

LINCOLN UNIVERSITY  
STUDENTS' ASSOCIATION



# ANNUAL REPORT 2020



**Lincoln University  
Students' Association**

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

Annual Report Design:  
Laura Illingworth

*Cover Image: Forbes Student Space*

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# PRESIDENT'S REPORT

**2020, and the global pandemic that came with it, provided opportunities for students to learn in flexible ways that has been previously denied by a rigid education system. COVID-19 also provided LUSA an opportunity to improve in several ways, and has shown us where we need to head—as we continue to strive to have the best student experience in New Zealand.**

Our Mission: To represent and advocate for the interests and ambitions of all students at Lincoln University.

There has been a significant increase in the need for strong and consistent student representation due to the rapidly changing environment COVID placed the university in. As a result of having LUSA representation across every level of the university, including the newly formed Critical Incident Management Team, the LUSA crew were able to listen to student feedback and advocated successfully for the implementation of the following initiatives:

- Universal Impaired Performance for taught courses. Meaning students were assumed to be affected by COVID-19, and therefore had access to flexible deadlines and compassionate marking.
- Research Student Fee Waivers. For research students who lost access or ability to conduct research, reduced supervisor hours, and hardship or impacts on their wellbeing, they could apply for a two month waiver of fees.
- Reversal of room charges in University Accommodation. For students who left their rooms to return home, they would not be charged for the time that they were away from the accommodation.
- Reallocation of Student Levy from closed facilities into the Financial Assistance Fund. Around \$80,000 was redirected to the LUSA Financial Assistance Fund from services that were closed as a result of COVID-19, allowing the Fund to assist over 200 students.
- Implementation of wellbeing and hardship initiatives from the Hardship Fund for Learners (HAFL). LUSA Exec members applied for funding for many initiatives to improve wellbeing and reduce financial hardship in the Lincoln student whānau.

- Improvement to the modes of communication to students. The introduction of the LUSA President plus Acting Vice-Chancellor videos garnered tens of thousands of views across social media channels.
- Reversal of compulsory use of RPNow for examinations. LUSA advocated against use of software after a late roll out in semester two, with the University opting for a trial of the Remote Proctor Now software over Summer School.
- No increase to the Student Service Fee for 2021, alongside greater financial assistance for domestic students through fee waivers and international students through scholarships.

The 2020 LUSA elections also had an increased voter turn-out, despite the lack of time for students on campus. We had 25.8% of all eligible students cast votes.

Our Vision: That Lincoln University students will have the best student experience in New Zealand.

Despite the restrictions that New Zealand was operating under in 2020, LUSA still delivered a top rate on-campus experience—with increased attendance across our orientation events and the biggest ever sold out Garden Party. Clubs were limited in what they were able to put on throughout lockdown, however we still provided over \$10,000 through club grants to support them to deliver events around campus. Through the HAFL fund, LUSA provided over \$40,000 worth of free food to students. This is a proactive step we believe is important to do, as it reduces the financial output that students need to sustain.

We have been very fortunate to have gone through 2020 unscathed. However, this is only the beginning of the impacts of COVID—and we have left the 2021 exec a tight yet surplus budget. However, I'm really proud of the team to say that despite all 2020 has thrown us, LUSA is in a strong position to excel in delivering student experience and advocacy into the future.

Ngā mihi

**Sam Blackmore**  
**President**



Photo: LUSA 2020 Student Executive

Top row [from left to right]: **Charlotte Parry Tumuaki** of Te Awhioraki, **Sarah Visser** General Rep, **Sam Blackmore** President  
Middle row [from left to right]: **Max Lichtenstein** Vice-President, **Barbera Forster** General Rep, **Zoe Arts** International Rep  
Bottom row [from left to right]: **Gregory Fleming** Secretary, **Kate Lambath** General Rep, **Balaji Poobalamurugan Leksshman** International Rep

“

Despite the restrictions  
[...] in 2020, LUSA still  
delivered a top rate on-  
campus experience  
— with increased  
attendance across our  
orientation events and  
the biggest ever sold  
out Garden Party.

**Sam Blackmore**  
LUSA 2020 President

”

# MANAGER'S REPORT



**2020 was a challenging year for all and LUSA was no exception. Just after celebrating our successes from Orientation 2020 we were faced with the realities of working around a pandemic. The plans the Association had at the start of the year had to be rapidly reworked.**

The biggest impact that Covid-19 had on LUSA from a Service Delivery perspective was on Advocacy and Support Services, Clubs and Events.

During the lockdown under Levels 3 and 4 we were managing an unprecedented number of applications to the Financial Assistance Fund. We processed 266 applications during this time. We also processed another 100 applications to the Community Pantry. We were unable to continue to sustain the Community Pantry over lockdown so had to close the service. LU Chaplaincy however picked it up again during Semester 2.

We also had to cancel and where possible reschedule events. This was further compounded by the tightening of restrictions again over winter when Auckland went into a Regional Lockdown.

The biggest casualty was Winterball. A popular event that had almost 1000 attendees in 2019. The uncertainty of what level we would be in and what restrictions we may or may not have in place meant we couldn't plan and commit financially to an event that may not be able to go ahead.

Grad Ball was able to be postponed and we had to make a difficult decision whether to continue with the event after the postponed Graduation Ceremony was cancelled at short notice, due to a regional lockdown in Auckland. We decided to continue with the event and despite some attendees requesting refunds, we sold many more than expected and had an attendance of 317 which exceeded our expectations.

Staying with events, the year finished on a high with Garden Party which sold out and had a level of demand never seen before. When some extra tickets went on sale they were literally gone within a couple of minutes!

Clubs and Societies were also significantly affected as they were unable to hold all the events/trips they would have otherwise liked to. Many however were able to still organise outings and events as Covid-19 guidelines allowed. The highlight for Clubs however was the Tramping and Climbing Club reaching their fundraising target for the Bouldering Wall as part of the Recreation Centre redevelopment. The wall will be ready for the Club and all students, as well as the wider community, in 2021.

