

Date: 29/07/2019

Time: 1230

Location: Grounded

Opening procedures

1. Welcome/Opening Karakia

He Karakia timatanga (Opening Prayer)

Tukua te wairua kia rere

Ki ngā taumata hei ārahi

I ā tātou mahi me tā tātou whai

I ngā tikanga a rātou mā

Kia mau kia ita

Kia kore ai e ngaro

Kia pupuri kia whakamaui

Kia tina, TINA, haumi ē, hui ē, tāiki ē

Allow one's spirit to exercise
its potential

To guide us in our work as well
as in our pursuit of our
ancestral traditions

Take hold and preserve it

Ensure it is never lost

Hold fast.

Secure it.

Draw together! Affirm!

2. Confirmation of Minutes of the Annual General Meeting held on **30th July 2018**.

3. Matters Arising from the Minutes

4. Appointment of Solicitors and Auditors for 2020 Attached for approval

5. Annual Report 2019 Attached for approval

6. Amendments to the Constitution Attached for approval

7. General Business

He Karakia Timatanga me te Whakakapi Kaupapa (Closing Prayer)

Kia tau ngā manaakitanga a te
mea ngaro

ki runga ki tēnā, ki tēnā o tātou

Kia mahea te hua mākihikihi

kia toi te kupu, toi te mana, toi te

aroha, toi te Reo Māori

kia tūturu, ka whakamaui kia

tina! Tina!

Hui e, Tāiki e!

Let the strength and life force of
our ancestors

Be with each and every one of us

Freeing our path from
obstruction

So that our words, spiritual
power, love, and language are
upheld;

Permanently fixed, established
and understood!

Forward together!

Date: 30/07/18

Time: 12.30pm

Location: LUSA Office

Attendees

Tom O'Neill, Erin Cheng, Jennifer Tregurtha, Angela Robb, Ali Stoddard, Jodanne Aitken, Jennifer Sinclair, Camreon Sinclair, Anna French, Mack Smith, Lucy Hayward, Roddy Crowley, Sarah Lockhart, Kirsty Havill, Brad Crocker, Alex McCann, Sarah Brown, Hannah Lockwood-Geck, Grace Wilson, Emma Stackhouse, Libby Jones, Megan Gallagher, Julie Gillespie, Mikayla Gillespie, Lottie Talington, Annabelle Gourlie, Marcus Bolli, Claire McCorkindale, Ally Burns, Mac Thompson, Jan Buter, Shaun Snoxell, Casey Ashton, James Ranstead.

1. Welcome

2. Confirmation of minutes of the Annual General Meeting held on Monday 25th September 2017

Moved: Claire McCorkindale

Seconded: Ali Stoddard

Carried

3. Notice of items of General Business

4. Appointment of Solicitors and Auditors for 2019

Moved: Ally Burns

Seconded: Casey Ashton

Carried

5. Annual Report

LUSA has had a significant re-shuffle of staff since last year and also the hiring of new staff. New events have been run such as the shearing competition and the new venue for Winterball. The LUSA Executive was also refreshed for 2018.

Moved: Casey Ashton

Seconded: Kristy Havill

Carried

6. 2017 Financial Statement

Moved: Mac Thompson

Seconded: Casey Ashton

7. Alteration/ Amendments to the Constitution

Moved: Tom O'Neill

Seconded: Mac Thompson

Carried

8. General Business

To	LUSA Members
From	LUSA Executive
Date	29 July 2019
Subject	Appointment of Auditor and Solicitor

Purpose:

This paper sets out the recommendations from the LUSA Executive in regards to appointing an Auditor and Solicitor.

Discussion:

Ashton Wheelans and Lane Neave have again been proficient to deal with over the last twelve months. The services that they provide are of a high quality and are also very cost-effective. There is no reason why these two firms should not be reappointed as the Auditors and Solicitors for LUSA in 2020.

Resolutions:

1. That Ashton Wheelans be reappointed as the Auditors for LUSA in 2020.
2. That Lane Neave be reappointed as the Solicitors for LUSA in 2020.

LINCOLN UNIVERSITY STUDENTS' ASSOCIATION

ANNUAL REPORT 2018.



**LU
SA** Lincoln
University
Students'
Association

**Lincoln University
Students' Association**

LUSA HQ, Forbes Building,
Lincoln University
PO Box 85007, Lincoln
University, 7647

Annual Report Design:
Laura Illingworth

Cover Image: Garden Party

CON TEN TS.

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Sustainable Practices



President's Overview.

2018 was a massive year for LUSA. As an association we experimented and thought outside the box to really do things differently. We became a lot more progressive to ensure we kept up with the rapidly changing student cohorts that cycle through. All of this was in the name of providing an epic student experience here at Lincoln University.

With each member of our staff beginning in 2017 (myself in 2018), we hadn't yet experienced a full academic year with LUSA. We were, however, very passionate about improving on the 2017 performance so began brainstorming and working with the Executive and our stakeholders early on.

The Forbes Student Space opened in the first week of Semester Two. It is clear by the numbers and diversity using the space that it is appreciated by many and it is great to see the years of collaborative hard work between LU and LUSA has paid off. We look forward to seeing stage two come to life.

Student Services

Clubs received a shake-up this year with more funding granted, a move to simpler online documentation and a Clubs Awards Night better than in previous years.

Orientation 2018 went fairly well, the highlight being Clubs and Market Day. Winterfest was incredible with Winterball attracting the largest number of attendees to date. There was also a strong turnout at the Open Mic

Night and See the Snow Events. For the first time ever LUSA ran a shearing competition, which was of interest to a wide variety of students. Garden Party was bigger than ever before, attracting 2700 attendees.

The LUSA Executive have worked on a wide variety of projects, many of which they have started from scratch. These include the WELLU Wellbeing Program, the International Student Buddy Program, and the Postgrad Voice Committee.

LUSA expanded into the merchandise space this year, selling nearly 1000 items of on trend and affordable Lincoln University branded items.

Student Voice

The LUSA Executive have represented on more committees in 2018 than ever before and the load was shared much more evenly amongst them. From the likes of the Survey Committee to the Lincoln University Council, the LUSA Executive were there making sure the student voice was heard as we are big believers in the saying 'nothing about us, without us'.

There has been a variety of wins in this space this year, including the protection of student marks from being unfairly scaled down, new lecture recording software to be purchased by the university, mandatory uploading of lecture content before class and staying strong throughout the LU/UC partnership discussions to ensure the Lincoln University culture remains intact.



