



Principal's report	3
Strategic report	4 – 7
Directors' report	8 – 10
Corporate governance statement	11 – 14
Responsibilities of the University Court	15
Independent auditor's report	16 – 17
Statement of principal accounting policies	18 – 21
Statements of comprehensive income and expenditure	22
Statements of changes in reserves	23
Balance sheets as at 31 July 2017	24
Consolidated statement of cash flows	25
Notes to the financial statements	26 – 39

---



2017

E L ,

QM . 0

.A

E L .

90

work. We are well on our way towards fulfilling our vision of being recognised as a university of ideas and influence.

The 2016/17 financial year has seen further positive developments

QM 150

. F , 92.8%,

K









## >7\* 583 : \* !?) \* 59 : \* 3

### Directors' and off cers' liability insurance

During the year the University maintained a Directors' and Off cers' liability insurance policy to provide cover against any civil liability attaching to Court Members or Off cers of the University in connection with their University activities.

### Members' liability

The liability of each member of the University upon winding up of the Company is limited to 50p. Distributions to members are not permitted by the Articles of Association of the Company.

### Employee involvement

---





>7\* 583 : \* !?) \* 59 : \* 3);( , -""-<% . =

Membership of University Court Committees during the year to 31 July 2017

Audit and Risk Committee

Name		
Miller McLean	Convener	4/4
Carolyn Bell	Appointed 8 February 2017	1/1



## 8 : \* 9 : \* 435)6 : @5 \* A4A85)!3435B5A3);( , -" -<% . =

To assist members in the performance of their duties, members of the University Court were offered, and attended, several training and development opportunities during 2016-17. These included external training sessions, discrete development and planning away days, as well as presentations on strategic themes relevant to the work of the University at each Court meeting. Training and development opportunities offered to Court members in 2016/17 included:

- Being an Effective Governor (Leadership Foundation for Higher Education, October 2016)
- Being an Effective Student Governor (Leadership Foundation for Higher Education, September 2016)
- Governor Development: Scotland (Leadership Foundation for Higher Education, February 2017)
- Court Away Days (8 and 9 February 2017)
- Overcoming Unconscious Bias Training (External Provider April 2017).
- Awareness of Prevent Training (WRAP Contest delivered April 2017).

New members also received a formal induction session supported by the Court Members' Handbook (published October 2014 and revised version published October 2016).

Under the Financial Memorandum with the Scottish Funding Council (SFC), the University Court is responsible for setting the strategic direction of the University, approval of overall institutional budgets and major developments and the receipt of regular reports from executive officers on the day to day operations of its business and its subsidiary companies. The University Court has five scheduled meetings per annum, and has delegated authority to a number of Committees, as set out below. Each of the Committees of the University Court is formally constituted with published terms of reference, and with membership comprised mainly of lay members of the University Court, one of whom is the Convener.

The Audit and Risk Committee meets at least three times annually to discuss audit, risk and control issues, with the University's external and internal auditors in attendance as appropriate. The Committee considers detailed internal audit reports and recommendations for internng





## \* 5!9 : A!7C7D7375 !): /)3E5)FA7@5 \* !73G)8 : F \* 3

In accordance with the Companies Act and the University's Statutory Instrument, the University Court is responsible for the strategic development of the University, and also for ensuring that the affairs of the University are administered and managed appropriately, including ensuring an effective system of internal control, and that audited financial statements are presented for each financial year.

The University Court is responsible for ensuring that proper accounting records are kept which disclose with reasonable accuracy at any time the financial position of the University and enable it to ensure that the financial statements are prepared in accordance with the University's Memorandum and Articles of Association. The Statement of Recommended







## **! 3435B5A3) : /)9 \*7A8794D)4 8 8 : FA37A 6)9 : D7875 !**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

(A) Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting for

---

## !3435B5A3) : /)9 \*7A8794D)488 : FA37A6)9 : D7875 !);( , -"" -<% .=)

### (D) Accounting for retirement benefits

Retirement benefits for employees of the University are provided by the Local Government Pension Scheme (LGPS) through the Lothian Pension Fund, the Scottish Teachers' Superannuation Scheme (STSS) and the Universities' Superannuation Scheme (USS). All three are defined benefit schemes.

#### Local Government Pension Fund

The Lothian Pension Fund is a funded multi-employer defined benefit scheme, with the assets held in a separate trustee-administered fund to meet long-term pension liabilities to past and present employees. The University recognises a liability for its share of obligations under the scheme net of its share of plan assets. This net defined benefit liability is measured as the estimated amount of benefit that employees have earned in return for their service in current and prior periods, discounted to determine its present value, less the fair value (at bid price) of plan assets. The fund is valued every three years by professionally qualified independent actuaries using the projected unit method. Where the calculation results in a net asset, recognition of the asset is limited to the extent to which the University is able to recover its share of the surplus, either through reduced contributions in the future or through refunds from the plan.

#### Scottish Teachers' Superannuation Scheme

The STSS is an unfunded multi-employer defined benefit scheme. Contributions are credited to the Exchequer, and the Exchequer effectively meets the costs of all benefits. The financing of the scheme is based on the standard methodology for unfunded public service pension schemes known as Superannuation Contributions Adjusted for Past Experience (SCAPE). Under SCAPE, an account is maintained ("the Account"), to which contributions from members and employers are credited and from which expenditure on benefits (including pension increases under the Pensions (Increase) Acts) is debited. The Account is also credited with interest at the long-term rate determined by HM Treasury from time to time, after taking advice from the Government Actuary. The University is unable to identify its share of the underlying assets and liabilities of the scheme. Accordingly, the University has accounted for its contributions as if it were a de

## ! 3435B5A3) : /)9 \*7A8794D)488 : FA37A6)9 : D7875 !); ( , - " - <% . =)

### (F) Leases and hire purchase contracts

Rentals under operating leases are charged to the income and expenditure account on a straight-line basis over the lease term. Any lease premiums or incentives are spread over the minimum lease term.

