

STUDENTS' ASSOCIATION
SAUWS
UNIVERSITY OF THE WEST *of* SCOTLAND

**STUDENTS' ASSOCIATION
OF THE
UNIVERSITY OF THE WEST OF SCOTLAND**

(INCORPORATING CAMPUSES AT PAISLEY, AYR AND HAMILTON)

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st JULY 2014**

Charity Number SC005410

STUDENTS' ASSOCIATION OF THE UNIVERSITY OF THE WEST OF SCOTLAND

ANNUAL REPORT AND FINANCIAL STATEMENTS

Year ended 31 July 2014

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Board of Trustees and Association Information

Board of Trustees from 1st July 2013 to 30th June 2014

President.....	Blane Abercrombie
Depute President Education and Welfare	Iain Shepherd
Campus President Ayr.....	Cal Reid
Campus President Hamilton	Kate Shearer
Sports President.....	Ryan Wood
Ordinary Trustee Paisley.....	Stuart McCabe
Ordinary Trustee Paisley	Cameron Stewart
Ordinary Trustee Paisley.....	Heather Armstrong
Ordinary Trustee Ayr.....	Pearl Willis
Ordinary Trustee Ayr	Vacant
Ordinary Trustee Ayr	Vacant
Ordinary Trustee Hamilton.....	Dorothy Watson
Ordinary Trustee Hamilton.....	Connor Smith
Ordinary Trustee Hamilton.....	Cameron Mathieson

Board of Trustees from 1st July 2014 to 30th June 2015

President.....	Jack Douglas
Depute President Education and Welfare	Lauren Miller
Campus President Ayr.....	Cal Reid
Campus President Hamilton	Isla Todd
Sports President.....	Ryan Wood
Ordinary Trustee Paisley.....	Stuart McCabe
Ordinary Trustee Paisley	Cameron Stewart
Ordinary Trustee Paisley.....	Iain Shepherd
Ordinary Trustee Ayr.....	Pearl Willis
Ordinary Trustee Ayr	Blane Abercrombie
Ordinary Trustee Ayr	Kate Shearer
Ordinary Trustee Hamilton.....	Kelsey Campbell
Ordinary Trustee Hamilton.....	Connor Smith
Ordinary Trustee Hamilton.....	James Adams

Three Trustees are elected on a University wide basis over Paisley, Hamilton and Ayr campuses (President, Depute President Education and Welfare, and Sports President). The other Trustees are elected on a campus wide basis at the campus specified. For each of these constituencies any qualifying student may stand but election ballots are held only at those constituencies.

Trustees elected are given full induction and training at the assumption of office encompassing their duties as Trustees in terms of relevant legislation and the operations of the Students' Association.

The Students' Association is governed by a Constitution formally approved by the Court of the University of the West of Scotland under its rules of governance; the Students' Association is an unincorporated association for the benefit of its members. Policies of the Board and of the SRCs of the Association are carried out by the Sabbatical office bearers and on a day to day basis by the staff employed by the Association.

Board of Trustees and Association Information (Cont'd.)

General Manager Caroline Sharp

Principal Address Storie Street
 PAISLEY
 PA1 2HB

University Liaison Accountant.....Clive McIlwaine

Auditors Ernst & Young LLP
 G1
 5 George Square
 GLASGOW
 G2 1DY

Bankers Bank of Scotland
 The Cross
 PAISLEY
 PA1 1DB

Notice In Terms Of The Education Act 1994

The Students' Association is required under the terms of the above Act of Parliament to provide the following information.

At meetings of the Students' Association decisions were taken on continuation of affiliation to the under noted external bodies for 2013/2014.

The National Union of Students of the United Kingdom (NUS)	£28,725.40
Scottish Student Sport (SSS)	£ 4,588.00
British Universities and Colleges Sport (BUCS)	£ 2,577.79
NUS Services Ltd (NUSSL)	£ 300

Any Ordinary Member of the Students' Association who wishes to have any of the above affiliations reviewed by general ballot (referendum), must call for this as described in the Constitution of SAUWS, copies of which are available from:

**SAUWS
The Students' Union
Storie Street
PAISLEY
PA1 2HB**

A CALL FOR A GENERAL BALLOT REQUIRES THE SUPPORT OF 5% OF THE ORDINARY MEMBERS OF SAUWS.

Board of Trustees Report

Objectives and Purposes of the Students' Association

The Students' Association exists to enhance, in as many aspects as possible, the overall student experience of those coming to study at the University. The following is defined in the constitution:

The Association shall:

1. be an unincorporated association of members who are in the main students of the University;
2. register the Association with the appropriate licensing authorities in terms of the relevant legislation;
3. be a non-profit making organisation with any financial surpluses being re-invested in the Association; and
4. adhere to the requirements of the Education Act 1994 (as amended) and to the Code of Practice.

The objects of the Association are to:

1. advance the arts, culture, education, science, heritage and sport by providing amenities and supporting activities for the members;
2. prevent and relieve poverty and advance health by providing advice and welfare services for students and potential students; and
3. promote and advance citizenship amongst the membership through the democratic structures for student representation within the Association, the University, associated organisations and in society in general.

The following are important for these objects:

1. representing and promoting the general interests of students of the University;
2. representing students in their needs and aspirations;
3. supporting students throughout their University life;
4. advising, informing and listening to students;
5. effective inclusion by promoting participation in the work and activities of the Association;
6. providing social and recreational facilities and services; and
7. supporting student development, sports, societies and other co-curricular activities.