As an association we experimented and thought outside the box to really do things differently. [...] We were very passionate about improving on the 2017 performance”.

A significant driver of the aforementioned points was the establishment of the Student Experience Board, co-chaired by Rainer Hofmann (AGLS Academic) and I. It is this space that gave our points weight and leverage in the Lincoln University committees further up the chain.

LUSA have also been instrumental as the Chair of the committee that decides where the Student Services Fee goes. This means that all students will be able to access the Rec Centre free in 2018, along with free counsellors with a reduced wait time.

Conclusion

The overall improvement in LUSA's services and student voice in 2018 led to significant improvements in candidates running for the LUSA Executive and a higher voting turnout. Our reputation with our stakeholders has grown exponentially. We have an increased baseline and look forward to improving this further in 2019, along with tweaking the few issues that have arisen with taking on so many additional responsibilities.

James Ranstead

2018 President



Manager's Report.

2018 was a busy year for LUSA when ideas started turning into actions. Bigger and more engaging events, more club funding and an improved student experience were top of the agenda.

The figures show LUSA posting a profit of \$81,203. This was greater than intended but partly explained by higher than expected turnout at paid events plus not having a full complement of staff until partway through the year.

LUSA isn't here to make a profit off your Student Services Fee. You pay the fee to get a service in return, such as free food, subsidised events, club grants, advocacy and support. But to keep LUSA in a position of being able to take risks, be that new events or the purchase of equipment that benefits the wider student body, we need to ensure we don't spend every last cent.

The surplus from 2018 will enable us to continue to try new things, such as a bigger and improved O-Week in 2019. It's intended that this surplus will carry over to 2019 to go towards us celebrating our 100th year.

2018 was the year that LUSA tried some new things. Some of which worked, some of which didn't. But it all meant the same thing: That LUSA is on the up and working hard to bring a great student experience. It's going to be a long road with some bumps on the way, but its only through trying different things that we get to figure out what does and doesn't work.

2019 will see LUSA continue to grow and ensure that LUSA's events, Clubs and Societies, Media and Student Representation are delivered better than ever.

Fiona Kay
General Manager



Operational Report.

Clubs.

LUSA believes that clubs and societies are an integral part of student life. Our Student Engagement and Representation Coordinator supports our 37 affiliated clubs to deliver the best possible student experience.

Significantly more money was granted with almost all requests being approved, but many clubs were unable to fulfil their intended plans. In 2019 LUSA will work with clubs to see if club grants could be run better still. Whilst feedback indicated that having two rounds worked better for clubs with less paperwork, greater planning was required, hence why some club events were planned for and approved but then didn't materialise as circumstances changed.

There have been a number of highlights for Clubs and Societies in 2018: Multiple successful tramping and climbing clubs trips, new club LatINZ started up with a strong following, the Wheelie Awesome project from Mountain Bike Club had many successful workshops, RAM Radio was established hoping to bring a radio station back to campus for the first time since the earthquakes, the Hunting Club purchased a spotting scope and Thursdays in Black became the responsibility of students and the LUSA Executive.



\$41,550

received by Clubs and Societies in Club Grants

Events.

Orientation Week.

Orientation was a mixed bag. Clubs and Market Day was well attended and considered the best yet with a phenomenal turn out from a wide variety of clubs and external organisations.

LUSA also tried to cater to the diversity of students by including a family orientated event on campus and a specific Post Grad afternoon tea too.

However the couple of paid events, Traffic Light Party and Hypnotist Night, were not particularly well attended by either halls or returning undergraduate students. LUSA will look to change things dramatically for Orientation 2019 to ensure that it meets the needs and expectations of more students.

Grad Ball.

Grad Ball was a sell out in 2018 with all 350 tickets sold prior to the event. The venue was Larcomb Vineyard which provided a beautiful and sophisticated setting for the event, even if the weather didn't play ball.

Community And Volunteer Week.

LUSA helped to support the fundraising efforts of Guide Dogs, Plunket and Shave for a Cure with events on campus. An expo of not for profits looking for volunteers rounded out the week. Over the week, students and staff at Lincoln University raised over \$2130.

Study Stall.

Study Week and exams always see stress levels increase around campus, which is why LUSA holds Study Stall at the end of each semester. Free food and for Semester One, hot drinks, were given to students. The always popular Husky Dogs also added to the stress relief.

Postgrad Barn Dance.

70 Post Grads turned up at the Barn Dance held at Prebbleton Community Hall. A fun filled evening was had by all attendees who showed off their dancing skills.

Winterfest—Re-Orientation.

Bad weather meant we couldn't have the inflatables we intended to have for Ivey's Birthday but a good turnout for Clubs and Market Day, an Open Mic Night, some free food and a ski/see the snow trip made for a successful week. Almost two coaches worth of students and their families went to Mt. Hutt for a play in the snow.

Winterball.

Potentially the biggest turnout ever with over 850 people at Woolston Club having a great time. Sean Hill from The Edge was providing the bangers in one room with a great band in the other ensuring there was something for everyone. The food offering and variety of spaces that the venue had went down well with those who attended.

International Night.

As always International Night saw a huge turnout for the food and performances. The food was scaled back from previous years in terms of fewer dishes but with greater quantities to try and ease congestion in the kitchen. The performances as always were varied and impressive.

Garden Party.

With the biggest line up ever, Garden Party was always going to sell well. 2018 saw a record number of ticket sales. A new look and feel for the event ensured that everyone was safe and had a great time.

Many attendees cited it was the best yet and it certainly became a great starting point for future Garden Party events under this new format.



LUSA will look to change things dramatically for Orientation 2019 to ensure that it meets the needs and expectations of more students”.



EVENT COSTS & INCOME.

