1DA

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2016

	Page
Report of the Trustees	1 to 8
Report of the Independent Auditors	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12 to 18
Detailed Statement of Financial Activities	19 to 20

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2016

The trustees present their report with the financial statements of the charity for the year ended 31 July 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (FRSSE).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1157391

Principal address

Harper Adams University Students' Union
c/o Harper Adams University
Edgmond
Newport
Shropshire
TF10 8NB

Trustees

G R Barbour	Chairman	
Miss S Bryan		
A Graham	Sabbatical trustee/President	- resigned 30.6.16
S Bolton		- appointed 1.1.16
J Dymond		- appointed 1.1.16
D Johns		- appointed 1.1.16
F Hammond	Sabbatical trustee/President	- appointed 1.1.16

Auditors

Howards Limited
Chartered Certified Accountants
Statutory Auditors
Newport House
Newport Road
Stafford
Staffordshire
ST16 1DA

Solicitors

Eversheds LLP
Eversheds House
70 Great Bridgewater Street
Manchester
M1 5ES

Bankers

Lloyds Bank,
95 High Street,
Newport,
Shropshire,
TF10 7AZ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

HASU is governed by its Constitution, which in 2013 was revised, presented to the members for approval and formally presented by the Trustees on behalf of the membership for submission to the Charities Commission for endorsement. In preparation for full charitable status in 2013 and in line with anticipated CIO legislation, HASU invited the establishment of a Board of Trustees in 2010 consisting of three external Trustees and one sabbatical Trustee, that being the democratically elected SU President.

The Board of Trustees has oversight of the affairs of the Union and may for this purpose exercise all the powers of the Union.

Three executive members are democratically elected in accordance with the rules and requirements as set out in the constitution, these being the Vice-President, Secretary and Treasurer.

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

In addition to the Board of Trustees and the elected Executive, the Union governance is also made up of elected voluntary officers, charged with day-to-day management of their specific brief and serve as the decision making body of the Students' Union for all significant business. Following is a list of the positions for the year 2015/16:

- | | |
|------------------------------------|---|
| - Entertainments Manager | - To assist the President in organising a variety of entertainment and other social activities to reflect the interest of all sections of the student body. |
| - Technical Manager | - To ensure that all events are provided with an appropriate sound and lighting within budget. |
| - Resident DJ | - To provide entertainment for the Student Union and liaise with the Venue Manager and Entertainment's Manager. |
| - Clubs and Societies Rep | - To provide a link between the student members of all the Harper Adams University Clubs and Societies and their respective executive bodies, as well as providing a link between the Clubs & Societies executives and the Students' Union and Andy in Student Services. They will relay information in both directions and represent the views of the Clubs & Societies executives at the Students' Union and Student Services meetings. |
| - Website Officer | - To ensure that all information on the website is accurate and up to date. The ticket sales are active and available for specific events. |
| - Publicity Officer | - To publicise Students' Union events and portray the Students' Union in a positive light. |
| - Rag Chair | - To chair and lead the RAG (Raise And Give) Committee according to the Constitution. |
| - Rag Secretary | - To ensure all the actions of the The Committee are recorded by means of agendas and minutes so that the Committee can constantly review its actions. |
| - Rag Treasurer | - To be responsible for keeping a record of all the RAG income and expenditure. |
| - Venue Officer | - Ensure effective management of entertainment venues utilised by the Students' Union and liaise with all associated and interested parties. |
| - Academic Officer | - To represent the student body within the Students' Union regarding all aspects of Academic life. |
| - Welfare & Community Rep (New) | - To research issues relating to welfare concerns, and to actively work to raise awareness of such issues within the student community. |
| - Spontaneous Activities Rep (New) | - Organise ad hoc events for potentially smaller interest groups within the student body, in addition to that HAUSU social calendar. |

The above volunteering officers contributed a total of 3,036 hours(2014/15 2,336 hours) to the Students' Union. This translates to £20,736 (2014/15 £11,984) based on 2015/2016 minimum wage average of £6.83.

These positions are open to annual review and may change based on the operational need of the Union, following a debate and vote by the elected officials.

HAUSU employs non-student staff to ensure effective implementation of its many policies and financial obligations, in addition to being a support mechanism to the SU's elected Executive and Officers.