And in achieving these, the Association will provide:

- Social facilities to enhance the academic experience and to be the focus of academic community.
- Leisure activities including competitive and non competitive sport, religious and political activities, to enable students and staff to mix outwith the academic environment.
- Support for students facing difficulties, whether in academic or personal matters, and to look after students' welfare.
- Representation of students within the structures of the University, to ensure the future of course development through active participation by students.
- Opportunities for students to gain experience in the running of the Association, both through volunteering in the democratic structures and working for the Association.

The Association receives a grant from the University for the Membership Fees of the students at the Ayr, Hamilton and Paisley campuses of the University. With this the Association organises activities in line with its objects.

SAUWS is a democratically accountable organisation run by students and for students at the University of the West of Scotland.

Investments Policy

NUS Holdings Limited made a cash offer to all shareholders to acquire all of the allotted and issued A shares and B shares in the capital of NUS Services Ltd (NUSL) other than those shares already owned by NUS Holdings. In January, a payment in the sum of £5460 was received in respect of those NUSL shares previously held by SAUWS.

Reserves Policy

The Reserves of the Students' Association are unrestricted funds which should be retained at a level reviewed annually by the Trustees as appropriate to meeting the annual costs of running the Students' Association.

Risk Management

The Trustees have assessed the major risks to which the Students' Association is exposed and have put in place measures to limit those risks and review them on a regular basis.

Grant Making Policy

The Association makes awards of funds to the Clubs and Societies of the Association. These are organised on a campus basis with the award making bodies being the SRC at the Ayr and Hamilton campuses and the General Council of the Affiliated Clubs and Societies at the Paisley campus.

Grants are made on an annual basis from the overall funds allocated for that purpose and stated in the Estimates for the year. Clubs and societies make application to the committee of the ACS from where a recommendation is made to the General Council then a vote taken by the Council. At Ayr and Hamilton campuses the club makes a submission to the SRC which then decides upon an allocation of funds.

Rules governing the recommendations of the committee are laid down in the constitution of the Association.

Overview of the Association

Now seven years since the incorporation of the Hamilton Campus into SAUWS following merger with Bell College Students' Union, the majority of today's students have only experienced the Association and the University under their current names.

SAUWS enjoyed the benefits of the successful election of 2 of the incumbent sabbatical officers to a second term, with many of the other Trustee roles being filled by students with previous experience of Board membership.

Following the HR project work undertaken during the prior year, there has been a period of adjustment while staff acclimatise to the restructure and changes to roles. As a result of vacancies arising and the promise of increased funding, further changes to the structure are planned for the coming year. In the meantime, staff remain committed to delivering the objectives of the organisation.

In terms of trading activity, the overall contribution increased by £7,784 to £46,863, compared to prior year. Again, this fell far short of the £65,106 which had been budgeted. Although sales fell short of budget by around £53,247, savings were made in all of cost of sales, wages and trading expenses, resulting in these costs coming in under budgeted figures by almost £35,000. Next year should see the full year benefit of cost savings achieved through staff restructuring.

Again, a tight control on overhead spend ensured that these costs came in well under budget, with a saving of £35,798 against planned activity. It is unfortunate that most of this saving was achieved through the curtailing of planned activity and through staff vacancies. Although additional funding had been requested from the University during the budgeting process, this was not agreed until almost the year end. As a result, the Association ended the year with a surplus of £18,155 being added to reserves and increasing the long term financial stability of the organisation.

Affiliated Clubs and Societies

During this year, SAUWS was pleased to be able to continue to support a number of sports clubs and societies, as well as individual athletes, in the amount of £41,345.

Rebranded as Team UWS, and with a new partnership approach with the University, 2013-2014 has seen the Sports Union progress higher than ever before in the University leagues. The Team ended the year ranked 108 in the BUCS league, up 20 places compared to the previous year, and with 97 points (our highest ever number of BUCS points).

2013-2014 has been a year of firsts in regards to sports with UWS winning 3 league titles, compared to 3 in the past 5 years as UWS, and 2 teams reaching the plate finals, compared to 1 in the past 5 years. Team UWS has seen membership rise to nearly 500 students and has seen more individual athletes take part in sport than ever before, including our first ever British Championships medal! We have also currently got a Scottish Universities Champion, 2 silver medallists and a bronze, meaning this year has seen the highest amount of success for our individual athletes.

The number of societies in 2013-2014 has dropped dramatically to 10 as we removed many societies from our list that were no longer active, but, from this we have still seen a constant number of societies members (roughly 30-35% of the overall membership) getting involved, with our Chemical Engineering society having 62 members and being the largest single society ever! Chemical Engineering represented UWS at the Frank Morton Competition finishing a respectable joint 12th. A special mention is also deserved for Table Top Gaming and the ISOC society who have both been fantastic ambassadors for Team UWS and the University over the year.

Away from the action, Team UWS has had tremendous success with the re-branding as well as the changing of the governance structure to see a more independent and open Sports Union. We have also had great success with the launch of our first official

playing and leisure wear range and with the fantastic success of our inaugural Varsity event against Edinburgh Napier. We have created new local partnerships with the Piazza Shopping centre, Braehead Clan Ice Hockey, Snow Factor at Braehead as well as many more to develop the student experience.

Perhaps the biggest success this year has come from the partnership that has been created between Team UWS and the University itself. Before this year sport comprised several distinct and separate elements that were not looking to go in the same direction. This has changed during 2013-2014. To be able to bring so many departments of the University together to work on such a great event as Varsity was fantastic and it is hoped that this partnership will carry on for a long time to come.