\$222,160

Income received from event
ticket sales in 2018

2018 EVENT COSTS

\$271,900

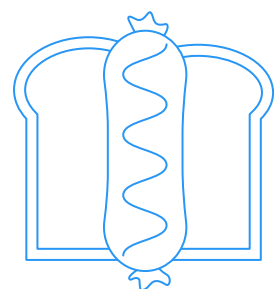
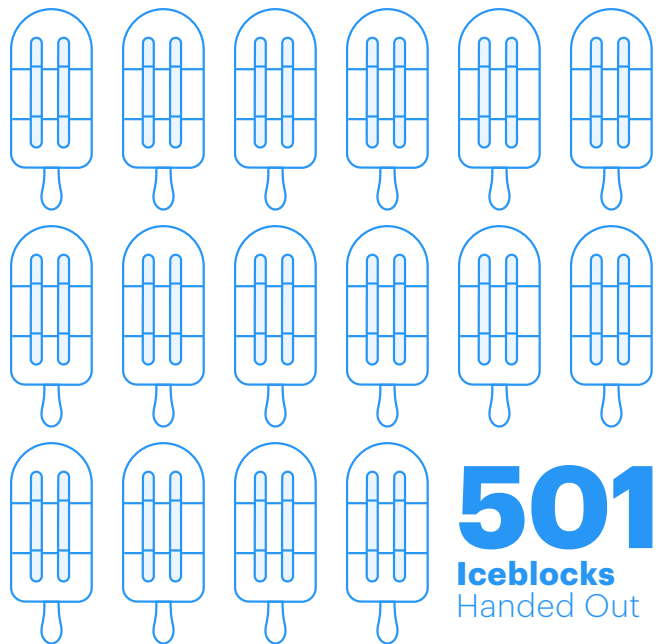
Garden Party

\$45,400

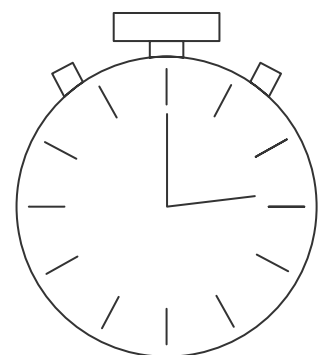
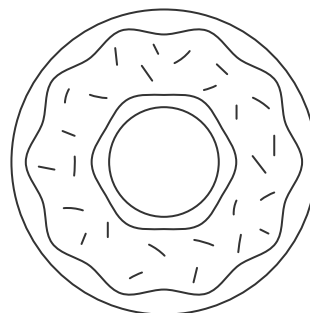
Winterball

\$8,300

International Night



A LUSA RECORD:



Communication and Brand.

Social Media.

LUSA's main point of contact with students is through social media, that is Facebook, Instagram and Snapchat. These platforms are an essential tool to distribute information for all of our events and activities. LUSA keeps these platforms as up to date as possible to engage students with what is happening on campus each day.

In 2018 LUSA developed a Communications Plan which outlined what each platform was to be used for. This plan is a guide for sharing information through the relevant outlets, ensuring LUSA's communications are not repetitive. The Communications Plan will be reviewed at the beginning of each year to ensure we are using our social media to their highest potential.

MyDay.

Julia has taken over the MyDay Student App and posts numerous times a week. Content is relevant to Clubs and Societies, Community and the University. Content is usually minor in terms of importance and student experience so is kept to this platform to allow for Facebook and Instagram to showcase more of what LUSA has to offer.

Newsletter.

Weekly LEARN posts have ceased. The MyDay App and The Hub now keep students and staff on campus in the loop of what is coming up in Clubs and Societies, the University and the Community.

Quarterly emails from LUSA are sent out to all current students with more 'in-depth' happenings of what LUSA is providing for the up-in-coming month in and around campus. It also gives students the opportunity to enter in great competitions, get tickets to great events, contribute to their student magazine, pretty much anything that students have got to know about!

RAM.

RAM has an average print run of 675 copies. In total, eight issues of RAM were released in 2018. Issues one to seven were designed by Laura and issue eight was designed by Julia on her return.

Issue one of RAM sported a completely brand new aesthetic, which prioritised student content and engagement levels. RAM contains everything to do with student life; photos, recipes, clubs and student written articles. While RAM this year continued to push at boundaries, it was also toned back to reflect what is 'socially acceptable'. RAM remains humorous and relatable amongst the student cohort.

Gathering student content remains our biggest challenge for RAM, while we get sufficient contributions from regular student writers, LUSA's ultimate goal is to have a large diverse pool of students submitting content for the RAM.



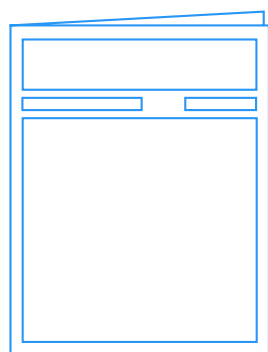
4485
Followers



467
Followers



3200+
Friends



RAM STATS:

\$15,000

In **Printing Costs** to Produce
Eight Issues of RAM

5400

Copies of RAM Printed

Collective Voice.

Student Representation.

A key input into student voice at Lincoln University is the Student Rep system. The Student Rep system is continually evolving to try and find the 'sweet spot' for training to ensure Student Reps engage with it. A key change in 2018 was the shift to online training. Although we were happy with the redesign of the Student Rep handbook and the new Student Exec facilitated training in 2017, we were still struggling to meet the schedules of students. They are used to working online and with their busy timetables at the beginning of each semester it is difficult to find times that will suit everybody to attend a training workshop. Online training meant that all Reps could complete the training in their own time. These changes have resulted in a more students completing the training which now consists of online quizzes and presentations using Prezi which is embedded into Learn.

Out of the 84 Semester Two Student Reps, 55 completed the training in full and most of the others were engaged with the training at some point. This is definitely an improvement from previous years.

The Student Reps are still encouraged to meet with their Lecturers at least three times a semester and they continue to meet with the Faculty Deans twice per semester.

A new feedback form template was designed so that we can better sort and share the feedback we receive at the Deans meetings. A consistent challenge is ensuring that feedback is acted on and the actions are communicated back to the class so they know that their feedback is valued. We are trying to increase the engagement of each faculty and 'close the loop' on feedback by having the Deans report back to the students (during the feedback meetings) the changes they have made since the last meeting. We are now sharing the collated feedback into the University's shared drive. The Deans from each faculty have access to theirs and each other's feedback, to broaden their knowledge of current student issues and student experience.

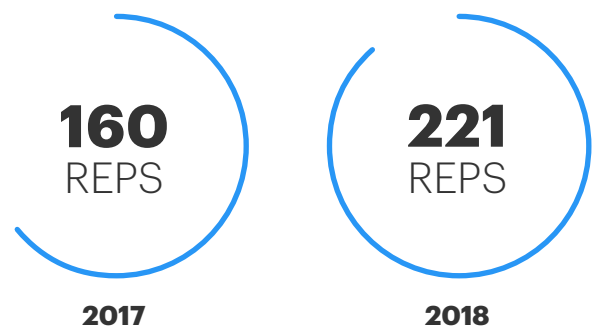
Student Advice and Support.