We worked hard to develop new ways of communicating and now have RAM magazine firmly online. It's an ongoing journey to ensure that we communicate the best we can with students.

From a financial perspective, the effect of Covid-19 was significant. With fewer International Students able to get into the country, we initially forecast a very significant drop in our income from the Student Services Levy. Whilst we did still receive less than initially forecast, the increase in domestic students did make the reduction less than first thought.

We also recorded high sales of our merchandise and strong ticket sales for Orientation and Garden Party ensured that we finished 2020 with a surplus of \$77,518 despite everything the year had thrown at us.

2021 will be another challenging year with Covid-19 no doubt still a dominant force. We are however well positioned financially to be able to continue with the delivery of services and to raise the bar again with the quality of our events and offering to students.

I wish to thank all the LUSA staff for their outstanding contributions in 2020. It was because of them that so much was still achieved despite the challenges faced. Thanks also to you, the students and your support.

A handwritten signature in black ink, appearing to read "F. Kay".

**Fiona Kay**  
**General Manager**

# WHO IS LUSA?

LUSA is the Lincoln University Students' Association, which represents the common and collective concerns of our students at LU. The Association has a long history, having been around since 1919. LUSA is made up of an elected Student Executive and staff. The Exec set the Strategic Direction of the Association and the Staff put that into action.

LUSA provides a voice for Lincoln students that is independent from the University. We look after the rights of students and make sure Lincoln University does the same.

LUSA is committed to the principles of the Treaty of Waitangi and recognises Te Awhioraki as the parallel autonomous Maori Students' Association, which represents Maori Students at Lincoln.

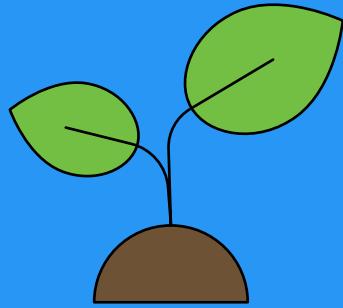
Vision:

**That Lincoln University students will have the best student experience in New Zealand.**

Mission:

**To represent & advocate for the interests & ambitions of all students at Lincoln University.**

# OUR VALUES



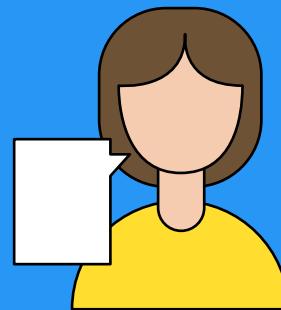
## Sustainability

We ensure our future through environmental, financial and social responsibility.



## Community

Everything we do seeks to foster an inclusive and friendly campus environment.



## Representation

We hear, cater to and advocate for all student cohorts.



## Diversity

We embrace the diversity of all of our students and enable them to be an integral part of the student experience.



## Integrity

We act in the best interests of students through transparent and honest communication.



Photo: Semester Two Clubs Market

# OPERATIONAL REPORT

## Clubs.

LUSA believes that clubs and societies are an integral part of student life. 35 Clubs affiliated in 2020 with \$13,185 being granted.

Highlights from the year include the Tramping and Climbing achieving their fundraising target of \$20,000 to go towards the cost of the purchase and installation of the bouldering wall as part of the Recreation Centre redevelopment.

The LUSA Club House was a hive of activity at the start of the year as the Pottery Club got underway with multiple items being made and crafted. The Carpentry Club also had a strong start using the garage as their base from which to create.

Lincoln Environmental Sustainability Society (LESS) also started up and got the Farm Road Compost Project underway.



# \$13,185

Received by Clubs and Societies in Club Grants

# \$28,118

in Club Costs Including Management of Club House but Excluding Staff Admin Costs

## Events.

### Orientation Week

Orientation was a success with a full calendar. It was the second year of Ivey Dreams with double the number of tickets sold from the previous year. The Fresher Three Combo to the three ticketed events sold out a few weeks before students were back on campus. Subsequently Toga Party was well attended and Bogan Bingo was also popular.

There was a lot of positive feedback from students about all the events on offer during Orientation, including the always popular free food events and the Post Grad afternoon tea. There was a very large turnout for Clubs Market Day and a real buzz on Forbes Lawn.

### Grad Ball

Grad Ball was postponed until October due to the postponement of the Graduation Ceremony. Despite the Graduation Ceremony being cancelled in October, we made the decision to continue with the event. 317 tickets were sold and Te Kete Ika was transformed to give graduands a great night for celebrating their success with friends.

### Community Day

LUSA and LU delivered Community Day which was another success. LUSA's role was to support Clubs in attendance and to showcase the diversity of students on campus.

### International Student Support Dinner

In response to Covid-19, LUSA put on a dinner for International Students and their families once lockdown had been lifted, for them to get assistance and support from a variety of LU and community organisations. There was a fabulous free feast and entertainment for children. Red Cross generously supplied free blankets and Lincoln Districts Community Care had warm clothing for winter.

## **Study Break**

Study week and exams always see stress levels increase around campus, which is why LUSA holds Study Break at the end of each semester. There was plenty of free food on offer to ensure that students were at least well fed whilst on campus.

## **Re O'Week**

Due to just coming out of lockdown and uncertainty around alert levels, a more subdued Re O'Week was planned. There was a Movie night, the annual TIB Sex Quiz, plenty of free food and a smaller Clubs Market Day.

## **Post Grad Lunches**

A total of 5 post grad specific lunches/connection events were held by LUSA including Posh Porridge, Pizza, Fish and Chips and a High Tea. These provided an opportunity for Post Grads to connect with one another. More had been planned, but again, Covid and lockdown got in the way.

## **CultureFest**

LUSA and LU worked with Selwyn District Council for CultureFest. Many students and Clubs participated by that with performances or cooking of food.

## **Garden Party**

Garden Party sold out again for the second year in a row with an even bigger turnout than previous years. With Covid-19 border restrictions in place, the lineup brought NZ's local and popular artists, Sachi, Lee Mvtthews, Mild Orange, Wax Mustang and many others to the stage. The event continues to thrive and 2020 saw significant sponsorship from Red Bull, Pals alongside Boomfa, Pump, Happy Hire and The Edge.

