

AMOSSHE Annual General Meeting (AGM)

Wednesday 6th July 2016, 13:00- 13:45

Radisson Blu Hotel, Glasgow

All individuals named in AMOSSHE memberships are invited to join this year's AGM. Please note that votes are by member organisation, not by individuals. *

Agenda

Item no.	Title	Paper
1	Apologies**	n/a

Item no.	Title	Paper
2	Minutes of the 2015 AGM	15_16-AGM1

Item no.	Title	Paper
3	Matters rising from the 2015 AGM	15_16-AGM1

Item no.	Title	Paper
4	AMOSSHE operations update	15_16-AGM2

Item no.	Title	Paper
5	Financial updates and accounts	15_16-AGM3

Item no.	Title	Paper
6	Elections 2016	n/a

Item no.	Title	Paper
7	Any Other Business (AOB)	n/a

*One vote per member organisation. This is normally the lead member but this can be delegated to a proxy vote.

**Email apologies to the Vice Chair Operations on vicechair@amosshe.org.uk no later than Friday 1 July 2016.

AMOSSHE Annual General Meeting

Wednesday 8th July 2015, 4.30pm – 5.30pm

Hilton Hotel Newcastle Gateshead

All individuals named in AMOSSHE memberships are invited to join this year's AGM. Please note that votes are by member organisation, not by individual.*



Minutes

Item no.	Title	Presented by	Paper
1	Apologies**	Ben Lewis	
Manuel Alonso, Loughborough University Nicole Redman, Anglia Ruskin University			

Item no.	Title	Presented by	Paper
2	Minutes of the 2014 AGM	Ben Lewis	14_15-AGM1
Passed as a true and accurate record			

Item no.	Title	Presented by	Paper
3	Matters rising from the 2014 AGM	Ben Lewis	
None			

Item no.	Title	Presented by	Paper
4	Officer reports	Ben Lewis Brian Hipkin Nicole Redman Sam Dale	14_15-AGM2 14_15-AGM3 14_15-AGM4 14_15-AGM5

Chair

Ben Lewis presented his paper highlighting the successes of the year and focussing on the future development of the organisation moving forward, alongside how we have represented our members.

Vice Chair

Brian Hipkin presented his paper on AMOSSHE Insight projects, Futures events, and in particular the strategic review work this year.

Vice Chair Operations

Ben Lewis presented Nicole Redman's paper on her behalf and focussed on the development of the organisation, including the increased utilisation of the Jiscmail lists, and reported back on the work of the Executive Committee and the National Office.

Vice Chair Professional Development

Sam Dale presented on the success of the winter conference and the diversity of the continuing professional development (CPD) programme this year, highlighting the approach we have taken to utilise information provided by the membership through the benchmarking and membership surveys to help inform our decisions.

Item no.	Title	Presented by	Paper
5	Financial updates and accounts	Nicole Redman	14_15-AGM6
<p>Ben Lewis presented the financial accounts on Nicole Redman's behalf. The year-end accounts are as expected given the VAT bill AMOSSHE had to settle in 2013/14. To date the organisation is in a good financial position and has a robust financial system in place to help us manage the accounts going forward. Prices have increased, and therefore AMOSSHE proposes raising membership fees by 2%, the equivalent of a maximum increase of £18 on the most expensive tier of membership. The vote passed to increase membership with 27 voting for, 0 against and 2 abstentions.</p>			

Item no.	Title	Presented by	Paper
6	Strategy review	Brian Hipkin	
<p>Brian Hipkin explained the process the AMOSSHE Executive went through to produce a new strategic document, which will be posted on the AMOSSHE website and discussed at regional meetings in 2015/16.</p>			

Item no.	Title	Presented by	Paper
7	Elections 2014	Brian Hipkin	
<p>Brian Hipkin announced the results for the new Executive Members. The new Executive members for 2015-17 are:</p> <ul style="list-style-type: none"> - Nicole Redman, Anglia Ruskin University: elected to Vice Chair (Operations) - Sam Dale, Durham University: elected to Vice Chair (Professional Development) - Jayne Aldridge, Kingston University: elected to the Executive Committee - Nic Streatfield, York St John University: elected to the Executive Committee - Ben Bailey, Birmingham University: elected to the Executive Committee - Christine Lowther, Glasgow University: elected to the Executive Committee <p>Ben Lewis gave thanks to the work of Maria Lorenzini, who will not continue on the Executive.</p>			