Student Representation

Engagement with University

Over the last academic year, senior management of the University have continued to support the Students' Association with representational and engagement activities ensuring that there continues to be Student Representatives on UWS committees (mainly Sabbatical Officers). In addition, Faculty Quality Officers and Student Enhancement Developers (for the Schools of Computing, Engineering and Science) have liaised closely with the Student Representation Co-ordinator to ensure the production of the Student Rep Database and developmental opportunities for the Student Rep Structure.

During 2014-15 the School structure will change, to exist as 6 Schools only (rather than 8 schools within 3 faculties) and each will have a Student Enhancement Developer (SED). It has been agreed that the SED's will be the liaison between the School and the Student Representation Co-ordinator to populate the rep database and encourage student reps to attend training as well as provide training for staff on student rep activities.

As well as this, the Student Representation Co-ordinator will continue to work closely with colleagues within the Quality Enhancement Unit to ensure development of the Student Rep Structure as well as a review of the Student Representation Policy ensuring it reflects the changes in School structure and details the new representation opportunities that will exist.

Raising Awareness of Student Representation

Induction visits for academic session 2013-14 decreased slightly from last year, with approximately 2750 students being introduced to the purpose and activities of the Students' Association and representation system. It is believed that the decrease was a direct result of Schools changing the way they do inductions as feedback suggested students felt they had 'information overload' at these sessions. Upon review, it was clear that Schools placed more emphasis on University support departments (e.g. Student Services and Library) than on SAUWS, as a separate organisation. Promotion of Student Representation also took place at Paisley, Ayr, Hamilton and Dumfries Fresher's Events.

For the year ahead, the Student Representation Co-ordinator and the new Membership Development Manager will work closely with the Board of Trustees and Students' Council members to develop an inductions strategy aimed at increasing the number of students being made aware of what SAUWS does, in a more engaging way.

Student Representatives and Training

The number of student representatives for UWS has increased slightly during this year with approximately 350 reps across all our Schools. For academic session 2013-14 we continued to participate with the Institutional Associate Trainer scheme introduced by SPARQS as funding had been secured for this, and additionally the scheme is outlined within the new Student Representation Policy. Benefits of participating include greater tailoring of training to suit the needs of UWS students and our policies, and flexibility in timing and delivery of training.

Statistics from 2013-14 training

- 155 reps trained (total number based on attendance lists)
- 100% felt they could participate
- 92% found the training useful or very useful
- 99% would recommend it to a fellow rep

In addition, student representatives can apply for the Volunteer Recognition Awards (VRA) which formally recognises the work they do and provide additional opportunity for skills development. This year 5 reps received the Bronze award and 2 received Silver awards. Reps that completed the VRA were also entered into the SAUWS awards for Student Rep of the Year and Students' Council Rep of the Year. It is hoped that as both Awards become more embedded in rep activity and contribute to the Higher Education Achievement Record (HEAR) more reps will take up the opportunity to be formally recognised via this route.

With the introduction of a Membership Development Manager, it is hoped that more training can be provided through the year as well as working with SPARQS to introduce online training for students on Distance Learning or College courses. It is also hoped that as part of the VRA SAUWS can provide even more skills development training to students attempting to achieve an award, particularly for Student Reps.

Students' Council

There were 4 meetings of Students' Council held at Paisley and Hamilton, with Ayr holding only 2 meetings, throughout the year. Attendance at Students' Council has increased in Paisley with an average of 19 students attending each meeting, closely followed by Hamilton with an average of 9 students and then Ayr with an average of 7 students attending.

Policy passed at Council this year included a constitutional change for the Sports Union, the banning of the song 'Blurred Lines' from all our Unions and removing the use of 'zero hour' contracts within the Union. Council members also debated what UWS Graduate Attributes should be, whether or not to support strike action and contributed to the Reflective Analysis for the Enhancement Led Institutional Review (ELIR).

With the introduction of Video Conference Students' Council, it was hoped that Dumfries Campus reps would participate in Council business where cross campus items were discussed and debated. Unfortunately this did not come to fruition; we believe part of the reason for this is Dumfries Campus having its own arrangements via Crichton University Campus Students' Association (CUCSA) and Student Staff Liaison Groups (SSLG's) to raise Campus or University issues. However more research needs to be carried out to determine what barriers to participation there are and how we can overcome them.

For the year ahead, due to the number of Council meetings which had to be cancelled for quoracy reasons, the Student Representation Co-ordinator will work closely with the Council Chairs and Engagement Staff to promote Council. As well as this, a review of bye-law 6 which governs Council business will take place to ensure it is fit for purpose and engaging for students, this may also result in a review of bye-law 5 which governs how Association meetings are run to ensure it meets the needs of Council as well as the Association as a whole.

Student Casework

Overall the number of student cases for Fitness to Practice, Plagiarism (both Schools based) and Disciplinary action (UWS wide) has reduced slightly from last year. This is due in part to Schools and the University being more responsible in terms of promoting these disciplinary routes and the support available to avoid these in the first place.

The Association has received a slight increase in the number of students seeking assistance to complete Mitigation and seen a slight decrease in the number of Academic Appeals we've assisted with. That said, however, with the change in policy

for sitting assessments (i.e. if students don't attend for assessment or receive a zero mark, they automatically lose the right to resit and are asked to re-attend the module) we had seen a slight increase at the end of Trimester 1 in Academic Appeals as well as complaints. The change in policy was promoted during Trimester 2 and as such students were more aware of the consequences of not attending for/submitted assessments.

In the coming year, the Association plans to employ 2 new student caseworkers who will oversee all student case work and, with the introduction of reporting issues to NUS for institutions that do not use 'Advice Pro', it is hoped that a more formal reporting system can be set up and any University and nationwide issues can be identified and addressed. This will also aid the promotion of the advice services we can provide as well as ensuring we can meet our students' needs more effectively.