Method of appointment or election of Trustee

1. Permanent Trustees - are invited to apply for the position of Trustee, based on their perceived expertise and contribution to the role. Applications are submitted to the current Board and assessed on their merit. An interview process may be necessary to determine the suitability of the candidate.
2. Sabbatical - shall remain in office for a term of usually twelve month in line with their term in office as SU President as set out in the Constitution, as specified in the Articles and Bye Laws.
3. Student (yet to be appointed) - shall be elected by the membership of the Union following a nomination process, campaign and successful ballot. The elected official does not become a member of the main management structure of the Union as described above.
4. Co-Opted - shall be appointed so that their term of office is determined in such a manner that they do not terminate in the same year, unless terminated in accordance with the Articles and Bye Laws. The resigning Sabbatical Trustee is invited back to sit as a Co-opted Trustee for one full year following termination of their year in office for the purpose of continuity and good management practice.

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

The Union Trustees will make available to each new Trustee, on or before their first appointment:

1. A copy of the constitution and any amendments made to same
2. A copy of the Union's latest Trustees annual report and statement of accounts.
3. An induction pack outlining the role of Trustee, the expectations and legal requirements pertaining to the post.

Relationship with Harper Adam University

The relationship between the University and HASU is established in the Regulations of the University. HASU receives a Block Grant from the University, and occupies rooms in buildings owned by the University, which also pays for utilities, caretaking and cleaning staff. This non-monetary support is an example of the strong relationship between the University and HASU. As recommended by the Chanties SORP, which has been adopted for this and future financial years for due compliance with the new requirements for Student' Unions provided for in the Charities Act 2011, an estimated value to HASU for this free serviced accommodation has been included in the accounts of £51,800.

There is no reason to believe that this or equivalent support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of it's student representative body.

Risk management

Major risks have been reviewed and systems have been established to manage those risks.

Since its inception, the Board of Trustees has overseen the introduction of many policies and initiatives intended to raise the standards of professionalism, reduce the associated risks of a Union of it's size and present the financial statements and systems to our auditors to bring the SU in line with best practice.

These include:

- i. Internal financial audit trails and procedures to ensure accurate budget setting and management of Union Financial resources.
- ii. Cashless entry system and online purchases (through a professional website) so as to reduce the exposure to mis-handling public monies and implementation of an audit trail from source as to satisfy legal expectation with regard to the use of public subvention.
- iii. Introduction of a schedule of policies that include:
 - a) Budget setting and Monitoring
 - b) Procedure for allocation to clubs
 - c) Tendering and Procurement
 - d) Social Fees
 - e) Grievance Procedure
 - f) Disciplinary Procedure
 - g) Equal Opportunities
 - h) Complaints Procedure
 - i) Terms and Conditions
 - j) Events Policy - Best Practice
 - k) RAG Policy - Best Practice
 - l) Social Media Policy
 - m) Presidential Appraisal and Goal setting.
 - n) PDR process and procedure for Union employees.
 - o) Anti-Money Laundering

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2016

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the Union is to advance the education of Students at the University for the public benefit by providing an organisation to represent the members; promoting co-operation amongst its members for social, cultural and sporting activities; maintaining communication with the University; representing its members and fostering good relations within its membership, external bodies and within the community at large. (HASU Constitution, Aug 2013).

The Union has worked towards these by:

1. Representing the social aspects of attending University, ensuring that there is wide variety of activities for all members to attend, be they social or sporting.
2. Clubs and Societies form the cornerstone of ensuring members of the Union have a non-academic outlet while attending HASU. Currently there are 24 clubs and 16 societies. Members have the options to suggest and form a new club or society if they can show there is a demand. The Union will assist in the setting up and promotion of any new clubs or societies.
3. The Union represent the academic interests of the membership, this is done through the Academic Rep working in close partnership with University academic staff and senior representatives.
4. In 2015/16 the Union recognised that international students form a greater percentage of the membership than ever before. The post of International Rep was elected to better represent the interests of these students and works very closely with the International office.
5. RAG continue to generate funds to give to local charities.
6. The Union recognises that attending University can be a daunting experience and offers advice and support to those finding life at Uni challenging.
7. Sport is a very important aspect of University life, especially in HAU. There is a wide variety of sport offered, HASU and HAU working closely to ensure that the widest variety is available. Facilities include:
 - Multigym
 - Squash Courts
 - Swimming Pool
 - Fitness studio (this is also hired out for local interest groups)
 - Sports Hall
 - Tennis courts
 - All-weather sports pitch
 - Cricket pitch

Some of the facilities and clubs are run in partnership with non-members and people from the locality.

