

AMOSSHE annual general meeting agenda and papers

Online, Wednesday 14 May 2025, 10:00 to 10:30

Agenda

- 1) Chair's opening remarks
- 2) Minutes and matters arising: [EGM 2024](#)
- 3) [Finances](#)
- 4) [Membership fees](#)
- 5) AMOSSHE Executive Committee election results
- 6) Any other business

How to navigate this paperwork

This paperwork has been created to enable you to switch easily between the documentation online. Any AMOSSHE logo throughout the document will take you back to the top agenda. The agenda contains underlined links which will take you to the specific document within the paperwork.

Presenting members

Jill Stevenson, Chair, AMOSSHE and Robert Gordon University

Sarah Sweeny, Vice Chair, AMOSSHE and Lancaster University

Emma Bales, Vice Chair (Operations), AMOSSHE and University of Cumbria

Chris Warrington, Vice Chair (Professional Development), AMOSSHE and University of Leeds

John Bloomfield, Executive Director, AMOSSHE

AMOSSHE EGM (extraordinary general meeting) 2024: minutes

Wednesday 5 June 2024, 13:10 to 13:30, online

Presenters

Jill Stevenson (JS), Chair, AMOSSHE and Robert Gordon University
Emma Bales (EB), Vice Chair, AMOSSHE and University of Cumbria
Helen McNeely (HM), Vice Chair Operations, AMOSSHE and Queens University Belfast
Chris Warrington (CW), Vice Chair Professional Development, AMOSSHE and University of Leeds
John Bloomfield (JB), Executive Director, AMOSSHE
Benjamin Parsons (BP), Head of Engagement, AMOSSHE

AMOSSHE member attendees

Alice McLaren (University for the Creative Arts)
Amy Close (Cardiff University)
Andy Shanks (The University of Edinburgh)
Andy Winter (University of Sheffield)
Chanelle Hawley (University of Suffolk)
Chris Warrington (University of Leeds)
Claire O'Donnell (University of the West of Scotland)
Colin Hume (SRUC)
Emma Bales (University of Cumbria)
Fay Sherrington (Edge Hill University)
Helen McNeely (Queen's University Belfast)
Ian Munton (Aberystwyth University)
Jayne Aldridge (University of Sussex)
Jill Stevenson (Robert Gordon University)
Jim Valentine (Ravensbourne University London)
Julie Grant (Glasgow School of Art)
Keith Houghton (The University of Law)
Kirsty Palmer (Cardiff Metropolitan University)
Neil Gillett (University of Plymouth)
Nicole Redman (University of East London)
Patt Wrangles (University of Brighton)
Paul Rossi (University of the Arts, London)
Rocchi Avierno (Goldsmiths, University of London)
Sally Lambah (Wrexham University)
Sam Dale (Durham University)
Sarah Sweeney (Lancaster University)
Sharon Jones (University of South Wales)
Vanessa Napolitano (Leeds Trinity University)
Victoria Frost (London School of Economics and Political Science)

Opening remarks

JS welcomed everyone to our EGM. JS explained that we created this meeting to enable people to vote, as we didn't reach enough numbers during the recent AGM (annual general meeting).

Membership fees

JB discussed the membership fee figures in the table below, showing who falls into which category. The table shows the current fees, the increase for the 2024/25 academic year (starting 1 August 2024) and the difference between the two, showing the increase. JB highlighted that the biggest increase is the Corporate category.