Crichton

Members at Dumfries continued to be represented through the campus based SRC which is known as CUCSA (Crichton University Campus Students' Association). There was again an increased opportunity for SAUWS members at the campus to vote in cross campus sabbatical elections, with these being held online.

Campaigns

This year SAUWS' campaigning activity has achieved:

- increased awareness of our advice and representation services with the 'moans, loans & groans' leaflets
- distributed £19,255 of hardship funding to students in desperate need of financial help
- revitalised Sports & Societies at UWS, launching Team UWS and achieving the highest ever BUCS ranking for UWS, a record number of league champions and our first ever British medal winner and several Scottish medal winners
- acquired Wednesday afternoons off for activities
- providing reduced rate Gym Membership for members of Team UWS
- promoted healthy eating via cookery workshops and information sessions
- worked with Student Services to secure £10,000 for the purposes of cultural trips for International Students at UWS
- secured the blocking of payday loans websites on UWS Wi-Fi
- increased engagement with student groups and particularly liberation groups, for the first time ever sending a full delegation to the NUS women's conference
- provided a space for students, which is safe from abuse, physical and verbal
- lobbied for extra library resources, and better Wi-Fi provision
- researched methods into engaging students in independent learning and feeding this into UWS
- ensured that student consultation is carried out on all decisions taken at UWS and actively seeking to gain student insight into desired changes
- introduced students to, and promoted volunteering activities through, the Citizenship Project
- succeeded in getting fees for international students set at the start of their time of study
- aided and trained student representatives to take forward issues within their class in a professional and effective manner
- taken a motion to NUS Scotland, and saw it passed, on all year student support from SAAS, including over the summer months
- over the year we have provided a large number of social nights and events for students in all three Union buildings

- hosted the 21st Century Teaching Awards 2014, allowing students to nominate and celebrate the work of their favourite and most respected lecturers
- engaged with a company called Villagedigs, which aims to provide accommodation related solutions to students and general improve their lives when they move away from home, often for the first time

The 'Healthy Body; Healthy Mind' campaign was further supported this year, gaining 2 stars. These awards recognise those colleges and universities who have worked towards making sport and exercise recognised at their institution as a way to maintain good mental wellbeing. It is hoped the awards will encourage all those working in sporting areas, staff and students alike, to take advantage of their position and ability to make links between sport and exercise and mental wellbeing issues. In doing so, the award scheme aims to improve student mental health at institutions across Scotland.

Citizenship Project

Funded by the Scottish Funding Councils 'Raising Aspirations' Volunteering and Citizenship Funded Projects', the SAUWS Citizenship project began in mid-October 2013 with the appointment of a full time Citizenship Co-ordinator. In the short time the project has been running there has been a huge amount of activity and engagement with both home and International students. The work with International Students and Internationalisation Activities has been recognised by NUS with the award of 2nd place in the Internationalisation Awards 2014. The post has also improved links between many of the University departments and the Citizenship Co-ordinator has sat on a number of advisory boards and department team meetings. This has proven to give a more holistic approach to student engagement and experience.

A consistent focus of the project has been around awareness raising, with website and social media platforms used primarily as a way to disseminate information centred on demystifying ideas and concepts as well as being used to successfully promote campaigns such as National Refugee Week. Other areas where the project looked to increase cultural awareness were through the promotion of Chinese New Year and Youth Homelessness Matters Day.

A number of external organisations were invited on to the campuses to promote a range of social and health organisations including the local authority Voter Registration Board, Specialist Organ Donation Nurses and Smoking Cessation Nurses.

The project also facilitated and promoted a number of charitable collections for Save the Children through a Christmas Jumper Day, JDRF, a Charity who support Type 1 Diabetes sufferers, through a "Onesie" Day, and also local projects including the Paisley Abbey through hosting events. A grand total of £1500 was raised across these three events.

Cultural events included a visit from the Holocaust Educational Trust, trips and activities included Ceilidhs, Burns' Cottage, Stirling Castle and St Andrews. Other work with International Students included the creation of the International STAR Group. This group provided the foundation of the trips, socials and activities for the group with the Citizenship Co-ordinator providing guidance, structure, minute taking and agendas for their meetings. The Activities included a regular "Food and Film Night" where films were selected that had International links and cuisine of that country was provided.

The Citizenship Co-ordinator also supported students volunteering and maintained a focus on promoting Erasmus, study abroad, opportunities, undertaking research into why student uptake was low, and then developing a campaign with flyers and other promotional materials and activities being produced to try and dispel some of the misconceptions around the cost and language barriers which were identified.

Transition UWS

Climate Challenge funding committed over two years for the Transition Project came to an end in June of this year. The main focus of the project was to increase awareness about global issues such as climate change and environmental degradation and how these are linked with our everyday choices. It also looked into how our food transport and other choices affect the environment and how environmental changes affect us in turn. With a focus on healthy, sustainable diets the aim was also to promote well-being and affordable eating to students regardless of their background. The project reached students through regular engagement events such as Go Green Week, film screenings and even a mini food festival. It included end of year food collections in halls of residence to reduce the amount wasted and also give away the food still in date by the start of the new academic year to new students which saves students money.

The project staff collaborated with UWS Estates team to fundraise for a joint project to improve the environmental credentials of the University, Students' Association and provide practical environmental activities such as community gardening and active travel. This resulted in building capacity to deliver impactful initiatives endorsed by both organisations and outreaching to all levels of SAUWS and the University.