Item no.	Title	Presented by	Paper
8	Any Other Business (AOB)	Ben Lewis	
<p><i>Question:</i> How do we justify the 2% increase in membership fees to our finance directors at a time when they are looking to reduce budgets?</p> <p><i>Answer:</i> Ben Lewis explained that the best way to put it across is in monetary terms and the fact the it equates to very little (£18 on the most expensive membership tier).</p> <p><i>Question:</i> What are the efficiency savings that make up the difference in the budget that were alluded to? Will members see a difference in the quality of CPD and conference events, for example?</p> <p><i>Answer:</i> Ben Lewis explained that the difference is with how we operate now as an organisation internally. An example would be the savings made when negotiating conference fees with hotels. We now utilise the expertise of an agent who gets her commission from the hotel themselves. We in turn get a much cheaper rate and save time and resource by not having to engage with hotels initially. We have also increased some of our sponsorship income to offset some of the rising costs.</p>			

AMOSSHE Operations Update

This is a brief update as to the operational aspects of AMOSSHE for the year 2015/16.

AMOSSHE National Office

The AMOSSHE National Office staff team remains unchanged with all three staff members now reaching three years in their roles. The team have continued to successfully grow the income and interests of AMOSSHE and manage the administration and development of the CPD and Conference programmes in line with direction and support from the executive committee. The result of a consistent office team has enabled AMOSSHE to move forward with planning and development activities for AMOSSHE and enable a smooth transition for new executive members coming on board. I would like to take this opportunity to thank the National Office team for their continued hard work and dedication to AMOSSHE.

Executive committee

The Executive committee met 5 times this year with the first meeting in Glasgow setting out the agenda and strategy for the year ahead. This year has seen the emergence of a new strategy for AMOSSHE, a new website that will be launched in September, inclusion in high level policy discussions such as Prevent & DSA and AMOSSHE webinars being introduced as part of the CPD programme. As in previous years AMOSSHE executive members have been lead members for specific activities that AMOSSHE has taken forward this year including the CPD events, Conferences, webinar programme and Insight projects to name a few. Executive members have represented AMOSSHE at numerous meetings on behalf of the organisation and its members in key policy areas around Prevent, Safety and welfare, DSA, Equality, Sexual violence and much more. This has had a demonstrable impact with further institutions joining AMOSSHE this year. AMOSSHE now has 94% of publicly funded institutions as its members. We seek to continue increasing our influence to represent our members in the coming year.

AMOSSHE by numbers

Activity	2015/16	2014/15
Posts on AMOSSHE super mailing list (Sept – May)	370	412
Delegates on average attending CPD events	71	59
Attendance at annual conference	254	215
Visits on the AMOSSHE website (Sept – May)	20,257	18,450
Number of unique users accessing the website (Sept – May)	10,787	9,719
AMOSSHE member institutions (as of 10 June)	169	164
AMOSSHE named members (as of 10 June)	605	546
AMOSSHE membership as a % of publicly funded universities in UK	94%	

AMOSSHE has had a fantastic year which has seen ever increasing engagement with our members and has culminated in some excellent results. The new year brings a new chair and vice chair to AMOSSHE for the first time in four years. We wish both Ben and Brian well for the future and a thank them for the enormous contribution and dedication they have shown to help and support the executive in driving AMOSSHE to the level of engagement and success that we currently enjoy.

AMOSSHE pension scheme

AMOSSHE will have a statutory duty from July 2017 to provide AMOSSHE staff members with a pension scheme through the governments auto-enrolment process. The AMOSSHE executive agreed that we should not wait that long to bring in a pension scheme for staff and agreed to bring this forward to have in place by September 2016. After a consultation with staff and shortlisting of suppliers AMOSSHE is moving forward with 'The People's Pension' and John Bloomfield is currently working with them and our payroll providers to put the pension scheme in place within timetable. AMOSSHE agreed that a contribution matching scheme would be provided to staff up to 5% of employee contribution. The scheme chosen by AMOSSHE ensures there is no financial responsibility or other risk for the pension fund to AMOSSHE other than paying the agreed employer contributions.

Membership fee increase

As a result of rising prices and the introduction of the staff pension scheme the AMOSSHE executive would like to seek approval of a 1.5% increase in membership fees for tiered membership for the 2016/17 financial year, a maximum increase of £13 to the highest tier membership. Additional member's membership will also increase slightly to £90 and international membership will increase to £450 to align more closely with the benefits of membership they receive and what domestic members pay. AMOSSHE members will be asked to vote on these price increases at the AMOSSHE AGM. These changes will enable AMOSSHE to continue to serve members to a high level and allow AMOSSHE to cover increasing costs.

AMOSSHE Financial update

2014/15 audited financial accounts

These accounts were prepared by our auditors and delivered to Companies House in May 2016 as is our statutory duty. Below are some brief highlights for member's consideration:

An adjustment had to be made to our membership income due to discrepancies in the previous years audited accounts. This was a timing issue and is not expected to happen again. There is no cash terms loss and is just how it is displayed in the accounts. The adjustment amount was £9,607 which shows as a loss against membership subscriptions which adds to the loss displayed in these accounts.