The Student Engagement and Representation Coordinator is the front-line for LUSA's Student Advice and Support service.

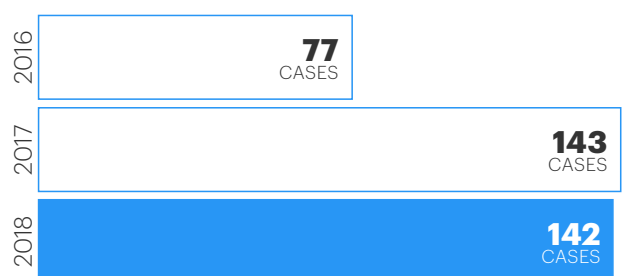
Over the course of 2018 there has been a trend toward an increasing number of complex cases when compared to the previous year. These cases have primarily fallen into two categories: dissatisfaction with the quality of their educational experience and students struggling with their studies.

There was a total of 142 cases in 2018.

2017 VS. 2018 Course Reps

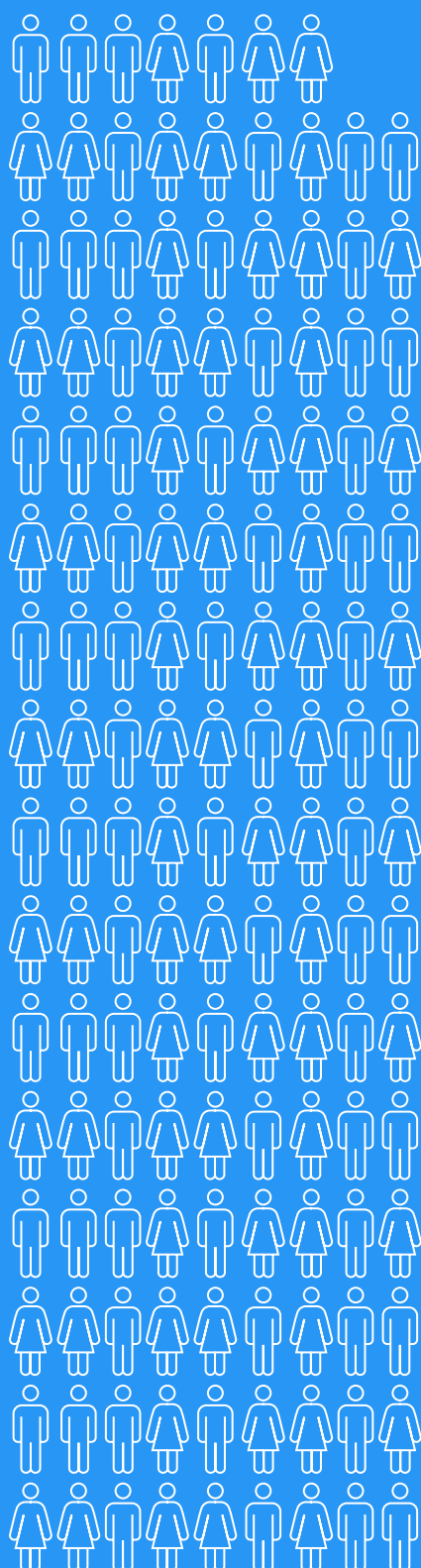


2016 – 2018 Advocacy Cases



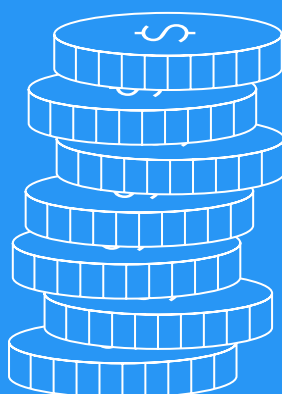
2018

Student Advice & Support Stats.



142 Students

accessed the advocacy
and support services
provided by LUSA



7 Students

received financial support
from the Hardship Fund



**12 Community
Pantry**

requests fulfilled



Strong Partnerships.

Lincoln University.

LUSA has continued to grow and maintain its relationship with the University to enable it to get the best outcome for students.

Good One.

Lincoln University students have continued to make use of the Good One Party Register service. The services aims to enable students to have safe parties that don't get out of control, but if they do the students and local police can work together to resolve any issues that arise. Particular emphasis was placed on LUSA's Garden Party.

New Zealand Union of Students' Associations (NZUSA).

LUSA have continued to have a positive relationship with NZUSA and have been supportive of NZUSA in resolving its financial difficulties.

Student Job Search (SJS).

LUSA have retained our membership with SJS and working with them to promote the service on campus. In 2018 540 students registered with SJS. There were 370 student placements earning a total of \$1,268,067.

UCSA.

LUSA acknowledges that a large number of students reside in Riccarton/Christchurch and also have friends at UC. Our relationship with UCSA continued to strengthen last year with regular visits and catch ups.

Specsavers.

Our partnership with Specsavers is working well with LU students receiving a \$10 eye exam and 25% off frames.

The Edge.

LUSA partnered with The Edge for Orientation, Winterfest/Re-Orientation and Garden Party. The Edge have been able to help with the promotion of events which has been hugely beneficial to LUSA.

Sustainable Practices.

Health and Safety.

Whilst often thought of as a boring topic, it is one that LUSA takes extremely seriously. The health and safety of staff and students is forefront of the organisation.

Advisory Panel.

Alumni Andrew O'Reagan has been appointed as an advisory panel member to support the Student Executive (and General Manager) with governance and accountability. He sits on the Student Executive but doesn't have the ability to vote on matters but his advice has proved beneficial and his role ultimately protects and enhances the Association.

Budget.

LUSA returned a profit within the perimeters set out in the Business Plan.

This will enable LUSA to continue to be financially sustainable and continue to try new things in 2019.

High Performing People.

Julia Wills was on maternity leave for the majority of 2018 with Laura Illingworth filling in to cover all things media and design. When Julia returned from leave part time in September, it gave LUSA the opportunity to split the role out to cater for the increased workload that had naturally come with the growth of the role and LUSA as an organisation. Julia's role focuses on student engagement through RAM and Social Media with Laura being able to focus on all LUSA's design requirements, including support for clubs, event design, internal documents and video media.

Bridget Marshall was appointed into the role of Accounts Administrator ensuring that LUSA is running like a well-oiled machine.



