



### Students' Union Report on Finances

<p><b>Outcome Requested:</b></p>	<p>Finance and Investment Committee is asked to <b>note:</b></p> <ol style="list-style-type: none"> <li>1. QMSU Financial Statements and Trustee Annual report 2017-18 (<i>Appendix 1</i>)</li> <li>2. QMSU Services Ltd Financial Statements 2017-18 (<i>Appendix 2</i>)</li> <li>3. Current year QMSU Management Accounts Year-to-date, period 6, January 2019 (<i>Appendix 3</i>)</li> <li>4. Group Balance Sheet January 2019.</li> </ol>
	<p><b>Headlines</b></p> <ul style="list-style-type: none"> <li>○ The auditors delivered an <b>unqualified audit opinion</b> on the accounts for both the Group and Subsidiary accounts. (<i>Appendix 1 &amp; 2</i>).</li> <li>○ The charity specialist auditors, Russell New, confirmed that the audit ran smoothly and there were no substantial adjustments made, reflecting positively on the Union's financial administration and sound practices.</li> <li>○ The 2017-18 Operating Deficit for the Group was <b>£52k</b>, significantly worse than the budgeted <b>£83k, the gap being £135k</b>. The variance was primarily down to unplanned one off business interruption adversely affecting the bottom line.</li> <li>○ The Group Statement of Financial Activities (SOFA) outflow for year ending July 2018 was £14289, similar to the previous year £12192 and better than years prior to that ( £35k, £71k and £166k respectively).</li> <li>○ The long term financial strategy within the five year plan had been to improve the General Reserve position and Cash flow. <ul style="list-style-type: none"> <li>○ The unrestricted <b>general reserve position has worsened £98.5k to (£540K)</b>, similar to two years ago. The Total reserves 2018 were £286538 (2017 £300,827)</li> <li>○ The <b>cash in bank at year end was £702k</b> (2017 £687k and 2016 £562k).</li> <li>○ The <b>final instalment of £83,565 of the long term loan</b> will be repaid to the University. The initial loan was £889,202 in 2004, as the Union had financially collapsed at the time.</li> </ul> </li> <li>○ The company surplus was only £132K, compared to a budget of £257k. QMSU Services gift aid to the Charity was £145.2k.</li> </ul>

	<ul style="list-style-type: none"> <li>○ The <b>current year to date</b> (January period 6, appendix 3) Group <b>operating surplus is £99K</b> better than budget by £45k, and same time last year by £27k.</li> <li>○ Group Balance sheet (appendix 4) stronger than end of year, July / August being the 'worse point of the year'. The Five year plan will be updated for the budget process, reviewed end of April 2019, and circulated through QMSU and QMUL governance channels.</li> <li>○ The Subsidiary company surplus year to date is £185k, worse than budget by £17k, but better than same time last year by £21k. January performance was particularly encouraging, as mitigation measures to the Godward Square disruption had been completed.</li> </ul>
<b>QMUL Strategy: strategic aim ref</b>	SA2.2, EA1.2, EA1.7
<b>Internal/External regulatory/statutory reference points:</b>	<p>The Education Act (1994) requires that “the financial affairs of the Union should be properly conducted and appropriate arrangements should exist for the approval of the Union’s budget and the monitoring of its expenditure, by the governing body.”</p> <p><i>1994 Education Act</i>  <i>2006 Charities Act</i>  <i>2006 Companies Act</i></p>
<b>Strategic Risks:</b>	<p>11. Sustainable income streams for activities</p> <p>12. Cost control, VFM and expenditure</p>
<b>Equality Impact Assessment:</b>	None required
<b>Subject to prior and onward consideration by:</b>	<p>Appendix 1: Financial statement presented by the auditors to the SU Audit Risk Committee November 2018, received by Board of Trustees January 2019. March Audit and committee to consider the trustee annual Report section, and final approval April Board.</p> <p>Appendix 2: Approved by QMSU Services Board February 2019</p> <p>Appendix 3 &amp; 4: March 2019 Audit and Risk Committee</p>
<b>Confidential paper</b>	No
<b>Timing:</b>	N/A
<b>Author:</b>	Mike Wojcik, Chief Executive, Students’ Union Managing Director, QMSU Services Ltd.
<b>Date:</b>	15 March 2019
<b>Sponsor</b>	Ahmed Mahbub, President, Students’ Union

## Headlines

The QMSU Board of Trustees approved a policy to build a reserve at its July 2017 meeting, with an aim to improve cash flow and the position of the general reserve by a minimum of £50K per annum. This has not been achieved in the financial year, primarily due to the couple of one off unplanned business interruptions. The Union is still committed to building the reserve, and working towards a better than budget performance 2018 / 2019.

The budget for 2018 / 2019 has an operating surplus of £5K. This included the assumptions above and additional savings in Charity labour of £17.5K and expenses of £17.5K, and 30K labour savings through the subsidiary company, potentially through a restructure.

Predictions for end of year outturn had been in the region of £100K during the bleaker moments of the year due to the unpredictable disruption. The interim mitigation measures to **some extent did the trick.**

By way of reminder, the position has been hampered by the unexpected business interruption:

- Capital works in Godward Square net estimate £70k
- Detrimental impact from UCU strike action end of February and throughout March (averaging three days a week, currently estimated in the region of £50K.
- The Fresher's power failures have also had an estimated £22K adverse impact.

The Union also absorbed around £19k for cleaning and supervisory costs for the Hive, which has recently been refurbished by the university.

## Current financial year

The financial position after the first critical term was relatively stable, and January was showed a strong performance, and looking at February sales data, income levels continue to be encouraging. The message we have sent to our boards is that the group budget was set close to the wire, and does not factor a building up the reserves policy to strengthen the weak balance sheet. It is critical we are maintaining a prudent approach with resources, with any significant unbudgeted expenditure supported by a financial case. The company budget was set with an ambitious recovery from the previous year which suffered from one off adverse cost, such as strike action, and intrusive interruption from Godward Square capital works which remain. The post business interruption works around Godward Square have been complete (though budget prepared with the expectation works would be completed by September 2019), the risk mitigation previously outlined included;

- New door installed opening up to Bancroft road, looking out to the side of the Graduate Centre and improved access from the main Mile End Campus. Furthermore, there have been improvements to the shop fitting merchandise units and branding signage.
- Increased footprint in Qmotion by relocating the instructor office, and incorporating the former office into the main gym.
- Moving the intrusive hoarding and contractor space away from Qmotion and Drapers, improving access, safety and cosmetic view. Cost I understand was over £50K and covered by QMUL.
- The cost of the first two bullets was £100K. The changes were instigated and funded through the Principal.

My second attempt at high level end of year forecast for the Group is £35K surplus, £30K better than budget, but remains short of the £50k + policy to build balance sheet reserves. The company surplus to be in the region of £275k, below the budget target of £310k, but significantly better than the £132k outturn for last year. Having reviewed January Management accounts and February sales reports, I'm confident the end of year position will improve and aiming for £50k+ results. Ground café, Village shop and Griff Inn are performing particularly well. See appendix 3 for detail.

Charity Registration No: 1147786  
Company Registration No: 08092471 (England & Wales)

**QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED**  
**REPORTS AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018**

DRAFT

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## CONTENTS

---

<b>CONTENTS</b>	<b>Page</b>
Legal and Administrative Information	1-2
Trustees' Annual Report	3-15
Independent Auditors' Report	16-18
Consolidated Statement of Financial Activities	19
Consolidated and Union Balance Sheets	20
Consolidated Cash Flow Statement	21
Notes to the Accounts	22-40
Appendix 1	(i) - (vii)

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT

**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018**

---

The Trustees present their report and the financial statements of Queen Mary, University of London Students' Union for the year ended 31st July 2018 (the reporting year).

### 1. Legal and Administrative Information

#### Charitable status

Queen Mary University of London Students' Union Limited, also known as QMSU (the Union), is a charitable company, company number 8092471 and charity registration number 1147786.

#### Registered Office

Students' Union Hub, 329 Mile End Road, London, E1 4NT

#### Charity Trustees

The Trustees of the Union who hold office at the date of this Report, who are also directors of the Union for the purposes of the company law, are as follows:-

Officer Trustees (from 01/08/18 unless otherwise stated):	Ahmed Mahbub, Union President and Chair of Trustees (also Vice President Welfare for 2016/17) Thomas Longbottom, Vice President Barts and The London Ella Harvey, Vice President Welfare Redwan Shahid, Vice President Education (also Student Trustee for 2017/18)
Student Trustees (from 01/08/18 unless otherwise stated):	Megan Annetts Yusuf Fazelpoor Renad Khundakji Zakaria Rob
Lay Trustees:	Sally Pearman, Deputy Chair of Trustees Ed Moses Andreas Gaitzsch

The following also held office during the reporting year, as Trustees of the Union, in the capacities shown, and as directors for the purposes of company law:-

Officer Trustee: (from 01/08/17 to 31/07/18)	Yasir Yeahia, Union President and Chair of Trustees Mary Ojo, Vice President Education Rakin Choudhury, Vice President Barts and The London
Student Trustees (from 01/08/17 to 31/07/18 unless otherwise stated):	William JB Atkins William M Atkins Renad Khundakji Redwan Shahid
External Trustees	Richard Kuti (until 25 July 2018)
Chief Executive	Mike Wojcik
Company Secretary	Brad Coales

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

*FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018*

---

<b>Auditors</b>	Taylorcocks The Courtyard, Shoreham Road Upper Beeding, Steyning West Sussex, BN44 3TN
<b>Solicitors</b>	Russell-Cooke 2 Putney Hill London SW15 6AB
<b>Bankers</b>	Barclays Bank plc



# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

---

### 2. Structure, Governance and Management

#### 2.1. Governing documents

The Union operates as a charitable company, with Articles of Association (the Articles) as its governing document, together with bye-laws made under the Articles. The Union reviewed its Articles of Association in accordance with the requirement of the 1994 Education Act, that this be done at intervals of not more than five years. The revised Articles were approved by Special Resolution at an Annual General Meeting held on 27 February 2019. The revised Articles were then approved by QMUL Council (as required by the Code of Practice issued by QMUL Council, also in accordance with the 1994 Education Act) on 13 April 2018. At the same time, the Union took the opportunity to change its name to reflect the change of name by QMUL from Queen Mary, University of London to Queen Mary University of London (omitting the comma between Mary and University). This was again passed by Special Resolution at the Annual General Meeting held on 27 February 2019. The Union's registered name is now Queen Mary University of London Students' Union Limited.

#### 2.2. Recruitment and training of Trustees

Trustees are appointed in accordance with the Articles and relevant bye-laws. The Articles provide for the appointment of up to 5 officer Trustees and 5 student Trustees, to be elected by secret ballot in accordance with Union bye-laws, and for the appointment of up to 5 external Trustees by an Appointments Committee.

Officer Trustees and Student Trustees receive an induction in the role, responsibilities and duties of Trustees. Officer Trustees also receive an induction and extensive specialist training on their roles as full-time Union officers, delivered both internally and by external organisations, such as the National Union of Students. External Trustees receive inductions and briefings as required.

#### 2.3. Organisational structure and decision-making

Under the Articles, the Board of Trustees is responsible for the management and administration of the Union, including its governance, budget and strategy. A governance review was carried out and revisions to the Articles of Association were approved in this financial year. The Board has power to overrule any decision or policy of the members made in general meeting, in referenda or at Student Council, where it is considered there are financial implications, a breach of legal requirements, a contravention of the Union's aims and objects or the carrying out of the Board's responsibilities as above are affected. In the reporting year, the Board of Trustees had 5 meetings.

The Trustees have power to delegate their functions to committees or individuals. There are 2 standing committees, as provided for in the Articles, which are responsible for the functions set out in the relevant Union bye-laws or terms of reference. These are the Executive Committee, comprising the Officer Trustees (also known as Executive Officers) and the Audit and Risk Committee. The powers of these Committees do not, however, include any decision-making on behalf of the Board. In the reporting year, the Executive Committee generally met weekly and the Audit and Risk Committee had 1 meeting. An Appointments Committee, as provided for in the Articles, responsible for the appointment of external Trustees, is established as necessary.

Student Council, elected annually from and by the Union's members and constituted in accordance with bye-laws, has the powers set out in the Articles, including setting the representational and campaigning policy of the Union. Student Council met 3 times in the reporting year. An Annual Members' Meeting was held on 27 February 2018.

In the reporting year, the Executive Officers were responsible for the duties of their respective full-time offices as set out in Union's bye-laws.

Day to day management of the operation and administration of the Union is delegated by the Trustees to the Chief Executive. The Chief Executive reports to Trustees at each Board of Trustees' meeting, and as necessary between meetings and to Committees of the Board.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

---

### 2.4. Network - impacting on operating policies

The Union is affiliated to the National Union of Students (NUS). The policy, guidance and other information resources of the NUS have been considered in the operating policies of Union

### 2.5. Relationship with related parties

#### 2.5.1 QMSU Services Limited

QMSU Services Limited is a wholly-owned subsidiary of the Union. It carries out significant trading activities in support of the Union's work, including Qmotion Health and Fitness Centre, Fitness to Practice gym facilities, Drapers Bar & Kitchen, the Griff Inn Bar & Kitchen, the retail outlets of Union Shop, the Village Shop and the BLSA Box Office, and Ground Coffee Shop and the Shield Café. It also operates and manages the Learning Café under contractual arrangements with Queen Mary University of London (QMUL), and administers a number of activities at the QMUL sports ground in Chislehurst.

The Board of Trustees reviewed the Articles of Association of QMSU Services Limited during the reporting year and the revised Articles were approved by the Board of Trustees at their meeting on 5 July 2018 (*and subsequently ratified by a Written Special Resolution passed on 9 August 2018*).

The Chief Executive of the Union is, ex-officio, a member of the Board of Directors of QMSU Services Limited and is the company's Managing Director. The Union President is also, ex-officio, a member of the Board of Directors. Another Officer Trustee and a Student Trustee, as nominated by the Board of Trustees, serve as Board Directors. Two members of Student Council are also members of the Board of Directors.

Whilst the Union's financial statements are prepared for each year on a consolidated basis, and include the income, expenditure, assets and liabilities of QMSU Services Limited, separate reports and financial statements for QMSU Services Limited for the reporting year, compliant with company law, can be viewed on the Union's website, [www.qmsu.org/governance](http://www.qmsu.org/governance).

#### 2.5.2 Queen Mary University of London (QMUL)

The Union works closely with QMUL, both in partnership and joint working and in their respective activities. The Union President is, ex-officio, a member of QMUL's Council. The Union President, Vice President Education and a student representative from each of QMUL's 3 faculties are, ex-officio, members of QMUL's Senate, and 2 representatives of QMUL are members of the Board of Directors of QMSU Services Limited.

QMUL provides an annual (block) grant to the Union, which funds the Union's core charitable activities, and other ad hoc grant funding.

QMUL also provides the premises from which the Union and QMSU Services Limited operate their respective services and activities. Those premises include the Students' Union Hub, Union Shop, the Village Shop and Ground Café on the Mile End Campus, the Griff Inn Bar & Kitchen, the BLSA Box Office and the remainder of the BLSA building at the Whitechapel Campus, and, in Charterhouse Square, the Shield Café and the Fitness to Practice gym. QMUL is responsible for agreed matters relating to the premises, including maintenance of the fabric of the buildings, plant and machinery, fixtures and fittings and payment of utility and insurance costs. The Qmotion premises and Drapers Bar & Kitchen are held by QMSU Services Limited under lease from QMUL.

QMUL also provides support services in several areas, including human resources, campus security and other campus provision, health and safety, insurance, buildings works project management, provision of ad hoc space and the hosting of the Union's and QMSU Services Limited's accounting records on its accounting systems.

The estimated value of the premises and of the support services provided by QMUL totals £370,804. That amount is included in the Consolidated Statement of Financial Activities as income as a grant, and as

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018**

---

expenditure allocated to relevant charitable activities. The basis on which the value of the premises and support services has been estimated, and the basis on which the allocation as expenditure has been made, is indicated in Note 2 to the financial statements.

A Code of Practice is issued from time to time by QMUL's Council under section 22 of the Education Act 1994. This sets out the agreed arrangements between QMUL and the Union in relation to Council's statutory duty to take such steps that are reasonably practicable to ensure the Union operates in a fair and democratic manner and is accountable for its finances. These arrangements are adhered to by the Union.