## **Christmas Family BBQ**

Around 100 people turned up for a fabulous buffet style dinner on Forbes Lawn to celebrate the end of year in a Kiwi Christmas style. Pavlova was of course served to round it off.

The following events were provided by LUSA but funded via Government Covid-19 Grants:

**27x free lunches for all students,  
5x exclusive PG lunches, Family  
Christmas BBQ, free food and care  
packages (including clothing, food/  
snacks, stationery and personal  
care items e.g. tissues, soap, beauty  
products) for 2x study breaks.**



Photo: Garden Party

# EVENT COSTS & INCOME.

## Total Event Costs

Costs: **\$167,889**

Income: **\$78,700**

Subsidy  
from LUSA

**\$89,188**

Events covered by this cost are: O'Week events including, Ivey Dreams, Toga Party, Bogan Bingo and Post Grad Afternoon Tea, 2x Clubs Market Day, Movie Nights, Quiz Nights, Grad Ball, O'Week Giveaways (Phone Wallets, Pens, Highlighters, Reusable Straws and Wall Planners)

## Garden Party Event Costs

Cost: **\$288,177**

Income: **\$281,617**

Subsidy  
from LUSA

**\$6,560**

## Grad Ball Event Costs

Costs: **\$25,178**

Income: **\$24,418**

Subsidy  
from LUSA

**\$760**

## O'Week Event Costs

Cost: **\$125,435**

Income: **\$54,183**

Subsidy  
from LUSA

**\$71,252**



**\$1,917**

**Spent on Quiz Nights**  
Throughout the Year

# OTHER COSTS & INCOME.

**\$80,310**

**Advocacy and Representation Costs**  
NZUSA Representation and Student Exec Costs (the guys who represent and advocate for you at numerous meetings)

**\$7,984**

**Media Costs**  
Excluding Software Subscriptions and Printing Costs

**\$21,430**

**Additional Income**  
Sponsorship, Book Sales, Advertising Revenue. Excluding Ticket Sales and Student Service Levy.

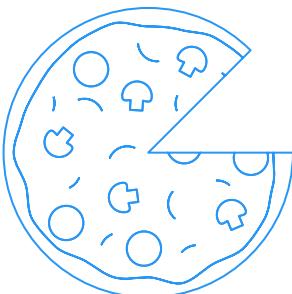
# FREE FOOD STATS

**27**

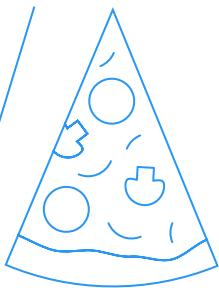
**Free Meals**  
Available to  
all Students

**5**

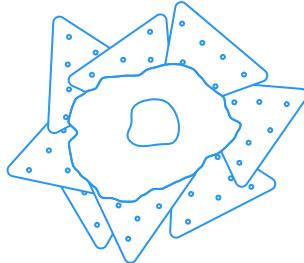
**Post Grad Meals**  
Provided Exclusively  
to Post Grads



**126**  
Pizzas

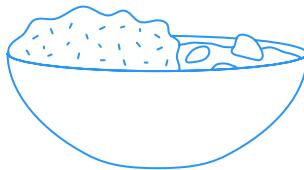


**1008**  
Slices of Pizza



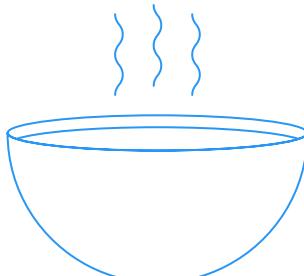
**910**

**Serves of Nachos  
with Chilli Mince**



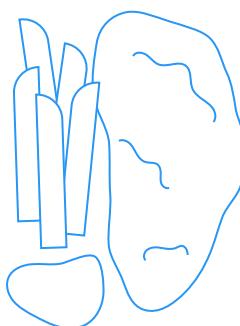
**500**

**Serves of Curry  
and Rice**



**600**

**Serves of Soup**

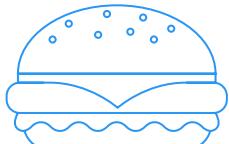


**200**

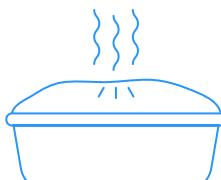
**Serves of FUSH**



**300**  
American Hot Dogs



**500**  
Burgers



**450**  
Pies



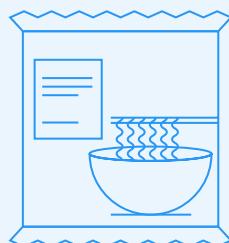
**350**  
Pieces of Fruit

# CARE PACKAGES

LUSA gave out a number of care packages in 2020 as a part of our Covid-19 support for students. These packages included items such as clothing, food/snacks, stationery and personal care items e.g. tissues, soap, beauty products.

**650**

**Care Packages**  
Handed Out



**315**  
**\_packets of Noodles\_**



**250**  
**\_packets of Tissues\_**



**620**  
**Cookie Time  
Cookies**



**230**  
**Bottles of  
Mouthwash**



**250**  
**\_packets of Facial  
Wipes**

# COMMUNICATION & BRAND

## Social Media

LUSA's main point of contact with students is through social media; Facebook, Instagram and as of 2020 WeChat. These platforms are an essential tool to distribute information for all of our events and activities. LUSA keeps these platforms current to engage students with what is happening on campus.

## Newsletter

A newsletter at the start of each term is sent out to students to keep them informed with what is happening in the coming weeks and how to get involved with activities and events.

## RAM Magazine

Laura Illingworth designed and edited eight issues of RAM in 2020. The first two issues were printed, with a total of 800 copies being distributed across campus. During the Covid-19 lockdown, LUSA published RAM online on Issuu to ensure that we could still bring RAM to our students. RAM continued to be published online for the remainder of the year and we are looking at ways to improve RAM online. The look and feel of the magazine was changed to keep it fresh but as per 2019, student content was prioritised and the amount received did increase considerably as the year went on.



