

## AMOSSHE Annual General Meeting (AGM)

**Wednesday 6<sup>th</sup> 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](mailto:vicechair@amosshe.org.uk) no later than Friday 1 July 2016.

# AMOSSHE Annual General Meeting

Wednesday 8<sup>th</sup> 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<br>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<br>Brian Hipkin<br>Nicole Redman<br>Sam Dale | 14_15-AGM2<br>14_15-AGM3<br>14_15-AGM4<br>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"> <li>- Nicole Redman, Anglia Ruskin University: elected to Vice Chair (Operations)</li> <li>- Sam Dale, Durham University: elected to Vice Chair (Professional Development)</li> <li>- Jayne Aldridge, Kingston University: elected to the Executive Committee</li> <li>- Nic Streatfield, York St John University: elected to the Executive Committee</li> <li>- Ben Bailey, Birmingham University: elected to the Executive Committee</li> <li>- Christine Lowther, Glasgow University: elected to the Executive Committee</li> </ul> <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><br/>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><br/>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><br/>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><br/>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**

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

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

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**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

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

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**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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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

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

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**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**

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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](http://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](http://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

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

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**PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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

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

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

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

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

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

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

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

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**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:

|  | <b>2015</b>  | 2014         |
|--|--------------|--------------|
|  | <b>£</b>     | £            |
| Depreciation of tangible fixed assets: |              |              |
| - owned by the company                 | <b>155</b>   | 206          |
|  | <b>=====</b> | <b>=====</b> |

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

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

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

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**3. TANGIBLE FIXED ASSETS**

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

**4. DEBTORS**

|               | <b>2015<br/>£</b> | <b>2014<br/>£</b> |
|---------------|-------------------|-------------------|
| 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**

|                                    | <b>2015<br/>£</b> | <b>2014<br/>£</b> |
|------------------------------------|-------------------|-------------------|
| 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.



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

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

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**7. RESERVES**

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

**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.

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**THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION**  
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**DETAILED TRADING AND PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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

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

**SCHEDULE TO THE DETAILED ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

|                 | 2015<br>£      | 2014<br>£      |
|-----------------|----------------|----------------|
| <b>TURNOVER</b> |                |                |
| 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<br>£      | 2014<br>£      |
|--------------------------------|----------------|----------------|
| <b>ADMINISTRATION EXPENSES</b> |                |                |
| 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<br>£  | 2014<br>£ |
|----------------------------|------------|-----------|
| <b>INTEREST RECEIVABLE</b> |            |           |
| Bank interest receivable   | <u>119</u> | <u>38</u> |