Photo: International Night

2018 Financials.

Performance Report

Lincoln University Students' Association Inc
For the year ended 31 December 2018

Prepared by Beany Limited

Contents

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14	Notes to the Performance Report

INDEPENDENT AUDITOR'S REPORT

To the Members of the Lincoln University Students Association Incorporated

Qualified Opinion

We have audited the accompanying performance report of the Lincoln University Students Association Incorporated (LUSA) on pages 5 to 18, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2018, the statement of financial position as at 31 December 2018 and the statement of accounting policies and other explanatory information.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b) the performance report on pages 5 to 18 presents fairly, in all material respects:
 - the entity information for the year then ended;
 - the service performance for the year then ended; and
 - the financial position of LUSA as at 31 December 2018 and its financial performance, and cash flows for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

Basis for Qualified Opinion

As is common with other organisations of a similar nature, control over cash receipts from events, activities and reception income received in cash prior to it being recorded is limited and there are no practical audit procedures to determine the effect of this limited control. In this respect alone, we have not been able to obtain all the information and explanations that we have required.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). We conducted our audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report

We are independent of LUSA in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, 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.

Other than in our capacity as auditor we have not relationship with, or interests in LUSA.

Committee's Responsibilities for the Performance Report

The Committee is responsible on behalf of LUSA for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- b) the preparation and fair presentation of the performance report which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and
- c) for such internal control as the Committee determines is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

INDEPENDENT AUDITOR'S REPORT

To the Members of the Lincoln University Students Association Incorporated

Committee's Responsibilities for the Performance Report (continued)

In preparing the performance report, the Committee is responsible on behalf of LUSA for assessing the LUSA'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 Committee either intend to liquidate LUSA or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report as a whole is 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 (NZ) and ISAE (NZ) 3000 (Revised) 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 this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the LUSA's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by LUSA, and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the LUSA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause LUSA to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable are relevant, reliable, comparable and understandable.

We communicate with the Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during the audit.



ASHTON WHEELANS

Chartered Accountants
Level 2, 83 Victoria Street
Christchurch
22 July 2019

Entity Information

Lincoln University Students' Association Inc For the year ended 31 December 2018

Legal Name of Entity

Lincoln University Students' Association Inc

Entity Type and Legal Basis

Incorporated Society and Registered Charity (Charities Act 2005)

Charity Registration Number

CC39923

Entity's Purpose or Mission

The mission of the association shall be a quality university experience for all students through representations, services, support and extra-curricular activities.

Entity Structure

LUSA is governed by a board of nine people, all elected by the Lincoln University Student Body during annual elections. One person is an ex-officio representative from Te Awhioraki, the Maori Students' Association. The board appoints an Association Manager who is responsible for the day-to day operations. She/he manages four staff who are responsible for each of LUSA's key areas; Clubs, Student Advice and Support, Media, Student Engagement and Administrative Support.

Main Sources of Entity's Cash and Resources

The primary source of income for the LUSA is via the Student Services Fee which is administered to LUSA via Lincoln University and a service level agreement. This is supplemented by event ticket sales and advertising.

Main Methods Used by Entity to Raise Funds

In addition to funding via the Student Service Fee, LUSA relies on ticket sale income for paid events, revenue from advertising and profits from secondhand book sales and University branded merchandise.

Entity's reliance on Volunteers and Donated goods and services

LUSA relies on volunteers to help with the staffing of events e.g. Garden Party and donations from companies e.g. products for O Week Bags.

Accountants

Beany Limited
Havelock North

IRD Number

13-323-283

Physical Address

LUSA Building
Calder Drive
Lincoln University
Christchurch 7647

Postal Address

PO Box 7
Lincoln University
Christchurch 7647

Statement of Service Performance

Lincoln University Students' Association Inc For the year ended 31 December 2018

Description of Entity's Outcomes

Lincoln University Students' Association (LUSA) exists to ensure students are having an enjoyable time at University. Our outputs reflect this by providing services which enable students to belong and get involved in campus life. On the other-hand life at university is not quite as easy as it should be and some students require advocacy or pastoral support to succeed. Beneath all of this is a need for students to share their stories with other students and for the University to engage with students too, which is brought about by the LUSA Student Media.

	2018	2017
Description and Quantification of the Entity's Outputs		
Student advocacy and independent support and advice to resolve problems	142	165
Number of Student Reps across year	221	160
Approximate dollars earned through Student Job Search by Lincoln University Students	1,268,000	856,567
Number of magazine issues published	8	8
Clubs on campus *	37	30
Number of Paid Events	8	8
Number of Free Events	36	30

Additional Output Measures

The primary measurement for performance is LUSA's fulfilment of the Service Level Agreement, and university and student feedback on those services provided.

* LUSA provide an avenue to students for which they can join individual clubs and enjoy the benefits that these clubs provide.

LUSA is not responsible for the day to day operations of these clubs as stated in the accounting policies and Note 4.

Statement of Financial Performance

Lincoln University Students' Association Inc For the year ended 31 December 2018

	NOTES	2018	2017
Revenue			
Revenue from Providing Goods or Services	1	829,172	701,004
Interest, Dividends and Other Investment revenue	1	5,422	1,804
Total Revenue		834,593	702,808
Expenses			
Volunteer and Employee Related Costs	2	286,173	234,257
Costs related to Providing Goods or Service	2	451,393	281,707
Grants and Donations made	2	12,963	12,941
Other Expenses	2	2,861	3,815
Total Expenses		753,390	532,720
Surplus/(Deficit) for the Year		81,203	170,088

**ASHTON
WHEELANS**

This statement should be read in conjunction with the attached Notes to the Performance Report and Audit Report.

Statement of Financial Position

Lincoln University Students' Association Inc
 As at 31 December 2018

	NOTES	31 DEC 2018	31 DEC 2017
Assets			
Current Assets			
Bank Accounts and Cash	3	295,682	263,340
Debtors and Prepayments	3	19,727	27,468
Inventory	3	9,455	-
Other Current Assets	3	251,324	201,832
Prepayments		17,559	-
Total Current Assets		593,747	492,639
Non-Current Assets			
Property, Plant and Equipment		30,610	11,547
Total Non-Current Assets		30,610	11,547
Total Assets		624,357	504,186
Liabilities			
Current Liabilities			
Creditors and Accrued Expenses	4	57,777	5,188
Employee Costs Payable	4	14,967	8,596
Clubs, Funds and Grants		13,271	33,263
Total Current Liabilities		86,015	47,047
Total Liabilities		86,015	47,047
Total Assets less Total Liabilities (Net Assets)		538,342	457,139
Accumulated Funds			
Accumulated Surpluses or (Deficits)	6	538,342	457,139
Total Accumulated Funds		538,342	457,139

ASHTON
WHEELANS

This statement should be read in conjunction with the attached Notes to the Performance Report and Audit Report.