The Memorandum of Agreement (MOA), sets out the framework for their ongoing mutually supportive and beneficial relationship and detailing their respective roles and responsibilities between the University, Union and its subsidiary company. A MOA panel has been established to monitor developments and agree any amendments and appendix service level agreements or annexes. The panel membership consists of three members of QMUL, a member of College Council, and three members of the Students' Union, including the President, an external member of the Board of Trustees or the Board of Directors of QMSU Services (as nominated by the Board of Trustees of the Union), and the Chief Executive. QMSU Services Limited is also party to the Memorandum of Agreement and, where relevant, to the arrangements entered into under it.

### **3. Objectives and Activities**

#### **3.1. The Union's legal purposes**

The legal purposes of the Union are set out in its Articles. These are, in summary, the advancement of education of Students at QMUL for the public benefit by:

- promoting the interests and welfare of students at QMUL during their course of study and representing, supporting and advising Students;
- being the recognised representative channel between Students and QMUL and other external bodies; and
- providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of Students.

#### **3.2. The Union's aims under the Strategic Plan 2020**

The Plan sets out a mission, vision and aims for the Union. The Union's mission is 'Together we improve students' lives' and the vision is 'We want to be at the heart of the student experience'.

The aims which were developed after extensive consultation with the membership are:

Theme 1:	Student Voices.
Theme 2:	Education and Welfare.
Theme 3:	Opportunities and Communities.
Theme 4:	Student Futures.
Theme 5:	Enablers

Our strategic promises are:

1. We will make sure that students' voices are heard, valued and acted upon.
2. We will support students' education and welfare so each student has the opportunity to fulfil their potential.
3. We will create and support social, cultural and recreational activities so that students feel part of a community.
4. We will empower students to shape their own future.
5. We will build a strong and efficient Students' Union that is ready to deliver for students.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 3.3. The Union's main objectives for the reporting year

The key objectives, as set out in the Strategic Plan 2020, for the reporting year were:

Strategic Aims	Objective
Theme 1	<b>Student Voice – We will make sure students' voices are heard, valued and acted upon.</b>
Theme 2	<b>Education and Welfare – we will support students' education and welfare, so each student has the opportunity to fulfil their potential.</b>
Theme 3	<b>Opportunities and Communities – We will create and support, social, cultural and recreational activities so that students feel part of a community.</b>
Theme 4	<b>Student Futures – We will empower students to shape their own futures.</b>
Theme 5	<b>Enablers – We will build a strong and efficient Union that is ready to deliver for students.</b>

### 3.4. The Union's strategies for achieving its main objectives

The strategies for achieving the key objectives in the Strategic Plan 2020 for the reporting year were:

Objective	Strategies for achieving the objective
1	<ul style="list-style-type: none"> <li>• Survey students on BME mental health.</li> <li>• Survey students at the Whitechapel Campus relating to safety and security.</li> <li>• Carry out research into digital resources.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Health and fitness centre developed wellbeing initiatives linked to the Union's 'Study Well' campaign during the exam period.</li> <li>• Promote the 'Ideas Module' to encourage student feedback in a more informal manner than traditional policy change route. Focus to improve the amount and variety of feedback from students, and approach to measure the change the Union makes based on the feedback.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Collaborative approach taken across the Union and University relating to sustainability and environment.</li> <li>• Launched largest ever program for 'Black History Month'.</li> <li>• Launched first 'Asian Heritage Month'.</li> <li>• Introduction of 'Islamophobia Awareness Month'.</li> <li>• Capital investment into large new informal student informal learning space, 'The Nest'. The space enables students to work collaboratively or individually on projects and assignments, and / or interact in student group meetings and informal gatherings.</li> <li>• The Nest space is also used for Friday Prayer, meeting the needs of a large number of students.</li> <li>• 'Try Something New' programme developed a creative and varied range of 'non-alcohol events', in part aiming to offer an alternative to the traditional entertainments, attracting post grads, mature and commuting students.</li> </ul>
4	<ul style="list-style-type: none"> <li>• To collect information from all who participated in the Skills Award, and evaluate the data</li> <li>• Create a new role of Customer Services Coordinator to support, train and develop student staff.</li> </ul>

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

5	<ul style="list-style-type: none"> <li>Develop a long term strategic 'People Plan', in part looking to create greater sense of belonging and pride in working for the Union.</li> </ul>
---	---

### 3.5. The Union's significant activities contributing to achieving its main objectives

The significant activities for achieving the key objectives in the Strategic Plan 2020 for the reporting year were:

Objective	Activities for achieving the objective
1	<ul style="list-style-type: none"> <li>The target was to support student council members to achieve at least 50% of their action plan, and 67% was in fact achieved.</li> <li>Several part-time student elected officer-led campaign weeks included 'This Girl Can', SHAG (Sexual Health and Guidance), 'Women's Week' and 'Pride Week'.</li> <li>Launch of 'Zero Tolerance' campaign to tackle bullying, harassment and hate crime.</li> <li>Campaigns to reduce plastic waste and introduction of branded reusable mugs, supported with discounts at Union venues.</li> </ul>
2	<ul style="list-style-type: none"> <li>The 'Study Well' campaign is now well established, with wider reach, helps relieve exam stress and well-being.</li> <li>The campaign by students and our Executive Officers influenced the University to change its policy relating to bursaries for students from lower socioeconomic backgrounds and allocate an additional £260,000. Furthermore, a joint study with the University has been commissioned to better understand the impact of bursaries. QMUL has a distinctive student mix, and the study hopes to better understand retention, welfare, extracurricular involvement and reasons for withdrawal.</li> </ul>
3	<ul style="list-style-type: none"> <li>Our Recreational Sport offer 'Get Active' has an aim to deliver a fun, flexible and low-commitment sporting activities for both students and staff, Get Active offers a range of easily accessible activities including football, badminton, basketball, ping-pong, through to climbing, archery and self-defence classes. There was particular emphasis on female participation, with several women only session as part of the 'This Girl Can' week.</li> <li>Student Media has gone from strength to strength over the past year, with new initiatives such as Heads of Media meetings, 'Student Media Meet and Greet' reintroduction of 'Correspondents' Dinner' helping foster a new community spirit between the different members of our varied media outlets. Staff support the student media achievement's through website feature 'Student Media Shout Out', whilst the student media awards celebrate the talent and commitment of members and enhance the community spirit.</li> </ul>

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

4	<ul style="list-style-type: none"><li>All student staff, student leaders and representatives are eligible to take part in the Skills Award covering a wide range of topics including First Aid, project management, teamwork and leadership.</li><li>January 2018 saw the introduction of the Union's first ever 'Volunteering Week' led by the student Volunteering Officer.</li></ul>
5	<ul style="list-style-type: none"><li>Drop in sessions for student groups and staff to offer easily accessible face to face advice or raise issues.</li><li>A staff well bring group has been set up along with a program of informal events throughout the year.</li></ul>

### 3.6. Volunteers

The Union benefits from a significant volunteer contribution in taking forward its work. During the reporting year, in addition to the voluntary contribution of 4 Student Trustees and 4 External Trustees, 41 volunteer part-time officers and student representatives served on Student Council. Some 442 students also acted voluntarily as course representatives. There were 33 students involved in running volunteering groups, 690 students were involved in running the Union's societies, 457 in running the sports clubs, 62 in running student media and 19 in running RAG activities. While carrying out their roles, many volunteers also participated in a wide variety of working groups.

### 3.7. The public benefit context

In the planning of activities for the reporting year, the Board of Trustees considered the Charity Commission general guidance on public benefit. Trustees consider it to be in the public benefit that the Union assists the educational aims of QMUL by supporting students, both in terms of their academic performance and in their welfare to enable them to fulfil their individual potential, as well as in terms of their wider life experiences, through their personal development, to enable them to contribute now and in the future to their communities and society as a whole.

## 4. Achievements and performance for the reporting year

The Union has published a 2017/18 Impact Report which can be viewed on the Union's website, [www.qmsu.org/union](http://www.qmsu.org/union).

### 4.1. Achievements and performance for the key objectives in the Strategic Plan 2020

Aim	Achievements
1	5,160 students voted in the Students' Union Spring elections. 10,350 students attended the Welcome Fair. 63% of student group committees are satisfied with the Students' Union processes.
2	440 Course Reps in post across the university, up 32% on the previous year. 937 nominations received for the Education Awards. 100 students assisted through the Graduation Fund. 662 1 <sup>st</sup> year students had mentors through the Buddy Scheme. 82% of Course Representatives feel recognised as partners by the University.
3	85% of students involved in Students' Union-led activities feel part of a community.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

	<p>88% of volunteers feel their contributions have been recognised by the Students' Union. 93% of Sport members feel their Club is accessible. 95.5% of Sport members had a good experience as part of Club Sport. 6157 students are a member of a Society. 2,278 students are a member of a Sports Club. 1,249 individual students engaged in the Get Active programme.</p>
4	<p>90% of students feel they have gained skills through their involvement in Students' Union activities. 70% of Skills Award participants feel more confident about their future after participating in the Skills Award. 91% of students involved in Volunteering feel they have made a positive impact on the local community. 962 students volunteered in the local community. 10,735 attendances by members of the community at Community Sport sessions. 60% of students think the Students' Union takes its social impact seriously. 165kg of CO2 saved through our 'Too Good to Go' App.</p>
5	<p>223 student staff employed by the Students' Union. 2,680,338 views on the website. £58,504 generated through advertising sales and NUS Extra commission. 89% of students understand that profits from the Students' Union's commercial services are re-invested. 75% of our staff are "proud" to work for the Students' Union.</p>

### 4.2. Other achievements and performance in the reporting year

The Joint Sport Strategy Working Group is representative of key stakeholders and considered student views through surveys and a broad range of reports. The discussions also considered existing pressures, such as rapidly increasing costs, breaking barriers to accessing physical activity, widening participation and cross-campus matters. The University and the Board of Trustees agreed to a Joint Sport Strategy, the following captures the direction;

#### Our mission

'To inspire our University community to engage in sport and activity, to enhance their student experience and physical and mental well-being, making life long changes.'

#### Our vision

To work together to deliver a diverse and inclusive sporting offer for all by enhancing and broadening the sporting pathway at QMUL, combining top quality education with an excellent sporting experience, and making sport a fundamental part of the student experience at QMUL.

#### Our values

- Sport at QMUL will aim to be diverse and inclusive, by ensuring that we attract engagement from all aspects of the population of the University, increasing participation levels.
- Sport at QMUL will aim to inspire our students to realise their full potential, promoting high levels of ethical and professional behaviour.
- To actively encourage engagement and the development of partnerships and communities both internally and externally.
- To provide a productive, affordable, sustainable sporting offer.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

### FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

---

- Develop a sustainable model of sport and activities at QMUL, by investing in our sporting future, creating a productive, affordable and responsible sporting offer which is inclusive and accessible for all.

#### **Our commitment to sustainability**

Collaborative work across the entire organisation has led to a number of significant improvements to our sustainability. Our commercial outlets have continued to use the Too Good to Go app in an effort to result the amount of food waste, and the introduction of new reusable mugs have already seen a significant reduction in the amount of single-use paper cups being used every day. Since the introduction of the reusable mugs and an increased 'Bring Your Own Mug' discount to 20% since September 2017, the Learning Café saw 9,977 transactions with people bringing their own mug, with Ground seeing 7,666-saving over 17,643 single-use paper cups going to waste.

#### **Welcome Fair**

Our Welcome Fair is hosted over the course of two days in Welcome Week and is designed to showcase our hundreds of Student Groups and the services and activities we have to offer as a Students' Union. The 2017 fair saw over 10,300 people pass through the event over the course of the two days and featured performances, showcases and demonstrations from Clubs and Societies at multiple performance locations.

#### **Volunteering**

Over 1,000 students volunteered through our Volunteering service, with 3,000 volunteer hours recorded by student-led Volunteering Groups and over 200 students winning Volunteering Hours Awards. We overhauled our Volunteering Newsletter to incorporate images and content that are more engaging and encouraged students to get involved through our annual Volunteer and Health Volunteer Fairs. January saw the introduction of our first ever Volunteering Week, led by our Volunteering Officer.

#### **The Hive Becomes the Nest**

Following feedback from students, in 2018, the University handed management of the Hive communal space to the Students' Union following a full refurbishment. Students had highlighted the need for more flexible social learning space, where they can work alone or collaboratively on group projects and assignments. The new facilities include more soft seating, group study pods, a greater number of small and large group work desks, and individual workstations for independent study. The space also includes vital new space for Friday Prayer, following years of lobbying from Executive Officers and students.

**Engagement in Societies continues to grow** and such an important aspect of student life. Over the past three years, affiliated societies have grown by 18%, from 221 in 2014/15 to 262 in this academic year. It's encouraging to see academic societies, right at the heart of our charitable objects, have grown from 21 in 2014/15 to 62 affiliated groups, nearly triple the amount.

#### **Financial Review**

##### **4.3. Principal sources of funding**

The principal sources of funding for the reporting year, on a consolidated basis, were grant funding (comprising the core grant from QMUL and grants from third parties) and trading income from QMSU Services Limited. As noted in 2.5 above, QMUL has also provided premises and additional services to support the activities of the Union and QMSU Services Limited. An amount equal to the estimated value of the premises and support services is included in the Consolidated Statement of Financial Activities (SOFA) both as grant income, as corresponding expenditure allocated and as donated services and facilities to relevant charitable activities as indicated in the notes to the financial statements. The Trustees would like to thank QMUL for its continued support of the Union's work in carrying out its charitable objects.



# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

---

### 4.4. Income and expenditure

As shown in the SOFA, total incoming resources for the operating year, on a consolidated basis, were £6.610m (2017: £6.596m). Grant funding totalled £2.576m (2017: £2.420m). Income generated by QMSU Services Limited totalled £3.983m (2017: £3.881m). Student activity income contributed £441k (2017: £487k) through Clubs and Societies, student events, Recreational Sport income and RAG.

Also as shown in the SOFA, total resources expended in the operating year, on a consolidated basis, were £6.630m (2017: £6.613m). QMSU Services Ltd Gift Aid was £145,212. Charitable activity costs totalled £2.587m (2017: £2.632m) including student activity costs of £1.568m (2017: £1.605m), student representation and communication costs of £772k (2017: £767k), and volunteering costs of £175k (2017: £187k). All such costs include both direct costs and apportioned overheads. Note 13 to the financial statements indicates the allocation of support costs across the range of charitable activities, and the basis on which such allocation is made.

The SOFA indicates, on a consolidated basis, a net outflow of funds of £14k. This compares with a net outflow of funds of £12k for the preceding reporting year.

### 4.5. Financial position and reserves

As at 31<sup>st</sup> July 2018, as indicated on the consolidated balance sheet, net current assets were positive on a consolidated basis (£58k) and in the Union negative £2k.

As at 31<sup>st</sup> July 2018, also as indicated on the consolidated balance sheet, consolidated reserves in aggregate, stood at £287k (2017: £301k). On a consolidated basis, designated funds totalled £540k (2017: £473k) and restricted funds (comprising principally capital grants) stood at £293k (2017: £275k). The consolidated general reserve balance, however, was in deficit of £546k (2017: £447k in deficit).

The overall financial position at the balance sheet date reflects what will be a continuing reliance of the Union and of the Group on the support of QMUL. QMUL has indicated its willingness to continue its support for the Union, both through grant funding for the year to 31<sup>st</sup> July 2018 and by not pressing for the repayment of the current loan and indebtedness arrangements for at least 12 months from the signing of the 2018 accounts.

The reserves policy has been developed, and will be reviewed as necessary, by the Union's Trustees, taking into account:

- the Charity Commission's guidance in *Charity Reserves - building resilience*;
- the Union 2020 Strategic Plan;
- the Union Group 5-year Financial Plan 2016/20, as revised from time to time;
- the Risk Registers of both the Union and QMSU Services Limited with specific reference to financial risks, as revised from time to time;
- the latest reports and accounts for both the Union on a consolidated basis and QMSU Services Limited;
- current annual budgets for both the Union and QMSU Services Limited;
- current year management accounts prepared at minimum on a quarterly basis.

The current Union Group 5-year Financial Plan indicates that in the absence of progress in key areas, the Union Group is unlikely to achieve any significant improvement in annual surpluses and its general reserve is likely to continue in deficit.