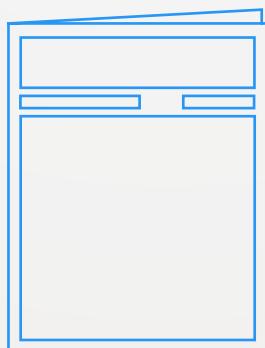
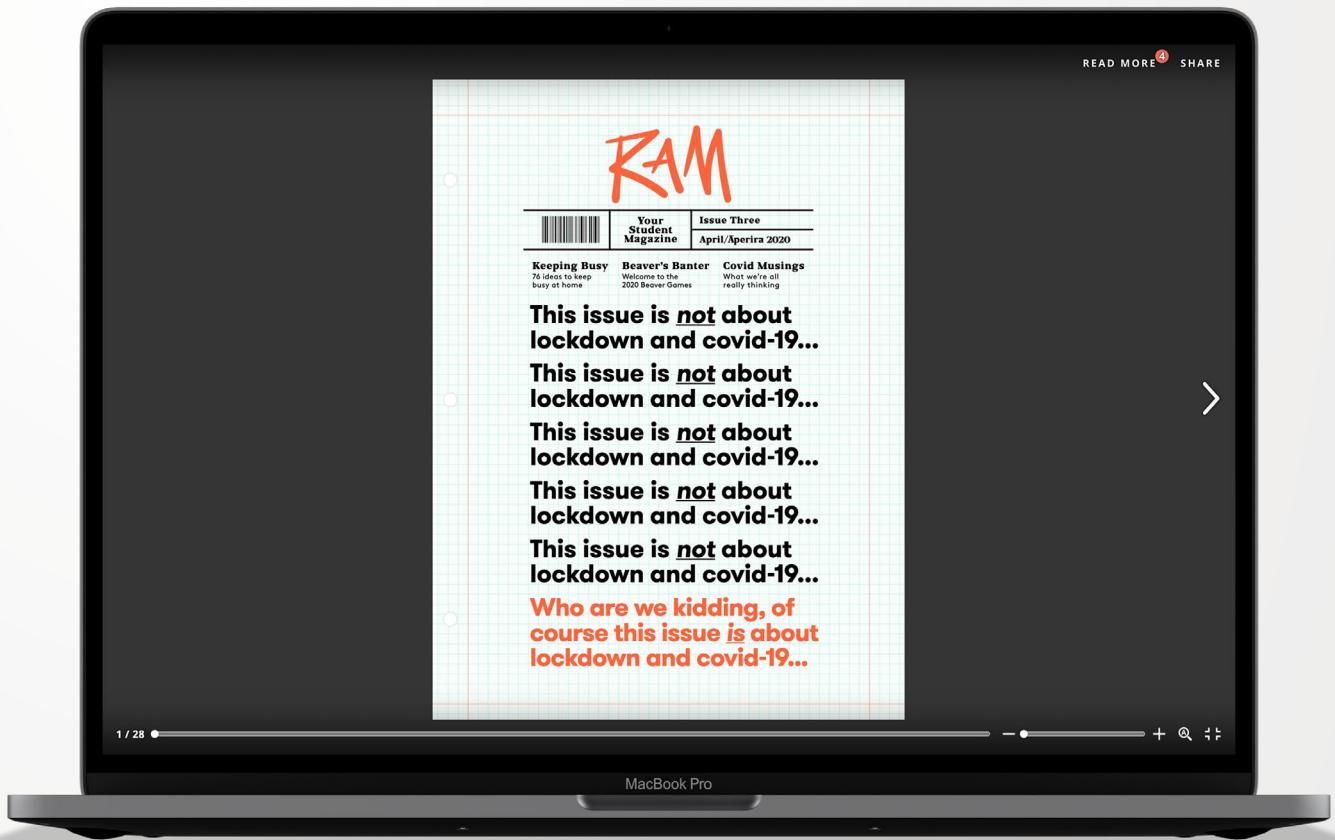
**6278**  
Followers



**1381**  
Followers



**250**  
Followers



# RAM STATS:

**800**

Copies of RAM printed in 2020

**13,143**

Online **impressions** of RAM in 2020.

Impressions refer to the number of times your content has been displayed on a screen.

**3911**

Online **reads** of RAM in 2020.

Reads are counted when someone opens your content and performs an action.

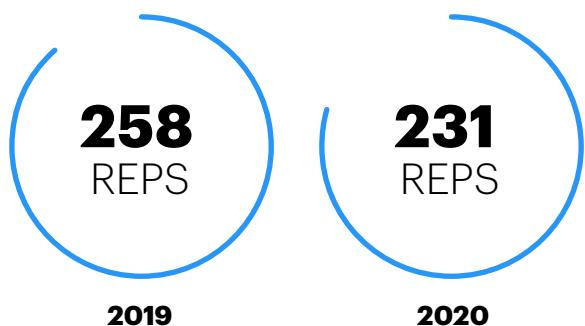
# COLLECTIVE VOICE

## Student Representation.

2020 saw 231 student reps across both semesters. This was a slight drop from 2019 and is attributed to Covid 19. Students priorities were their own courses and learnings during such a difficult time with learning going online and had less time and/or ability to spend on being a Student Rep.

It is an ongoing effort to ensure that all courses have a rep. However challenges due to Covid 19, with the change in style of teaching, make student reps more important than ever.

### 2019 VS. 2020 Course Reps



### 2018 – 2019 Advocacy Cases



## Student Advice and Support.

The Student Advocacy and Voice Coordinator was kept busy throughout 2020 with a total number of 128 cases.

The biggest issue faced this year however was financial hardship from Covid-19. A record breaking 311 students received payments from the Financial Assistance Fund (formally the Hardship Fund).

An incredible total of \$183,015 was paid out directly and indirectly to students, via grants, free lunches and care packages.