Statement of Cash Flows

Lincoln University Students' Association Inc
 For the year ended 31 December 2018

	2018	2017
Cash Flows from Operating Activities		
Cash Flows from Operating Activities		
Interest, Dividends and Other Investment Receipts	5,421	1,804
Receipts from Providing Goods or Services	823,003	813,661
GST	(4,154)	36,362
Total Cash Flows from Operating Activities	824,270	851,827
Cash Applied to Operating Activities		
Payments to Suppliers and Employees	(735,550)	(569,503)
Total Cash Applied to Operating Activities	(735,550)	(569,503)
Total Cash Flows from Operating Activities	88,720	282,325
Cash Flows from Investing and Financing Activities		
Cash Flows from Other Investing and Financing Activities	(56,378)	(200,730)
Total Cash Flows from Investing and Financing Activities	(56,378)	(200,730)
Net Increase/ (Decrease) in Cash	32,342	81,594
Cash Balances		
Cash and cash equivalents at beginning of period	263,340	181,746
Cash and cash equivalents at end of period	295,682	263,340
Net change in cash for period	32,342	81,594

**ASHTON
WHEELANS**

This statement should be read in conjunction with the attached Notes to the Performance Report and Audit Report.

Depreciation Schedule

Lincoln University Students' Association Inc
 For the year ended 31 December 2018

NAME	RATE	METHOD	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Fixed Assets									
Boardroom Table	13.00%	DV	850	466	-	-	61	444	405
Branded Marquee	25.00%	DV	5,489	1,592	-	-	398	4,295	1,194
Caclin Stands	16.00%	DV	1,584	645	-	-	103	1,042	542
Cash Register - Casio SEC450	40.00%	DV	749	285	-	-	114	578	171
Couches x 2	18.00%	DV	831	51	-	-	9	789	42
Digital Camera	67.00%	DV	1,613	8	-	-	6	1,610	3
Drop Safe	8.00%	DV	1,615	1,224	-	-	98	489	1,126
Fridge for Staffroom	16.00%	DV	477	253	-	-	40	265	212
Headphones x 100	40.00%	DV	4,009	751	-	-	300	3,559	450
I-pad Mini	40.00%	DV	617	59	-	-	23	581	35
IPad Wi - Fi 16GB Black	50.00%	DV	27	14	-	-	7	20	7
Laminator	26.40%	DV	240	2	-	-	-	239	1
MacBook Pro for Media Coordinator	50.00%	DV	2,004	334	-	-	167	1,837	167
Modular Staging System / Lighting Truss	16.00%	DV	21,268	-	21,268	-	284	284	20,984
Office Workstations	18.00%	DV	8,096	4,397	-	-	791	4,491	3,606
PA system	50.00%	DV	783	139	-	-	69	713	69
Shayne furniture picnic table	20.00%	DV	3,800	1,162	-	-	232	2,870	930
Store Room Shelving	10.00%	DV	601	-	601	-	35	35	566
Television	40.00%	DV	608	168	-	-	67	507	101
Total Fixed Assets			55,261	11,547	21,869	-	2,806	24,650	30,610
Total			55,261	11,547	21,869	-	2,806	24,650	30,610

ASHTON
WHEELANS

Statement of Accounting Policies

Lincoln University Students' Association Inc For the year ended 31 December 2018

Basis of Preparation

The entity is eligible to and has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future. All amounts are presented in New Zealand dollars and are rounded to the nearest dollar.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Lincoln University Students' Association Inc is registered charity wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Revenue Recognition

Revenue from providing goods or services is recognised when the goods are sold or by reference to the stage of completion of service.

Interest income is recognised as and when it is earned.

Expenditure

Expenses are recognised when the cost is incurred, with prepaid expenses deferred at the amount relating to the future goods or services to be received.

Trade Receivables

Trade Receivables are recognised at estimated realisable value. Bad Debts are written off in the year in which they are identified.

Property, Plant and Equipment

Property, Plant and Equipment is recognised at cost less aggregate depreciation. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All other repairs and maintenance are recognised as expenses in the Statement of Financial Performance in the financial period in which they are incurred.

Depreciation has been calculated at rates reflecting the useful life of the asset.

Operating Leases

Operating lease payments, where the lessors effectively retain substantially all of the risks and benefits of ownership of the lease items, are recognised in the determination of the operating surplus in equal installments over the lease term.

Club Activity

The entity assists clubs holding funds on their behalf. No consolidation of club activities occurs within the Lincoln University Associations performance report.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Inventories

Inventories are stated at the lower of cost, determined on a first-in-first-out basis, and net realisable value.

Notes to the Performance Report

Lincoln University Students' Association Inc For the year ended 31 December 2018

	2018	2017
1. Analysis of Revenue		
Revenue from providing goods or services		
Booksale (Reception Income)	2,013	2,429
Freight Collected	230	-
Garden Party Income	174,720	96,307
Graduation Ball Income	27,814	24,278
International Night Income	2,513	3,870
Merchandise Sales	33,352	-
Media Income	8,709	6,351
Memorabilia (Reception Income)	-	409
Metrocards (Reception Income)	-	1,826
Opening Balance - Club Funds	-	(8,982)
Orientation Income	7,000	16,894
Other Event Income	487	298
Phonecards (Reception Income)	-	52
Reception Income	(441)	(2,568)
Student Services Contract Income	540,089	525,162
Sundry Income	49	-
Winterball Income	30,449	28,699
Winterfest Income	2,188	5,979
Total Revenue from providing goods or services	829,172	701,004
Interest, dividends and other investment revenue		
Interest Income	5,421	1,804
IRD Interest Income	1	-
Total Interest, dividends and other investment revenue	5,422	1,804
	2018	2017

2. Analysis of Expenses

Volunteer and employee related costs

ACC Levies	402	491
Casual Writers	368	242
Conference Expenses	142	207
Exec Conferences and Travel	3,593	2,201
Exec Meeting and Training Costs	4,191	100
General Executive Expenses	1,318	822
Honorarium	29,883	18,389
President Expenses	21	7
Recruitment	1,000	218
Salaries	237,957	183,016
Staff Expenses	115	32

