

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## ACCOUNTS

### FOR THE YEAR ENDED 31 JULY 2009

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# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## ORGANISATION AND ADMINISTRATION

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### OBJECTS

The Students' Union exists to:

- a) afford a recognised channel of communication between students and the rest of the University;
- b) promote the general interest of students;
- c) provide and further welfare, social, cultural, recreation and athletic facilities;
- d) foster amicable relations within The University, with other bodies and the general public;
- e) promote, facilitate and support student volunteering.

**Address:** University of Southampton Students' Union  
Highfield  
Southampton  
SO17 1BJ

**Officers:** President – Stephen O'Reilly  
AU President – Allan Steynor  
VP Media and Communications – Jamie Ings  
VP Education and Representation – Rebecca Maclean  
VP Welfare and Societies – Sophie Paterson  
Winchester President – Cassandra White  
Other Executive Officers  
Administrative Officers  
Honorary Officers  
Secretary and Licensee (George R Clegg)  
General Manager – Jaki Booth  
Finance Manager – John Mills

**Auditors:** Mazars LLP  
8 New Fields  
2 Stinsford Road  
Nuffield  
Poole  
Dorset  
BH17 0NF

**Bankers:** Lloyds Group Plc  
Commercial Service  
Gracechurch House  
23/35 Castle Way  
Southampton  
SO14 2BW

### STATEMENT OF PRESIDENT'S RESPONSIBILITIES

Standing Order 2.2 (a) (i) of the University of Southampton Students' Union Constitution states 'inter alia' that the President shall cause annual accounts to be prepared and will be responsible for the presentation of these to the appropriate committees.

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

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We have audited the financial statements which comprise the balance sheet, income and expenditure account, cash flow statement and related notes which have been prepared under the historical cost convention and the accounting policies set out on page 6.

This report is made solely to the entity's members as a body. Our audit work has been undertaken so that we might state to the entity's members those matters we are required to state to them in an auditor's 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 entity and the entity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of President and auditors**

As described on page 1 the President is responsible for the preparation of financial statements.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view. We also report to you if, in our opinion, the entity has not kept proper accounting records or if we have not received all the information and explanations we require for our audit.

### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the President in the preparation of the financial statements, and of whether the accounting policies are appropriate to the entity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the entity's affairs as at 31 July 2009 and of its result for the year then ended.

**MAZARS LLP**  
**Chartered Accountants**  
and Statutory Auditors  
Poole

Date:

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## BALANCE SHEET AS AT 31 JULY 2009

	Note	2009		2008	
		£	£	£	£
<b>Fixed assets</b>					
Investments	4		100		100
<b>Current assets</b>					
Stock	5	108,191		95,445	
Debtors	6	276,900		327,271	
Cash at bank and in hand		412,935		368,378	
		<u>798,026</u>		<u>791,094</u>	
<b>Current liabilities</b>					
Creditors	7	(587,204)		(732,229)	
		<u></u>		<u></u>	
<b>Net current assets</b>			210,822		58,865
			<u>210,922</u>		<u>58,965</u>
<b>Net assets</b>			<u>210,922</u>		<u>58,965</u>
<b>Represented by:</b>					
Reserves	8		<u>210,922</u>		<u>58,965</u>

**John Mills**  
Finance Manager

Date:

**Stephen O'Reilly**  
President

Date:

The notes on pages 6 – 11 form part of these accounts.

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

	Note	2009 £	2008 £
<b>Non-trading activities</b>			
<b>Union</b>			
Grant from the University		2,110,000	1,977,000
Other non-trading income (net)		20,841	36,344
Surplus on JCR activities		36,228	-
Expenditure on Union activities (net)		(2,057,996)	(2,072,621)
		<u>109,073</u>	<u>(59,277)</u>
<b>Trading activities</b>			
Surplus/(Deficit) arising on the SUSU Café trading account		(15,480)	(29,796)
Surplus/(Deficit) arising on the Travel Centre trading account		(22,881)	(24,356)
Surplus/(Deficit) arising on the Union Shop trading account		148,044	86,169
Surplus/(Deficit) arising on the Venue trading account		7,445	14,893
Surplus/(Deficit) arising on the Halls of Residence Bars		-	-
		<u>117,128</u>	<u>46,910</u>
<b>Net surplus/(deficit) before fixed asset expenditure</b>	<b>8</b>	<u>226,201</u>	<u>(12,367)</u>
Transfer from reserves in respect of fixed asset expenditure	<b>8</b>	(74,244)	(302,760)
		<u>151,957</u>	<u>(315,127)</u>

The notes on pages 6 – 11 form part of these accounts.