In July 2013, SAUWS was awarded a further Climate Challenge Fund grant in the amount of £128,816 to deliver UWS Climate Change and Sustainability project. This project carries various activities including the set up of UWS community garden sites on campus, with weekly gardening sessions facilitated to provide students and staff with the opportunity to learn how to grow their own vegetables and spend some time out of doors in a therapeutic environment. Project staff also facilitate free bike maintenance workshops and a pop-up drop-in bike fixing service to encourage the take up of active travel in students' daily lives. Free-cycle UWS is a swap scheme that allows students to donate unwanted goods and then gives these away to other students who need them. This gives students access to free household goods like crockery, pots and pans, etc. as well as books or clothes and makes moving into their own flat easier financially. This also includes running an end of year textbook swap, allowing incoming students to save money on costly textbooks.

Project staff run the NUS Green Impact Universities and Student Unions scheme - an environmental auditing scheme where students can gain nationally recognised auditing certificates whilst assisting and monitoring staff teams who are working to lower carbon emissions in the workplace. This provides students with a practical opportunity to learn new or develop existing skills.

'Watts on' provides students with advice and assistance to keep their household bills low, particularly gas and electric bills. Visits have been arranged from Home Energy Scotland to provide advice and support through pop-up stalls to help students save money on energy and heating bills, and distribute monthly energy reports to students living in UWS residences to encourage awareness of energy use.

At the heart of all of the SAUWS Environment team's schemes is community building. Each of them in their own way encourages students to participate in, give back to, and care about their community of peers and the university as a whole. Each of these projects entails a variety of events that are social events, skill building, or educational and gives students a wider variety of activities to participate in that are run out of the Association. A range of drop in workshops and events are also organised, for example, garden parties and 'up-cycling' workshops.

Watts On and Freecycle UWS both focus on reducing students' carbon footprint as well as encouraging money-saving activities. Reusing materials, taking advantage of our free shop, using our energy tips or borrowing our equipment all help students reduce living costs.

Employability is another aim of the project. In addition to the Green Impact scheme which recruited 11 long term volunteers and trained 16 students in an accredited auditing course this year, the SAUWS Environment team recruits both short and long term volunteers and paid interns to run projects and is deeply invested in helping these students get the most out of working within the project. This includes offering monthly feedback and support to the interns to help them understand what skills they are building, and also offering application advice, CV advice, and references to all involved students and encourage them to see broadly how their skills are developing. This not only helps students become more engaged in the community but also help them understand how to make the most out of their time as a student.

During the year, a further funding bid to the Climate Challenge fund was developed in partnership with the University and this has been successful in securing over £96,000 to deliver projects from March 2015.

Trading

Ayr Union

The third trading year from the new premises within the main UWS campus building in Ayr has brought better overall results than the previous year. The strategy of operating reduced opening hours in response to demand was continued throughout the year and although there was a further slight decline in sales, the benefit of a reduced wage bill, combined with an improved gross profit percentage, resulted in this area returning to a surplus position, with a positive contribution of £1,354 being made.

The catering operation enjoyed a good year, with sales increasing by £5,749 which along with a 7% increase to the gross profit margin, led to a contribution of £8,672 for the year.

Shop sales again increased for another year leading to a consistent level of contribution of £7,609 compared with the prior year.

As a response to the prior year's experience in the Entertainments department, flexibility in terms of staffing contracts and opening hours were maintained. This allowed a focus on delivering events in response to demand and led to a positive contribution from this department, even if only in the amount of £158.

Overall, the contribution of the Ayr Union's trading activities was a pleasing £17,793, an increase of £10,797 on the previous year.

Paisley Union

Although sales fell this year in the Paisley bar, the restructure of the staffing provision had a significant impact on the direct costs leading to contribution of £22,794, an increase of £6,320 on prior year.

Further instability in the staffing arrangements for the café again resulted in a disappointing performance from this area. In spite of an upturn in the gross profit margin achieved, the café ended the year with £1,171 loss.

The entertainments function experienced a decline in ticket income, and although this was matched by a reduced cost base, the consistent level of direct costs led to a negative contribution from this area of £3,294 for the year.

The overall contribution from trading for the Paisley Union was £18,329, a comparable outturn on the prior year.

Hamilton Union

The Hamilton bar experienced an increase in sales, which combined with lower wages costs, finally led to a positive contribution of £3,963 compared to the £1,749 loss of the previous year.

Catering experienced another challenging year at Hamilton, with a further decrease in sales leading to a very limited contribution of £347. This was only achieved through a 6% increase in gross profit margin.

Shop sales again were subject to a significant fall, and with no matched decrease in wage costs or increase in gross margin, this led to a drop in contribution to only £10,650 which was down £5,630 on the prior year.

Within entertainments, there was a further drop in revenue of £1,239 which combined with an increase in direct costs of £1,239 to deliver an overall loss in this area of £4,219.

This was also reflected in the overall contribution of the Hamilton Union which reduced by around £3,345 to a figure of only £10,741.

Statement Of Board Of Trustees Responsibilities

Year ended 31st July 2014

The Board of Trustees is required to prepare financial statements for each financial year which give a true and fair view of the financial position of the Association at the end of the year and of the financial activities during that year.

In preparing the financial statements, the Board of Trustees is required to select suitable accounting policies, as described in note 1 to the accounts, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Board of Trustees must also prepare the financial statements on the going concern basis unless it is appropriate to presume that the Association will not continue to operate.