HASU works always to ensure that it works in partnership with the University and is constantly aware of its actions within the wider community. Regular communication takes place with residents within the immediate environs of the University campus.

When planning the charity's activities, the trustees had due regard to the guidance published by the Charity Commission on public benefit.

In pursuit of its aims for the public benefit, HASU will ensure the diversity of its membership is continued. HASU encourages members from differing backgrounds to engage in the activities offered by the organisation.

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees consider the performance of the Charity to be in line with the Charitable objectives, values and aims.

The board continues an internal review in line with Good Governance: A Code for the Voluntary and Community Sector (seconded, Oct 2010). This code is set against six primary principles:

An effective board will provide good governance and leadership by

1. Understanding their role. (2nd review complete)
2. Ensuring delivery of organisation purpose (2nd review complete).
3. Working effectively both as individuals and as a team (2nd complete).
4. Exercising effective control (complete).
5. Behaving with integrity (complete).
6. Being open and accountable (complete).

Budget performance review

The Union generated a deficit of £61,848 for the financial year 2015/16, This figure, when compared to previous years surplus of £44,411 equates to a total variance of £106,259.

Investigation of the accounts finds that the following contributed to this variance:

- £17,000 - Extra costs of Finance Officer, due to redundancy costs
- £5,000 - Extra salary costs of the Support Office this year, due to redundancy costs
- £19,000 - Extra salary costs for Commercial Manager post, new this year
- £4,000 - Eversheds restructuring fees, higher than last year (£19,000 over 2 years)
- £10,000 - Reduction in social fee income released this year
- £10,000 - Reduction in door fee income (Big Weekend free to SU members in 2016)
- £19,000 - Extra band fees for social events, including Big Weekend
- £3,000 - Bar Margin down 1% despite increased income/sales. Extra surplus would have been generated by the bar as previous years margins were achieved.
- £11,000 - Bar staff wages increased this year
- £8,000 - Harper Ireland excess funds deferred in 2016/17 (change in accounting policy to better reflect accuracy of surplus)

Total variance of above equates to £106,000.

Other notes to consider:

- Summer ball generated a deficit of £4,235 however this includes £3,825 expenses from the previous year and - £1,300 costs paid out for a graduation party.
- Final Year Dinners broke even
- RAG raised income of £43,000 before costs (£20k up on 2015) RAG paid out £23k in this financial year, compared to £10,000 in 2015.

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2016

FINANCIAL REVIEW

Reserves policy

HASU's gross income from all sources during this financial year totalled £1,157,413. A grant of £80,000 was received from Harper Adams University, and the University also donated facilities and services with an estimated value of £51,800 for the year. Receipt of the grant is dependant on an unqualified audit report and a management letter detailing positive improvements made from the previous years audit.

Total expenditure of £1,219,261 on Student benefits and other costs, for the year is included in these accounts and resulted in a net loss figure of £61,848 for the year.

Income allocated to the various clubs and societies has been classed as designated income along with the related expenditure.

Any surplus or deficit relating to these clubs is transferred to general unrestricted funds at the year-end and new budgets allocated for the forthcoming years.

RAG income and associated expenditure is classed as restricted.

When setting a Reserves Policy, the trustees take the following in to account:

- How secure is the organisation's present funding?
- How long would it take to find alternative sources of funding?
- If the organisation has to close, how long would it take to wind up in an orderly manner?
- What costs could be involved in winding up? Consider:
 - Redundancy costs
 - Legal and accountancy costs
 - Defined benefit pension scheme. This will centre on identifying cash flow implications.
 - The time to the expiry of leases on property and office equipment.

The Trustees have set a reserves policy (2 July 2014) which require that unrestricted reserves are built/maintained/reduced at a level that ensures that 12 months of HASU's core activity could continue during a period of unforeseen difficulty. For the current financial year, this is estimated to equate to £345,000.

As of 2015/2016 financial year, general reserves for the Union as per the financial statements stood at £317,621. To build the reserves up the union have implemented tighter controls over the budgeting procedures in relation to the events.

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2016

FUTURE PLANS

HASU Vision

A Students' Union that ensures and continues sustainability of service, representation and financial security, through the identification of opportunities and open collaboration with its members; promoting effective communication and co-operation so that all members play an active part in shaping the next three years of the Plan; building on the partnerships that have been formed to date, so as to benefit the Union and its members positively, therefore fulfilling the Mission of Harpers Adams Students Union.

".....continues sustainability of service, representation and financial security..."