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 JULY 2009

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	Note	2009 £	2008 £
Net cash inflow from operating activities	11	114,477	162,915
Returns on investments	12	4,324	21,204
Capital expenditure and financial investment	13	(74,244)	(302,760)
		_____	_____
<b>Increase/(Decrease) in cash in the period</b>		<u>44,557</u>	<u>(118,641)</u>

## RECONCILIATION OF NET CASH FLOW TO MOVEMENTS IN NET FUNDS

Increase/(Decrease) in cash in the period		44,557	(118,641)
		_____	_____
<b>Change in net funds in the period</b>	14	44,557	(118,641)
Opening net funds at 1 August 2008		368,378	487,019
		_____	_____
<b>Closing net funds at 31 July 2009</b>		<u>412,935</u>	<u>368,378</u>

The notes on pages 6 – 11 form part of these accounts.

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2009

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### 1. ACCOUNTING POLICIES

- (a) The accounts are prepared under the historical cost convention.
- (b) The cost of fixed assets is written off to the Income and Expenditure Account and trading accounts in the year of purchase and proceeds from the disposal of fixed assets are credited to the Income and Expenditure Account and trading accounts.
- (c) Investments are stated at the lower of cost and net realisable value.
- (d) Stocks are stated at the lower of cost and net realisable value.
- (e) Income and expenditure is accounted for on a receivable and payable basis, except for interest on bank deposits which is accounted for on a receipts basis.

### 2. TAXATION

The University of Southampton Students' Union is exempt from taxation under Section 505, ICTA 1988.

### 3. RELATED ENTITIES

Separate accounts are prepared for the following entities and therefore their assets and liabilities have not been included in these accounts:

- a) University of Southampton Students' Union Club.
- b) University of Southampton Students' Union Rag Appeal.

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2009

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4. INVESTMENTS	2009 £	2008 £
<b>Shares held</b>		
Shares in Brassbound Limited – valued at cost	100	100
	<u>100</u>	<u>100</u>

The Directors of Brassbound Limited hold the shares in trust for the benefit of the Students' Union. The investment represents 100% of the issued share capital of Brassbound Limited.

5. STOCKS	2009 £	2008 £
Union Shop	62,617	60,469
SUSU Café	8,136	8,253
Bars	28,288	26,231
Union Films	342	492
Halls of Residence Bars	8,808	-
	<u>108,191</u>	<u>95,445</u>

6. DEBTORS	2009 £	2008 £
Amounts due from University of Southampton	138,444	159,097
Other debtors and prepayments	138,456	168,174
	<u>276,900</u>	<u>327,271</u>

7. CREDITORS	2009 £	2008 £
Amounts due to University of Southampton	263,372	351,203
Other creditors and accruals	323,832	381,026
	<u>587,204</u>	<u>732,229</u>

UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2009

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8. RESERVES (INCLUDING FIXED ASSET EXPENDITURE)	Balance 1 August 2008  £	Surplus  £	Transfer from reserves (fixed asset expenditure)  £	Transfer between reserves  £	Balance 31 July 2009  £
<b>Non-trading reserves</b>					
Consolidated reserve (schedule 15 unaudited)	<u>550,774</u>	<u>109,073</u>	<u>(29,008)</u>	<u>-</u>	<u>630,839</u>
<b>Trading reserves</b>	<u>(491,809)</u>	<u>117,128</u>	<u>(45,236)</u>	<u>-</u>	<u>(419,917)</u>
<b>Total reserves - before commitments (see Note 9)</b>	<u><u>58,965</u></u>	<u><u>226,201</u></u>	<u><u>(74,244)</u></u>	<u><u>-</u></u>	<u><u>210,922</u></u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2009