The Board of Trustees is responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the Association and to ensure that the financial statements comply with the Law Reform (Miscellaneous Provisions) Scotland Act 1990 and the Charities Accounts (Scotland) Regulations 1992. It is also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Ryan Wood
Sports President
(2013-2015)

Date: 17/12/14

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF THE WEST OF SCOTLAND

We have audited the financial statements of the Students' Association of the University of the West of Scotland for the year ended 31 July 2014 which comprise the Statement of Financial Activities, Balance Sheet, the Cash Flow Statement and related notes 1 to 21. 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).

This report is made solely to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustees Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an 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 charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of the Board of Trustees Responsibilities set out on page 15, the trustees are responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Matters on which we are required to report by exception

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

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Ernst & Young LLP

Ernst & Young LLP
Statutory Auditor
Glasgow

Ernst & Young LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

19 December 2014

Statement of Financial Activities (Incorporating the Income and Expenditure Account)

Year Ended 31st July 2014

	Notes	<u>2014</u>	<u>2013</u>
		£	£
INCOMING RESOURCES			
Activities for generating funds	2	418,473	473,440
Other Operating Income	3	3,500	0
Donations - Grants Received		600,000	600,000
Additional Funding Granted		10,000	440,343
Donations – Compensation for Shop Closure		20,000	20,000
		<hr/>	<hr/>
Total incoming resources		1,051,973	1,533,783
RESOURCES EXPENDED			
Activities for generating funds	2	371,610	434,361
Charitable expenditure:			
Representation, Election and Welfare		7,666	9,197
Affiliated Clubs and Societies		<u>41,345</u>	<u>28,569</u>
Sub-total		49,011	37,766
Management and Admin:			
Staff Salaries and Honoraria	4	348,284	353,573
Administration	5	52,386	52,898
Accommodation Costs	6	127,785	142,877
Restructuring Costs	7	3,673	28,000
Travel and Staff Taxis		1,133	2,532
NUS Fees, AMSU and BUCS Fees		36,861	36,791
Safety		1,426	1,009
Licences and Professional Fees		15,589	21,512
Miscellaneous	8	7,544	6,577
Audit Fee		5,500	5,100
Depreciation	9	13,016	12,255
		<hr/>	<hr/>
Sub-total		613,197	663,124
		<hr/>	<hr/>
Total resources expended		1,033,818	1,135,251
Net movement in funds		18,155	398,532
Total funds brought forward		24,769	(373,763)
		<hr/>	<hr/>
Total funds carried forward		<u>42,924</u>	<u>24,769</u>

A statement of recognised gains and losses is not shown as all gains and losses are recognised in the Income and Expenditure Account. All operations are continuing.

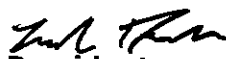
The notes on pages 21 to 27 form part of these financial statements.


Balance Sheet

As at 31st July 2014

	Notes	2014	2013
		£	£
FIXED ASSETS			
Tangible Assets	9	21,391	29,912
Investments	10	<u>0</u>	<u>5,460</u>
		<u>21,391</u>	<u>35,372</u>
CURRENT ASSETS			
Stock	11	16,507	15,420
Debtors	12	20,738	16,233
Cash at Bank		28,405	49,767
Cash in Hand		<u>6,073</u>	<u>5,623</u>
		<u>71,723</u>	<u>87,043</u>
CURRENT LIABILITIES			
Bank Overdraft		0	0
Trade Creditors	13	<u>50,190</u>	<u>97,646</u>
		<u>50,190</u>	<u>97,646</u>
NET CURRENT ASSETS		21,533	(10,603)
		<u> </u>	<u> </u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>42,924</u>	<u>24,769</u>
 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR			
		<u> </u>	<u> </u>
		<u>42,924</u>	<u>24,769</u>
 Represented by:			
RESERVES			
Balance as at 1 st August		24,769	(373,763)
Surplus for year		<u>18,155</u>	<u>398,532</u>
		<u>42,924</u>	<u>24,769</u>

Approved on behalf of the Council by:


President
 (2014/2015)
 17/12/2014


Sports President
 (2012/2014)
 17/12/14

The notes on pages 21 to 27 form part of these financial statements.

Cash Flow Statement

For the Year Ending 31 July 2014

	Notes	2014 £	2013 £
Net cash (outflow)/inflow from operating activities	16	(21,877)	15,110
Servicing of finance and returns on investments			
Proceeds of sale of investments		5,460	0
Net cash inflow from servicing of finance and returns on investments		5,460	0
Capital expenditure and financial investment			
Payments for fixed assets		(4,495)	(12,422)
Net cash outflow for capital expenditure and financial investment		(4,495)	(12,422)
Financing			
Repayment of Loan		0	(60,000)
Net cash outflow from financing		0	(60,000)
Decrease in cash		(20,912)	(57,312)

The notes on pages 21 to 27 form part of these financial statements.

Notes to the Financial Statements for the Year Ended 31 July 2014

1) Principal Accounting Policies

a) Basis of Preparation

The accounts are prepared under the historical cost convention in accordance with Charities Accounts (Scotland) Regulations 2006 and in accordance with applicable accounting standards and the Statement of Recommended Practice – Accounting for Charities 2005.

b) Fundamental Accounting Concept

The financial statements have been prepared on a going concern basis as the Association's main provider of grant income, the University of the West of Scotland, has agreed to provide financial support to the Association to allow it to meet its liabilities as they fall due.

c) Depreciation

Depreciation has been provided on fixed assets at rates calculated to write-off cost of the asset evenly over its expected useful life as follows:

Plant & Equipment	Mechanical 5 years Electronic 4 years
Fixtures & Fittings	3 – 5 years
Tenant's Improvements	10 years

Assets formerly held under finance leases are now fully depreciated.

d) Capital Grants

Grants and other contributions received towards the cost of tangible fixed assets are included as deferred income and credited to the income and expenditure account over the life of the assets.