To ensure the Union Group's longer-term sustainability, the Union Group will:

- pursue income-generating opportunities, particularly through increased commercial activity including provision to external users;

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

---

- work with its parent institution, Queen Mary University of London (QMUL), to secure improved financial and other support commensurate with other students' unions of Russell Group universities and with international collaborative provision;
- QMUL has, in principle, agreed to increasing the Block Grant annually to cover annual cost of living increase, subject to conditions;
- The MOA between QMUL and the Union now includes an agreed process and format for an annual review of the Block Grant.

Historically, QMSU Services Limited has 'gift-aided' its annual surplus to the Union to be used in the Union's service provision, restricting QMSU Services Limited's ability to develop and invest in the enhancement of its provision.

To further ensure the Union Group's longer-term sustainability, the Union's Trustees consider it prudent to work towards eliminating the current general reserves deficit and thereafter towards building reserves in the Union in order to:

- sustain service provision at a level appropriate to meet the needs and expectations of its increasing number of members;
- enable investment in facilities and equipment to enhance service provision;
- enable key activities to be maintained where appropriate, taking into account identified financial risks.

In line with recommended best practice, the trustees feel that it is important that the Union benchmarks its financial position in reference to 'free reserves' rather than unrestricted reserves. As such, the Union's reserves, in the context of a reserves policy, are unrestricted funds which are freely available to spend on any of the Union's charitable purposes. They therefore do not include restricted or designated funds (though holding such funds may influence the Union's reserves policy from time to time).

Free reserves are calculated as being unrestricted reserves, less fixed assets, plus the creditors due to the University in over 1 year. General reserves are the only unrestricted reserves. The table below shows consolidated 'free reserves' as at 31 July 2018 compared to 31 July 2017:

	July 2018	July 2017
	£k	£k
General Reserves	(546)	(448)
Fixed Assets	191	233
University Creditor > 1 Year		84
Total Free Reserves	(737)	(597)

The Union will continue to work towards eliminating the current general reserves deficit and thereafter towards building an appropriate level of reserves on the basis of budgeting surpluses in the coming years of no less than £50k per year.

#### 4.6. Risk management

During the reporting year, a number of new risks were added to the risk register, including business interruption resulting from construction work in Godward Square, the UCU Strike, and the opening of the QMUL Gozo Campus (the main issues concerned who was responsible for student activities, including health and safety and risk assessment, and who should be responsible for funding them). A special risk register was prepared to assess the risks associated with a month-long student occupation of a University building, and measures were put in place for their mitigation.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

### FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

---

The major risks the Union or QMSU Services Limited were exposed to, as identified by the Trustees, were reviewed and systems and procedures were established to manage those risks, including:

- Failure to operate at surplus adversely affecting sustainability;
- (Services) impact of current trading conditions:
  - In the continuing difficult economic climate, there will continue to be significant challenges in securing adequate funding to meet members' expectations of the Union's core provision. The ability to support the Union's provision, through QMSU Services Limited's commercial operations, may be adversely affected in the current trading conditions and by continued pressure on the "student pound". Other funding sources are regularly being explored and opportunities are being taken to increase income streams.
- (Services) inadequate maintenance and renewal provision:
  - The Company has progressed with reducing the exposure relating to maintenance through the QMUL Estates and Facilities Service Level Agreement.
- (Services) impact from QMUL campus development;
- (Services) impact on BLSA building of adjacent development:
  - The Students' Union to have representation on all capital project boards across the University.

During the course of the year, it was apparent that the Audit and Risk Committee did not have a sufficiently prominent role. Following discussion between the CEO and the Company Secretary, it was suggested that in future, the updating and detailed consideration of the Risk Register should be the responsibility of the Audit and Risk Committee, who should then report with recommendations to the Boards of both QMSU and QMSU Services Limited. Membership of the Audit and Risk Committee should be revised to include representation from the Board of QMSU Services Limited and there should be a single combined Corporate Risk Register, recognising that the financial performance of QMSU Services Limited has potential for a significant impact upon the income of QMSU, and policies passed by QMSU have the potential for significant impact upon the financial performance of QMSU Services Limited. There should also be a designated manager for each identified risk, in addition to the risk owner, who would be responsible for implementing any agreed mitigating actions and reporting on their impact. The timing of Audit and Risk Committee meetings should be revised so that the Committee was able to be more pro-active in making recommendations to the Boards, rather than reactively reviewing items referred to it. It was agreed that the effectiveness of the Audit and Risk Committee should be reviewed, and its Terms of Reference should be revised to enable the above to be enacted. It was agreed that proposals to implement the above would be brought to the Board of Trustees at the beginning of its next cycle of meetings.

#### 5. Affiliations

During the reporting year, the Union was affiliated to the organisations listed below. The annual affiliation fees payable are as indicated:-

<b>Organisation</b>	<b>Subscription</b>
National Union of Students (NUS)	£53,253.03
British Universities and Colleges Sports (BUCS)	£7,240.65
London Nightline	£1,613.50
Student Radio Academy	£72.00
UK Council for International Student Affairs (UKCISA)	Free

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## TRUSTEES' ANNUAL REPORT (CONTINUED)

*FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018*

---

### 6. Plans for the future

The aims which were developed after extensive consultation with the membership are:

Theme 1:	Student Voices.
Theme 2:	Education and Welfare.
Theme 3:	Opportunities and Communities.
Theme 4:	Student Futures.

Our strategic promises are:

1. We will make sure that students' voices are heard, valued and acted upon.
2. We will support students' education and welfare, so each student has the opportunity to fulfil their potential.
3. We will create and support social, cultural and recreational activities so that students feel part of a community.
4. We will empower students to shape their own future.
5. We will build a strong and efficient Students' Union that is ready to deliver for students.

Key objectives for the year 2018/19 in furthering those aims are:

- Undertake a democracy review to improve transparency and ease access for students to engage with the Union and make sure their voice is heard.
- To work closely with the University preparing for the teaching excellence framework.
- To develop a new community sport social cohesion programme to support student groups to plan and deliver sustainable projects which use sport as a vehicle to tackle key social issues within the local community of Tower Hamlets and beyond.
- To develop case for capital investment into a Health and Fitness Centre expansion to:
  - Improve physical and mental well-being.
  - Inspire individual development.
  - Enhance the sense of community .
  - Enable growth of sustainable sports programmes.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

*FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018*

---

### STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Annual Report (including the Strategic Report) and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to companies and charities in England and Wales requires the Charity Trustees (who are also directors of the Company for the purposes of Company law) to prepare consolidated financial statements for each financial year which give a true and fair view of the state of affairs of the Group and the Charitable Company and of the Group's incoming resources and resources expended (including its income and expenditure) for that period. In preparing these financial statements, the Trustees are required to:-

- select suitable accounting policies and apply them consistently;
- make judgments 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 a going concern basis unless it is inappropriate to presume that the Charitable Company will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charitable Company and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the Charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that, in the case of each of the persons who are Trustees at the date of this report, the following applies:-

- so far, as each Trustee is aware, there is no relevant audit information (information needed by the Charitable Company's auditors in connection with preparing their report) of which the Charitable Company's auditors are unaware;
- each Trustee has taken all the steps necessary to make herself/himself aware of any relevant audit information and to establish that the Charitable Company's auditors are aware of that information.

Approved by The Board of Trustees on 11 April 2018 and signed on its behalf by:

**Ahmed Mahbub**  
**Union President and Chair of the Board.**

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

*FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018*

---

### Opinion

We have audited the consolidated financial statements of Queen Mary, University of London Students' Union (the Charitable Company and the group) for the period ended 31st July 2018 which comprise the consolidated Statement of Financial Activities (including the income and expenditure account), the balance sheets, the cashflow statement and the related notes. 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) including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 31 July 2018 and the group's surplus or deficit for the year 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 Companies Act 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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group 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 group's or the parent charitable company'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 trustees' annual report, other than the financial statements and our auditor's report 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.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018**

---

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report and strategic report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report and strategic report) have been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the group and the parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report (incorporating the directors' report and strategic report).

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of the governors**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they 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.

In preparing the financial statements, the trustees are responsible for assessing the group's and the parent charitable company'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 governors either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's 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 an auditor's report 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: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/s/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018**

---

This report is made solely to the Charitable Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charitable Company's members those matters which 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 Charitable Company and the Charitable Company's members, as a body, for our audit work, this report or the opinion we have formed.

**Mr Mark Cummins FCCA (Senior Statutory Auditor)**  
for and on behalf of



Statutory Auditors  
Office: Steyning, West Sussex

Dated:



# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING THE INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

	Notes	-----Unrestricted Funds-----			Total 2018 £	Total 2017 £
		General Fund 2018 £	Designated 2018 £	Restricted Fund 2018 £		
<b>INCOME FROM</b>						
<b>Charitable Activities</b>						
Student Activity	6	69,642	329,399	41,786	440,827	487,389
Student Media		-	-	-	-	320
Grant income	3	2,245,035	200,279	131,142	2,576,456	2,420,536
<b>Other trading</b>						
Sponsorship and Marketing Income	4	46,554	-	-	46,554	42,692
Subsidiary Company Income	5	3,542,806	-	-	3,542,806	3,643,793
		3,577	-	-	3,577	1,276
<b>Investment Income</b>						
Total income		5,907,614	529,678	172,928	6,610,220	6,596,006
<b>EXPENDITURE ON</b>						
<b>Raising Funds</b>						
Communication and Marketing	7	189,056	-	-	189,056	182,634
Subsidiary Company Expenditure	5	3,850,967	-	2,399	3,853,366	3,798,386
		4,040,023	-	2,399	4,042,422	3,981,020
<b>Charitable Activities</b>						
Student Activity	6	974,008	462,767	131,560	1,568,335	1,605,003
Student Media	8	71,906	-	-	71,906	72,011
Volunteering	9	174,673	-	-	174,673	187,408
Student Representation & Communication	10	752,390	-	19,823	772,213	767,604
		1,972,977	462,767	151,383	2,587,127	2,632,026
Total expenditure		6,013,000	462,767	153,782	6,629,549	6,613,046
<b>Movement in fair value of Investments</b>	17	5,040	-	-	5,040	4,848
<b>Net income/(expenditure)</b>		(100,346)	66,911	19,146	(14,289)	(12,192)
<b>Transfers</b>	21	1,753	-	(1,753)	-	-
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		(98,593)	66,911	17,393	(14,289)	(12,192)
<b>Reserves Brought Forward</b>		(447,635)	473,054	275,408	300,827	313,019
<b>RESERVES CARRIED FORWARD</b>	21	(546,228)	539,965	292,801	286,538	300,827

All recognised gains and losses are reflected through the SOFA.

All transactions noted above derive from continuing operations.

Of the deficit of £14,289 recorded above, a deficit of £148,752 is dealt with in the parent Charitable Company. The total deficit includes a prior year accumulative deficit of £100,617.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## BALANCE SHEETS

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

		Consolidated		Union	
		2018	2017	2018	2017
		£	£	£	£
<b>FIXED ASSETS</b>	16	<b>190,980</b>	232,649	<b>67,322</b>	84,989
<b>INVESTMENTS</b>	17	<b>37,248</b>	32,208	<b>37,249</b>	32,209
<b>CURRENT ASSETS</b>					
Stock		<b>78,003</b>	81,677	-	-
Debtors and Prepayments	18	<b>342,492</b>	90,932	<b>247,181</b>	32,079
Cash at Bank and in Hand		<b>701,801</b>	<u>687,974</u>	<b>588,025</b>	<u>729,721</u>
		<b>1,122,296</b>	860,583	<b>835,206</b>	761,800
<b>CREDITORS</b>					
Due within one Year	19	<b>(1,063,986)</b>	(741,047)	<b>(837,659)</b>	(694,724)
<b>NET CURRENT ASSETS</b>		<b>58,310</b>	119,536	<b>(2,453)</b>	67,076
<b>CREDITORS: Due after more than one year</b>	20	<b>-</b>	(83,566)	<b>-</b>	(83,566)
		<b>286,538</b>	<u>300,827</u>	<b>102,117</b>	<u>100,617</u>
<b>FINANCED BY:</b>					
<b>FUNDS</b>					
<b>Restricted Funds</b>		<b>292,801</b>	275,408	<b>285,601</b>	265,810
<b>Unrestricted Funds</b>					
General Reserve		<b>(546,228)</b>	(447,635)	<b>(723,451)</b>	(638,247)
Designated Funds		<b>539,965</b>	473,054	<b>539,965</b>	473,054
	21	<b>286,538</b>	<u>300,827</u>	<b>102,117</b>	<u>100,617</u>

Approved by the Board of Trustees on 11 April 2019 and signed on their behalf by :

**Ahmed Mahbub**  
Union President and Chair of the Board

**Mike Wojcik**  
Chief Executive

Registered Charity Number: 1147786  
Company Registration Number: 08092471

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## CONSOLIDATED CASH FLOW STATEMENT

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

	Notes	2018	2017
		£	£
<b>NET CASH INFLOW FROM OPERATING ACTIVITIES</b>	25	<b>145,569</b>	325,711
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Investment Income		3,577	1,276
Interest Paid		(2,459)	(3,340)
Payments to acquire tangible fixed assets	16	(49,295)	(151,579)
Capital Grant Received		-	37,147
		<b>(48,177)</b>	(116,496)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Loan Repayment	19	(83,565)	(83,565)
<b>Increase/(Decrease) in Cash</b>		<b>13,827</b>	125,650
Cash and cash equivalents at start of year		<b>687,974</b>	562,324
Cash and cash equivalents at end of year		<b>701,801</b>	687,974

All cash held consists of cash and cash equivalents.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

---

### 1 Statutory information

QMUL Students' Union (QMSU) is a Charitable Company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found in the Trustees' Report (incorporating the Strategic Report).

### 2 Accounting policies

#### (a) Basis of preparation

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 (FRS102) (effective 1 January 2015) – Charities SORP (FRS102) and the Companies Act 2006.

QMSU meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about QMSU's ability to continue as an ongoing concern. The Union has relied on the continued support of Queen Mary University of London (QMUL), which in a letter dated November, 2018 has guaranteed continued support for at least 12 months from the date of signing these financial statements. On this basis, the Trustees consider it appropriate to prepare the financial statements on a going concern basis. Although the Union works closely with QMUL, the Union is a separate legal entity operating independently from the University.

#### (b) Fixed assets and depreciation

Tangible fixed assets are stated at historic purchase and cost less accumulated depreciation. Cost includes the original purchase price of the asset and the costs attributable to bringing the asset to its working condition for its intended use. Depreciation is calculated to write off the cost of fixed assets on a straight line basis over the expected useful lives of the assets as follows:

Building Works	5 to 10 years
Trading Equipment	5 years
Union Equipment	4 years

#### (c) Investments

Investments other than the £1 share in QMSU Services Limited are stated at fair value. The share in QMSU Services Limited is disclosed at cost.

#### (d) Stocks

Stocks are valued at the lower of cost and net realisable value on a weighted average basis, with a 5% provision for slow moving stock.

#### (e) Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments. The Trustees seek to use short and medium-term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

#### (f) 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.

#### (g) Debtors

Trade and other debtors are recognised at settlement amount due.

#### (h) Recognition of income

- (i) Financial assistance in the form of grants from Queen Mary University of London is accounted for in the period to which it relates.
- (ii) Donations are accounted for in the Statement of Financial Activities when the Union becomes entitled to receive them, they are measurable and it is possible that they will be received.
- (iii) Donated services and facilities provided by Queen Mary University of London are recognised as both income and expenditure.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

---

(h) **Recognition of income (continued)**

Queen Mary University of London (QMUL) provides the premises from which the Union and QMSU Services Limited operate their respective services and activities. Those premises include the Students' Union Hub, Union Shop, the Village Shop and Ground café on Mile End campus, the Griff Inn Bar & Kitchen, the BLSA Box Office and the remainder of the BLSA building on the Whitechapel campus, and the Shield Café and the Fitness to Practice gym located in Charterhouse Square. QMUL is responsible for agreed matters relating to the premises, including maintenance of the fabric of the buildings, plant and machinery, and fixtures and fittings, payment of utility and insurance costs. The Qmotion premises and Drapers Bar & Kitchen are held by QMSU Services Limited under lease from QMUL. QMUL also provides support services in a number of areas including human resources, campus security and other campus provision, health and safety, insurance, buildings works project management, provision of ad hoc space, and the hosting of the Union's and QMSU Services Limited's accounting records on its accounting systems.