Leasing agreements which transfer to the University substantially all the benefits and risks of ownership of an asset are

## 13435B5A3) : /)9 \*7A8794D)488 : FA37A6)9 : D7875 !);( , -" -<% .=)

### (K) Provisions, contingent liabilities and contingent assets

Provisions are recognised when the University has a present legal or constructive obligation as a result of a past event, it is probable that an outflow of economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is discounted to present value where the time value of money is material. The discount rate used reflects current market assessments of the time value of money and reflects any risks specific to the liability.

A contingent liability arises from a past event that imposes upon the University a possible obligation, the existence of which will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the University. A contingent liability may also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or where the amount of the obligation can not be measured reliably.

A contingent asset arises where an event has taken place which entitles the University to a possible asset, the existence of which will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the University.

Contingent assets and liabilities are not recognised in the Balance Sheet but are disclosed by way of a note.

### (L) Taxation

The University is an exempt Charity within the meaning of the Trustee Investment and Charities (Scotland) Act 2005, and as such is a charity within the meaning of section 506(1) of the Income and Corporation Taxes Act 1988. The University is recognised as a charity by HM Revenue & Customs and is recorded on the index of charities maintained by the Office of the Scottish Charity Regulator. It is therefore a charity within the meaning of Para 1 of schedule 6 to the Finance Act 2010 and accordingly, the University is potentially exempt from taxation in respect of income and capital gains received within categories covered by sections 478 to 488 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively for charitable purposes.

The University receives no similar exemption in respect of Value Added Tax (VAT). Irrecoverable VAT arising from expenditure on non-trading activities is charged to the income and expenditure account. Any ir



!3435B5A3!): /)8E4A65!)7A)\* 5!5 \*@5!









## A : 35!)3 : )3E5)/7A4A874D)!3435B5A3!);( , -"-<% . =

4.

	Consolidated		University	
	2016/17 £000	2015/16 £000	2016/17 £000	2015/16 £000
Residences, catering and conferences	4,844	4,609	4,620	4,335
Other services rendered	999	1,024	829	877
Sports centre income	235	236	235	236
Released from deferred capital grants (note 16)	-	72	-	72
Other income	2,699	652	2,880	





9.

	Consolidated		University	
	2016/17	2015/16	2016/17	2015/16
	£000	£000	£000	£000
Academic schools	12,732	12,373	12,732	12,373
Academic services	4,864	4,820	4,864	4,823

A : 35!)3 : )3E5)/7A4A874D)!3435B5A3!);( , -" -<% . =

A : 35 ! ) 3 : ) 3 E 5 ) / 7 A 4 A 8 7 4 D ) ! 3 4 3 5 B 5 A 3 ! ) ; ( , - " - < % . =

13

Subsidiary Undertaking

Name of undertaking	incorporation and registration	Description of	Proportion of nominal	August 2016
QMU Enterprises	Scotland	Ordinary £1 shares	100	100
				<u>100</u>

QMU Enterprises Limited undertakes activities which, for legal or commercial reasons, are more appropriately channelled through a separate limited company. These activities include vacation letting, conferences and rendering of services (other than research) for a variety of commercial and other organisations. The results of QMU Enterprises Limited have been



16.

	Consolidated and University	
	2017 £000	2016 £000
Secured loan	32,070	33,562
Deferred capital grants	9,323	9,791
	<u>41,393</u>	<u>43,353</u>
Analysis of secured loans:-		
Due between one and two years	1,492	1,492
Due between two and five years	4,475	4,475
Due in five years or more	26,103	27,595
	<u>32,070</u>	<u>33,562</u>
Total due after more than one year		
Due within one year (note 15)	1,492	1,492
	<u>33,562</u>	<u>35,054</u>
Total secured loans		

The secured long-term facility with Barclays Bank plc is £33.6 million, and has a final maturity date of 17 December 2024. The loan is secured over the campus site at Musselburgh. The University has entered into a fixed-rate arrangement in order to protect itself against any significant fluctuations in interest rates. The terms of this arrangement are commercially confidential.

#### Analysis of deferred capital grants

	Consolidated and University	
	2017 £000	2016 £000
Opening balance : buildings	9,791	10,319
Opening balance : equipment	-	-
	<u>9,791</u>	<u>10,319</u>
Receivable : buildings	-	-
Receivable : equipment	-	-
	<u>-</u>	<u>-</u>
Release : buildings	468	528
Release : equipment	-	-
	<u>468</u>	<u>528</u>
Closing balance : buildings	9,323	9,791
Closing balance : equipment	-	-
	<u>9,323</u>	<u>9,791</u>





A : 35!)3 : )3E5)/7A4A874D)! 3435B5A3!);( , -" -<% . =

20. PENSIONS AND SIMILAR OBLIGATIONS (continued)

A ) Local Government Pension Scheme (LGPS) (continued)

The assumptions used by the actuary are the best estimates chosen from a range of possible actuarial assumptions which, due to the timescales covered, may not necessarily be borne out in practice. The current mortality assumptions, which are consistent with those used for the latest formal funding valuation, include sufficient allowance for future improvements in mortality rates. The assumed life expectations on retirement at age 65 are:-





Balance at 1 August	(undergraduate and postgraduate)	-	-
---------------------	----------------------------------	---	---