Member category	FTE HE students	Current	2024/25	Difference
Small and Specialist	1 to 3,000	£450	£495	£45
Tier 1	3,000 to 10,000	£680	£815	£135
Tier 2	10,000 to 20,000	£850	£1020	£170
Tier 3	Over 20,000	£1,015	£1,215	£200
Less than 50% HE	n/a	£615	£715	£100
International	n/a	£510	£560	£50
Corporate	n/a	£1,350	£1,620	£270
Non-profit	n/a	£780	£935	£155
Individual	n/a	£335	£400	£65
Student	n/a	£52	£62	£10
Additional	n/a	£95	£110	£15

JB opened the floor for any questions. One attendee highlighted the financial difficulties faced by the sector across the board. JB stressed that we do not want to lose any members and have adjusted the increases as much as possible for each of the categories to support engagement with AMOSSHE. We have done some analysis into the financial difficulties faced by the sector, and have a programme of discounts and member benefits to assist members. For example, for our approaching National Conference in Glasgow, people can apply for a discounted rate. JS remarked that we feel we provide real benefit to members and our costs compare well to our competitors.

The AMOSSHE Executive Committee requested that members agree the new membership fees. JB opened the vote.

The decision was as follows:

- Yes – 97%
- No – 0%
- Abstain – 3%

As a result, the vote was passed and the fees agreed.

Changes to our Rules of Association

HM explained that AMOSSHE is governed by Articles and Rules of Association. Any amendments need to be approved by our members. HM proposed changes to the ways in which Executive members are elected and work, as outlined in the papers. In summary:

- Nominees for any Chair role must have served on the Executive within the last two academic years.
- Executive members changing job must declare their eligibility to remain on the committee.
- Nominees confirm they're able to fulfil the requirements of the role.
- Nominees confirm adherence to the rules and values of AMOSSHE.
- Nomination supporters are no longer required.
- Members can vote to re-open nominations.
- Measures to ensure representation of UK home nations.

The AMOSSHE Executive Committee requested that members agree the changes to the Rules of Association. HM opened the vote:

The decision was as follows:

- Yes – 96%
- No – 0%
- Abstain – 4%

As a result, the vote was passed and the Rules of Association will be changed as agreed.

[Any other business](#)

JS thanked everyone and looked forward to seeing everyone at the National Conference in Glasgow.

AMOSSHE finances

AMOSSHE accounts report 2023 to 2024

Our end of year accounts are produced by our accounting firm partners Menzies in line with our requirements from Companies House. Please refer to the end of year financial statements for further information. These can be accessed here: [AMOSSHE annual accounts](#).

These accounts provide a summary of the finances for AMOSSHE across the 2023/24 financial year, and it's a requirement for these to be published on Companies House. There are significant factors that contribute to the accounts each year, which can create a shift away from the expectations of the initial budget. These tend to be: attendance at AMOSSHE CPD (continuing professional development) events (including our National Conference), membership levels (and therefore income from members), uptake of sponsorship opportunities, VAT calculations based on our VAT structure, and changes in fees for core services provision.

AMOSSHE has had a successful year, which has been above budget expectations, but not to the amounts that our accounts demonstrate. There are significant factors that provide a narrative as to the significant difference between our budget figures and the final accounting figures, which are explained below.

	Budget	Accounts
Income	£542,961	£555,961
Expenditure	£599,406	£539,899
TOTAL	(£56,445)	£16,062

Due to investing £55,000 in developing our new website and membership database, AMOSSHE budgeted for a loss of £56,445 to cater for this. As detailed below, there are factors that have led to the accounts above showing quite a contrast with a profit of £16,062 for the year.

Income

Our accounts for 2023/24 show an increase of £26,000 membership fees for the year against our budget expectations. Each May / June, we invoice members for their membership renewal, which is initially counted in the previous accounting year through our invoicing system. We then adjust this income during the end-of-year accounting process and move it into the current year. However, when membership income was transferred from 2022/23 to 2023/24, too much was moved, which means 2023/24 looks better than expected and 2022/23 looked like it underperformed for membership fees. When we calculated our income from membership fees over the two years (2022/23 and 2023/24), the numbers matched our expectations of income for membership. In addition, for 2023/24, CPD, National Conference, sponsorship revenues and bank interest were slightly below budget expectations, which left us with a positive variance against budget of £13,162.