The value of the premises and support services provided by QMUL is estimated by reference to the amounts payable by QMSU Services Limited under its lease of the Qmotion premises and Drapers Bar & Kitchen, by way of inclusive rent, and under the contractual arrangements for the Learning Café, by way of charges for use of the premises, taking into account the location and relative size of the premises concerned and the nature of their occupancy. Where the provision of support services has involved regular QMUL staff time, an estimate of salary costs for time spent has been included. Sums have been included for support and services provided on an ad hoc basis, based on an estimate of the amounts which would be payable for such provision by independent third parties.

An amount equal to such estimated value is included as income in the statement of financial activities as a grant and is indicated as donated services and facilities in Note 3.

- (iv) Bar, café, retail and entertainments income is credited to income on a receivable basis.
- (v) Gym membership subscriptions are credited to income over the duration of the subscription period.
- (vi) Investment income is credited on a receivable basis whereas realised and unrealised gains on investments are reflected through the Statement of Financial Activities.

(i) **Grants to fund the acquisition of fixed assets**

Capital grants received to fund fixed assets are accounted for in the Statement of Financial Activities as restricted income when the Union becomes entitled to receive them. Depreciation of the related fixed assets is charged against the restricted fund.

(j) **Expenditure**

Expenditure is recognised on an accruals basis. Costs of raising funds consist of costs incurred by the subsidiary trading company and the costs of marketing and communication. Charitable activities costs reflect the costs of services provided for students and are analysed between student activity, communications and marketing, student media, volunteering and student representation and communication. Governance costs reflect costs incurred to achieve sound governance and compliance with legal and regulatory requirements. These costs include costs of strategic planning, management and organisation costs including legal advice and audit fees. The costs recorded under charitable activities include both direct costs and support costs. Support costs, i.e. costs incurred in support of a range of charitable activities, are allocated to the various charitable activities on the basis of permanent staff costs. Irrecoverable VAT is expended through the SOFA as incurred.

An amount equal to the estimated value of premises and support services provided by QMUL, is included as expenditure in the Statement of Financial Activities, allocated to relevant charitable activities, as donated services and facilities, as indicated in the notes below. Such allocation is made by reference to the extent to which such activities are considered to benefit from such provision and payment.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

---

(k) **Pension schemes**

As described in Note 15, pension costs relate to recharges of pension costs incurred in relation the staff employed by Queen Mary University of London (QMUL) working for QMSU and QMSU Services Ltd. The recharges relate to two defined benefit pension schemes, the Superannuation Arrangements of the University of London (SAUL) and the Universities Superannuation Scheme (USS). Both are multi-employer schemes where the share of assets and liabilities attributable to each employer cannot be allocated on a systematic basis. Pension costs are therefore accounted for on a defined contribution basis as permitted by section 28 of FRS102 and are recharged to the company accordingly.

(l) **Fund accounting**

General funds consists of funds freely available which may be applied by the Trustees at their discretion in furtherance of the Union's charitable objects.

Designated funds represent general funds earmarked by the Trustees for specific purposes.

Restricted funds are those funds which are subject to donor imposed restrictions and may only be applied in accordance with those restrictions.

(m) **Consolidation**

The financial statements consolidate the results and net assets of the Union and QMSU Services Limited, the Union's wholly-owned subsidiary. Uniform accounting policies are applied across the group with the elimination of profits/losses on intra group transactions upon consolidation. QMSU Services Limited is incorporated in the United Kingdom. Its principal activities are operating a health and fitness centre, bars, cafés, shops and entertainments. The Union holds one ordinary share of £1 in the investment.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 3. Grant Income

	-----2018-----				2017 Total £
	Unrestricted £	Designated £	Restricted £	Total £	
<b>Queen Mary University of London</b>					
Revenue Grants	1,874,231	200,279	97,800	2,172,310	1,923,529
Donated Services and Facilities	370,804	-	-	370,804	360,004
Capital Grants	-	-	-	-	37,147
	<b>2,245,035</b>	<b>200,279</b>	<b>97,800</b>	<b>2,543,114</b>	<b>2,320,680</b>
<b>Community Campus Fund</b>	-	-	26,586	26,586	29,432
<b>Sport England</b>	-	-	6,756	6,756	70,424
	<b>2,245,035</b>	<b>200,279</b>	<b>131,142</b>	<b>2,576,456</b>	<b>2,420,536</b>

### 4. Sponsorship and Marketing Income

	2018 £	2017 £
Sponsorship and Marketing	16,517	14,534
Freshers' Fair	30,037	28,158
	<b>46,554</b>	<b>42,692</b>

### 5. QMSU Services Limited

	Income £	Expenditure £	Total 2018 £	Total 2017 £
<b>Trading Activities</b>				
Gym	784,149	(422,443)	361,706	209,500
Bars	840,380	(603,641)	236,739	137,363
Retail	911,467	(818,706)	92,761	73,679
Cafes	1,167,646	(811,059)	356,587	259,168
Entertainments	161,663	(64,200)	97,463	34,575
NUS Card Sales	38,864	(19,758)	19,106	17,819
Other	78,622	(3,079)	75,543	68,977
	<b>3,982,791</b>	<b>(2,742,886)</b>	<b>1,239,905</b>	<b>801,081</b>
Less amounts reflected in grants	(439,985)	-	(439,985)	(226,879)
Total Administrative Costs	-	(1,110,480)	(1,110,480)	(728,795)
	<b>3,542,806</b>	<b>(3,853,366)</b>	<b>(310,560)</b>	<b>(154,593)</b>

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 5. QMSU Services Ltd. (continued)

QMSU Services Limited (company number 06677304) is a wholly-owned subsidiary of the Union set up in August 2008 to develop the commercial operations of the Union's unincorporated predecessor. The accounts of QMSU Services Limited for the year ended 31<sup>st</sup> July 2018 disclose a surplus before gift aid of £131,824. This result is stated after the amortisation of deferred capital grants with the amount credited to the income and expenditure account amounting to £2,399. In the Union's consolidated accounts however, deferred capital grants are disclosed as restricted funds. Therefore, no release to the revenue account arises. The registered office address is the same as the parent.

### 6. Student Activity

	2018	2017
	£	£
<b>Income</b>		
Students' Events Income	21,579	18,827
Recreational Sport Income	23,759	32,489
Other Income	24,304	7,484
Student Activity Groups Income	329,399	298,897
RAG Income	41,786	129,692
	<u>440,827</u>	<u>487,389</u>
<b>Expenditure</b>		
Events Direct Costs	34,094	18,941
Student Activity Groups	153,532	151,821
	Grant funded	
	Self-generated funds	
Student Development	897	142
Wages and Salaries (Note 12)	309,146	207,025
Insurance	9,975	8,826
Training	16,336	5,062
Affiliation Fees	7,588	7,732
Other Expenditure	41,741	16,625
Donated Services and Facilities	244,731	237,603
Support Costs (Note 13)	309,500	272,219
<b>Costs charged against Restricted Funds-</b>		
Sport England	5,003	118,079
Community Campus	18,985	21,846
QM Annual Fund	5,805	32,113
Employability	2,030	3,997
Student Experience	5,405	3,004
Depreciation of Equipment	5,910	10,057
RAG Costs and Donations	41,165	143,629
Westfield Trust	24,658	8,154
New Grant	13,983	29,574
Drapers	-	882
Buddy Scheme	8,616	36,952
	<u>1,568,335</u>	<u>1,605,003</u>

Student Activity Groups are listed in Appendix 1.



# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 7. Communication & Marketing Expenditure

	2018 £	2017 £
Staff Salaries and Wages (Note 12)	130,340	131,272
Freshers' Fair	14,188	10,106
Publicity & Marketing	10,440	11,782
Depreciation on Equipment	3,576	4,166
Other Expenditure	7,546	3,998
Information Technology	22,966	21,310
	<u>189,056</u>	<u>182,634</u>

### 8. Student Media Expenditure

	2018 £	2017 £
Staff Salaries and Wages (Note 12)	24,065	22,215
Radio & Media	11,110	8,628
Student Development	1,592	915
Events	864	536
Depreciation on Equipment	-	445
Donated Services and Facilities	10,385	10,061
Support Costs (Note 13)	23,890	29,211
	<u>71,906</u>	<u>72,011</u>

### 9. Volunteering Expenditure

	2018 £	2017 £
Salaries & Wages (Note 12)	77,628	71,364
Volunteering Expenses	5,015	3,794
Publicity & Marketing	3,314	4,692
Depreciation	-	1,429
Other Expenditure	902	1,833
Donated Services and Facilities	10,753	10,459
Support Costs (Note 13)	77,061	93,837
	<u>174,673</u>	<u>187,408</u>

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 10. Student Representation & Communication Expenditure

	2018	2017
	£	£
Staff Salaries and Wages (Note 12)	271,769	248,368
Affiliation Fees	62,490	53,933
Student Development	2,988	3,384
Printing & Stationery	2,301	4,949
Cleaning (excluding staff costs)	12,886	-
Depreciation on Buildings & Equipment	17,956	9,045
Finance Charges	10,006	11,262
Equipment	975	1,347
Hospitality	298	264
Staff Training	1,679	1,340
Other Expenditure	9,112	5,249
Donated Services and Facilities	109,967	101,881
Support Costs (Note 13)	269,786	326,582
	<u>772,213</u>	<u>767,604</u>

### 11. Governance Costs

	2018	2017
	£	£
Salaries & Wages (Note 12)	619,782	411,461
Legal and Professional	10,618	51,156
Audit	11,906	19,861
Staff Training	1,040	15,403
Board Meeting and Trustee Expenses	989	8,939
Finance	5,176	3,400
Hospitality	785	2,449
Publicity & Marketing	1,007	258
Welfare	330	4,833
Elections	-	4,781
Affiliations	70	70
Recruitment	-	3,200
	<u>651,703</u>	<u>525,811</u>

#### Governance Costs declared in the Financial Statements as follows:

Charity	380,467	367,821
Subsidiary Company	271,236	157,990
	<u>651,703</u>	<u>525,811</u>

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 12. Staff Costs

	2018	2017
	£	£
<b>Permanent staff</b>		
Gross Salaries	2,011,887	1,804,798
Employers N.I.	200,958	166,189
Employers Pension	225,974	192,624
Apprenticeship Levy	9,508	2,887
<b>Sabbatical Officers</b>		
Gross Salaries	103,455	98,000
Employees NI	9,299	8,801
Employees' Pension	8,211	5,856
<b>Part Time Students</b>		
Gross Salaries	810,019	625,346
Employees NI	10,626	6,910
Employees' Pension	5,736	3,475
Apprenticeship Levy	4,142	1,074
<b>Total Staff Costs</b>	<b>3,399,815</b>	<b>2,915,960</b>
<b>Allocated as Follows:</b>		
Communication & Marketing (Note 7)	130,340	131,272
QMSU Services Limited Total	2,005,207	1,628,479
QMSU Services Limited included in Governance Costs (Note 11)	(265,531)	(151,414)
Student Activity (Note 6)	309,146	207,025
Sport England Fund	-	77,589
Student Media (Note 8)	24,067	22,215
Volunteering (Note 9)	77,628	71,364
Student Representation & Communication (Note 10)	271,769	248,368
Buddy Scheme Fund	8,511	24,882
Governance (Note 11)	619,782	411,461
Support Staff Costs (Note 13)	218,896	244,719
	<b>3,399,815</b>	<b>2,915,960</b>

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

---

### 12. Staff Costs (continued)

The average full-time equivalent number of permanent staff during the period was 68 (2017:68).

The average full-time equivalent number of student staff during the period was 40 (2017:35).

The average full-time equivalent number of staff during the period was 108 (2017:103).

The monthly average number of permanent staff during the period was 74 (2017:71).

The monthly average number of student staff during the period was 169 (2017:159).

The monthly average number of staff during period was 243 (2017:230).

Two members of staff earned in excess of £60,000. These salaries fell in the range £70,000 - £80,000 and £90,000 - £100,000 (2017: one member of staff in the range of £90,000 - £100,000).

Pension contributions paid on behalf of these members of staff amounted to £25,632 (2017: £14,452).

The key management personnel during the year were the Chief Executive and Deputy Managing Director.

Their total remuneration was £184,581 (2017: £141,613).

Permanent staff (both full-time and part-time), except for the Union's four Executive (Sabbatical) Officers, are employees of Queen Mary University of London and are recharged at cost to the Union or to QMSU Services Limited, as appropriate. Casual (student) staff hold joint contracts of employment with Queen Mary University of London and the Union and are similarly recharged at cost. The Union's Executive (Sabbatical) Officers are employees of the Union.

During the year an ex-gratia payment of £1,743 was made following a review of staff structure.

### Trustees' emoluments

Trustees, other than Officer Trustees also known as Executive (Sabbatical) Officers, are not remunerated. Amounts charged in the accounts and paid to the four Officer Trustees during the year amounted to £120,965 (2017: £112,657). £8,211 pension contributions were paid on behalf of the Officer Trustees (2017: £5,856). During the year no trustee was reimbursed any expenditure (2017: £399).

The following amounts have been charged as emoluments to the Officer Trustees:

	<b>2018</b>
	<b>£</b>
Yasir Yeahia	<b>32,060</b>
Ahmed Mahbub	<b>32,036</b>
Mary Ojo	<b>28,230</b>
Rakin Choudhury	<b>28,639</b>
	<hr/> <b>120,965</b> <hr/>

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 13. Support Costs

	2018	2017
	£	£
Governance (Note 11)	651,703	525,811
Salaries and Wages (Note 12)	218,896	244,719
Irrecoverable VAT	55,631	65,328
Depreciation on Buildings & Equipment	91,245	210,345
Information Technology	3,634	23,827
Finance Charges	46,102	53,192
Staff Training	8,432	14,284
Printing & Stationery	13,349	15,593
Telephone & Postage	5,481	5,466
Legal & Professional	445	435
Hospitality	4,829	5,300
Insurance	36,699	32,866
Operational Costs	83,021	-
Licences	48,678	45,641
Security Costs	61,750	-
Lease & Rentals	132,963	128,206
Cafes Profit Share	61,622	53,173
Cleaning	213,885	-
Publicity & Marketing	7,178	7,055
Maintenance	40,660	11,125
Other Expenditure	4,515	8,278
	<u>1,790,718</u>	<u>1,450,644</u>

Support Costs are declared in the Financial Statements as follows:

Charity	680,237	721,849
Subsidiary Company	1,110,481	728,795
	<u>1,790,718</u>	<u>1,450,644</u>

Charity Support Costs are apportioned to Charitable Activities as follows:

Student Activity (Note 6)	309,500	272,219
Student Media (Note 8)	23,890	29,211
Volunteering (Note 9)	77,061	93,837
Student Representation & Communication (Note 10)	269,786	326,582
	<u>680,237</u>	<u>721,849</u>

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

***FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018***

---

Support costs have been allocated based on the cost of permanent staff in the various activities. Operational costs include disposables and other operational expenditure. Cleaning, Security and Operational costs were included in cost of sales in previous years.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 14. Comparative funds – Statement of Financial Activities for the year ended 31 July 2017

-----Unrestricted Funds-----					
	Notes	General Fund 2017 £	Designated 2017 £	Restricted Fund 2017 £	Total 2017 £
<b>INCOME FROM Charitable Activities</b>					
Student Activity	6	58,800	298,897	129,692	487,389
Student Media		320	-	-	320
Grant income	3	1,954,454	194,881	271,201	2,420,536
<b>Other trading</b>					
Sponsorship and Marketing Income	4	42,692	-	-	42,692
Subsidiary Company Income	5	3,643,793	-	-	3,643,793
<b>Investment Income</b>		1,276	-	-	1,276
<b>Total Income</b>		<b>5,701,335</b>	<b>493,778</b>	<b>400,893</b>	<b>6,596,006</b>
<b>EXPENDITURE ON Raising Funds</b>					
Communication and Marketing	7	182,634	-	-	182,634
Subsidiary Company Expenditure	5	3,588,615	-	209,771	3,798,386
		3,771,249	-	209,771	3,981,020
<b>Charitable Activities</b>					
Student Activity	6	774,175	422,541	408,287	1,605,003
Student Media	8	71,566	-	445	72,011
Volunteering	9	185,979	-	1,429	187,408
Student Representation & Communication	10	762,629	-	4,975	767,604
		1,794,349	422,541	415,136	2,632,026
<b>Total Expenditure</b>		<b>5,565,598</b>	<b>422,541</b>	<b>624,907</b>	<b>6,613,046</b>
<b>Movement in fair value of Investments</b>	17	4,848	-	-	4,848
<b>Net income (expenditure)</b>		<b>140,585</b>	<b>71,237</b>	<b>(224,014)</b>	<b>(12,192)</b>
<b>Transfers</b>		<b>(47,655)</b>	<b>-</b>	<b>47,655</b>	<b>-</b>
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>92,930</b>	<b>71,237</b>	<b>(176,359)</b>	<b>(12,192)</b>

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018*

---

### **15. Pension Arrangements**

Pension costs consist entirely of recharges relating to staff employed by Queen Mary University of London (QMUL). Recharges are based upon scheme contribution rates, staff salaries and time spent by staff working on QMSU and QMSU Services Limited activities.