Assets in this category are fully depreciated and related deferred income fully amortised.

e) Stock

Stock is valued at the lower of cost and net realisable value.

f) Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

2. Surplus From Student Activities

	<u>Sales</u>	<u>Purchases</u>	<u>Direct costs</u>	<u>Surplus</u> <u>2014</u>	<u>2013</u>
	£	£	£	£	£
<u>Paisley Campus</u>					
Bar	123,936	43,158	57,984	22,794	16,474
Coffee Shop	26,009	13,576	13,604	(1,171)	4,463
Shop	0	0	0	0	0
Entertainments etc	<u>24,605</u>	<u>20,001</u>	<u>7,898</u>	<u>(3,294)</u>	<u>(2,940)</u>
	<u>174,550</u>	<u>76,735</u>	<u>79,486</u>	<u>18,329</u>	<u>17,997</u>
<u>Ayr Campus</u>					
Bar	28,719	9,767	17,598	1,354	(3,162)
Refectory	27,429	11,686	7,071	8,672	4,816
Shop	51,970	36,142	8,219	7,609	7,704
Entertainments etc	<u>3,539</u>	<u>655</u>	<u>2,726</u>	<u>158</u>	<u>(2,362)</u>
	<u>111,657</u>	<u>58,250</u>	<u>35,614</u>	<u>17,793</u>	<u>6,996</u>
<u>Hamilton Campus</u>					
Bar	45,105	15,259	25,883	3,963	(1,749)
Café	18,186	8,030	9,809	347	624
Shops	59,017	38,268	10,099	10,650	16,280
Entertainments etc	<u>9,959</u>	<u>3,895</u>	<u>10,282</u>	<u>(4,219)</u>	<u>(1,062)</u>
	<u>132,266</u>	<u>65,452</u>	<u>56,073</u>	<u>10,741</u>	<u>14,086</u>
TOTAL	<u>418,473</u>	<u>200,437</u>	<u>171,173</u>	<u>46,863</u>	<u>39,079</u>

3. Operating Profit	<u>2014</u>	<u>2013</u>
This is stated after crediting:	£	£
CCF Management Fee Income	<u>3,500</u>	<u>0</u>

4. Staff Salaries and Honoraria	<u>2014</u>	<u>2013</u>
	£	£
Staff Salaries	228,642	244,330
Janitorial Salaries	25,409	25,732
Honoraria	76,770	66,136
Receptionist Salaries	12,245	12,508
Student Engagement & Campaigns	5,218	4,867
	<u>348,284</u>	<u>353,573</u>

5. Administration	<u>2014</u>	<u>2013</u>
	£	£
Telephone	1,804	2,513
Computer Maintenance	4,940	5,198
Office Sundries and Postages	9,406	12,982
Insurance	27,045	25,449
Staff Development and Conference	<u>9,191</u>	<u>6,756</u>
	<u>52,386</u>	<u>52,898</u>
6. Accommodation Costs	<u>2014</u>	<u>2013</u>
	£	£
Heat and Power	42,800	47,167
Cleaning	2,228	3,373
Building Maintenance & Equipment	3,203	3,085
Repairs	1,963	3,793
Building Lease	50,000	50,000
Security	9,691	12,884
Water Rates	4,500	5,500
Sundries	<u>13,400</u>	<u>17,075</u>
	<u>127,785</u>	<u>142,877</u>
7. Restructuring Costs	<u>2014</u>	<u>2013</u>
	£	£
Redundancies	3,673	25,629
Professional Advisors	0	<u>2,371</u>
	<u>3,673</u>	<u>28,000</u>
8. Miscellaneous	<u>2014</u>	<u>2013</u>
	£	£
Bad Debt Provision	843	0
Bank Interest and Charges	0	20
Unrecoverable VAT	<u>6,701</u>	<u>6,557</u>
	<u>7,544</u>	<u>6,577</u>

9. Tangible Assets

Cost		Cost at 1 Aug 13	Additions	Disposals	Cost at 31 July 14
		£	£	£	£
Paisley Campus	Machinery & Equipment	114,291	3,907	97,014	21,184
	Fixtures & Fittings	46,446		19,396	27,050
Ayr Campus	Machinery & Equipment	40,437		33,566	6,871
	Fixtures & Fittings	17,187		16,602	585
Hamilton Campus	Machinery & Equipment	65,081	588	46,602	19,067
	Fixtures & Fittings	15,085		12,768	2,317
	Tenant's Improvements	<u>127,722</u>		<u>111,568</u>	<u>16,154</u>
		<u>426,249</u>	<u>4,495</u>	<u>337,516</u>	<u>93,228</u>
Accumulated Depreciation		Balance at 1 Aug 13	Charge for Year	Disposals	Balance at 31 Jul 14
		£	£	£	£
Paisley Campus	Machinery & Equipment	106,160	4,386	97,014	13,532
	Fixtures & Fittings	36,350	5,073	19,396	22,027
Ayr Campus	Machinery & Equipment	40,309	128	33,566	6,871
	Fixtures & Fittings	17,187		16,602	585
Hamilton Campus	Machinery & Equipment	61,256	1,760	46,602	16,414
	Fixtures & Fittings	15,085		12,768	2,317
	Tenant's Improvements	<u>119,990</u>	<u>1,669</u>	<u>111,568</u>	<u>10,091</u>
		<u>396,337</u>	<u>13,016</u>	<u>337,516</u>	<u>71,837</u>
Net Book Value		Balance at 1 Aug 13	Additions/ (Charges)	Disposals	Balance at 31 Jul 14
		£	£	£	£
Paisley Campus	Machinery & Equipment	8,131	(479)	0	7,652
	Fixtures & Fittings	10,096	(5,073)	0	5,023
Ayr Campus	Machinery & Equipment	128	(128)	0	0
	Fixtures & Fittings	0	0	0	0
Hamilton Campus	Machinery & Equipment	3,825	(1,172)	0	2,653
	Fixtures & Fittings	0	0	0	0
	Tenant's Improvements	<u>7,732</u>	<u>(1,669)</u>	<u>0</u>	<u>6,063</u>
		<u>29,912</u>	<u>(8,521)</u>	<u>0</u>	<u>21,391</u>