Conference and CPD expenditure has increased as demonstrated on page 10 of the accounts however this is just an adjustment to how staffing splits are now displayed. In previous years this was all put into National office and did not demonstrate how staff time and cost is proportioned.

We still had significant legal and professional costs last year, this was advice on our position as an organisation vs becoming a charity, bringing in the new finance system which includes the purchasing of the new system, training and ongoing support.

Our new VAT adjustments and a majority of the corporation tax payment is included here which brings us up to date with all VAT and corporation tax payments. This can be seen on page 7 point 5 (creditors).

The overall loss in the accounts for the 2014/15 financial year is £44,980 but is made up of all the adjustments mentioned above and now leaves AMOSSHE up to date with all regulatory requirements relating to VAT and Tax.

We also invested again in Insight projects which was agreed to be funded from reserves for another two years, the final year being the current year 2015/16. This will be built into the core budget from 2016/17.

AMOSSHE is expecting a loss again this year as investment has been made in website development, payment of corporation tax advice and further investment in Insight projects. AMOSSHE has drawn up a breakeven budget for the financial year 2016/17 which is in line with the agreed expectations of the executive three years ago alongside the changes to the National Office staffing structure.

**THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER
EDUCATION**

(A Company Limited by Guarantee)

UNAUDITED

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2015

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)

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Detailed Profit and Loss Account and Summaries	10 - 11

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)

COMPANY INFORMATION

DIRECTORS

B Lewis
M Barron
S Dale
N Redman
C Lowther
N Streatfield
H McNeely
F Sherrington
B Hipkin
B Bailey
J Aldridge
M Lorenzini

REGISTERED NUMBER

04778650

REGISTERED OFFICE

Macadam House
2nd Floor
275 Gray's Inn Road
London
WC1X 8QB

ACCOUNTANTS

MHA MacIntyre Hudson
Chartered Accountants
New Bridge Street House
30-34 New Bridge Street
London
EC4V 6BJ

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)

DIRECTORS' REPORT
FOR THE YEAR ENDED 31 AUGUST 2015

The directors present their report and the unaudited financial statements for the year ended 31 August 2015.

PRINCIPAL ACTIVITIES

The principal activity of the company in the year was that of a professional association of managers of student services in higher education.

DIRECTORS

The directors who served during the year were:

B Lewis
M Barron (appointed 1 September 2014)
S Dale
I Munton (resigned 20 November 2015)
N Redman
C Lowther
H McNeely (appointed 1 September 2014)
F Sherrington
B Hipkin
B Bailey
J Aldridge
M Lorenzini

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board on 5 February 2016 and signed on its behalf.

B Lewis
Director

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF
THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF THE ASSOCIATION OF MANAGERS OF
STUDENT SERVICES IN HIGHER EDUCATION
FOR THE YEAR ENDED 31 AUGUST 2015**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of The Association of Managers of Student Services in Higher Education for the year ended 31 August 2015 which comprise the Profit and Loss Account, the Statement of Total Recognised Gains and Losses, the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given to us.

As a member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/regulations.

This report is made solely to the Board of Directors of The Association of Managers of Student Services in Higher Education, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of The Association of Managers of Student Services in Higher Education and state those matters that we have agreed to state to the Board of Directors of The Association of Managers of Student Services in Higher Education, as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Association of Managers of Student Services in Higher Education and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that The Association of Managers of Student Services in Higher Education has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the company's assets, liabilities, financial position and loss. You consider that The Association of Managers of Student Services in Higher Education is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or review of the financial statements of The Association of Managers of Student Services in Higher Education. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

MHA MacIntyre Hudson

Chartered Accountants

New Bridge Street House
30-34 New Bridge Street
London
EC4V 6BJ

5 February 2016

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)

PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2015

	Note	2015 £	2014 £
TURNOVER	1	266,031	262,984
Administrative expenses		(311,130)	(296,509)
OPERATING LOSS	2	(45,099)	(33,525)
Interest receivable and similar income		119	38
LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION		(44,980)	(33,487)
Tax on loss on ordinary activities		-	-
LOSS FOR THE FINANCIAL YEAR	7	(44,980)	(33,487)

The notes on pages 7 to 9 form part of these financial statements.