The recharged pension costs relate to two QMUL pension schemes, the Universities Superannuation Scheme (a defined benefit only pension scheme which was contracted out of the State Second Pension) and the Superannuation Arrangements for the University of London (a centralised defined benefit scheme within the United Kingdom, contracted-out of the Second State Pension).

Further information relating to these schemes can be found in the QMUL accounts for the year to 31<sup>st</sup> July 2018 which are available to download from the QMUL website.



# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 16. Fixed Assets

Consolidated	Building Works £	Trading Equipment £	Union Equipment £	Total £
<b>Cost:</b>				
As at 1 <sup>st</sup> August 2017	2,312,155	725,371	153,984	3,191,510
Additions	9,185	34,370	5,740	49,295
Disposals	-	(113,137)	(29,660)	(142,797)
At 31 <sup>st</sup> July 2018	<b>2,321,340</b>	<b>646,604</b>	<b>130,064</b>	<b>3,098,008</b>
<b>Depreciation:</b>				
As at 1 <sup>st</sup> August 2017	(2,247,780)	(563,544)	(147,537)	(2,958,861)
Charge for the year	(32,515)	(54,341)	(4,108)	(90,964)
Disposals	-	113,137	29,660	142,797
At 31 <sup>st</sup> July 2018	<b>(2,280,295)</b>	<b>(504,748)</b>	<b>(121,985)</b>	<b>(2,907,028)</b>
<b>Net Book Value:</b>				
At 31 <sup>st</sup> July 2018	<b>41,045</b>	<b>141,856</b>	<b>8,079</b>	<b>190,980</b>
At 31 <sup>st</sup> July 2017	64,375	161,827	6,447	232,649

Fixed Assets Union	Building Works £	Trading Equipment £	Union Equipment £	Total £
<b>Cost:</b>				
As at 1 <sup>st</sup> August 2017	1,234,470	176,716	153,984	1,565,170
Additions	9,185	-	5,740	14,925
Disposals	-	(57,119)	(29,660)	(86,779)
At 31 <sup>st</sup> July 2018	<b>1,243,655</b>	<b>119,597</b>	<b>130,064</b>	<b>1,493,316</b>
<b>Depreciation:</b>				
As at 1 <sup>st</sup> August 2017	(1,181,168)	(151,567)	(147,537)	(1,480,272)
Charge for the year	(23,364)	(5,029)	(4,108)	(32,501)
Disposals	-	57,119	29,660	86,779
At 31 <sup>st</sup> July 2018	<b>(1,204,532)</b>	<b>(99,477)</b>	<b>(121,985)</b>	<b>1,425,994</b>
<b>Net Book Value:</b>				
At 31 <sup>st</sup> July 2018	<b>39,123</b>	<b>20,120</b>	<b>8,079</b>	<b>67,322</b>
At 31 <sup>st</sup> July 2017	53,302	25,149	6,447	84,898

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 17. Investments

	2018 Consolidated £	2017 Consolidated £	2018 Union £	2017 Union £
<b>Listed Investments at fair value</b>				
Brought Forward	32,208	27,360	32,208	27,360
Movement in fair value of investments	5,040	4,848	5,040	4,848
At 31 <sup>st</sup> July 2018	<u>37,248</u>	<u>32,208</u>	<u>37,248</u>	<u>32,208</u>
Unlisted investments at cost	-	-	1	1
	<u>37,248</u>	<u>32,208</u>	<u>37,249</u>	<u>32,209</u>

Listed Investments consist of 4,800 ordinary shares of 25p each in JP Morgan Claverhouse Investment Trust plc.

The Union's unlisted investment consists of 1 ordinary share of £1 in QMSU Services Limited, a company incorporated in England and a wholly-owned subsidiary of the Union.

### 18. Debtors

	2018 Consolidated £	2017 Consolidated £	2018 Union £	2017 Union £
Trade Debtors	28,848	15,774	18,960	4,900
Queen Mary University of London	207,289	12,652	175,820	1,939
Other Debtors and Prepayments	106,355	62,506	52,401	25,240
	<u>342,492</u>	<u>90,932</u>	<u>247,181</u>	<u>32,079</u>

### 19. Creditors: Amounts falling due within 1 year

	2018 Consolidated £	2017 Consolidated £	2018 Union £	2017 Union £
Loans (note 20)	83,566	83,565	-	83,565
Trade Creditors	153,039	131,389	109,005	54,458
Queen Mary University of London	606,589	245,401	311,591	102,876
QMSU Services Limited	-	-	496,860	320,671
Other Creditors	220,792	280,692	65,416	133,154
	<u>1,063,986</u>	<u>741,047</u>	<u>982,872</u>	<u>694,724</u>

### 20. Creditors: Amounts falling due outside 1 year – Consolidated and Union

	2018 £	2017 £
Loan from Queen Mary University of London	-	83,566

The loan has been extended by Queen Mary University of London. Interest is charged at the prevailing Bank of England rate plus 1%. The term of the loan is variable up to 1<sup>st</sup> August 2019.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

21. Reserves	At 1 <sup>st</sup> August 2017	Income and Movement in Fair Value of Investments	Expenditure	Transfers	At 31 <sup>st</sup> July 2018
	£	£	£	£	£
<b>Consolidated</b>					
<b>Restricted</b>					
Capital Grants	91,267	-	(28,133)	-	<b>63,134</b>
RAG	11,802	41,786	(41,165)	-	<b>12,423</b>
Drapers Fund	1,031	974	-	-	<b>2,005</b>
Community Campus Fund	33,942	26,586	(18,985)	-	<b>41,543</b>
Student Experience Fund	34,122	15,135	(5,406)	-	<b>43,851</b>
Buddy Scheme Fund	18,675	11,311	(8,616)	-	<b>21,370</b>
Sport England Fund	-	6,756	(5,003)	(1,753)	-
QM Annual Fund	61,075	22,000	(5,805)	-	<b>77,270</b>
Westfield Trust Fund	13,220	20,000	(24,659)	-	<b>8,561</b>
Employability Fund	2,130	-	(2,030)	-	<b>100</b>
New Grant	8,144	28,380	(13,980)	-	<b>22,544</b>
<b>Total Restricted</b>	<b>275,408</b>	<b>172,928</b>	<b>(153,782)</b>	<b>(1,753)</b>	<b>292,801</b>
<b>Designated</b>					
Student Activity Groups	473,054	529,678	(462,767)	-	<b>539,965</b>
<b>Total Designated</b>	<b>473,054</b>	<b>529,678</b>	<b>(462,767)</b>	<b>-</b>	<b>539,965</b>
<b>General Reserve</b>	<b>(447,635)</b>	<b>5,912,654</b>	<b>(6,013,000)</b>	<b>1,753</b>	<b>(546,228)</b>
	<b>300,827</b>	<b>6,615,260</b>	<b>(6,629,549)</b>	<b>-</b>	<b>286,538</b>

The transfer of £1,753 from Restricted Funds to General Reserve, represents the final balance of the Sport England grant.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 21. Reserves (continued)

#### Union

	At 1 <sup>st</sup> August 2017	Income and Movement in Fair Value of Investments	Expenditure	Transfers	At 31 <sup>st</sup> July 2018
<b>Restricted</b>					
Capital Grants	81,669	-	(25,733)	-	<b>55,936</b>
RAG Fund	11,802	41,786	(41,165)	-	<b>12,423</b>
Drapers Fund	1,031	974	-	-	<b>2,005</b>
Community Campus Fund	33,942	26,586	(18,985)	-	<b>41,543</b>
Student Experience Fund	34,122	15,135	(5,406)	-	<b>43,851</b>
Buddy Scheme Fund	18,675	11,311	(8,616)	-	<b>21,370</b>
Sport England Fund	-	6,756	(5,003)	(1,753)	-
QM Annual Fund	61,075	22,000	(5,805)	-	<b>77,270</b>
Employability Fund	2,130	-	(2,030)	-	<b>100</b>
Westfield Trust Fund	13,220	20,000	(24,659)	-	<b>8,561</b>
New Grant	8,144	28,380	(13,980)	-	<b>22,544</b>
<b>Total Restricted</b>	<b>265,810</b>	<b>172,928</b>	<b>(151,383)</b>	<b>(1,753)</b>	<b>285,601</b>
<b>Designated</b>					
Student Activity Groups	473,054	529,678	(462,767)	-	<b>539,965</b>
<b>Total Designated</b>	<b>473,054</b>	<b>529,678</b>	<b>(462,767)</b>	-	<b>539,965</b>
General Reserve	(638,247)	2,075,353	(2,162,310)	1,753	<b>(723,451)</b>
	<b>100,617</b>	<b>2,777,959</b>	<b>(2,776,460)</b>	-	<b>(102,117)</b>

#### Funds

The Restricted Capital Grants Fund represents grants received from Queen Mary University of London to fund fixed assets. Depreciation of the related fixed assets is charged against the restricted fund.

The Restricted RAG Fund represents the unspent balance of all RAG collections.

The Community Campus Restricted Fund represents funds generated from surpluses from the Learning Café to develop arts, cultural and learning activities within the Union.

The Student Experience Fund represents funds generated from BLSA Entertainments to support the student experience.

The Restricted Sport England Fund represents income and expenditure relating to the Sport England Get Active grant.

The Drapers, Buddy Scheme, QM Annual, Employability, Westfield Trust, Drapers and Buddy Scheme funds represent grants received from Queen Mary University of London to fund specific projects.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

---

### 21. Reserves (continued)

The New Grant Fund represents new grants awarded in the year. The main donors were Co-op, RFU and other community sport award. These awards were used for community sport, get active and other student activities.

The Designated Student Activity Groups Fund represents the unspent balances of all student activity groups.

General funds are amounts generally available to the Trustees and may be applied at the Trustees discretion to the generality of the Union's charitable objects.

### 22. Operating Lease Commitment

At 31 July 2018, QMSU Services Limited had total commitments under non-cancellable operating leases as detailed below;

	Land and buildings		Other	
	2018	2017	2018	2017
	£	£	£	£
Within one year	15,222	88,824	44,175	42,041
Between one and two years	-	-	44,175	42,041
Between two and five years	-	-	20,626	17,959
	<u>15,222</u>	<u>88,824</u>	<u>108,976</u>	<u>102,041</u>

### 23. Related Party Transactions

During the period ended 31<sup>st</sup> July 2018, the controlling party of the Union was, under its Articles of Association, the Trustees.

During 2018 (and 2017) no trustees were reimbursed for expenditure.

The Union received a substantial part of its income by means of grant funding from Queen Mary University of London. This funding comprised £2,074,511 revenue funding and the value of premises and support services provided by Queen Mary University of London estimated at £370,804. The Trustees were of the opinion that this financial and other assistance was not an influencing factor with regards to the formulation of Union policy nor did it have any effect on the internal management and decision-making of the Union.

### 24. Taxation

The Union is a registered charity and is entitled to the exemptions from tax available to charities.

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

### 25. Net Cash Inflow from Operating Activities

	Note	2018 £	2017 £
Net income/(expenditure)		(14,289)	(12,192)
Depreciation	16	90,964	303,011
Capital grants received		-	(37,147)
Interest payable		2,459	3,340
Investment income		(3,577)	(1,276)
Change in market value of investments		(5,040)	(4,848)
(Increase)/Decrease in stock		3,674	(8,601)
(Decrease)/Increase in Debtors	18	(251,560)	75,680
Increase/(Decrease) in Creditors due within 1 year	19	322,938	7,744
		<u>145,569</u>	<u>325,711</u>

### 26. Net Funds (Debt)

	2018 £	2017 £
Cash	701,801	687,974
Loan from Queen Mary University of London	(83,566)	(167,131)
Net Funds/(Debt) at 31st July 2018	<u>618,235</u>	<u>520,843</u>

### 27. Net Assets between Funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total
Fund balances at 31 July 2018 are represented by:				
Tangible fixed assets	190,980	-	-	190,980
Investments	37,248	-	-	37,248
Current assets	289,530	539,665	292,801	1,122,296
Creditors: amounts falling due within one year	(1,063,986)	-	-	(1,063,986)
	<u>(546,228)</u>	<u>539,665</u>	<u>292,801</u>	<u>286,538</u>

	Unrestricted funds £	Designated funds £	Restricted funds £	Total
Fund balances at 31 July 2017 are represented by:				
Tangible fixed assets	232,649	-	-	232,649
Investments	32,208	-	-	32,208
Current assets	112,121	473,054	275,408	860,583
Creditors: amounts falling due within one year	(741,047)	-	-	(741,047)
Creditors: amounts falling due after more than one year	(83,566)	-	-	(83,566)
	<u>(447,635)</u>	<u>473,054</u>	<u>275,408</u>	<u>300,827</u>

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## APPENDIX

---

### APPENDIX 1 STUDENT ACTIVITY GROUPS

#### Appendix 1.1 Queen Mary Sports Clubs

Aikido Club  
American Football Club – QMBL  
Archery Club  
Athletics Club  
Badminton Club  
Ballroom and Latin Dance Club  
Basketball Club (Queen Mary & Barts and The London Women)  
Basketball Club (Queen Mary Men)  
Boat Club  
Boxing Club  
Breakdancing Club  
CAPOIERA Club  
Cheerleading Club  
Climbing Club  
Cricket Club  
Dance Club  
Fencing Club  
Football Club (Queen Mary Men)  
Football Club (Queen Mary Women)  
Futsal Club  
Go-Karting Club\*  
Hockey Club  
Horse Riding Club  
Ju Jitsu Club  
Judo Club  
Karate (KDS) Club  
Kendo Club  
Kung Fu Club  
Muay Thai Club  
Netball Club  
Rugby Club  
Snow Sports Club  
Snooker and Pool club  
Squash Club  
Swimming Club  
Table Tennis Club  
Tennis Club  
Ultimate Frisbee Club  
Volleyball Club  
Weightlifting and Powerlifting Club – Barbell Club

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## APPENDIX

---

### Appendix 1.2 Queen Mary Societies

Abacus Society - Association of British & Chinese Students (ABACUS)

Afghan Society

Afro-Caribbean Society (ACS)

Ahlulbayt Society

Ahmadiyya Muslim Student Association (AMSA)

AIESEC

Albanian Society

Alpha Kappa Psi Society

Amnesty International Society

Anime Society

Anti Imperialistic Society

Arabic

Art Society

Artificial Intelligence Society

Asean Society

Asian Dance

Aspergers Society

Aspiring Solicitors Society

Athena Swan Society

Austrian Society

Azerbaijan Society

Baking Society

Bangladesh Society

Banking & Finance Society

Beard Appreciation Society

Beastmode Society

Biological Sciences Society

BioMedics Society

Book Society

Bulgarian Society

Business Society

Business & Enterprise Society

Catholic Society

Chemistry Society

Chess Society

Chinese (Cantonese) Society

Chinese Students and Scholars Association (CSSA)

Christian Union Society (QM)

Commuters' Society

Conservative Society

Criminal Justice Society

Debate Society

Debke Society

Design Society

Disabled Society

Disco Society

EAAS (East African Association Society)