10. Investments	<u>2014</u>	<u>2013</u>
	£	£
Investments comprise the following:		
NUS Services Ltd - A Shares of £1 issued at par	0	60
NUS Services Ltd - B Shares of £20 issued at par	<u>0</u>	<u>5,400</u>
	<u>0</u>	<u>5,460</u>
11. Stock	<u>2014</u>	<u>2013</u>
	£	£
Paisley Campus Stock:		
Bar	4,974	4,158
Coffee Shop	<u>374</u>	<u>349</u>
	<u>5,348</u>	<u>4,507</u>
Ayr Campus Stock:		
Bar	2,567	2,477
Shop	3,428	3,631
Refectory	<u>626</u>	<u>463</u>
	<u>6,621</u>	<u>6,571</u>
Hamilton Campus Stock:		
Bar	2,571	2,460
Shop	1,466	1,411
Cafe	<u>501</u>	<u>471</u>
	<u>4,538</u>	<u>4,342</u>
TOTAL	<u>16,507</u>	<u>15,420</u>
12. Debtors	<u>2014</u>	<u>2013</u>
	£	£
Sundry Debtors	1,503	3,664
Retrospective Discounts due	1,547	1,556
Central Billing Services - Deposit	1,170	1,170
Prepayments	7,663	9,843
VAT Repayable	<u>8,855</u>	<u>0</u>
	<u>20,738</u>	<u>16,233</u>
13. Creditors	<u>2014</u>	<u>2013</u>
	£	£
Creditors Control Account	2,351	5,279
VAT Payable	0	7,524
Accrued Charges	28,810	63,898
Payroll Control	6,703	7,929
Deferred Income	<u>12,326</u>	<u>13,016</u>
	<u>50,190</u>	<u>97,646</u>

14. Related Party Transactions

The Association is an exempt charity for the purposes of the Charities Accounts (Scotland) Regulations 1992 (number SC005410). The Association is in receipt of a recurrent grant from the University of West of Scotland of £620,000 (2013 - £620,000). An additional £10,000 was received from the University during the year.

In addition, the Association premises are included in the pricing arrangement for utilities negotiated by the University. The Trustees of the Association are the members of the Board of Trustees. The sabbatical members of the Board receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts is referred to in Note 4 and detail is provided in Note 20.

15. Controlling Party

The Association is controlled by the Board of Trustees which is subject to democratic election by the voting membership of the Association. The ultimate control of the Association is vested under the constitution in the membership in the Students' Representative Councils and Board of Trustees. As such no single person or entity controls the Association as defined by Financial Reporting Standard 8.

16. Reconciliation of Operating Deficit to Net Cash from Operating Activities

	2014	2013
	£	£
Operating surplus	18,155	398,532
(Increase) / Decrease in debtors	(4,505)	8,612
Increase / (Decrease) in creditors	(47,456)	34,243
(Increase) / Decrease in stocks	(1,087)	1,811
Increase / (Decrease) in Loan	0	(440,343)
Depreciation	13,016	12,255
(Gain) / Loss on disposal of fixed assets	<u>0</u>	<u>0</u>
Net cash (outflow) / inflow from operating activities	<u>(21,877)</u>	<u>15,110</u>

17. Reconciliation of net cash flow to movement in net funds

	2014	2013
	£	£
Decrease in cash in the period	<u>(20,912)</u>	<u>(57,312)</u>
Change in net funds	(20,912)	(57,312)
Net funds at 1 August 2013	55,390	112,702
Net funds at 31 July 2014	<u>34,478</u>	<u>55,390</u>

18. Analysis of Changes in Net Funds

	At 1 Aug 2013	Cash Flows	At 31 Jul 2014
	£	£	£
Net cash:			
Cash in hand	5,623	450	6,073
Cash at Bank	49,767	(21,362)	28,405
	<hr/>	<hr/>	<hr/>
Net funds	55,390	(20,912)	34,478
	<hr/>	<hr/>	<hr/>

19. Emoluments

	2014	2013
	£	£
Total emoluments amounted to	514,157	548,923
Average number of employees during the year	66	71

No employee earned £60,000 or more per annum.

20. Trustee Remuneration

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

Ryan Wood	£15,358.30	Kate Shearer	£14,073.85
Iain Shepherd	£14,073.85	Lauren Miller	£1,277.23
Blane Abercrombie	£14,073.85	Jack Douglas	£1,277.23
Cal Reid	£15,358.30	Isla Todd	£1,277.23

21. Paid Employees

Two groups of staff are sourced outwith the Students' Association. Security Staff are engaged on contract from Showsec International Ltd and cleaning staff are sourced from The University of the West of Scotland Estates and Buildings Division. Professional security is deemed necessary on the door of the Students' Union at Storie Street in Paisley for evenings during semester and cleaning of this building is shared with the University for its Catering Facility.

	2014	2013
	£	£
Gross Wages and Salaries	489,572	518,928
Employer's NIC	24,430	29,994
Pension Costs - Employer	155	0