	2018	2017
Staff Training	1,998	914
Temps, Casuals and Other	5,188	27,619
Total Volunteer and employee related costs	286,173	234,257
Costs related to providing goods or services		
Accounting Fees	2,429	3,218
Advisory Panel	280	360
Audit Fees	4,500	4,640
Awards Night Costs	732	118
Bank and Credit Card Fees	149	182
Book Sale Reimbursements	1,485	1,544
Business Development	81	325
Cleaning	-	755
Club Costs (Other)	1,136	483
Computer (Software/IT support)	4,326	2,954
Cost of Goods Sold - Merchandise	25,716	-
Cultural Activities	-	2,652
Digital Advertising	111	193
Discount Merchandise	808	-
Employment Information Costs (Other)	-	240
Entertainment	1,006	344
Entertainment - Non deductible	1,157	396
Equipment for Student Space	124	-
Events Costs	572	943
Executive Portfolio Funding	596	-
Freight and Courier	256	5
Furniture and Equipment	966	468
Garden Party Costs	227,046	96,252
Graduation Ball Costs	31,880	29,443
General Expenses	2,249	204
Gifts / Rewards	823	491
Hire of Plant and Equipment	1,387	1,143
Insurance	1,935	1,570
International Night Costs	8,318	10,245
Inventory Adjustment	223	-
IRD - Interest	3	-
Legal Expenses	5,369	2,631
Licencing and Registration Fees	44	133
Loss on Disposal of Fixed Asset	-	4,647
Media Services (Other) Costs	2,023	959
Merchandise Freight and Courier	411	-
Merchandise General Expense	686	-
Metrocard Costs	-	8,144
Minor Event Costs	6,212	4,150
NZUSA Levies	9,239	8,000
Office Expenses	173	215

Orientation Costs	15,569	13,752
Paypal Charges	146	-
Phonecards Costs	-	57
Print Media Costs	20,026	18,930
Printing, Photocopying and Stationery	945	915
Promotional Material and Signage Expenses	7,570	3,011
Reception Expenses (Other)	248	285
Repairs and Maintenance	492	5
Representation and Advocacy Campaign Costs	-	532
Staff Appreciation	249	-
Student Job Search	3,000	3,000
Student Rep System	371	439
Study Break Costs	2,846	2,991
Telephone and Tolls	209	313
Travel	1,864	351
Web	-	256
Winterball Costs	45,401	37,899
Winterfest Costs	8,005	10,924
Total Costs related to providing goods or services	451,393	281,707

Grants and donations made

Club Grants	12,963	12,941
Total Grants and donations made	12,963	12,941

Other expenses

Depreciation	2,806	3,490
Interest Expense	-	67
Penalties Paid	55	258
Total Other expenses	2,861	3,815

2018	2017
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3. Analysis of Assets**Bank accounts and cash**

ASB Business Cheque Account 00	42,119	21,947
ASB Business Saver #50	253,347	240,161
Cash Float	215	285
Danyon's Credit Card	-	947
Total Bank accounts and cash	295,682	263,340

Debtors and prepayments

Accounts Recievable	19,727	27,468
Prepayments	17,559	-
Total Debtors and prepayments	37,286	27,468

Inventory

Merchandise	9,455	-
Total Inventory	9,455	-

Other Current Assets

Term Deposit 6 month	100,000	201,456
Term Deposit 12 Month	150,000	-
Withholding Tax Paid	1,324	376
Total Other Current Assets	251,324	201,832

Property, Plant and Equipment**Fixed Assets**

Fixed Assets	78,280	56,411
Less Accumulated Depreciation on Fixed Assets	(47,669)	(44,864)
Total Fixed Assets	30,610	11,547
Total Property, Plant and Equipment	30,610	11,547

2018 2017

4. Analysis of Liabilities**Creditors and accrued expenses**

Accounts Payable	58,732	1,491
Sundry Creditors	12,229	-
Fiona's Credit Card	1,379	725
GST	(15,552)	2,972
James' Credit Card	40	-
Kristy's Credit Card	949	-
Total Creditors and accrued expenses	57,777	5,188

Employee costs payable

Wages Payable - Payroll	9,856	4,768
PAYE / Wages and Holiday Pay Creditor	5,111	3,828
Total Employee costs payable	14,967	8,596

Clubs Funds and Grants

Clubs Grant Money	-	6,623
Club Funds	13,271	26,640
Total Clubs Funds and Grants	13,271	33,263

5. Club Funds

Lincoln University Students Association holds club funds on behalf of the many club activities available to students. Lincoln University Students Association is not responsible for the day to day operational decisions made by the clubs other than holding the club funds in the LUSA bank account.

	2018	2017
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	457,139	287,051
Accumulated surpluses or (deficits)	81,203	170,088
Total Accumulated Funds	538,342	457,139
Total Accumulated Funds	538,342	457,139

7. Commitments

There are no commitments as at 31 December 2018 (2017 - nil).

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 December 2018 (2017 - nil).

9. Related Parties

There were no transactions involving related parties during the financial year.

10. Assets Held on Behalf of Others

Lincoln University Student Association have a stake / share of the Union Building with the University.

11. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (2017 - nil).

12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

22 July 2019

Mark Tynan
Audit Partner
Ashton Wheelans
Chartered Accountants
PO Box 13042
CHRISTCHURCH

Dear Mark

Audit Representation for the year ending 31 December 2018

This representation letter is provided in connection with the audit of the Performance Report of Lincoln University Students Association Inc. (Entity) for year ended 31 December 2018 for the purpose of expressing an opinion as to whether the Performance Report fairly reflects the financial position of the Entity at balance date and of the results of its operations and cash flows for the year then ended.

We understand that your examination was conducted in accordance with International Standards on Auditing (New Zealand) issued by the External Reporting Board (XRB) and the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). We also understand that your examination was (to the extent that you deemed appropriate) for the purpose of expressing an opinion on the Performance Report and that such an examination would not necessarily disclose any or all irregularities should any exist.

We confirm that to the best of our knowledge and belief, having made such enquiries, as we considered necessary for the purpose of appropriately informing ourselves:

Performance Report

1. We, the governing body ("Committee") have fulfilled our responsibilities, on behalf of the Entity, as set out in the terms of the engagement letter dated 31 May 2018, for the preparation and fair presentation of the Performance Report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-for-profit) "the PBE Standard"
2. We have reviewed our Performance Report and are satisfied with its preparation including appropriate disclosures of all information required by the Charities Act 2005, Incorporated Societies Act 1908 (where relevant), and the Entity's rules.