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES
FOR THE YEAR ENDED 31 AUGUST 2015

	Note	2015 £	As restated 2014 £
LOSS FOR THE FINANCIAL YEAR		(44,980)	(33,487)
TOTAL RECOGNISED GAINS AND LOSSES RELATING TO THE YEAR		(44,980)	(33,487)
Prior year adjustment	8	(9,607)	
TOTAL GAINS AND LOSSES RECOGNISED SINCE LAST FINANCIAL STATEMENTS		(54,587)	

The notes on pages 7 to 9 form part of these financial statements.

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)
REGISTERED NUMBER: 04778650

BALANCE SHEET
AS AT 31 AUGUST 2015

	Note	£	2015 £	£	2014 £
FIXED ASSETS					
Tangible assets	3		463		618
CURRENT ASSETS					
Debtors	4	107,238		104,476	
Cash at bank and in hand		131,808		148,217	
			239,046		252,693
CREDITORS: amounts falling due within one year	5	(132,194)		(101,016)	
NET CURRENT ASSETS			106,852		151,677
TOTAL ASSETS LESS CURRENT LIABILITIES			107,315		152,295
CAPITAL AND RESERVES					
Other reserves	7		69,360		69,360
Profit and loss account	7		37,955		82,935
			107,315		152,295

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

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 August 2015 and of its loss for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 5 February 2016.

B Lewis
Director

B Hipkin
Director

The notes on pages 7 to 9 form part of these financial statements.

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2015

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.2 Turnover

Turnover comprises revenue recognised by the company in respect of goods and services supplied during the year, exclusive of Value Added Tax.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant and machinery - 25% on reducing balance basis

1.4 Operating leases

Rentals under operating leases are charged to the Profit and Loss Account on a straight line basis over the lease term.

2. OPERATING LOSS

The operating loss is stated after charging:

	2015	2014
	£	£
Depreciation of tangible fixed assets:		
- owned by the company	155	206
	=====	=====

During the year, no director received any emoluments (2014 - £NIL).

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2015

3. TANGIBLE FIXED ASSETS

	Plant and machinery £
Cost	
At 1 September 2014 and 31 August 2015	<u>7,262</u>
Depreciation	
At 1 September 2014	6,644
Charge for the year	155
At 31 August 2015	<u>6,799</u>
Net book value	
At 31 August 2015	<u><u>463</u></u>
At 31 August 2014	<u><u>618</u></u>

4. DEBTORS

	2015 £	2014 £
Trade debtors	104,178	83,564
Other debtors	3,060	20,912
	<u>107,238</u>	<u>104,476</u>

5. CREDITORS:
Amounts falling due within one year

	2015 £	2014 £
Trade creditors	4,569	12,833
Corporation tax	9,607	9,607
Other taxation and social security	19,741	-
Other creditors	98,277	78,576
	<u>132,194</u>	<u>101,016</u>

6. 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.

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2015

7. RESERVES

	Other reserves £	Profit and loss account £
At 1 September 2014 (as previously stated)	69,360	92,542
Prior year adjustment (note 8)		(9,607)
At 1 September 2014 (as restated)		82,935
Loss for the financial year		(44,980)
At 31 August 2015	69,360	37,955

8. PRIOR YEAR ADJUSTMENT

A prior year adjustment has been recognised in relation to a corporation tax liability of £9,607 for the year ended 31st August 2012 which was not accounted for in previous financial statements.

The adjustment to recognise this liability has reduced reserves by £9,607 and increased the corporation tax liability by an equal amount in both the current and prior year.

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)

DETAILED TRADING AND PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2015

	Page	2015 £	2014 £
TURNOVER	11	266,031	262,984
LESS: OVERHEADS			
Administration expenses	11	(311,130)	(296,509)
OPERATING LOSS		(45,099)	(33,525)
Interest receivable	11	119	38
LOSS FOR THE YEAR		(44,980)	(33,487)

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
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SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2015

	2015 £	2014 £
TURNOVER		
Subscriptions	83,987	94,052
Conferences	111,745	103,399
CPD	24,355	22,920
Sponsorship	45,944	42,613
	<u>266,031</u>	<u>262,984</u>

	2015 £	2014 £
ADMINISTRATION EXPENSES		
Insurance	702	764
Executive costs	4,777	-
Telephone and fax	2,090	2,283
Postage	-	1,519
Website costs	2,123	6,061
Conference costs	135,922	112,040
CPD	26,182	7,932
Other project	26,023	15,009
Subscriptions	6,732	-
National office	73,978	116,068
Advertising and promotion	3,869	1,393
Accountancy fees	7,090	2,860
Legal and professional	21,327	29,555
Bank charges	160	88
Bad debts	-	731
Depreciation	155	206
	<u>311,130</u>	<u>296,509</u>

	2015 £	2014 £
INTEREST RECEIVABLE		
Bank interest receivable	<u>119</u>	<u>38</u>