LUSA is extremely grateful to the University for adding \$83,681 to the Financial Assistance Fund from Student Services Levy money originally directed to the Rec Centre, but redirected whilst it was closed under L3 and L4.

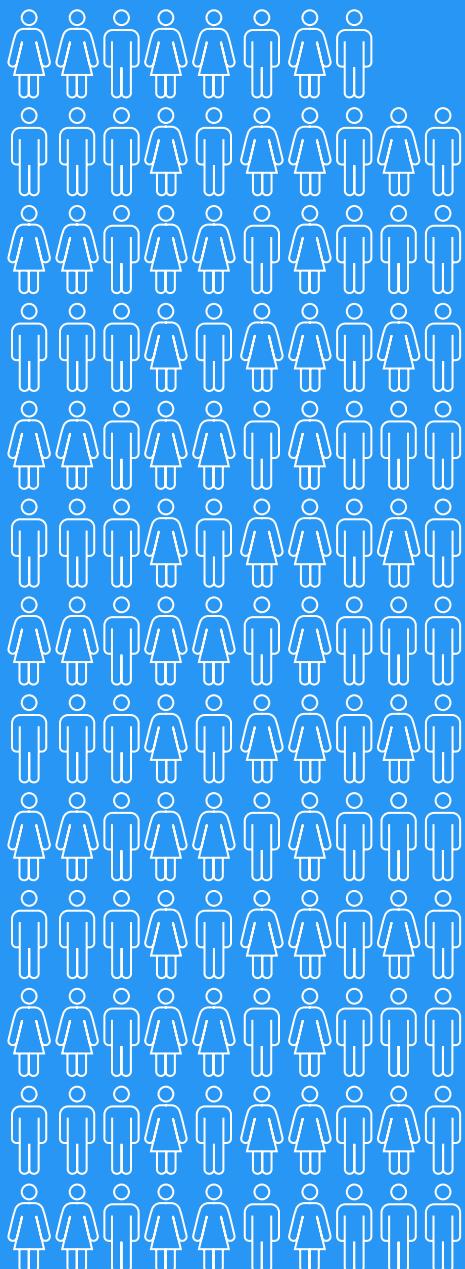
LUSA also had \$79,334 from the Government funded Hardship Fund for Learners and \$20,000 from Education New Zealand that was directly distributed to students who applied and were eligible for the Financial Assistance Fund.

\$8,671 was paid as part of the childcare subsidy over 2020. This amount was smaller than anticipated for the year due to the lockdown.

New software was purchased part way through the year to ensure that applications could be processed more easily for both the student and LUSA. The spike in demand meant that new processes and procedures were required.

# 2020

## Student Advice & Support Stats.



### 128 Students

accessed the advocacy and support services provided by LUSA



### 311 Students

received financial support from the Financial Assistance Fund



Photo: Toga Party

# STRONG PARTNERSHIPS

## **Lincoln University**

This is LUSA's most important relationship. Thanks to the management and staff at LU without the respect and good will we have, it would be difficult to function the way we do.

## **Good One**

LUSA continues to support the Good One Party Register and encourage students to use it to ensure parties don't get out of control.

## **New Zealand Union of Students' Association (NZUSA)**

LUSA continues to engage with NZUSA and support them with their objectives.

## **Student Job Search (SJS)**

LUSA retained membership with SJS and in 2020 there was a total of \$677,574 earned by Lincoln Students.

## **The Edge**

LUSA partnered again with The Edge for Orientation, Re Orientation and Garden Party. The assistance with the promotion of events has been hugely beneficial to LUSA and their presence at events has added to the experience of attendees.

## **Selwyn Civil Defence and Red Cross**

Selwyn Civil Defence and New Zealand Red Cross were amazing with their support of students, in particular International Students, throughout 2020. Should we ever be in a similar situation again, connections and relationships have been established. LUSA is extremely grateful to the assistance provided by both organisations during what was a very challenging time.

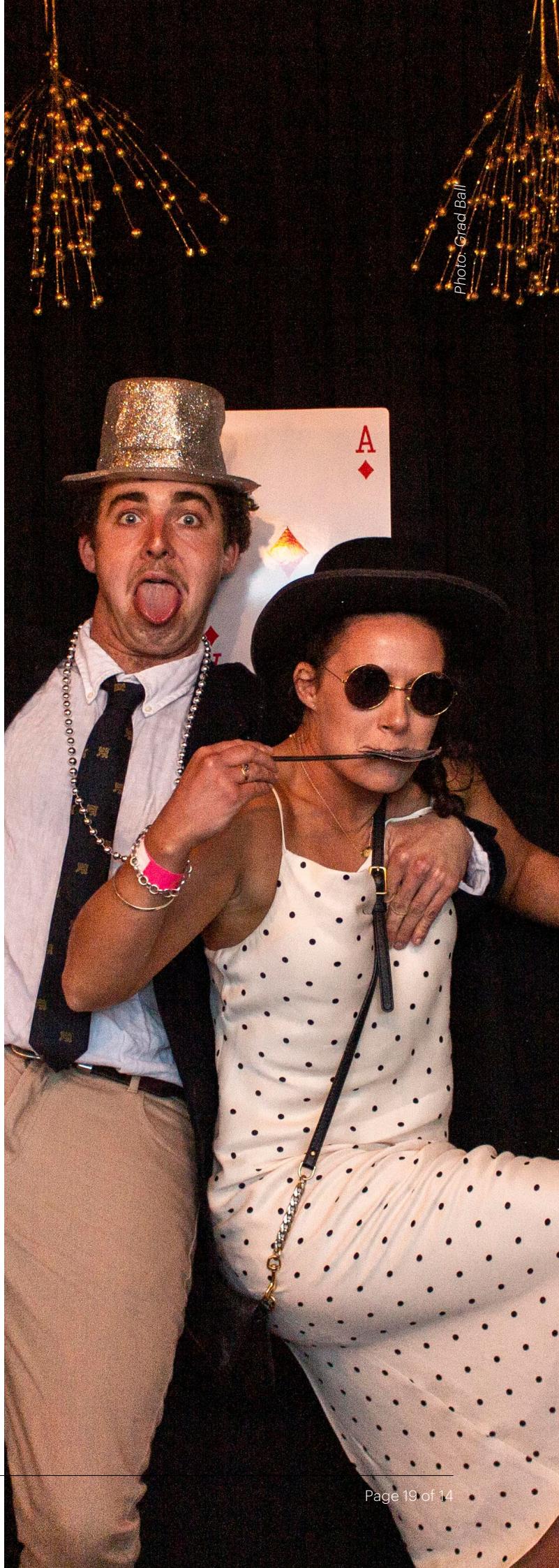
# SUSTAINABLE PRACTICES

## **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 remained in his position 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 however his advice has proved beneficial and his role ultimately protects and enhances the Association. His tenure came to end at 2020 and LUSA thanks Andrew for his time and effort over the past two years with supporting LUSA.