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<b>9. CAPITAL COMMITMENTS</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Total reserves at 31 July 2009	210,922	58,965
Less: Amounts authorised by Union Management Board and contracted for at 31 July 2009	(8,518)	(9,857)
Less: Amounts authorised by Union Management Board but not contracted for at 31 July 2009	(521)	(25,344)
	<hr/>	<hr/>
Distributable reserves at 31 July 2009	<u>201,883</u>	<u>23,764</u>
<b>10. FINANCIAL COMMITMENTS</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Annual commitments under non-cancellable operating leases were:		
<b>Land and buildings:</b>		
Leases expiring		
- within one year	-	-
- within two to five years	-	-
- in over five years	332,000	332,000
	<hr/>	<hr/>
	<u>332,000</u>	<u>332,000</u>

The land and buildings leases all relate to the rental of buildings from the University of Southampton. The leases allow a rent review every five years.

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2009

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<b>11. RECONCILIATION OF OPERATING SURPLUS TO NET CASH FROM OPERATING ACTIVITIES</b>	<b>2009 £</b>	<b>2008 £</b>
Total surplus/deficit from Income and Expenditure account	109,073	(59,277)
Deficit on SUSU Café	(15,480)	(29,796)
Deficit on Travel Centre	(22,881)	(24,356)
Surplus on Union Shop	148,044	86,169
Surplus on Venue	7,445	14,893
Surplus on Halls of Residence Bars	-	-
	<hr/>	<hr/>
	226,201	(12,367)
Investment income	(4,324)	(21,204)
(Increase)/decrease in stock	(12,746)	(18,102)
Decrease/(increase) in debtors	50,371	(109,040)
(Decrease)/increase in creditors	(145,025)	323,628
	<hr/>	<hr/>
Net cash inflow from operating activities	<u>114,477</u>	<u>162,915</u>
<b>12. RETURNS ON INVESTMENTS</b>	<b>2009 £</b>	<b>2008 £</b>
Interest received on bank deposit account	<u>4,324</u>	<u>21,204</u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2009

<b>13. CAPITAL INVESTMENT</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Fixed assets acquired – Union	(30,921)	(89,329)
Fixed assets acquired – SUSU Café	(8,879)	(36,830)
Fixed assets acquired – Travel Centre	-	-
Fixed assets acquired – Union Shop	-	(169,525)
Fixed assets acquired – Venue	(36,357)	(26,201)
Fixed assets acquired – Halls of Residence Bars	-	-
	<hr/>	<hr/>
	(76,157)	(321,885)
Receipts from sale of assets	1,913	1,553
Insurance income	-	17,572
	<hr/>	<hr/>
	<u>(74,244)</u>	<u>(302,760)</u>

  

<b>14. ANALYSIS OF CHANGES IN NET FUNDS</b>	<b>1 August 2008</b>	<b>Cash Flows</b>	<b>31 July 2009</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cash in hand and at bank including on deposit	<u>368,378</u>	<u>44,557</u>	<u>412,935</u>

### 15. CONTINGENT LIABILITIES

A deposit account of £154,000 is held in joint names with Lloyds Group Plc. This is held as security by the bank to cover the guarantees Lloyds Group Plc has issued in favour of Rail Settlement Plan, British Rail International and IATA.

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## CONSOLIDATED UNION INCOME AND EXPENDITURE APPENDIX 1 ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

	Schedule	2009 £	2009 £	2008 £	2008 £
	Unaudited	Unaudited	Unaudited	Unaudited	Unaudited
<b>Income</b>					
Grant from the University			2,110,000		1,977,000
Other income (net)	<b>1</b>		20,841		36,344
			2,130,841		2,013,344
<b>Less: Expenditure</b>					
<b>Central Services</b>					
General administration expenses	<b>2</b>	441,272		447,199	
Officers and related expenses	<b>3</b>	139,046		133,680	
House expenses	<b>4</b>	534,904		530,386	
Union Films (net)	<b>5</b>	(9,406)		1,303	
Student central services (net)	<b>6</b>	8,865		25,404	
Non-departmental grants	<b>7</b>	20,890		21,204	
Marketing & promotional (net)	<b>8</b>	113,726		123,894	
<b>Membership Services</b>					
Membership services department	<b>9</b>	154,427		158,083	
Student advice & information centre (net)	<b>10</b>	204,557		184,815	
IT & New Media	<b>11</b>	161,352		139,467	
Publications (net)	<b>12</b>	(1,946)		(2,150)	
Student activities (net)	<b>13</b>	94,350		89,878	
Athletic Union (net)	<b>14</b>	184,104		208,198	
JCR (net)	<b>15</b>	(36,228)		-	
Sport Southampton		11,855		11,260	
			(2,021,768)	(2,072,621)	
Surplus/deficit on Union activities (Note 11)			109,073		(59,277)
Transfer from reserves		29,008		71,757	
Sale of fixed assets		1,913		-	
Insurance income		-		17,572	
Less: Fixed asset expenditure		(30,921)		(89,329)	
			-	-	
<b>Balance transferred to reserves</b>	<b>16</b>		109,073	(59,277)	