The Entity has complied with its obligations to the above legislation, its internal rules and constitution as applicable.

3. Significant underlying assumptions, techniques and internal guidelines that impact upon accounting estimates, valuation of assets, revenue recognition or recording of expenses are considered reasonable have been consistently applied over the year and in accordance with the accounting standards.
4. The Accounting Policies disclosed in the Performance Report have been consistently applied throughout the year and where changes in policies have occurred these have been disclosed as changes in accounting policies. Where necessary comparatives have been restated to conform to the current year's presentation.
5. Related party relationships and transactions have been appropriately accounted for and disclosed in the Performance Report in accordance with the requirements of the PBE Standards.

6. All events (whether financial or non-financial) of material consequence subsequent to balance date and up to the date of approval of the Performance Report by the Committee have been considered and disclosed to you. Adjustments and or disclosure have been made where this is necessary.
7. We have no plans or intentions that may materially affect the value or classification of assets and liabilities reflected in the Performance Report.
8. All known actual or possible litigation and claims whose effects should be considered when preparing the Performance Report have been disclosed to you and accounted for and disclosed in accordance with Public Benefit Entity Standards.
9. The Committee after making appropriate enquiries has considered the Entity's operations and has a reasonable expectation that it will have sufficient financial and nonfinancial resources to continue its operations for the foreseeable future. Based on this, the Committee is satisfied that it is appropriate to continue to adopt the going concern assumption in preparing the Performance report for the year ended 31 December 2018. In reaching this conclusion, the Committee has considered circumstances which they believe are likely to affect the incorporation during the period one year on from the date the Committee approve the Performance Report.

Information Provided

1. We have provided you with:
 - (a) Access to all information of which we are aware that is relevant to the preparation and fair presentation of the Performance Report such as records, documentation and other matters;
 - (b) Additional information that you have requested from us for the purpose of the audit;
 - (c) Minutes of the Committee meetings or notes of recent meetings for which Minutes have not yet been prepared;
 - (d) Unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
2. All transactions have been properly recorded in the accounting records and are reflected in the Performance Report.
3. We have disclosed to you the identity of the Entity's related parties and all the related party relationships and transactions that we are aware of.
4. The records maintained by the Entity during the year were adequate for the preparation of the financial statements and, were in accordance with requirements of the Charities Services and Inland Revenue (where relevant)
5. We will provide the final version of the documents determined to comprise the annual Performance Report to the auditor when available, and prior to its issuance by the Entity.

Internal Controls

1. The Committee accepts that it is responsible for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of financial reporting. The Committee with the support of management has maintained effective internal control systems during the financial year.
2. We have disclosed to you the results of our assessment of the risk that the Performance Report may be materially misstated as a result of fraud.
3. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of affecting the Entity's Performance Report and involves:
 - (a) Management; Committee members and contracted suppliers
 - (b) Employees who have significant roles in internal control; or
 - (c) Others including but not limited to former employees, advisors, regulators.

We confirm to the best of knowledge there are no actual, suspected or allegations of fraud or misappropriation (where the fraud or misappropriation could have material effect on the Performance Report).

4. We have complied with all contractual obligations and requirements of regulatory authorities where these have a material effect on the financial statements. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

Representation Made

1. Cash on hand, bank accounts and short-term deposits recorded represents physical cash on hand counted and bank accounts at balance date.
2. Accounts Receivable are all expected to produce on realisation in the ordinary course of business at least the amounts at which they are stated.
3. The net book value at which properties, plant and equipment are stated in the Statement of Financial Position were arrived at:
 - (a) After eliminating all amounts relating to items sold or scrapped,
 - (b) After providing for depreciation (at rates reflecting the useful life) and obsolescence considered adequate to reduce the net book values of the Assets to their residual value at the end of their economic lives.
 - (c) After ensuring any assets not in active use, are held for future use or sale, at their sale value.
 - (d) After considering any impairment in value.
4. Provision has been made for all known liabilities. Except as disclosed to you no liabilities were secured on any assets of the Entity.
5. We confirm the bank balances are the bank accounts and balances held by LUSA as at 31 December 2018.
6. The committee is happy that the information provided in the statement of service performance is true and accurate. Information provided has in some cases been provided by external providers which have not been audited.

Audit Adjustments & Changes to Disclosures

We confirm the audit adjustments and disclosure amendments advised to management have been communicated to the Committee; the Committee concurs with the adjustments made.

These representations are made at your request and to supplement information obtained by you from the records of Lincoln University Students Association Inc. and to confirm information given to you orally.

For and on behalf of Lincoln University Students Association Inc.

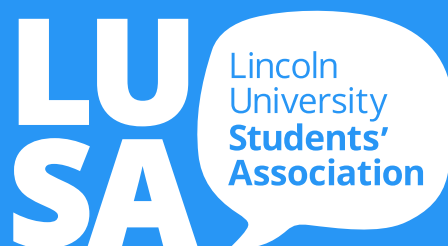


President



Treasurer

Date 22/07/19



Lincoln University Students' Association
Annual Report 2018



lusa.nz



studentsatlincoln

To	LUSA Members
From	LUSA Executive
Date	29 July 2019
Subject	Amendments to the Constitution

Purpose:

The LUSA Executive resolved at the Executive meeting held on 22 July 2019 to alter the Constitution of the Lincoln University Students' Association.

Discussion:

The changes that were proposed are as follows:

- Change every instance where it states the job title 'Association Manager', to 'General Manager' to reflect the change in job title as it currently stands.
- Providing further clarification about how LUSA recognises Māori as tangata whenua, and that LUSA will act in accordance with Te Tiriti O Waitangi/The Treaty of Waitangi.
- Recognising Te Awhioraki as being an autonomous body parallel to LUSA, and as the official representatives of Māori students enrolled at Lincoln University.
- Increasing the number of Executive members required at an Executive meeting in order to make quorum from four members to five members, in order to reflect the increased number of Executive members from eight to nine after the addition of an International Representative in 2019.
- Updating the Advisory Panel conditions to better reflect what is the most efficient and effective practise for LUSA in regards to its working relationship.
- Disestablishing the need for a ranking order of the Executive in the instance of a candidate winning two offices and being elected into the higher ranking position, by asking each candidate to nominate which position would be their preferred option in the event that they won two offices.
- That the a candidate running for President will also be able to nominate for another position if they choose to.
- Any further spelling, punctuation or grammar errors.

The LUSA Executive recommend:

That the proposed alterations to the LUSA Constitution be approved for submission to the registrar.