# Performance Report

Lincoln University Students' Association Inc  
For the year ended 31 December 2020

Prepared by Beany Limited

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- 11** Depreciation Schedule
- 12** Statement of Accounting Policies
- 14** Notes to the Performance Report

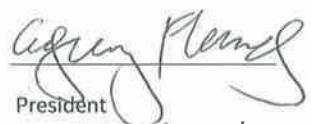


## Approval of Performance Report

**Lincoln University Students' Association Inc**  
**For the year ended 31 December 2020**

The Members are pleased to present the approved Performance report including the historical financial statements of Lincoln University Students' Association Inc for year ended 31 December 2020.

APPROVED

  
President  
Date 11/06/2021

  
Board Member  
Date 01/06/2021

## 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 2020, the statement of financial position as at 31 December 2020 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 2020 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 no 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.

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ASHTON WHEELANS

Chartered Accountants  
Level 2, 83 Victoria Street  
Christchurch  
1 June 2021

## Entity Information

### Lincoln University Students' Association Inc For the year ended 31 December 2020

#### 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 a General Manager who is responsible for the day-to-day operations. She/he manages five staff who are responsible for each of LUSA's key areas; Club and Events, Student Advice and Support, Media Design, 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

013-323-283

#### 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 2020

### 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.

	2020	2019
<b>Description and Quantification of the Entity's Outputs</b>		
Student advocacy and independent support and advice to resolve problems	128	119
Number of Student Reps across year	128	275
Approximate dollars earned through Student Job Search by Lincoln University Students	677,574	937,454
Number of magazine issues published	8	8
Clubs on campus *	35	33
Number of Paid Events	5	11
Number of Free Events	50	50

### 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 5.



# Statement of Financial Performance

Lincoln University Students' Association Inc  
For the year ended 31 December 2020

	NOTES	2020	2019
<b>Revenue</b>			
Revenue from Providing Goods or Services	1	1,201,949	1,019,296
Interest, Dividends and Other Investment revenue	1	1,996	7,131
<b>Total Revenue</b>		<b>1,203,946</b>	<b>1,026,427</b>
<b>Expenses</b>			
Volunteer and Employee Related Costs	2	351,137	321,191
Costs related to Providing Goods or Service	2	752,601	882,164
Grants and Donations made	2	13,215	73,872
Other Expenses	2	9,475	11,696
<b>Total Expenses</b>		<b>1,126,428</b>	<b>1,288,924</b>
<b>Surplus/(Deficit) for the Year</b>		<b>77,518</b>	<b>(262,497)</b>
<b>plus Union Building Compensation</b>			
Union Building Settlement Received	10	-	238,988
<b>Total plus Union Building Compensation</b>		<b>-</b>	<b>238,988</b>
<b>Surplus Transferred to Accumulated Funds</b>		<b>77,518</b>	<b>(23,509)</b>

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

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# Statement of Financial Position

Lincoln University Students' Association Inc  
As at 31 December 2020

	NOTES	31 DEC 2020	31 DEC 2019
<b>Assets</b>			
<b>Current Assets</b>			
Bank Accounts and Cash			
Bank and cash/(bank overdraft)	3	641,171	619,198
<b>Total Bank Accounts and Cash</b>		<b>641,171</b>	<b>619,198</b>
Debtors and Prepayments	3	112,646	21,061
Inventory	3	5,014	16,057
Other Current Assets	3	2,587	2,572
<b>Total Current Assets</b>		<b>761,418</b>	<b>658,888</b>
Non-Current Assets			
Property, Plant and Equipment	3	48,198	56,426
<b>Total Non-Current Assets</b>		<b>48,198</b>	<b>56,426</b>
<b>Total Assets</b>		<b>809,615</b>	<b>715,314</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and Accrued Expenses	4	8,463	18,067
Employee Costs Payable	4	7,676	26,389
Unused donations and grants with conditions	4	-	70
Clubs, Funds and Grants	4	201,125	155,955
<b>Total Current Liabilities</b>		<b>217,265</b>	<b>200,481</b>
<b>Total Liabilities</b>		<b>217,265</b>	<b>200,481</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>592,351</b>	<b>514,833</b>
<b>Accumulated Funds</b>			
Accumulated Surpluses or (Deficits)	6	592,351	514,833
<b>Total Accumulated Funds</b>		<b>592,351</b>	<b>514,833</b>

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

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## Statement of Cash Flows

Lincoln University Students' Association Inc  
For the year ended 31 December 2020

2020 2019

### Cash Flows from Operating Activities

#### Cash Flows from Operating Activities

Interest, Dividends and Other Investment Receipts	1,996	7,131
Receipts from Providing Goods or Services	1,153,082	1,386,441
GST	(6,811)	(8,961)
<b>Total Cash Flows from Operating Activities</b>	<b>1,148,267</b>	<b>1,384,611</b>

#### Cash Applied to Operating Activities

Payments to Suppliers and Employees	(1,144,145)	(1,263,859)
<b>Total Cash Applied to Operating Activities</b>	<b>(1,144,145)</b>	<b>(1,263,859)</b>
<b>Total Cash Flows from Operating Activities</b>	<b>4,123</b>	<b>120,752</b>