The Plan has been formed around feedback from the membership, obtained through sports and societies surveys, the annual student opinion survey, focus groups and an institutional review commissioned by the Trustees.

Below are the four main values and the ways in which the SU aim to achieve these values.

1) Transparent

- Improve communication with the membership.
- Pro-actively obtain feedback post events or initiatives so that learning can be real and accurate.
- Encourage wider participation and inclusion by promoting an environment of openness.
- Promote better links with the Internal Office and subsequently the many International students enrolled on course in Harper Adams.
- Set up and understand the development of a more effective escalation and representation system with the University when it comes to academic matters.
- Expand the Board of Trustees, inviting applications for the position of student Trustee to facilitate transparency from Board level to the student members.

2) Sustainable

- Establish an effective budget setting and monitoring procedure.
- Promote an environment of entrepreneurship; identifying alternative and additional revenue generating initiatives.
- Draw up policies and procedures that ensure the Union is compliant with legislation and the Charity Commission.
- Promote consideration for environmental matters and conduct its business considering the best interests of our neighbours.

3) Rewarding

- Make volunteering worthwhile by recognising the contributions made by those members that put themselves forward for positions on the SU Committee.
- Improve training and development.
- Recognising the best. Promote a competitive environment whereby people want to be the best they can be.

4) Independent

- Create an identity. Promote the SU offices as a venue for open discussion and a safe haven for the membership to go to discuss ideas
- Review the effectiveness of the Union as a port of call for the Students with regard to academic representation, as a cohort and individually.
- Act on feedback. Empowering the membership to give sensible and realistic feedback and suggestions.
- Promote Collaboration. Identify ways in which collaboration can be promoted with the University to achieve mutual objectives and aims.
- Raise awareness. Promote the Union as a body that can be open, can support and can effect positive, sensible and realistic change for the Student body.

The success of these values will be measured in many ways so as to understand effectiveness and directions:

1. External auditors
2. Internal good governance reviews
3. Surpluses generated within guidelines as set out in the union's budgeting policy and procedure.
4. Annual student satisfaction surveys.
5. Post implementation reviews (PIR's) and short surveys.
6. Monitoring of membership feedback.
7. Compliance with legal requirements.

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2016

STATEMENT OF TRUSTEES RESPONSIBILITIES

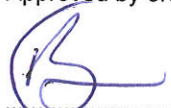
The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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;
- 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 Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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 13/4/17 and signed on its behalf by:



G R Barbour - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

We have audited the financial statements of The Harper Adams University Students' Union for the year ended 31 July 2016 on pages ten to eighteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. 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.

Respective responsibilities of trustees and auditors

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

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

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

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2016 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 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
- sufficient 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.

Howards Limited
Chartered Certified Accountants
Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Newport House
Newport Road
Stafford
Staffordshire
ST16 1DA

Date: 08 Nov 2017

[Handwritten signature]
c/o
Howards

**THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2016**

				2016	2015
		Designated Funds	General Funds		
	Notes	£	£	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies					
Donations	2	-	131,800	-	131,800
Investments	3	-	1,749	-	1,749
Charitable activities	4				
Bar & Catering		-	346,496	-	346,496
Events & Security		-	246,706	-	246,706
Clubs & Societies		182,957	-	-	182,957
Shop		-	38,528	-	38,528
Membership Income		-	153,657	-	153,657
Other income	5	-	11,656	43,864	55,520
Total incoming resources		182,957	930,592	43,864	1,157,413
RESOURCES EXPENDED					
Charitable activities	6				
Representation, advice & facilities costs		-	240,642	-	240,642
Bar & Catering		-	299,960	-	299,960
Events & Security		-	369,485	-	369,485
Clubs & Societies		226,867	308	-	227,175
Shop		-	37,136	-	37,136
RAG		-	-	44,863	44,863
Total resources expended		226,867	947,531	44,863	1,219,261
NET INCOME/(EXPENDITURE) FOR THE YEAR		(43,910)	(16,939)	(999)	(61,848)
Gross transfers between funds	14	43,910	(43,910)	-	-
Net income/(expenditure) for the year		-	(60,849)	(999)	(61,848)
RECONCILIATION OF FUNDS					
Total funds brought forward		-	378,778	3,663	382,441
TOTAL FUNDS CARRIED FORWARD		-	317,929	2,664	320,593

The notes form part of these financial statements

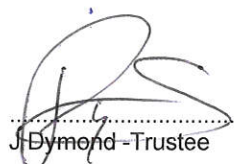
**THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION**