Expenditure

We invested just over £55,000 to develop a new website and membership database for AMOSSHE as part of our strategy. This is paid off in full, but due to accounting principles this will be depreciated as an asset over the coming three years. This means these accounts only include just over £15,000 worth of costs, significantly less than the total amount. We were unaware that this was possible until working on these accounts, and therefore this was not included within the initial budget. In addition, the venue deposit for the National Conference was accounted for in the previous accounting year

(2022/23), which, on paper, looks like a saving of over £22,000, but this is not the case as it has also been paid in full. The final noticeable saving has been on our accounting costs. Less time was needed to produce these accounts and general queries across the year, which saved over £3,000 against budget. These three amounts alone equate to nearly £60,000 worth of savings in expenditure from an accounting perspective, but these have been paid for in full within our cash accounts. It's important to note that we have spent more than budgeted in other areas, notably for some of our central services where costs have increased by more than anticipated (for example IT, office costs, HR) and also in VAT.

In summary, whilst the 2023/24 financial year for AMOSSHE was positive, it has highlighted financial challenges that we are all facing within the sector, notably increased costs for goods and services. AMOSSHE will continue to review our service agreements and make savings where possible, whilst continuing to provide a good service to members and develop AMOSSHE through our strategic plan.

Membership fees

AMOSSHE is committed to delivering high value services and content for you, our members. In the context of rising costs and our commitment to delivering enhanced services for members, we have made the difficult decision to increase the membership fees for AMOSSHE in the 2025/26 academic year. This will enable us to continue to be sustainable as an organisation and continue to deliver key services for our members.

We are aware of the financial challenges our members are facing during this time, and the Executive Committee were mindful of this when finalising a figure for the coming year. As part of our research, we looked at other professional association fees and services, which provided some assurances to us that AMOSSHE is still good value for our members. The Executive Committee agreed that we should only seek to increase the fees in line with inflation to help support AMOSSHE infrastructure and enable us to support our members throughout the year. Therefore we are proposing a 3% increase for the coming year (with rounding). When looking at the actual figures in the table below, you can see the highest difference is to our corporate members (with a £50 increase for the year). Most members will see an increase to core fees of around £15 to £30 for the year.

Member category	2024/25	2025/26	Difference
Small and Specialist	£495	£510	£15
Tier 1	£815	£840	£25
Tier 2	£1020	£1,050	£30
Tier 3	£1,215	£1,250	£35
International	£560	£575	£15
Corporate	£1,620	£1,700	£50
Non-profit	£935	£965	£30
Individual	£400	£415	£15
Student	£62	£65	£3
Additional	£110	£115	£5

The AMOSSHE Executive Committee requests that agree the new membership fees for the coming membership year starting 1 August 2025.



UNAUDITED FINANCIAL
STATEMENTS
FOR THE YEAR ENDED
31 JULY 2024

AMOSSHE, THE STUDENT
SERVICES
ORGANISATION LIMITED
(A Company Limited by
Guarantee)

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

REGISTERED NUMBER:04778650



BALANCE SHEET AS AT 31 JULY 2024

	Note	2024 £	2023 £
Fixed assets			
Intangible assets	4	31,434	-
Tangible assets	5	11,688	7,667
		<u>43,122</u>	<u>7,667</u>
Current assets			
Debtors: amounts falling due within one year	6	48,334	141,899
Cash at bank and in hand	7	245,115	351,328
		<u>293,449</u>	<u>493,227</u>
Creditors: amounts falling due within one year	8	(24,434)	(209,499)
Net current assets		<u>269,015</u>	<u>283,728</u>
Total assets less current liabilities		<u>312,137</u>	<u>291,395</u>
Net assets		<u>312,137</u>	<u>291,395</u>
Capital and reserves			
Other reserves	10	69,360	69,360
Profit and loss account	10	242,777	222,035
		<u>312,137</u>	<u>291,395</u>