### Cash Flows from Investing and Financing Activities

Payments to acquire Property, Plant and Equipment	(3,643)	(37,498)
Cash Flows from Other Investing and Financing Activities	21,493	(9,738)
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>17,850</b>	<b>(47,235)</b>

### Net Increase/ (Decrease) in Cash

21,973 73,516

### Cash Balances

Cash and cash equivalents at beginning of period	619,198	545,682
Cash and cash equivalents at end of period	641,171	619,198
Net change in cash for period	21,973	73,516

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

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## Depreciation Schedule

### Lincoln University Students' Association Inc For the year ended 31 December 2020

NAME	COST	RATE	METHOD	OPENING VALUE	PURCHASES	SALE PRICE	DISPOSALS	LOSS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
<b>Fixed Assets</b>											
Apple 13-inch MacBook Pro	2,712	50.00%	DV	-	2,712	-	-	-	565	565	2,147
Black Wool Serge Stage Skirt	910	10.00%	DV	-	910	-	-	-	61	61	849
Branded Marquee	5,489	25.00%	DV	896	-	-	-	-	224	4,817	672
Caclin Stands	1,584	16.00%	DV	455	-	-	-	-	73	1,202	382
Cash Register - Casio SEC450	749	40.00%	DV	102	-	-	-	-	41	688	61
Drop Safe	1,615	8.00%	DV	1,036	-	-	-	-	83	662	953
Headphones x 100	4,009	40.00%	DV	270	-	-	270	270	-	-	-
iPhone 7 32GB	504	67.00%	DV	166	-	-	-	-	112	449	55
MacBook Pro for Media Coordinator	2,004	50.00%	DV	84	-	-	-	-	42	1,963	42
Maspert Super Grande Modular Staging System / Lighting Truss	1,121	16.00%	DV	-	1,121	-	-	-	164	164	956
Office Workstations	8,096	18.00%	DV	2,957	-	1,100	2,957	1,857	-	-	-
Shayne Furniture Picnic Table	3,800	20.00%	DV	744	-	-	-	-	149	3,205	595
Stage Lighting	34,250	16.00%	DV	28,770	-	-	-	-	4,603	10,083	24,167
Store Room Shelving	601	10.00%	DV	509	-	-	509	509	-	-	-
Television	608	40.00%	DV	60	-	-	-	-	24	572	36
Water Station	3,000	10.00%	DV	2,750	-	-	-	-	275	325	2,475
<b>Total Fixed Assets</b>	<b>92,321</b>			<b>56,426</b>	<b>4,743</b>	<b>1,100</b>	<b>3,736</b>	<b>2,636</b>	<b>9,235</b>	<b>31,417</b>	<b>48,198</b>
<b>Total</b>	<b>92,321</b>			<b>56,426</b>	<b>4,743</b>	<b>1,100</b>	<b>3,736</b>	<b>2,636</b>	<b>9,235</b>	<b>31,417</b>	<b>48,198</b>

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# Statement of Accounting Policies

## Lincoln University Students' Association Inc For the year ended 31 December 2020

### 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 2020

	2020	2019
<b>1. Analysis of Revenue</b>		
<b>Revenue from providing goods or services</b>		
Booksale (Reception Income)	1,170	2,248
Freight Collected	152	244
Garden Party Income	281,617	215,561
Graduation Ball Income	24,418	27,879
HAFL & ENZ Grant Income	99,334	-
Ivey Dreams Income	46,048	32,023
Locker Hire	-	157
Merchandise Sales	15,846	22,319
Media Income	17,085	10,797
Orientation Event Three Income - Bogan Bingo	2,939	2,036
Orientation Event Four Income - Planet O	-	7,080
Other Event Income	-	3,108
Postgrad Event Income	-	586
Reception Income	-	77
SSL Income - FAF Hardship Fund	4,088	-
SSL Income - Te Awhioraki	50,820	-
Stage Hire Income	1,715	1,725
Student Services Contract Income	606,812	642,463
Sundry Income	44,610	62
Te Kete Ika Event Income	-	3,228
Toga Party Income	5,196	4,433
Winterball Income	-	42,672
Winterfest Income	100	600
<b>Total Revenue from providing goods or services</b>	<b>1,201,949</b>	<b>1,019,296</b>
<b>Interest, dividends and other investment revenue</b>		
Interest Income	1,996	7,131
IRD Interest Income	-	-
<b>Total Interest, dividends and other investment revenue</b>	<b>1,996</b>	<b>7,131</b>
	2020	2019

## 2. Analysis of Expenses

	2020	2019
<b>Volunteer and employee related costs</b>		
ACC Levies	604	695
Honorarium	66,283	66,709
Payroll Fees	1,020	-
Recruitment	-	285
Salaries	282,933	253,237
Staff Expenses	41	15

	2020	2019
Staff Training	256	251
<b>Total Volunteer and employee related costs</b>	<b>351,137</b>	<b>321,191</b>
<b>Costs related to providing goods or services</b>		
Accounting Fees	2,741	3,704
Advisory Panel	1,500	1,500
Audit Fees	5,500	4,650
Awards Night Costs	10	1,450
Bank and Credit Card Fees	256	551
Book Sale Reimbursements	654	1,517
Business Development	-	419
Club Costs (Other)	14,933	1,382
Computer (Software/IT support)	3,425	3,850
Consultancy Fees	-	250
Cost of Goods Sold - Merchandise	13,543	20,324
Cultural Event Costs	355	283
Digital Advertising	92	180
Entertainment	66	86
Entertainment - Non deductible	76	99
Events Costs	478	-
Event Management	56,650	82,850
Exec Conferences and Travel	3,666	4,603
Exec Meeting and Training Costs	200	3,682
Executive Portfolio Funding	732	875
Freight and Courier	64	677
FAF Expenses - Childcare Subsidy	-	3,050
FAF Expenses - Community Pantry	-	100
FAF Expenses - Grants	-	938
Garden Party Costs	288,177	280,297
Graduation Ball Costs	25,178	27,307
General Expenses	(30)	1,024
General Executive Expenses	704	1,740
Gifts / Rewards	116	924
Hire of Plant and Equipment	818	1,051
HAFL & ENZ Grant Expenses	99,334	-
Insurance	2,727	2,877
Inventory Adjustment	37	(235)
Ivey Dreams Costs	99,942	201,376
IRD - Interest	33	42
Legal Expenses	-	974
Licencing and Registration Fees	566	656
Lincworks Service Charges	790	1,555
Loss on Disposal of Fixed Asset	2,636	518
Media Services (Other) Costs	-	1,355
Merchandise Freight and Courier	249	124
Merchandise General Expense	93	140