**BALANCE SHEET
AT 31 JULY 2016**

				2016	2015
		Designated Funds	General Funds		
	Notes	£	£	Restricted fund £	Total funds £
FIXED ASSETS					
Tangible assets	9	-	102,426	-	102,426
Investments	10	-	85,064	-	85,064
		-	187,490	-	187,490
CURRENT ASSETS					
Stocks	11	-	19,172	-	19,172
Debtors	12	-	47,324	-	47,324
Cash at bank and in hand		-	218,589	2,664	221,253
		-	285,085	2,664	287,749
CREDITORS					
Amounts falling due within one year	13	-	(154,646)	-	(154,646)
NET CURRENT ASSETS		-	130,439	2,664	133,103
TOTAL ASSETS LESS CURRENT LIABILITIES		-	317,929	2,664	320,593
NET ASSETS		-	317,929	2,664	320,593
FUNDS	14				
Unrestricted funds:					
General fund				317,929	378,778
Restricted funds				2,664	3,663
TOTAL FUNDS				320,593	382,441

The financial statements were approved by the Board of Trustees on 13/4/17 and were signed on its behalf by:


G R Barbour -Trustee


J Dymond -Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2016

**THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 JULY 2016**

3. INVESTMENTS

	2016 £	2015 £
Deposit account interest	1,749	738

4. CHARITABLE ACTIVITIES

	2016 £	2015 £
Bar income	346,496	70,606
Course dinners and Ball income	224,155	129,414
Other events	22,551	-
Club income	182,957	21,275
Shop sales and sponsors	38,528	12,968
Membership income	153,657	53,384
	<u>968,344</u>	<u>287,647</u>

Grants received, included in the above, are as follows:

	2016 £	2015 £
Harper Adams University	18,618	-
Other grants	3,933	-
	<u>22,551</u>	<u>-</u>

5. OTHER INCOME

	General Funds £	Restricted Fund £	Total Funds £
Commissions	9,498		9,498
Sundry Income	2,158		2,158
RAG Income		43,864	43,864
	<u>11,656</u>	<u>43,864</u>	<u>55,520</u>

**THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 JULY 2016**

6. CHARITABLE ACTIVITIES COSTS

	COS & Supplies	Support Costs	Other Costs	Total
	£	£	£	£
Representation, advice & facilities	-	116,909	123,733	240,642
Bar & Catering	223,844	42,528	33,588	299,960
Events & Security	363,924	308	5,253	369,485
Clubs & Societies	221,584	308	5,283	227,175
Shop	36,774	308	54	37,136
RAG	21,431	308	23,124	44,863
Total	867,557	160,669	191,035	1,219,261

Breakdown of Support Costs

Description	Amount (£)
Trustees' Expenses	1,039
Accountancy	6,930
Auditors' Remuneration	7,408
Administration Salaries	103,072
Bar Wages	42,220
	160,669

Admin wages have been allocated solely to Representation, advice and facilities and Bar wages have been allocated to Bar & Catering. 90% of Trustees' Expenses, Accountancy and Auditors Remuneration have been allocated to Representation, advice and facilities. The remaining 10% has been split equally between the other charitable activities.

Breakdown of Other Costs

Description	Amount (£)
Insurance	13,842
Rent and utilities	51,800
Postage & stationery	2,400
Repairs & renewals	8,993
Sundry expenses	23,279
MSL licence and charges	10,283
Legal & Professional	11,640
Consultancy	12,000
RAG Donations	23,124
Depreciation	24,802
Loss on disposal of tangible fixed assets	559
Bank charges and interest	8,313
Total	191,035

7. TRUSTEES' REMUNERATION AND BENEFITS

Trustees' expenses

5 Trustees were re-imbursed expenses during the year. The expenses relate to travel and subsistence to attend trustees meetings. The total amount re-imbursed for the year amounted to £1,039.

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 JULY 2016

8. STAFF COSTS

	2016 £	2015 £
Wages and salaries	144,083	24,939
Other pension costs	1,209	-
	<u>145,292</u>	<u>24,939</u>

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

	2016	2015
President	1	1
Office Staff	3	2
Part-time Bar Staff	30	21
	<u>34</u>	<u>24</u>

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

9. TANGIBLE FIXED ASSETS

	Fixtures, fittings & equipment £
COST	
At 1 August 2015	123,443
Additions	16,847
Disposals	(5,885)
At 31 July 2016	<u>134,405</u>
DEPRECIATION	
At 1 August 2015	7,937
Charge for year	24,802
Eliminated on disposal	(760)
At 31 July 2016	<u>31,979</u>
NET BOOK VALUE	
At 31 July 2016	<u>102,426</u>
At 31 July 2015	<u>115,506</u>

10. FIXED ASSET INVESTMENTS

	2016 £	2015 £
Fixed Asset Investments	<u>85,064</u>	<u>85,064</u>

There were no investment assets outside the UK.