Eastern European Society

Economics Society

EECS Society



# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## APPENDIX

---

Effective Altruism Society  
Egyptian Society  
Employable Students Society  
Enactus Society  
Engineering Society  
Engineering Without Borders  
English Society  
Entrepreneurs Society  
EquipAfrica  
Erasmus Student Network  
Ethiopian & Eritrean Society  
European Law Students Association  
Every Nation Christian Society  
Fashion Society  
Film Society  
First Love Society  
Formula Student Society  
Free Speech Society  
Friends of MSF Society  
Future Frontiers Society  
Games and Video Gaming  
Genetics Society  
Geography Society  
German Society  
Global Brigades Society  
Global Health Society  
GP Society  
Greek & Cypriot Society  
Green Mary Society  
Harry Potter Appreciation Society  
Henna Society  
Hindu Students Society  
Hip Hop Society  
History Society  
HKPASS  
Hungarian Society  
Iberian & Latin American Society  
Indian Society  
Indonesian Society  
International Foodie Society  
International Students Society / QM International  
Iranian Society  
Iraqi Society  
Islamic Society  
Italian Society  
Japanese Society  
Jewish Society  
Knit-a-Soc  
Korean Society  
Krishna Consciousness Society

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## APPENDIX

---

Kurdish Society  
Labour Society  
Law Society  
Law Academia Society  
Law for Non-Law Society  
Lawyers Without Borders Society  
LGBT Society  
Liberal Democrats Society  
Lithuanian Society  
PLD Bhangra Society  
Madinah Society  
Make Up & Beauty Society  
Malaysian Society  
Marxist Society  
Materials Society  
Mathematics Society  
Mauritian Society  
Medieval Re-enactment Society  
Meat Society  
MEDI Society  
MedTech Society  
Mental Health Awareness Society  
Model United Nations Society (MUN)  
Moroccan Cultural Society  
Music Society  
Musical Theatre Society  
Nature Society  
Neo-Bloomsbury Group Society  
Nepalese Cultural Society  
Neuroscience Society  
Oxfam Society  
Pakistani Society  
Palestine Solidarity Society  
PanAfrican Society  
Philosophy Society  
Photography  
Playwrights Society  
Pokemon Society  
Poker Society  
Pole Fitness Society  
Polish Society  
Politics and International Relations Society  
Politics Made Public  
Post Graduate Association  
Project Play Society  
PsiStar Society  
Psychology Society  
Punjabi Society  
QM Equality Society  
QMSAL (QMSA for Lawyers for Animal Welfare)  
Radiology Society  
Reach Out Society

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## APPENDIX

---

Red Cross on Campus Society  
Revolutionary Socialist Society  
Rise for Rohingya Society  
Rocket and Space Society (QMRS)  
Romanian Society  
Russian Society  
Salsa Society  
Samaritans Society  
Save our NHS Society  
Scandinavian society  
Sci-Fi & Fantasy Society  
Shakespeare Society  
Sikh Society  
Singapore Society  
Socialist Worker Student Society  
Somali Society  
Spanish Society  
Speed Cubing Society  
St John Ambulance LINKS Society  
Students Scouts & Guide Organisation Society (SSAGO)  
Syria Solidarity Society  
Table Top Miniature Society  
Taekwon-Kode Society  
Taiwanese Society  
Tamil Society  
Theatre Company Society  
Third Culture Kid Society  
Trading and Investment Society  
Travel Society  
Turkish  
Ukrainian Society  
Underground Music Society  
UNICEF Society  
Unite Society  
Vietnamese Society  
Virtual Reality Society  
WESQMUL Society  
Wineapp Society  
Women Working In Law Society  
Yoga and Meditation Society  
Young Greens Society  
Youth Stop AIDS Society

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## APPENDIX

---

### Appendix 1.3 Barts and The London Clubs

Alpine Club  
American Football Club  
Badminton Club  
Basketball Club  
Boat Club  
Cricket Club  
Football Club  
Hockey Club (Barts and the London Men)  
Hockey Club (Barts and the London Mixed)  
Hockey Club (Barts and the London Women)  
Lacrosse Club  
Netball Club  
Rugby Club  
Running Club  
Sailing Club  
Squash Club  
Tennis Club  
Ultimate Club  
Water Polo Club

### Appendix 1.4 Barts and The London Societies

Academic Research Society  
ACS (African Caribbean Society)  
Allied Courses Society  
Anatomical Society  
Asian Society  
Barts Cancer Institute PHD  
Barts Cardiology Society  
Barts East Asian Dental Students Society (BEADS)  
Barts Lifesavers Society  
Be The Change Society  
Carrom Federation Society  
Clinical Learning and Associated Skills Society (CLASS)  
Christian Society  
Dance Society  
Debating Society  
Dental Society  
Dental Conference Society  
Dental Graduation Committee  
Dental Journal Society  
Dentalks Society  
Dermatology Society  
Drama Society  
Emergency Medicine (BLEMSO)  
Endocrinology Society  
Forensic Society  
Gas Society  
Healthy Planet Society  
Hellenic Society  
Homework Society  
Infectious Diseases Society  
Language and Culture Society  
LGBT Society (BL)  
Marrow Society  
Medical Leadership Society  
Medtech Society

# QUEEN MARY UNIVERSITY OF LONDON STUDENTS' UNION LIMITED

## APPENDIX

---

Medsin Society  
MESS (Medical Education Support Society)  
Monopoly Society  
Music Society  
Muslim Medics and Dentists Society (MMD)  
Obstetrics and Gynaecology Society  
Oncology Society  
Ophthalmology Society  
Orthopaedics Society  
Paediatric Society  
Pakistani Society  
Peer Assisted Learning Society  
Pharmacology Society  
Psych Soc (Mind in Medicine)  
Questions in Medicine Society  
Radiology Society  
Sexpression Society  
Simulation Society  
Surgical Society  
Student Assisted Medical and Dental Applicants Society (SAMDA)  
Students for Kids International Projects (SKIP)  
Tamil Society  
Teddy Bear Society  
Vegetarian and Vegan Society  
Women in Healthcare Society  
Yoga Society

**QMSU SERVICES LIMITED**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2018**

# QMSU SERVICES LIMITED

## CONTENTS

---

	<b>Page</b>
Legal & Administrative Information	1
Directors' Report	2 - 5
Independent Auditors' Report to the Members	6 - 7
Profit and Loss Account	8
Balance Sheet	9
Statement of Changes in Equity	10
Notes to the Financial Statements	11-16

# QMSU SERVICES LIMITED

## LEGAL & ADMINISTRATIVE INFORMATION

---

### Administrative information

#### Legal status

QMSU Services Limited, company number 06677304 (England and Wales), is a subsidiary of Queen Mary University of London Students' Union.

#### Registered Office

Students Union Hub  
329 Mile End Road  
London  
E1 4NT

#### Managing Director

Mike Wojcik

#### Auditors

Taylorcocks  
The Courtyard, Shoreham Road  
Upper Beeding  
Steyning  
West Sussex BN44 3TN

#### Solicitors

Russell-Cooke LLP  
2 Putney Hill  
London  
SW15 6AB

#### Bankers

Barclays Bank plc  
240 Whitechapel Road  
London  
E1 1BS

#### Directors

##### Chair

Vacant

##### Managing Director Ex-Officio

Mike Wojcik

##### QMSU President Ex-Officio

Ahmed Mahbub

##### QMUL Ex-Officio

Sarah Cowls

##### QMUL Ex-Officio

Andrew Gladin

##### Non-Executive Director

Elizabeth Hall (Interim Chair)

##### Non-Executive Director

John Thew

##### Officer Trustee

Thomas Longbottom

##### Student Trustee

Renad Khundakji

##### QMSU Commercial Services Officer

John J E Vinson

##### Vice-President Barts

Jack Jukes

#### Company Secretary

Bradley Coales



# QMSU SERVICES LIMITED

## DIRECTORS' REPORT

### FOR THE YEAR ENDED 31 JULY 2018

---

The Directors present their report and audited financial statements for the year ended 31 July 2018 (the year).

#### 1. Principal Activities

QMSU Services Limited, a commercial trading company (the "Company") is the wholly-owned subsidiary of Queen Mary University of London Students' Union (QMSU - the "Union").

The Company's principal activities are the operation of health and fitness centres, retail outlets, and bars/restaurants and cafés. These services are provided for students at Queen Mary University of London (QMUL) in support of the charitable aims and objectives of the Union, and are carried out from three of QMUL's campuses, all in London; at Mile End, Whitechapel and Charterhouse Square.

The Company supports the Union's 2018-2021 Strategic Plan under which the Union's mission is 'Together we improve students' lives', and its vision is 'We want to be at the heart of the student experience'. This plan recognises the Company as an enabler in supporting student engagement, principally by providing a range of commercial services as focal points to enhance the student experience. The Union has developed a 5-Year Plan to project forward its financial standing and sustainability. The Company's services and activities will endeavour to continue their support to achieve this goal in an ever-changing market place, against a background of external competitiveness.

The Company's portfolio of operations includes: -

#### Health and Fitness Provision

QMotion, on the Mile End campus, is a state-of-the-art health and fitness centre, offering a range of competitively priced services to its members, including students, staff and members of the public. Its vision is to provide a first class, contemporary sport and fitness centre, motivating members to enhance their lifestyle and achieve their personal goals. The Company also runs Fitness to Practice, a small gym within Dawson Hall, Charterhouse Square, open only to students and staff.

A joint five-year Sports Strategy was recently agreed between the Union and the University, the following captures the key aspirations:

#### Our mission

'To inspire our University community to engage in sport and activity, to enhance their student experience and physical and mental well-being, making life long changes.'

#### Our vision

To work together to deliver a diverse and inclusive sporting offer for all by enhancing and broadening the sporting pathway at QMUL, combining top quality education with an excellent sporting experience, and making sport a fundamental part of the student experience at QMUL.

#### Our values

- Sport at QMUL will aim to be diverse and inclusive, by ensuring that we attract engagement from all aspects of the population of the University, increasing participation levels.
- Sport at QMUL will aim to inspire our students to realise their full potential, promoting high levels of ethical and professional behaviour.
- To actively encourage engagement and the development of partnerships and communities both internally and externally.
- To provide a productive, affordable, sustainable sporting offer.

# QMSU SERVICES LIMITED

## DIRECTORS' REPORT

### FOR THE YEAR ENDED 31 JULY 2018

---

#### Student Bars/Restaurants and Cafes

Across the campuses, the Company operates the Drapers Bar & Kitchen at Mile End, the Griff Inn Bar & Kitchen, located within the Barts and The London Students' Association (BLSA) building in Whitechapel, and student entertainment provisions at both these locations. The Company also runs the Ground Café at Mile End, the Shield Café Bar in Charterhouse Square, and manages the Learning Café in QMUL's Mile End Library. By arrangement with QMUL, the Company oversees the trading and sports facility hiring activities at QMUL's Chislehurst Sports Ground in Kent.

#### Retail Outlets

The Company operates three retail outlets - the Village Shop and the Union Shop at Mile End, and the Box Office Reception in the BLSA building in Whitechapel.

This was an unusual financial year of mixed fortunes, with a couple of significant one-off issues arising. Turnover was slightly up on the previous year by 2.6%. The gift aid supporting the charity was £145,212, with a company loss for the year of £13,388.

This financial year was hindered by intrusive and disruptive major capital works on neighbouring University buildings on Godward Square adversely effecting trading at Qmotion, Drapers Bar and Kitchen and the Union Shop. The Board liaised with the University highlighting the business interruption, and mitigating investment was secured for the subsequent financial year. There was industrial action on campus for a number of weeks during the second semester and the campus was quieter on those days, also adversely effecting turnover. To assist in offsetting the down-turn in trade, the company developed the reach and breadth of its marketing and communications to reach new audiences and strengthen awareness of its offer.

Retail turnover dropped slightly on the previous year, in part due to the disruption to the Union Shop. The Village Shop however experienced a growth in turnover and profitability, despite increased local competition. To ensure the business remained competitive, the Board approved a shop refit over the summer of 2018. The Café business turnover increased by a significant 10%, and the bottom line was very strong for Ground Café. The licensed trade business continued to develop its food offering and events portfolio.

Though Qmotion sport and fitness centre experienced business interruption, membership of the centre was still popular, peaking at over 3,570 members. The Company has an important social purpose aspect to its business model, and the in-kind benefit has been calculated at £51,150 for the free use of sport facilities. The largest beneficiaries are the Club Sport teams representing the University, to whom 40% can be allocated. A further 29% is allocated to Get Active, our 'give it a go' recreational program, and 16% to the holding of student exams. The centre also released £3,600 worth of hire costs to our community sport program, particularly holiday sports camps for children.

### 3. Results and Dividends

The profit and loss account, set out on page 7 of this report, records a gross profit for the year of £1,239,905 (2017: £801,081) before administrative expenses and transfers. Net profit before gift aid was £131,824. (2017: £282,057). The Directors do not propose the payment of any ordinary dividend for the year (2017: £nil).

### 4. Overall Financial Performance and End of Year Position

Turnover for the company was £3,982,791 an increase on the previous year of £195,167 (5%).

The gross margin increased from 20.6% to 31.1%.

There continues to be a rise in competitors close to and on campus, who have invested heavily in their businesses.

The controls in the business continue to be robust, wages and salaries costs increased by 17% on the previous year, recognising the uplift to the London Living Wage for casual student staff. This transition was

# QMSU SERVICES LIMITED

## DIRECTORS' REPORT

### FOR THE YEAR ENDED 31 JULY 2018

---

financially supported by Queen Mary University of London. All staff, both permanent and casual, are paid at least the London Living Wage. The apprenticeship levy cost was £8,146, £5,866 up on the previous year as it was only introduced two-thirds of the way through the last financial year. Employer contributions to pensions have increased by 25% (£22,463), and social security costs by 30% (£25,506).

The company's financial, administration, communications and marketing support is undertaken by departments within the Group Charity, Queen Mary University of London Students' Union.

After gift aid, as shown on page 8, of £145,212 the Company returned a year-end loss of £13,388 (2017: year-end profit of £23,199).

#### 5. Directors

The Directors who were in office during the year and those Directors of the Company who remain in office up to the date of approval of this report, and those Directors appointed since the year end are as stated below.

Alan J Begg	Chairman (ceased to act 31 July 2018)
Mike Wojcik	Managing Director
John Thew	(appointed 10 December 2015)
Sarah Cowls	(appointed 11 October 2017)
Andrew Gladin	(appointed 11 October 2017)
Elizabeth Hall	(appointed 11 October 2017 - Interim Chair)
Rakin Choudhury	(ceased to act 31 July 2018)
Yueqing Gao	(ceased to act 31 July 2018)
Thomas Longbottom	(ceased to act 31 July 2018)
Yasir Yeahia	(ceased to act 31 July 2018)
Ahmed Mahbub	(appointed 1 August 2018)
Jack Juckes	(appointed 31 October 2018)
John J E Vinson	(appointed 31 October 2018)
Renad Khundakji	(appointed 28 November 2018)
Thomas Longbottom	(appointed 28 November 2018)

#### 6. Gift Aid

The Company gift aids all taxable profits to the Union as its parent charity, thereby resulting in a nil corporation tax charge for the year. Gift Aid in the current year amounted to £145,212 (2017: £258,858).

#### Statement of Directors' Responsibilities

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the directors have prepared the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the

# **QMSU SERVICES LIMITED**

## **DIRECTORS' REPORT**

***FOR THE YEAR ENDED 31 JULY 2018***

---

Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Disclosure of information to auditors**

The Directors who held office at the date of approval of this Directors' report confirm that, so far as they are each aware, there is no relevant audit information of which the Company's auditors are unaware; and each Director has taken all the steps that he ought to have taken as a Director to make himself aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

### **Independent Auditors**

Taylorcocks have indicated their willingness to continue in office and their re-appointment will be proposed to the directors.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

### **ON BEHALF OF THE BOARD**

**Mike Wojcik**  
**Managing Director, 27 February 2019**

# **QMSU SERVICES LIMITED**

## **PROFIT AND LOSS ACCOUNT**

### ***FOR THE YEAR ENDED 31 JULY 2018***

---

We have audited the financial statements of QMSU Services Limited for the year ended 31 July 2018 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 July 2018 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the Companies Act 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 company 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 directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company'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 directors are responsible for the other information. The other information comprises the information in the Report of the Directors but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and 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, 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.

#### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

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

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

# QMSU SERVICES LIMITED

## PROFIT AND LOSS ACCOUNT

**FOR THE YEAR ENDED 31 JULY 2018**

---

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- The directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small company's exemption in preparing the report of the directors, and exemption from the requirement to prepare a Strategic Report.