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## SUSU CAFÉ TRADING ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

## APPENDIX 2

	2009 £ Unaudited	2009 £ Unaudited	2008 £ Unaudited	2008 £ Unaudited
<b>Income</b>		699,435		731,897
<b>Less: Cost of sales</b>				
Opening stock	8,253		9,557	
Purchases	359,562		388,691	
	367,815		398,248	
Less: Closing stock	(8,136)		(8,253)	
	359,679		389,995	
Salaries and wages	303,430		317,030	
		(663,109)		(707,025)
<b>Gross profit</b>		36,326		24,872
<b>Less: Expenditure</b>				
Power – gas	5,400		4,772	
Administrative charges	7,800		7,500	
Cash transit charges	6,300		6,000	
Equipment rental	-		2,487	
Small equipment and utensils	2,915		4,589	
Cleaning	14,080		11,866	
General maintenance and till rolls	9,851		8,525	
Insurance	2,200		2,319	
Printing, postage and stationery	616		892	
Sundries	154		150	
Telephone	885		1,018	
Uniforms and overalls	858		1,666	
Promotions and publicity	273		438	
Staff training	474		2,446	
		(51,806)		(54,668)
Deficit (Note 11)		(15,480)		(29,796)
Transfer from reserves	8,879		36,830	
Less: Fixed asset expenditure	(8,879)		(36,830)	
		-		-
<b>Balance transferred to reserves</b>		<u>(15,480)</u>		<u>(29,796)</u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## TRAVEL CENTRE TRADING ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

## APPENDIX 3

	2009 £ Unaudited	2009 £ Unaudited	2008 £ Unaudited	2008 £ Unaudited
<b>Income</b>		1,432,978		1,540,615
Payments to operators and agencies		(1,380,707)		(1,481,546)
<b>Gross profit</b>		52,271		59,069
Service fees and cancellation charges		74,043		66,805
		126,314		125,874
<b>Less: Expenditure</b>				
Salaries and wages	127,170		122,099	
Rent	7,800		9,300	
Electricity	1,250		1,300	
Barclaycard finance charges	3,388		3,253	
Cash transit charges	750		1,000	
Administrative charges	2,496		5,004	
Equipment rental	-		130	
Cleaning	1,038		976	
General maintenance and till rolls	317		491	
Insurance	1,414		1,220	
Printing, postage and stationery	1,177		1,953	
Promotions and publicity	684		1,127	
Software and computer consumables	51		256	
Sundries	98		138	
Staff training and conferences	-		129	
Telephone	1,450		1,304	
Uniforms	112		550	
		(149,195)		(150,230)
Deficit (Note 11)		(22,881)		(24,356)
Transfer from reserves	-		-	
Less: Fixed asset expenditure	-		-	
		-		-
<b>Balance transferred to reserves</b>		<u>(22,881)</u>		<u>(24,356)</u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## UNION SHOP TRADING ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