	2020	2019
Minor Event Costs	23	6,411
Minor Assets	2,442	-
NZUSA Levies	9,629	9,000
Office Expenses	295	119
Orientation Costs	13,583	21,370
Orientation Event Three Costs - Bogan Bingo	8,879	5,774
Orientation Event Four Costs - Planet O	-	36,531
Paypal Charges	182	89
Postgrad Event Costs	-	4,343
Print Media Costs	7,891	17,453
Printing, Photocopying and Stationery	2,185	1,466
Promotional Material and Signage Expenses	4,712	3,430
Repairs and Maintenance	486	1,486
Representation and Advocacy Campaign Costs	400	413
Staff Appreciation	1,521	1,541
Student Job Search	3,000	3,000
Student Rep System	88	54
Study Break Costs	300	1,025
Toga Party Costs	17,222	21,545
Te Awhioraki Exec Honorarium	-	5,750
Te Kete Ika Event Costs	-	30,567
Te Awhioraki Costs	50,820	-
Telephone and Tolls	-	17
Travel	714	820
Winterball Costs	-	50,520
Winterfest Costs	1,918	693
<b>Total Costs related to providing goods or services</b>	<b>752,601</b>	<b>882,164</b>
<b>Grants and donations made</b>		
Club Grants	13,185	73,885
Donations	30	(13)
<b>Total Grants and donations made</b>	<b>13,215</b>	<b>73,872</b>
<b>Other expenses</b>		
Depreciation	9,235	11,164
Interest Expense	6	2
Penalties Paid	233	530
<b>Total Other expenses</b>	<b>9,475</b>	<b>11,696</b>
	2020	2019

### 3. Analysis of Assets

<b>Bank accounts and cash</b>	2020	2019
ASB Business Cheque Account 00	70,090	60,743
ASB Business Saver #50	144,695	429,362
Clubs Bank Account #05	15,398	-

	2020	2019
Cash Float	215	215
FAF Hardship Fund Cheque Account #03	138,973	128,879
Te Awhioraki Cheque Account #02	32,170	-
Term Deposits	50,000	-
Union Building Bank Account #04	189,631	-
<b>Total Bank accounts and cash</b>	<b>641,171</b>	<b>619,198</b>
<b>Debtors and prepayments</b>		
Accounts Recievable	112,646	21,061
<b>Total Debtors and prepayments</b>	<b>112,646</b>	<b>21,061</b>
<b>Inventory</b>		
Merchandise	5,014	16,057
<b>Total Inventory</b>	<b>5,014</b>	<b>16,057</b>
<b>Other Current Assets</b>		
Withholding Tax Paid	2,587	2,572
<b>Total Other Current Assets</b>	<b>2,587</b>	<b>2,572</b>
<b>Property, Plant and Equipment</b>		
<b>Fixed Assets</b>		
Fixed Assets	102,633	110,597
Less Accumulated Depreciation on Fixed Assets	(54,436)	(54,171)
<b>Total Fixed Assets</b>	<b>48,198</b>	<b>56,426</b>
<b>Total Property, Plant and Equipment</b>	<b>48,198</b>	<b>56,426</b>
	2020	2019

#### 4. Analysis of Liabilities

<b>Creditors and accrued expenses</b>		
Accounts Payable	15,593	32,949
Fiona's Credit Card	1,670	1,393
Sam's Credit Card	532	-
Charlotte's Credit Card (TA)	256	-
GST	(9,588)	(16,577)
Kristy's Credit Card	-	303
<b>Total Creditors and accrued expenses</b>	<b>8,463</b>	<b>18,067</b>

<b>Employee costs payable</b>		
Wages Payable - Payroll	-	11,313
PAYE / Wages and Holiday Pay Creditor	7,676	15,076
<b>Total Employee costs payable</b>	<b>7,676</b>	<b>26,389</b>

<b>Unused donations and grants with conditions</b>		
Bonds Refundable	-	70
<b>Total Unused donations and grants with conditions</b>	<b>-</b>	<b>70</b>

<b>Clubs Funds and Grants</b>		
Club Funds	52,775	27,076

2020

2019

Hardship Fund	148,350	128,879
<b>Total Clubs Funds and Grants</b>	<b>201,125</b>	<b>155,955</b>

## 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.

2020

2019

## 6. Accumulated Funds

### Accumulated Funds

Opening Balance	514,833	538,342
Accumulated surpluses or (deficits)	77,518	(23,509)
<b>Total Accumulated Funds</b>	<b>592,351</b>	<b>514,833</b>
<b>Total Accumulated Funds</b>	<b>592,351</b>	<b>514,833</b>

## 7. Commitments

There are no commitments as at 31 December 2020 (2019 - nil).

## 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 December 2020 (2019 - nil).

## 9. Related Parties

There were no transactions involving related parties during the financial year (2019 - nil).

## 10. Union Building Settlement

Lincoln University Student Association no longer has a share in the University Union Building as a result of a historical contribution and received a payment 1 November 2019 in compensation for the share.

## 11. Events After the Balance Date

The effect on LUSA of the pandemic continues to be significant as the number of international students coming to Lincoln University has decreased due to the continuation of closed borders. One can continue to see a downturn in the Student Services Fees due to the overall reduced number of students.

## 12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.



Lincoln University Students' Association  
**Annual Report 2020**



[lusa.nz](http://lusa.nz)



[studentsatlincoln](#)