Investments (neither listed nor unlisted) were as follows:

**THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 JULY 2016**

10. FIXED ASSET INVESTMENTS - continued

	2016 £	2015 £
Cost b/fwd	85,064	-
Additions at cost	-	85,064
	<u>85,064</u>	<u>85,064</u>

11. STOCKS

	2016 £	2015 £
Stocks	<u>19,172</u>	<u>12,616</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade debtors	6,956	-
VAT	8,404	4,213
Prepayments	<u>31,964</u>	<u>24,834</u>
	<u>47,324</u>	<u>29,047</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade creditors	26,452	9,300
Social security and other taxes	1,042	1,320
Accruals and deferred income	<u>127,152</u>	<u>113,609</u>
	<u>154,646</u>	<u>124,229</u>

14. MOVEMENT IN FUNDS

	At 1.8.15 £	Net movement in funds £	Transfers between funds £	At 31.7.16 £
Unrestricted funds				
General fund	378,778	(16,939)	(43,910)	317,929
Designated funds	-	(43,910)	43,910	-
	<u>378,778</u>	<u>(60,849)</u>	<u>-</u>	<u>317,929</u>
Restricted funds				
RAG Fund	3,663	(999)	-	2,664
TOTAL FUNDS	<u>382,441</u>	<u>(61,848)</u>	<u>-</u>	<u>320,593</u>

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 JULY 2016

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	930,592	(947,531)	(16,939)
Designated funds	182,957	(226,867)	(43,910)
	<u>1,113,549</u>	<u>(1,174,398)</u>	<u>(60,849)</u>
Restricted funds			
RAG Fund	43,864	(44,863)	(999)
TOTAL FUNDS	<u><u>1,157,413</u></u>	<u><u>(1,219,261)</u></u>	<u><u>(61,848)</u></u>

**THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 JULY 2016**

14. MOVEMENT IN FUNDS - continued

Transfers between funds
Clubs and Societies
material funds held were:-

Club	Income £	Expenditure £	Transferred to General Fund £	Carried Forward £
Taekwon-Do	29	-	(29)	-
Mountain Bike Club	678	(1,750)	1,072	-
Christian Union	535	(1,208)	673	-
Rowing Club	6,586	(12,088)	5,502	-
Equestrian Club	1,698	(2,008)	310	-
Motorsport Club	267	(2,822)	2,555	-
Football Club	4,062	(5,825)	1,763	-
International/Planet Harper	2,271	(1,513)	(758)	-
Harper Gaming	611	(903)	292	-
Harper Cymru	1,962	(582)	(1,380)	-
Harper Ireland	45,070	(45,070)	-	-
Harper Forum	985	(1,017)	32	-
Hockey Club	7,474	(15,479)	8,005	-
Field Sports	1,378	(1,558)	180	-
Multi Gym	20,272	(5,315)	(14,957)	-
Netball Club	1,436	(4,928)	3,492	-
Outdoor Pursuits	922	(1,107)	185	-
Mens Rugby Club	(9,619)	(20,815)	11,196	-
Ladies Rugby Club	4,468	(7,775)	3,307	-
Shooting Club	26,419	(32,491)	6,072	-
Squash & Racquetball Club	2,202	(2,360)	158	-
Polo Club	5,071	(9,956)	4,885	-
REALM Society	440	(900)	460	-
Conservation Society	112	-	(112)	-
Block Fixture/Hobgoblins	15,000	(2,184)	(12,816)	-
4 x 4 Club	1,313	(2,678)	1,365	-
Harper Yorkshire	1,496	(915)	(581)	-
Dance Club	200	(180)	(20)	-
RFU Ticket Sales	3,108	(3,108)	-	-
Rugby Tour	13,140	(12,624)	(516)	-
Post Grad	1,283	(1,028)	(255)	-
General Income and Expenses not allocated to specific clubs	2,850	(26,680)	23,830	-
Totals	182,957	(226,867)	43,910	-

All Student Club and Society Fund balances at the year end are transferred to Unrestricted Funds and new budgets set for the next financial year.