### **Responsibilities of the directors**

As explained more fully in the Statement of Directors Responsibilities set out on page four, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the director determines necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company'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 directors either intend to liquidate the company or to cease operations, or has 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 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 Auditors.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Mr Mark Cummins FCCA (Senior Statutory Auditor)**  
for and on behalf of



Statutory Auditors  
Office: Steyning, West Sussex

Dated:

# QMSU SERVICES LIMITED

## PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 JULY 2018

---

	Note	2018 £	2017 £
Turnover	4	3,982,791	3,880,709
Cost of sales		(2,742,886)	(3,079,628)
<b>Gross Profit</b>		<b>1,239,905</b>	801,081
Administrative expenses		(1,110,480)	(728,795)
Transfer from Capital Funds	11	2,399	209,771
<b>Profit on Ordinary Activities before Taxation</b>		<b>131,824</b>	282,057
Gift aid payment		(145,212)	(258,858)
<b>Profit/(Loss) for the Financial Year</b>		<b>(13,388)</b>	23,199
<b>Other comprehensive income</b>		-	-
<b>Total comprehensive income/(expenditure)</b>		<b>(13,388)</b>	23,199

All recognised gains and losses in the year and the previous year are included in the profit and loss account. Further detail is provided in the statement of changes in equity.

Results for the year and the previous year as set out above are derived entirely from continuing operations.

The notes on pages 11 to 16 form part of these financial statements.

# QMSU SERVICES LIMITED

## BALANCE SHEET

FOR THE YEAR ENDED 31 JULY 2018

	Note	2018 £	2017 £
<b>Fixed Assets</b>			
Tangible Assets	8	<u>123,658</u>	147,751
		<u>123,658</u>	<u>147,751</u>
<b>Current Assets</b>			
Stock		78,003	81,677
Debtors	9	446,959	379,524
Cash at bank and in hand		<u>113,775</u>	20,860
		<u>638,737</u>	482,061
<b>Creditors: Amounts falling due within one year</b>	10	<u>(577,972)</u>	(429,602)
<b>Current Assets Less Current Liabilities</b>		<u>60,765</u>	52,459
<b>Total Assets Less Current Liabilities</b>		<u>184,423</u>	<u>200,210</u>
<b>Capital and Reserves</b>			
Deferred capital grants	11	7,199	9,598
Called up share capital		1	1
Profit and Loss account		<u>177,223</u>	190,611
<b>Total Capital and Reserves</b>		<u>184,423</u>	<u>200,210</u>

The financial statements were approved by the Board of Directors on 27 February 2019 and signed on its behalf by:

.....

Elizabeth Hall  
Interim Chair

.....

Mike Wojcik  
Managing Director

**Company no. 6677304**

The notes on pages 11 to 16 form part of these financial statements.



# QMSU SERVICES LIMITED

## STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 JULY 2018

---

	Called up share capital £	Deferred capital grant £	Retained earnings £	Total equity £
<b>Balance at 1 August 2016</b>	1	207,372	167,412	<b>374,785</b>
<b>Changes in equity</b>				
Capital grant	-	(197,774)	-	<b>(197,774)</b>
Comprehensive income	-	-	23,199	<b>23,199</b>
<b>Balance at 31 July 2017</b>	<b>1</b>	<b>9,598</b>	<b>190,611</b>	<b>200,210</b>
<b>Changes in equity</b>				
Capital grant	-	(2,399)	-	<b>(2,399)</b>
Comprehensive income	-	-	(13,388)	<b>(13,388)</b>
<b>Balance at 31 July 2018</b>	<b>1</b>	<b>7,199</b>	<b>177,223</b>	<b>184,423</b>

# QMSU SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 JULY 2018**

---

### 1. STATUTORY INFORMATION

QMSU Services Limited is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### **Basis of Accounting**

The financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention and have been prepared on a going concern basis.

#### **Turnover**

Turnover represents the total invoiced value, excluding value added tax, of sales made during the year and derives from the provision of goods/services falling within the Company's ordinary activities.

#### **Expenditure**

All expenditure is accounted for on an accruals basis.

#### **Tangible Fixed Assets and Depreciation**

Tangible Fixed Assets are stated at historic purchase cost less accumulated depreciation. Cost includes the original purchase price of the asset and the costs attributable to bringing the asset to its working condition for its intended use. Depreciation is calculated to write off the cost of Fixed Assets on a straight-line basis over the expected useful lives of the assets.

Building improvements are capitalised although the Company has no title to the underlying building, title vesting in Queen Mary University of London. The costs are capitalised because they are of enduring benefit to the Company's trade and as both parties recognise that the Company's use of the premises is for the longer term. Building improvements are depreciated over 5 or 10 years on a straight-line basis depending on the nature of the improvement and the underlying asset.

Fixtures, fittings and equipment are depreciated over 5 years on a straight-line basis.

#### **Deferred Capital Grants**

Where assets are acquired with the aid of specific grants they are capitalised and depreciated as per the depreciation policy above. The related grants are treated as deferred capital grants and released to income in line with the depreciation charge.

#### **Pensions**

As described in Note 6, pension costs relate to recharges of pension costs incurred in relation the staff employed by Queen Mary University of London working for the company. The recharges relate to two defined benefit pension schemes, the Superannuation Arrangements of the University of London and the Universities Superannuation Scheme. Both are multi-employer schemes where the share of assets and liabilities attributable to each employer cannot be allocated on a systematic basis. Pension costs are therefore accounted for on a defined contribution basis as permitted by section 28 of FRS102 and are recharged to the company accordingly.

# QMSU SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2018

---

#### 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### Stock

Stocks are valued at the lower of cost and net realisable value on a weighted average basis, with a 5% provision for slow moving stock.

##### Operating Leases

Costs in respect of Operating Leases are charged to the profit and loss account as premiums become payable.

##### Cash Flow

Under FRS102, the Company is exempt from the requirement to prepare a cash flow statement, on the grounds that the ultimate parent undertaking includes the Company in its own published consolidated statements.

##### Deferred Tax

As the Company intends to gift aid all taxable profits to the Union as its parent charity, no deferred tax provision is required.

##### Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The directors seek to use short and medium-term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

##### Creditors and provisions

Creditors and provisions are recognised where the company 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.

##### Debtors

Trade and other debtors are recognised at settlement amount due.

#### 3. PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION

The profit on ordinary activities before taxation is stated after charging:

	2018 £	2017 £
Depreciation	58,462	273,408
Auditors' remuneration	5,705	6,576
Operating lease charges	<u>132,963</u>	<u>128,205</u>

# QMSU SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2018

### 4. TURNOVER

By Trading Activity, all in the United Kingdom market:

	2018 £	2017 £
Gyms	784,149	750,838
Bars	840,380	837,545
Cafes	1,167,646	1,057,746
Retail outlets	911,467	925,232
Entertainments	161,663	181,981
Other Income	78,622	83,733
NUS Card Sales	38,864	43,634
	<u>3,982,791</u>	<u>3,880,709</u>

### 5. STAFF COSTS

Staff costs excluding directors:

	2018 £	2017 £
Wages and salaries	1,675,737	1,431,934
Social Security costs	108,274	82,768
Pension costs	110,055	87,592
Apprenticeship Levy	8,146	2,280
	<u>1,902,212</u>	<u>1,604,574</u>

Directors' remuneration:

	2018 £	2017 £
Aggregate emoluments including social security costs	88,315	20,553
Company pension contribution for one director	14,314	3,324
Apprenticeship Levy	366	28
	<u>102,995</u>	<u>23,905</u>

The monthly average number of staff, including executive directors, during the period was 201 (2017: 177).

The Company does not employ labour directly. It relies on the services of permanent full time and part time members of staff who are employees of Queen Mary University of London, and casual members of staff who are jointly employed by Queen Mary University of London and the Union. The Company accepts recharges at cost for their services.

# QMSU SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2018

---

### 6. PENSION COSTS

Pension costs consist entirely of recharges relating to staff employed by Queen Mary University of London (QMUL). Recharges are based upon scheme contribution rates, staff salaries and time spent by staff working on QMSU Services Limited activities.

The recharged pension costs relate to two QMUL pension schemes, the Universities Superannuation Scheme (a defined benefit only pension scheme which was contracted out of the State Second Pension) and the Superannuation Arrangements for the University of London (a centralised defined benefit scheme within the United Kingdom, contracted-out of the Second State Pension).

Further information relating to these schemes can be found in the QMUL accounts for the year to 31 July 2018 which are available to download from the QMUL website.

### 7. TAX ON PROFIT ON ORDINARY ACTIVITIES

No corporation tax charge arose in the year ended 31 July 2018.

#### RECONCILIATION OF CURRENT TAX CHARGE

	2018 £	2017 £
Profit on ordinary activities before taxation	<u>131,824</u>	<u>282,057</u>
Profit on ordinary activities at 19%	25,047	55,469
Effect of difference between depreciation and capital allowances	3,000	36,691
Non-taxable income	(457)	(41,253)
Gift Aid (19% of £145,212 donation to parent)	(27,590)	(50,907)
<b>Total Current Tax</b>	<u>-</u>	<u>-</u>

The Company gift aids profits which are assessed to corporation tax to the Union as its parent charity and as such no tax charge arises.

# QMSU SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2018

### 8. TANGIBLE ASSETS

	Building Works £	Equipment Fixtures & Fittings £	Total £
<b>Cost</b>			
At 1 August 2017	1,077,685	548,653	<b>1,626,338</b>
Additions	-	34,370	<b>34,370</b>
Disposals		(56,018)	<b>(56,018)</b>
At 31 July 2018	<u>1,077,685</u>	<u>527,005</u>	<u><b>1,604,690</b></u>
<b>Accumulated Depreciation</b>			
At 1 August 2017	(1,066,612)	(411,976)	<b>(1,478,588)</b>
Charge for the period	(9,151)	(49,311)	<b>(58,462)</b>
Disposals	-	56,018	<b>56,018</b>
At 31 July 2018	<u>(1,075,763)</u>	<u>(405,269)</u>	<u><b>(1,481,032)</b></u>
<b>Net Book Value</b>			
At 31 July 2018	<u>1,922</u>	<u>121,736</u>	<u><b>123,658</b></u>
At 31 July 2017	<u>11,073</u>	<u>136,677</u>	<u><b>147,750</b></u>

### 9. DEBTORS

	2018 £	2017 £
Trade debtors	<b>9,888</b>	10,874
Amounts due from Queen Mary University of London	<b>31,469</b>	10,713
Prepayments and accrued income	<b>53,534</b>	37,266
Other debtors	<b>420</b>	-
Amount due from Ultimate Parent Undertaking	<b>351,648</b>	320,671
	<u><b>446,959</b></u>	<u>379,524</u>

### 10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade creditors	<b>44,034</b>	76,931
Accruals and deferred income	<b>155,374</b>	147,539
Amount owed to Queen Mary University of London	<b>378,564</b>	142,525
Bank overdraft	-	62,607
	<u><b>577,972</b></u>	<u>429,602</u>

# QMSU SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2018

### 11. DEFERRED CAPITAL GRANTS

	Balance at 1 August 2017 £	Transfers Capital Grant £	Depreciation £	Balance at 31 July 2018 £
Deferred Capital Grants Reserve	9,598	-	(2,399)	7,199

### 12. FINANCIAL COMMITMENTS

The Company had total commitments under non-cancellable operating leases as follows:

	Land and buildings 2018 £	2017 £	Other 2018 £	2017 £
Within one year	15,222	88,824	44,175	42,041
Between one and two years	-	-	44,175	42,041
Between two and five years	-	-	20,626	60,000
	<u>15,222</u>	<u>88,824</u>	<u>108,976</u>	<u>144,082</u>

### 13. ULTIMATE PARENT AND CONTROLLING INTEREST

The ultimate parent undertaking and controlling party at the balance sheet date was Queen Mary University of London Students' Union, a company limited by guarantee (company number 8092471) and a charity registered in the United Kingdom (charity number 1147786). Copies of the ultimate parent undertaking's accounts can be obtained from their website. The parent undertaking shares an address with QMSU Services Limited.

### 14. RELATED PARTY TRANSACTIONS

The Company is exempt from disclosure of transactions with group undertakings under Financial Reporting Standard 102 as it is wholly owned within Queen Mary University of London Students' Union's consolidated accounts.

**Group Accounts**
**For Month 6**
**January 2019**

	Full Year Budget		Full Prior Yr	YTD to Month 6				for Month 6			
	Prior Yr	Current Yr	July18 End Yr	Prior Yr Amount	Budget	Amount	Variance	Prior Yr Amount	Budget	Amount	Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Charity</b>											
Income	1,648	1,662	1,670	875	809	870	61	143	131	147	17
Pay	1,073	1,170	1,134	566	587	565	22	101	98	100	(2)
Non Pay	578	580	573	321	261	290	(29)	67	42	44	(2)
<b>Charity SURPLUS/ (DEFICIT)</b>	<b>(3)</b>	<b>(88)</b>	<b>(37)</b>	<b>(12)</b>	<b>(40)</b>	<b>15</b>	<b>54</b>	<b>(25)</b>	<b>(10)</b>	<b>3</b>	<b>13</b>
<b>QMSU Services Ltd</b>											
Income	4,408	4,583	4,218	2,348	2,471	2,430	(42)	421	447	475	28
Pay	1,976	2,092	2,019	1,052	1,089	1,052	37	178	188	186	1
Non Pay	2,175	2,181	2,068	1,132	1,180	1,193	(13)	197	209	233	(25)
<b>QMSU Services Ltd SURPLUS/(DEFICIT)</b>	<b>257</b>	<b>310</b>	<b>132</b>	<b>164</b>	<b>202</b>	<b>185</b>	<b>(17)</b>	<b>46</b>	<b>50</b>	<b>55</b>	<b>4</b>
<b>Administration</b>											
Income	164	162	174	82	81	84	3	14	14	14	0
Pay	198	238	207	103	119	109	10	19	20	19	1
Non Pay	137	142	114	62	71	76	(5)	9	12	14	(2)
<b>Administration SURPLUS/(DEFICIT)</b>	<b>(171)</b>	<b>(218)</b>	<b>(147)</b>	<b>(82)</b>	<b>(109)</b>	<b>(101)</b>	<b>8</b>	<b>(14)</b>	<b>(18)</b>	<b>(20)</b>	<b>(1)</b>
<b>GROUP SURPLUS/ (DEFICIT)</b>	<b>83</b>	<b>5</b>	<b>(52)</b>	<b>70</b>	<b>54</b>	<b>99</b>	<b>45</b>	<b>7</b>	<b>23</b>	<b>39</b>	<b>16</b>