**AMOSSHE, THE STUDENT SERVICES
ORGANISATION LIMITED**
(A Company Limited by Guarantee)
REGISTERED NUMBER:04778650



BALANCE SHEET (CONTINUED)
AS AT 31 JULY 2024

The directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The Company has opted not to file the statement of comprehensive income in accordance with provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

J Stevenson
Director

Date: 13-Feb-2025

E J Bales
Director

Date: 20-Feb-2025

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

1. General information

AMOSSHE, The Student Services Organisation Ltd is a Company limited by guarantee registered in England Wales. The Company registration number is 04778650. The registered office is Woburn House, 20-24 Tavistock Square, London, WC1H 9HQ.

The financial statements are presented in pound sterling which is the functional currency of the Company and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The following principal accounting policies have been applied:

2.2 Going concern

After making appropriate enquiries, the Directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis when preparing the financial statements.

2.3 Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

Rendering of services

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the Company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be measured reliably.

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

2. Accounting policies (continued)

2.4 Pensions

Defined contribution pension plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in profit or loss when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the Company in independently administered funds.

2.5 Taxation

Tax is recognised in profit or loss except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the Company operates and generates income.

2.6 Intangible assets

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

All intangible assets are considered to have a finite useful life. If a reliable estimate of the useful life cannot be made, the useful life shall not exceed ten years.

Amortisation is provided on the following bases:

Website	-	33 % Straight Line
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AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

2. Accounting policies (continued)

2.7 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	25%	reducing balance basis
Office equipment	-	33%	reducing balance basis

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in profit or loss.

2.8 Debtors

Short-term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.9 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.10 Creditors

Short-term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

3. Employees

The average monthly number of employees, including directors, during the year was 11 (2023 -11).

AMOSSHE, THE STUDENT SERVICES
ORGANISATION LIMITED
(A Company Limited by Guarantee)



NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

4. Intangible assets

	Website £	Total £
Cost		
Additions	47,151	47,151
At 31 July 2024	<u>47,151</u>	<u>47,151</u>
Amortisation		
Charge for the year	15,717	15,717
At 31 July 2024	<u>15,717</u>	<u>15,717</u>
Net book value		
At 31 July 2024	<u>31,434</u>	<u>31,434</u>
At 31 July 2023	<u>-</u>	<u>-</u>

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

5. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation			
At 1 August 2023	2,280	26,970	29,250
Additions	1,000	6,904	7,904
At 31 July 2024	<u>3,280</u>	<u>33,874</u>	<u>37,154</u>
Depreciation			
At 1 August 2023	1,737	19,846	21,583
Charge for the year on owned assets	369	3,514	3,883
At 31 July 2024	<u>2,106</u>	<u>23,360</u>	<u>25,466</u>
Net book value			
At 31 July 2024	<u>1,174</u>	<u>10,514</u>	<u>11,688</u>
At 31 July 2023	<u>543</u>	<u>7,124</u>	<u>7,667</u>

6. Debtors

	2024 £	2023 £
Trade debtors	16,441	137,134
Prepayments and accrued income	31,893	4,765
	<u>48,334</u>	<u>141,899</u>

7. Cash and cash equivalents

	2024 £	2023 £
Cash at bank and in hand	245,115	351,328
	<u>245,115</u>	<u>351,328</u>

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

8. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	5,546	6,884
Other taxation and social security	9,188	14,589
Other creditors	3,958	2,984
Accruals and deferred income	5,742	185,042
	<u>24,434</u>	<u>209,499</u>

9. Company status

The Company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

10. Reserves

Other reserves

The Company has other reserves which relate to pre-incorporation reserves.

11. Pension commitments

The Company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Company in an independently administered fund. The pension cost charge represents contributions payable by the Company to the fund and amounted to £7,937 (2023 - £7,168). Contributions totaling £3,051 (2023 - £2,742) were payable to the fund at the balance sheet date and are included in creditors.