## APPENDIX 4

	2009 £ Unaudited	2009 £ Unaudited	2008 £ Unaudited	2008 £ Unaudited
<b>Income</b>		1,811,206		1,570,653
<b>Less: Cost of sales</b>				
Opening stock	60,469		40,050	
Purchases	1,300,994		1,160,318	
	-----		-----	
Less: Closing stock	1,361,463 (62,617)		1,200,368 (60,469)	
	-----	(1,298,846)	-----	(1,139,899)
		-----		-----
<b>Gross profit</b>		512,360		430,754
<b>Less: Expenditure</b>				
Salaries and wages	268,528		253,086	
Rent	30,000		30,000	
Electricity	4,000		4,000	
Barclaycard finance charges	20,985		17,188	
Administrative charges	8,004		7,500	
Cash transit charges	15,500		15,000	
Cleaning	4,476		3,990	
General maintenance and till rolls	5,343		5,613	
Insurance	4,138		3,618	
Printing, postage and stationery	1,286		1,827	
Sundries	756		631	
Staff training and conferences	287		311	
Telephone	903		814	
Promotions and publicity	-		18	
Uniforms	110		989	
	-----	(364,316)	-----	(344,585)
		-----		-----
Surplus (Note 11)		148,044		86,169
Transfer from reserves	-		169,525	
Less: Fixed asset expenditure	-		(169,525)	
	-----		-----	-
		-----		-----
<b>Balance transferred to reserves</b>		<u>148,044</u>		<u>86,169</u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## VENUE TRADING ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

## APPENDIX 5

	2009 £	2009 £	2008 £	2008 £
	Unaudited	Unaudited	Unaudited	Unaudited
<b>Income</b>				
Bars	923,207		1,067,211	
Entertainments	386,064		369,420	
	<hr/>	1,309,271	<hr/>	1,436,631
<b>Less: Cost of sales</b>				
Bars	359,390		409,150	
Entertainments	344,536		355,830	
	<hr/>	(703,926)	<hr/>	(764,980)
		<hr/>		<hr/>
<b>Gross profit</b>		605,345		671,651
Discount allowance received		5,198		6,588
		<hr/>		<hr/>
		610,543		678,239
Salaries and wages		(318,980)		(339,580)
		<hr/>		<hr/>
		291,563		338,659
<b>Less: Expenditure</b>				
Rent	150,000		150,000	
Administrative charges	8,004		7,500	
Barclaycard charges	8,635		9,210	
Cash transit charges	14,800		14,250	
Glasses and small equipment	14,128		17,562	
Cleaning	25,510		28,691	
General maintenance and till rolls	21,515		31,300	
Equipment maintenance	16,313		20,200	
Insurance	5,984		6,052	
Printing, postage and stationery	6,643		7,395	
Software & computer consumables	841		931	
Sundries	2,684		3,025	
Staff training & conferences	1,446		3,412	
Telephone	565		1,077	
Uniforms and overalls	191		980	
Stocktaking fees	2,358		2,684	
Entertaining costs	11,113		10,792	
Performing rights	6,512		8,232	

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## VENUE TRADING ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

## APPENDIX 5

	2009 £ Unaudited	2009 £ Unaudited	2008 £ Unaudited	2008 £ Unaudited
Records & CD's	8		-	
Promotional & publicity expenses	1,293		13,667	
Legal fees	133		121	
	<u>          </u>	(298,676)	<u>          </u>	(337,081)
Trading deficit/surplus		(7,113)		1,578
Add: Other Income		14,494		13,104
Commissions		64		211
		<u>          </u>		<u>          </u>
Trading surplus (Note 11)		7,445		14,893
Transfer from reserves	36,357		24,648	
Fixed asset sales	-		1,553	
Less: Fixed asset expenditure	(36,357)		(26,201)	
	<u>          </u>	-	<u>          </u>	-
<b>Balance transferred to reserves</b>		<u><u>7,445</u></u>		<u><u>14,893</u></u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## HALLS OF RESIDENCE BARS TRADING ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

## APPENDIX 6

	2009 £ Unaudited	2009 £ Unaudited
<b>Income</b>		
Trading income		33,976
Grant from University		6,566
		<u>40,542</u>
<b>Less: Cost of sales</b>	8	
	<u>8</u>	<u>8</u>
<b>Gross profit</b>		40,550
Discount allowance received		231
		<u>40,781</u>
Salaries and wages		(36,431)
		<u>4,350</u>
<b>Less: Expenditure</b>		
Rent	-	
Glasses and small equipment	960	
Cleaning	793	
General maintenance and till rolls	690	
Equipment maintenance	1,020	
Insurance	103	
Printing, postage and stationery	27	
Software and computer consumables	136	
Sundries	390	
Staff training and conferences	28	
Telephone	138	
Stocktaking fees	1,010	
Entertainment costs	311	
Performing rights	344	
Legal fees	42	
	<u>(5,992)</u>	<u>(5,992)</u>
Trading Deficit		(1,642)
<b>Add: Other Income</b>		1,642
Surplus/(Deficit)		<u>-</u>
<b>Balance transferred to reserves</b>		<u><u>-</u></u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## SCHEDULES TO THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