Income and Expenditure Account summary

**QMSU Services Ltd**  
For Month 6

January 2019

Cost Centre	Full Year Budget			Full Prior Yr July18 End Yr £	YTD to Month 6				for Month 6				
	Prior Yr £	Current Yr £	End of Year Forecast £		Prior Yr Amount £	Budget £	Amount £	Variance £	Prior Yr Amount £	Budget £	Amount £	Variance £	
<b>Income</b>													
BLSA Reception	30,609	35,148	36,148	31,201	18,151	22,574	23,750	1,176	2,287	2,428	4,675	2,246	ok, up on last year by £5k.
Central Cleaning	221,874	223,647	223,647	235,544	115,095	111,824	96,696	(15,128)	22,083	18,630	16,116	(2,514)	Worse than budget by £15k.
Chislehurst	56,146	46,020	46,020	43,637	26,367	29,010	29,295	285	8,784	7,585	10,337	2,752	ok
CHSQ Fitness to Practice	15,320	12,044	12,044	10,430	4,938	6,305	4,624	(1,681)	1,050	1,143	846	(297)	under review. Similar to previous year
CHSQ Shield Café	166,654	180,819	180,819	179,343	88,980	92,379	82,512	(9,868)	10,808	13,447	9,909	(3,538)	Drop of external and insitutional hospitality.
Drapers Bar	619,801	657,811	657,811	562,777	361,036	414,680	395,355	(19,325)	70,523	73,120	68,440	(4,680)	to changes in treatment of Ents income budgeting.
Ents - Non Commercial	38,619	37,164	37,164	32,536	16,584	18,582	16,701	(1,881)	2,743	3,096	2,741	(355)	similar level to last year
General Enterpise	120,500	131,678	131,678	117,486	65,494	65,839	80,475	14,636	5,775	10,969	35,792	24,823	The Totum (new NUS card) sales have nose dived). Some marketin income in cost centre has compensated.
Griffin Bar	262,243	252,876	252,876	233,966	143,128	147,738	161,254	13,516	20,817	21,947	25,835	3,888	Very comforting performance, consistently above budget.
Ground	464,740	507,669	507,669	492,962	265,192	276,595	304,721	28,126	52,997	54,848	59,128	4,280	Strong sales, benefit of new furniture and increased capacity showing YTD £39k (15%) up on prev year. YTD worse than budget by £10k, first month to exceed sales targets..
Library Cafe	525,282	543,846	543,846	495,341	232,825	247,623	237,037	(10,586)	49,049	51,220	52,519	1,299	
MARKETING & COMMS SE	0	75,093	75,093	0	0	37,547	37,967	420	0	6,255	4,990	(1,265)	No comparison to last year, budget previously sat in charity.
Mile End Ents	129,071	41,242	41,242	116,221	85,302	27,513	34,297	6,784	6,924	288	288	0	Better than budget and under last year. Some income budgeted under Drapers cost centre.
QMotion	796,163	844,117	844,117	773,718	411,931	430,416	396,870	(33,545)	78,628	86,615	80,149	(6,466)	Under budget, adverse effect of the hoarding in Godward Sq. encouraging to see Jan sales up on same time last year.
UNION SHOP	362,326	365,919	365,919	287,144	158,946	193,035	155,100	(37,935)	28,162	31,947	30,778	(1,169)	Under budget, encouraging to see sales up on Jan last year, despite drop in high value clothing sales..
Village Shop	582,879	622,589	622,589	593,122	342,940	344,994	369,136	24,141	60,249	63,248	71,941	8,693	impressive start to 2019, sales 19% up on last year (mth)
Whitechapel Ents	15,803	5,302	5,302	12,907	11,112	4,738	4,055	(683)	67	94	94	0	Slightly under budget.
<b>Total Income</b>	<b>4,408,030</b>	<b>4,582,983</b>	<b>4,583,983</b>	<b>4,218,335</b>	<b>2,348,023</b>	<b>2,471,392</b>	<b>2,429,843</b>	<b>(41,549)</b>	<b>420,944</b>	<b>446,880</b>	<b>474,578</b>	<b>27,698</b>	<b>YTD slightly under budget (1.6%). Strong start to 2019, 12.7% up on jan last year. YTD 3.5% up on last year.</b>
<b>Expenditure</b>													
<b>Pay</b>													
BLSA Reception	54,173	53,575	53,575	53,195	26,228	27,041	25,095	1,946	5,095	4,745	4,995	(249)	ok
Central Cleaning	220,647	221,861	221,861	230,465	111,129	110,930	104,546	6,384	13,990	18,481	16,937	1,544	ok
Chislehurst	24,512	25,328	25,328	25,197	11,625	12,664	13,907	(1,243)	1,470	2,110	1,739	371	ground staff OT.
CHSQ Fitness to Practice	4,739	4,964	4,964	4,707	2,235	2,482	2,444	38	395	414	375	38	ok
CHSQ Shield Café	92,351	103,875	103,875	102,151	50,945	51,938	46,749	5,189	7,402	8,621	4,875	3,746	on track, includes management sickness to cover
Drapers Bar	237,625	268,989	268,989	224,199	134,863	157,399	131,136	26,262	24,967	25,094	22,806	2,289	under budget and same time last year.
Ents - Non Commercial	26,842	32,080	32,080	26,330	13,092	16,040	19,781	(3,740)	2,209	2,672	3,812	(1,140)	recreational ents program extended.Part of Drapers team.
General Enterpise	267,867	165,607	165,607	265,531	137,019	82,803	87,354	(4,551)	23,892	13,795	17,168	(3,373)	slightly over budget, as restructure delayed, better than last year, under budget.decent considering covering long term sickness and sales up.
Griffin Bar	128,047	136,451	136,451	130,448	73,836	80,053	80,393	(340)	11,854	13,430	15,598	(2,168)	
Ground	150,585	171,756	171,756	165,054	90,619	90,393	94,687	(4,294)	15,990	16,529	20,324	(3,795)	labour to sales ratio fine 31% vs budget of 32.6%.
Library Cafe	141,361	149,727	149,727	142,274	68,187	74,178	70,927	3,251	14,364	15,259	14,374	885	on target
MARKETING & COMMS SE	0	79,115	79,115	0	0	39,558	39,935	(377)	0	6,590	5,607	983	ok
Mile End Ents	28,713	13,336	13,336	29,763	14,372	7,436	5,804	1,632	2,709	1,250	1,113	137	ok
QMotion	370,776	415,183	415,183	383,365	195,633	207,591	201,098	6,494	32,387	34,585	30,896	3,689	ok, holiday & long term sick cover.

Income and Expenditure Account summary													
QMSU Services Ltd													
For Month 6 January 2019													
Cost Centre	Full Year Budget			Full Prior Yr	YTD to Month 6				for Month 6				
	Prior Yr	Current Yr	End of Year Forecast		Prior Yr Amount	Budget	Amount	Variance	Prior Yr Amount	Budget	Amount	Variance	
	£	£	£	£	£	£	£	£	£	£	£	£	£
UNION SHOP	100,811	110,504	110,504	102,403	52,863	56,269	56,007	262	9,387	9,914	11,241	(1,327)	Slightly over budget for month due to remerchandising trialled extending closing time by 2 hours (8pm). Reviewed sales and decision to close 7pm.
Village Shop	117,803	131,360	131,360	125,525	65,448	68,149	68,889	(739)	11,843	13,473	13,799	(325)	ok
Whitechapel Ents	9,400	8,452	8,452	8,042	4,089	4,364	3,453	911	517	748	742	6	ok
<b>Subtotal</b>	<b>1,976,252</b>	<b>2,092,162</b>	<b>2,092,162</b>	<b>2,018,650</b>	<b>1,052,183</b>	<b>1,089,289</b>	<b>1,052,205</b>	<b>37,083</b>	<b>178,471</b>	<b>187,711</b>	<b>186,401</b>	<b>1,310</b>	<b>Under control, better than budget</b>
<b>Non Pay</b>													
BLSA Reception	15,340	9,840	9,840	13,173	9,282	4,920	10,252	(5,332)	2,116	820	2,980	(2,160)	partially cost of sales. Similar to last year. Under review.
Central Cleaning	3,786	3,786	3,786	5,865	6,051	1,893	1,941	(47)	342	315	66	250	ok
Chislehurst	14,349	9,670	9,670	9,182	4,699	4,835	3,286	1,549	574	806	330	475	ok
CHSQ Fitness to Practice	10,250	10,062	10,062	8,375	4,423	5,031	4,052	979	690	838	675	163	ok
CHSQ Shield Café	63,890	65,695	65,695	75,047	39,059	35,077	34,071	1,006	7,196	5,244	3,488	1,756	ok
Drapers Bar	300,934	321,571	321,571	283,131	169,662	199,902	193,335	6,567	30,761	34,752	36,891	(2,139)	ok
Ents - Non Commercial	9,500	4,500	4,500	3,110	2,812	3,450	1,241	2,209	43	465	134	331	ok
General Enterprise	20,456	12,798	12,798	13,982	13,114	7,397	32,968	(25,571)	(3,787)	900	28,362	(27,462)	ok,
Griffin Bar	119,368	115,329	115,329	105,303	62,675	68,061	70,101	(2,039)	8,942	9,682	13,847	(4,165)	ok,
Ground	212,245	229,903	229,903	226,408	121,054	125,733	133,654	(7,921)	23,497	25,991	25,395	597	cost of sales linked to significant sales vs budget. Ratios ok
Library Cafe	342,571	357,325	357,325	322,256	152,413	167,433	152,619	14,815	31,248	34,298	33,747	551	ok
MARKETING & COMMS SE	0	50,325	50,325	0	0	26,562	23,635	2,927	0	3,959	1,136	2,823	
Mile End Ents	96,736	20,400	20,400	89,696	58,728	9,325	17,671	(8,346)	5,271	179	335	(156)	Freshers events cost, phasing distorts. Need to look into this.
QMotion	321,968	324,007	324,007	325,504	158,147	161,636	171,460	(9,823)	27,479	28,880	28,339	541	Lease to new equipment and operating cost to kick start year.
UNION SHOP	236,266	235,374	235,374	192,909	105,285	127,872	94,336	33,536	21,083	20,186	13,973	6,214	ok
Village Shop	394,297	407,621	407,621	383,333	216,320	228,665	246,180	(17,515)	40,433	41,573	43,734	(2,161)	Cost of sales linked to significant sales vs budget
Whitechapel Ents	13,150	2,300	2,300	10,586	7,876	2,300	2,287	13	704	0	0	0	ok
<b>Subtotal</b>	<b>2,175,107</b>	<b>2,180,505</b>	<b>2,180,505</b>	<b>2,067,861</b>	<b>1,131,600</b>	<b>1,180,094</b>	<b>1,193,088</b>	<b>(12,994)</b>	<b>196,592</b>	<b>208,888</b>	<b>233,432</b>	<b>(24,544)</b>	<b>ok</b>
<b>Total Expenditure</b>	<b>4,151,358</b>	<b>4,272,668</b>	<b>4,272,668</b>	<b>4,086,510</b>	<b>2,183,783</b>	<b>2,269,383</b>	<b>2,245,293</b>	<b>24,090</b>	<b>375,063</b>	<b>396,599</b>	<b>419,833</b>	<b>(23,234)</b>	<b>overall under control</b>
<b>SURPLUS/ (DEFICIT) for Q</b>	<b>256,671</b>	<b>310,316</b>	<b>311,316</b>	<b>131,825</b>	<b>164,240</b>	<b>202,009</b>	<b>184,550</b>	<b>(17,459)</b>	<b>45,881</b>	<b>50,281</b>	<b>54,745</b>	<b>4,464</b>	<b>YTD under budget by £17.5k, but £20k (12.3%) better than last year.</b>
<b>Total by Cost Centre</b>													
BLSA Reception	(38,903)	(28,267)	(28,267)	(35,167)	(17,359)	(9,387)	(11,597)	(2,210)	(4,925)	(3,137)	(3,300)	(163)	under budget, but better than last year.
Central Cleaning	(2,559)	(2,000)	(2,000)	(786)	(2,085)	(1,000)	(9,790)	(8,791)	7,751	(167)	(887)	(720)	Under review to feed into budget planning.
Chislehurst	17,285	11,022	11,022	9,258	10,044	11,511	12,102	591	6,739	4,670	8,268	3,598	ok
CHSQ Fitness to Practice	331	(2,982)	(2,982)	(2,652)	(1,720)	(1,208)	(1,873)	(665)	(35)	(109)	(205)	(96)	slightly under budget. Service not heavily used, hence review. Dropped from strong start, decline in hospitality. Better than last year.
CHSQ Shield Café	10,413	11,249	11,249	2,145	(1,024)	5,364	1,692	(3,672)	(3,790)	(418)	1,547	1,964	
Drapers Bar	81,242	67,251	67,251	55,447	56,511	57,380	70,884	13,504	14,795	13,273	8,743	(4,530)	good
Ents - Non Commercial	2,277	584	584	3,096	680	(908)	(4,321)	(3,412)	492	(42)	(1,206)	(1,164)	Checking if transfers been proportionatly allocated.
General Enterprise	(167,822)	(46,727)	(46,727)	(162,027)	(84,639)	(24,361)	(39,847)	(15,485)	(14,330)	(3,726)	(9,738)	(6,012)	Totum related, better than last year. Some central costs

Income and Expenditure Account summary													
QMSU Services Ltd													
For Month 6 January 2019													
Cost Centre	Full Year Budget		End of Year Forecast £	Full Prior Yr July18 End Yr £	YTD to Month 6				for Month 6				
	Prior Yr £	Current Yr £			Prior Yr Amount £	Budget £	Amount £	Variance £	Prior Yr Amount £	Budget £	Amount £	Variance £	
Griffin Bar	14,828	1,096	1,096	(1,786)	6,617	(376)	10,760	11,137	21	(1,165)	(3,610)	(2,445)	Year to date good, some adjustments factored from prev month.
Ground	101,910	106,011	106,011	101,499	53,519	60,468	76,380	15,911	13,509	12,328	13,410	1,082	Excellent, better than budget, which was a tough one. Up on prev year by over £20k (+43%)
Library Cafe	41,350	36,794	36,794	30,811	12,225	6,012	13,491	7,479	3,437	1,663	4,398	2,735	pretty good, improvement measures starting to pay off.
MARKETING & COMMS SE	0	(54,347)	(54,347)	0	0	(28,574)	(25,603)	2,971	0	(4,294)	(1,753)	2,541	ok
Mile End Ents	3,622	7,506	7,506	(3,238)	12,202	10,752	10,822	69	(1,055)	(1,141)	(1,160)	(19)	ok
QMotion	103,419	104,928	104,928	64,850	58,151	61,188	24,313	(36,875)	18,762	23,151	20,915	(2,237)	challenging start, as reported.. Jan surplus better than last year.
UNION SHOP	25,249	20,041	20,041	(8,168)	798	8,893	4,756	(4,137)	(2,308)	1,846	5,564	3,717	Very strong month
Village Shop	70,779	83,607	83,607	84,264	61,172	48,180	54,067	5,886	7,973	8,202	14,408	6,206	YTD sound, impressive start to 2019 !
Whitechapel Ents	(6,748)	(5,450)	(5,450)	(5,721)	(852)	(1,925)	(1,685)	240	(1,154)	(654)	(648)	6	ok
<b>Total by Cost Centre</b>	<b>256,671</b>	<b>310,316</b>	<b>310,316</b>	<b>131,825</b>	<b>164,240</b>	<b>202,009</b>	<b>184,550</b>	<b>(17,459)</b>	<b>45,881</b>	<b>50,281</b>	<b>54,745</b>	<b>4,464</b>	Strong start to 2019. Jan up on budget & same time last year by £8.8k.

QMSU GROUP BALANCE SHEET	Group		Group	
	Actual Jan 2019		Actual Jul 2018	
	£	£	£	£
<b>FIXED ASSETS</b>		288,982		190,980
<b>INVESTMENTS</b>		37,248		37,248
<b>CURRENT ASSETS</b>				
Stock		91,328		78,003
Debtors and Prepayments				
Trade Debtors		59,226		28,848
QMUL Debtor		224,328		207,289
Other Debtors & Prepayments		111,717		106,355
Cash at Bank and in Hand		<u>1,329,827</u>		<u>701,800</u>
		1,816,426		1,122,295
<b>CREDITORS:</b>				
<b>Due Within one Year:</b>				
Trade Creditors		(238,925)		(153,039)
QMUL Loan		0		0
QMUL Creditor		(940,157)		(690,155)
Other Creditors & Accruals		(323,851)		(220,791)
<b>NET CURRENT ASSETS/ (LIABILITIES)</b>		313,493		58,310
<b>CREDITORS: Due after more than one year</b>		0		0
		<u>639,723</u>		<u>286,538</u>
		0		0
<b>FINANCED BY:</b>				
<b>FUNDS</b>				
<b>Designated Funds</b>		412,438		539,966
<b>Restricted Funds</b>				
Capital Grants		62,472		63,134
RAG		13,604		12,423
National Childrens Bureau		0		0
Sport England		0		0
Volunteering		0		0
Employability		100		100
Drapers		1,022		2,005
Community Campus		67,856		41,543
Buddy Scheme		15,841		21,370
Student Experience		40,859		43,850
One-Off		78,090		22,543
Annual		101,256		77,270
Westfield		26,386		8,562
<b>Total Restricted Funds</b>		<b>407,486</b>		<b>292,800</b>
<b>General Reserve</b>		<u>(180,201)</u>		<u>(546,228)</u>
		<u>639,723</u>		<u>286,538</u>

**Reconciliation of Movement in General Reserves:**

<b>General Reserve at July 2018</b>	(546,228)
<b>Student Activity Groups Grants included in GL Reserves as taken to I&amp;E in Management Accounts 2010-2018, adjustment to reserves only made at the year end</b>	267,407
<b>Management Accounts I&amp;E Profit/(loss) for 6 months to January 19</b>	98,620
<b>General Reserve at January 2019</b>	<b>(180,201)</b>