15. RELATED PARTY DISCLOSURES

During the year, HAUSU received a grant of £80,000 (£26,667 for the four month period 1 April 2015 to 31 July 2015), from Harper Adams University.
Rent and overheads with an estimated value of £51,800 have also been donated by the University for the year, (£51,800 for the year ended 31 July 2015).

Dave Johns, a trustee, owns Arley Medical Limited. During the year the Union paid Arley Medical £18,993 in relation to medical services provided. All transactions with Arley Medical are made at arm's length.

16. ULTIMATE CONTROLLING PARTY

Control of the HASU rests with its members, represented by HASU Student Council and the Trustees, as detailed on page 1 of the financial statements.

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2016

	2016 £	2015 £
INCOME AND ENDOWMENTS FROM:		
Donations		
Donations	-	426,301
University grant	80,000	26,667
Donated services and facilities	51,800	51,800
	<hr/> 131,800	<hr/> 504,768
Investments		
Deposit account interest	1,749	738
Charitable activities		
Bar income	346,496	70,606
Course dinners and Ball income	224,155	129,414
Club income	182,957	21,275
Shop sales and sponsors	38,528	12,968
Other events	22,551	-
Membership income	153,657	53,384
	<hr/> 968,344	<hr/> 287,647
Other income		
Commissions	1,808	2,652
Sundry Income	9,498	1,519
RAG	44,214	2,217
	<hr/> 55,520	<hr/> 6,388
Total incoming resources	<hr/> 1,157,413	<hr/> 799,541
RESOURCES EXPENDED		
Charitable activities		
Wages	144,083	24,939
Pensions	1,209	-
Support costs	15,377	7,427
Direct costs	867,557	289,586
Insurance	13,842	3,844
Rent and utilities	51,800	51,800
Postage and stationery	2,400	35
Repairs and renewals	8,993	3,516
Sundries	23,279	4,785
Consultancy fees	12,000	4,000
MSL licence and charges	10,283	4,215
RAG donations	23,124	8,047
Professional fees	11,640	-
Depreciation of tangible fixed assets	24,802	7,937
Loss on sale of tangible fixed assets	559	3,230
Bank interest and charges	8,313	3,739
	<hr/> 1,219,261	<hr/> 417,100
Total resources expended	<hr/> 1,219,261	<hr/> 417,100

THE HARPER ADAMS UNIVERSITY STUDENTS'
UNION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2016

	2016 £	2015 £
Net (expenditure)/income	<u>(61,848)</u>	<u>382,441</u>

Charity Commission Annual Return 2016

THE HARPER ADAMS UNIVERSITY STUDENTS' UNION

Charity registration number: 1157391

31 May 2017 Deadline

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2016.

THIS DOCUMENT IS A DRAFT AND HAS NOT YET BEEN SUBMITTED.

Do not send a printed copy of this document to the Charity Commission.

PART A - Charity information**Financial period****Financial period start date**

01/08/2015

Financial period end date

31/07/2016

When is your next financial period end date after this one?

31/07/2017

Income and spending**Income £**

£1,157,413

Spending £

£1,219,261

Operating outside England and Wales

Did your charity operate outside England and Wales during the financial period covered by this annual return?

No, the charity did not operate outside England and Wales in this financial period

How many UK volunteers, excluding trustees, did the charity have during this financial period?

13

Does your charity own or lease any land or buildings?

No, the charity does not own or lease any land or buildings

We currently have no active linked (subsidiary or constituent) charities associated with this charity. If this is incorrect please see our guidance on linking charities for administrative purposes.

Policies

Does the charity have a risk management policy?

No

Does the charity have a written investment policy?

No

Does the charity have a written safeguarding policy?

No

Does the charity have a conflict of interest policy?

No

Does the charity have a policy for managing volunteers?

No

Does the charity have written policies in handling complaints?

Yes

Does the charity have written policies on paying staff?

Yes

Has your charity reviewed its financial controls during the reporting year?

Yes, your charity has reviewed its financial controls during the reporting year

Regulators

Is your charity regulated by any of the following regulator(s) and/or registered with any of the following registrars?

No

Please tick any organisations in the following list which you are registered with or regulated by

Finance and funding

During the financial period of this annual return, how much did the charity receive from:

Contracts from central or local government to deliver services £

£0

Grants from central or local government £

£0

Does your charity raise funds from the public?