1. OTHER INCOME (NET)	2009 £ Unaudited	2008 £ Unaudited		
Membership fees: Associate and life	1,683	2,939		
Interest on bank and other deposit accounts	4,324	21,204		
Surplus – washing machine	1,495	3,278		
Miscellaneous income (net) (schedule 1A)	4,003	11,571		
Hire of premises and facilities	25,834	22,832		
Advertising and promotional income	6,376	565		
Deficit – Union vehicles	(2,084)	(6,767)		
Discounts received	-	201		
Non recoverable VAT	(20,790)	(19,479)		
	<u>20,841</u>	<u>36,344</u>		
1A. MISCELLANEOUS INCOME	2009 £ Unaudited	2009 £ Unaudited	2008 £ Unaudited	2008 £ Unaudited
<b>Income</b>				
Entertainment machines		10,255		12,056
Miscellaneous		724		681
Commissions from photo-booth		1,409		3,524
		<u>12,388</u>		<u>16,261</u>
<b>Less: Expenditure</b>				
Projects/campaigns	311		23	
Teas for committees	500		553	
Newspapers	348		269	
Taxation and management consultancy	6,125		2,165	
Movement in provision for bad debts	(469)		(1,028)	
Bad debts written off	1,570		2,708	
	<u>(8,385)</u>		<u>(4,690)</u>	
<b>Balance transferred to other income</b>		<u>4,003</u>		<u>11,571</u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## SCHEDULES TO THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

<b>2. GENERAL ADMINISTRATION EXPENSES</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
	Unaudited	Unaudited
Audit fees	7,250	7,100
Insurances	19,386	19,147
Legal charges	5,421	30,067
Cash transit charges	780	2,547
Office equipment maintenance	7,858	6,137
Software and computer consumables	1,621	2,446
Printing, stationery and postage	9,378	5,729
Salaries and wages	371,202	351,984
Telephones and fax	2,605	2,417
Sundries (including staff recruitment)	11,938	11,837
Conferences and staff training	3,833	7,788
	<hr/>	<hr/>
	<u>441,272</u>	<u>447,199</u>
<b>3. OFFICERS AND RELATED EXPENSES</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
	Unaudited	Unaudited
Sabbatical salaries	127,283	120,644
Sabbatical officers' expenses	2,462	3,824
Other officers' expenses	1,877	2,594
Region and area travel	1,221	1,767
Election expenses	6,203	4,851
	<hr/>	<hr/>
	<u>139,046</u>	<u>133,680</u>
<b>4. HOUSE EXPENSES</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
	Unaudited	Unaudited
Rent	130,000	130,000
Portering wages and salaries	225,266	239,503
Cleaning, wages and materials	84,203	84,084
Overalls and uniforms	822	720
Repairs, redecoration and general maintenance	26,386	26,370
Electricity	66,245	49,246
Billiard table and room maintenance	1,982	463
	<hr/>	<hr/>
	<u>534,904</u>	<u>530,386</u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## SCHEDULES TO THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

5. UNION FILMS	2009 £ Unaudited	2009 £ Unaudited	2008 £ Unaudited	2008 £ Unaudited
<b>Income</b>				
Ticket sales, refreshments and advertising		30,078		23,433
Student Membership fee		7,938		8,528
		<u>38,016</u>		<u>31,961</u>
<b>Less : Expenditure</b>				
Film hire including transport cost	13,004		16,854	
Refreshment purchases	4,084		4,312	
Salaries and wages	6,562		6,250	
Cleaning	1,500		1,500	
Performing Rights	592		706	
Technical expenses	849		232	
Vacation Subsistence	100		100	
Administration including advertising	1,919		3,310	
		<u>(28,610)</u>		<u>(33,264)</u>
Net (deficit)/surplus		<u>9,406</u>		<u>(1,303)</u>
6. STUDENT CENTRAL SERVICES		2009 £ Unaudited	2008 £ Unaudited	
Freshers' Week (net)		(9,228)	3,841	
Safety buses (net)		2,676	9,116	
Group Personal Accident Fund		236	875	
Insurance reserve fund		-	148	
Surge Radio		5,916	4,580	
Goodie bags		(2,324)	(5,673)	
SUSU TV		3,651	3,989	
Membership fee to Union Films		7,938	8,528	
		<u>8,865</u>	<u>25,404</u>	

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## SCHEDULES TO THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

<b>7. NON-DEPARTMENTAL GRANTS</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
	Unaudited	Unaudited
University of Southampton Day Nursery	5,000	5,000
University of Southampton Nightline	2,390	3,508
University of Southampton Students' Union Appeal Fund	10,000	9,420
University of Southampton Students' Union Rag Appeal Fund	1,700	1,476
Turner Sims Concert Hall	1,800	1,800
	<u>20,890</u>	<u>21,204</u>
<b>8. MARKETING AND PROMOTIONAL DEPARTMENT</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
	Unaudited	Unaudited
General administration costs including salaries	105,780	118,253
Conferences and staff training	904	1,221
Internal Union Publicity	7,042	4,420
	<u>113,726</u>	<u>123,894</u>
<b>9. MEMBERSHIP SERVICES DEPARTMENT</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
	Unaudited	Unaudited
General administration costs including salaries	98,614	91,805
Conferences and staff training	1,183	128
Executive officer training	8,498	11,718
Student training	30	91
Internal projects and campaigns	13,507	22,207
Equal Opportunities campaigns and conferences	509	539
Postgraduate term and vacation expenses	2,376	1,856
Student Community Action administration and projects (net)	29,710	29,739
	<u>154,427</u>	<u>158,083</u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## SCHEDULES TO THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

<b>10. STUDENT ADVICE &amp; INFORMATION CENTRE</b>	<b>2009</b>	<b>2008</b>
	£	£
	Unaudited	Unaudited
General administration costs including salaries	187,794	167,012
Conferences and staff training	1,237	2,627
Books, documents and subscriptions	11,546	5,041
Day Nursery refunds	2,474	4,987
International student socials	2,620	5,055
Batch Scheme International (net)	(2,654)	(1,457)
SUSU Emergency Fund	1,540	1,550
	<u>204,557</u>	<u>184,815</u>
<b>11. IT &amp; NEW MEDIA</b>	<b>2009</b>	<b>2008</b>
	£	£
	Unaudited	Unaudited
General administration costs including salaries	159,661	136,593
Conferences and staff training	5,600	4,759
Website development costs	(3,909)	(1,885)
	<u>161,352</u>	<u>139,467</u>
<b>12. PUBLICATIONS</b>	<b>2009</b>	<b>2008</b>
	£	£
	Unaudited	Unaudited
Wessex Scene (net)	1,863	43
Fresh discount magazine	(3,809)	(2,193)
	<u>(1,946)</u>	<u>(2,150)</u>
<b>13. STUDENT ACTIVITIES (NET)</b>	<b>2009</b>	<b>2008</b>
	£	£
	Unaudited	Unaudited
General administration costs including salaries	46,491	43,767
Conferences and staff training	481	641
Equipment insurance	9,490	9,726
Health and safety expenses	4,778	4,968
Clubs & societies expenditure (net)	33,110	30,776
	<u>94,350</u>	<u>89,878</u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## SCHEDULES TO THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

14. ATHLETIC UNION	2009 £ Unaudited	2009 £ Unaudited	2008 £ Unaudited	2008 £ Unaudited
<b>Income</b>				
AU membership fees	14,054		6,225	
Contribution to air compressor	280		245	
Sundry income (including AU fines)	6,752		5,500	
AU Ball (net)	2,513		2,025	
	-----	23,599	-----	13,995
<b>Less: Expenditure</b>				
Net contributions to the expenditure of affiliated clubs	38,773		38,062	
Teas	5,727		6,666	
Club affiliations	4,945		9,972	
Club insurance	3,541		6,803	
Training courses for Clubs	2,776		948	
BUSA competition costs	62,457		63,588	
National representation	976		1,500	
General administration costs	2,959		3,993	
BUSA administration costs	13,737		13,792	
Hire of facilities	5,639		7,091	
Insurance	8,778		8,778	
Equipment maintenance	7,886		7,795	
Non BUSA club championships	23,529		24,815	
Recreational accommodation	-		1,398	
Travel from Winchester School of Art	-		118	
Coaching fund	25,980		26,874	
	-----	(207,703)	-----	(222,193)
		-----		-----
<b>Deficit transferred to reserves (Schedule 16 - unaudited)</b>		<u>(184,104)</u>		<u>(208,198)</u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## SCHEDULES TO THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