No, the charity does not raise funds from the public

Was your charity recognised by HMRC for Gift Aid during the last 12 months?

No, the charity was not recognised by HMRC for Gift Aid

Does the charity have a trading subsidiary?

No, the charity does not have a trading subsidiary

Is grant making the main way your charity carries out its purposes?

No, grant making is not the main way the charity carries out its purposes

Does the charity pay one or more of its trustees for acting as a trustee of the charity?

No, the charity does not pay any trustees for acting as a trustee of the charity

Financial details

PART B - Financial information

The information in this section shows the figures you have provided to the Commission from your charity's accounts.

IMPORTANT - You will need a final version of the published accounts to fill in the Financial details section. The trustees should ensure that this section is completed by a competent person who is familiar with the charity's accounts.

The information you need to complete this section will generally be found in the statement of financial activities (SoFA).

When completing this section you may wish to look at Charities SORP

Please indicate whether the information that you are giving is based on consolidated accounts or charity-only accounts

Charity-only

Resources

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA). Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand.

Donations and legacies

£131,800

Legacies

£0

Endowments received

£0

Other trading activities

£0

Investment income

£1,749

Income from charitable activities

£968,344

Other income

£55,520

Total income and endowments

£1,157,413

The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).

Expenditure on raising funds

£0

Investment management costs

£0

Other expenditure

£0

Expenditure on charitable activities

£1,219,261

Grants to institutions

£0

Governance costs

£0

Total expenditure

£1,219,261

Gains/(losses) on revaluation of fixed assets

£0

Actuarial gains/(losses) (on defined benefit pension schemes)

£0

Net gains/(losses) on investments

£0

Other gains/(losses)

£0

Assets and liabilities

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand.

Total fixed assets (at start of year)

£200,570

Fixed asset investments (at start of year)

£85,064

Total fixed assets

£187,490

Fixed asset investments

£85,064

Total current assets

£287,749

Current asset investments

£0

Cash at bank and in hand

£221,253

Creditors due within 1 year

£154,646

Creditors falling due after 1 year and provisions

£0

Defined benefit pension scheme asset/(liability)

£0

Endowment funds

£0

Restricted funds

£2,664

Unrestricted funds

£317,929

Total funds

£320,593

Total net assets/(liabilities)

£320,593

Additional information

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

Additional information

The information you need to complete this section will generally be found in the notes to the accounts.

Support costs

£160,669

Depreciation charge for the year

£24,802

Level of reserves

£317,929

Average number of employees

34

Serious incidents

Incidents that cause a significant loss of funds or pose serious risks to a charity's beneficiaries, resources or reputation should be reported to the Commission as soon as possible.

SERIOUS INCIDENTS

- Significant fraud, theft or loss of funds.
- Significant sums of money or other property donated to the charity from an unknown or unverified source.
- The charity (including individual staff, trustees or both) has a known or alleged link to a proscribed organisation or to terrorist or other unlawful activities.
- A person disqualified from acting as trustee has been or is currently acting as a trustee of the charity.
- The charity does not have a policy for safeguarding its vulnerable beneficiaries (e.g. children and young people, people with disabilities and the elderly/old people).
- The charity has no vetting procedure to ensure that a trustee or member of staff is eligible to act in the position to which he or she is being appointed.
- Beneficiaries have been or are suspected of being abused or mistreated.
- The charity has been subject to a criminal investigation or an investigation by another regulator or agency; or sanctions have been imposed or concerns raised by another regulator or agency (e.g. the Health and Safety Executive, Ofsted).

Have there been any serious incidents as listed above which have occurred since your last Annual Return?

No

Send Trustees' Annual Report and accounts

You are required to submit your Trustees' Annual Report and accounts for this financial period.

Do you want to do this now?

Yes

Please attach the Trustees' Annual Report and accounts for the financial period

01 Aug 2015 - 31 Jul 2016

The files you attach must be in PDF format.

You must attach a complete set of accounts which is comprised of the Trustees' Annual Report, accounts and appropriate independent examiners' / auditor's report.

Choose the file(s) you want to attach:

File name

Click on the checkboxes below to confirm that the attached document(s) contain all of the following:

Have your accounts for the financial period covered by this annual return been qualified?

No

Any information you give us will be held securely and processed only in accordance with the rules on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals. As a 'data controller' under the Act, the Charity Commission must comply with it.

Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form. Please check back frequently to see any updates or changes to our privacy policy.

Declaration

This annual return has not been submitted and no Declaration has been made

DRAFT