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15. JCR	2009 £ Unaudited	2009 £ Unaudited
<b>Income</b>		1,549
<b>Less: Cost of sales</b>		(3,530)
		<hr/>
<b>Gross profit</b>		(1,981)
<b>Other income:</b>		
Transfer of reserves from University		40,000
<b>Less: Expenditure</b>		
Equipment maintenance	594	
Election expenses	267	
Training & conferences	234	
Uniforms & overalls	696	
	<hr/>	(1,791)
Surplus		<hr/> 36,228
Transfer from reserves to meet expenditure during the year	-	
Fixed asset sales	-	
Fixed asset expenditure	-	
	<hr/>	-
<b>Balance transferred to reserves (Schedule 16 - unaudited)</b>		<hr/> <u>36,228</u>

UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

SCHEDULE TO THE BALANCE SHEET AS AT THE YEAR END 31 JULY 2009

16. RESERVES (INCLUDING FIXED ASSET EXPENDITURE)	Balance 31 July 2008 £ Unaudited	Allocation of (deficit) / surplus for period £ Unaudited	Transfer from reserves (fixed asset expenditure) £ Unaudited	Transfer between reserves £ Unaudited	Balance 31 July 2009 £ Unaudited
<b>Allocation of non-trading reserves</b>					
Group personal accident	15,000	-	-	-	15,000
Early retirement fund	60,000	-	-	-	60,000
Insurance fund	14,325	-	-	-	14,325
Athletic Union	(18,734)	(184,104)	(2,553)	182,000	(23,391)
JCR	-	36,228	-	-	36,228
General reserve	480,183	256,949	(26,455)	(182,000)	528,677
	-----	-----	-----	-----	-----
<b>Consolidated reserve (Note 8)</b>	<u>550,774</u>	<u>109,073</u>	<u>(29,008)</u>	<u>-</u>	<u>630,839</u>

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

## SCHEDULES TO THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2009

17. AFFILIATIONS AND DONATIONS	2009 £ Unaudited
<b>Body to which affiliation or donation is made:</b>	
Advice <sup>UK</sup>	280
Amateur Rowing Association	400
Amateur Swimming Association	259
Asdan Ltd	229
Association for Managers in Students' Unions	800
Badminton England	174
British Baseball Federation	100
British Cycling	44
British Fencing Association	50
British Parachute Association	168
British Student American Football Association	163
British Sub Aqua Club	228
British University Life Saving Club	13
British Universities American Football League	817
British Universities Sailing Association	70
British Universities Snow Sports Council	80
British Universities & Colleges Sports	12,915
Citizens Advice	640
Cycling Time Trials	15
England Handball Association	250
England Hockey	185
England Squash	28
English Lacrosse Association Ltd	337
Funder Finder	35
Hampshire & IOW Squash Rackets Association	163
Hampshire Football Association	79
Hampshire Hockey Association	205
Hampshire Rugby Football Union	131
Hampshire Small-bore Rifle and Pistol association	4
Host UK	364
John Battleday Waterski	200
Kings Ski Club	17
Lasham Gliding Society	50
London & Middlesex Rifle Association	28
Medsin – UK	5
National Association of Student Money advisers	130
National Nightline	59
National Postgraduate Committee	834
National Rifle Association	132
National Small-Bore Rifle Association	83
Okinawan Traditional Goju Rye Karate-Do Association	25
Schools & University Polo Association	200
Solent Area Basketball Association	78
Southampton & District Small Bore Rifle Association	6
Southampton Chess League	66
Spinnaker Club	1,800
Student Scout & Guide Organisation	61

# UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

Student Radio Association	60
The Royal Life Saving Society UK	8
UK Council for Overseas Student Affairs (UKCOSA) – See council above	328
Volleyball England	80
	<hr/>
	<u>23,476</u>