

AMOSSHE Annual General Meeting

8 July 2020 | 10:00 – 11:00

Virtual meeting via Zoom



Agenda

1) Introduction and Welcome

Jayne Aldridge (Chair of AMOSSHE) will welcome members to the session and talk through how the webinar will work including asking questions and voting.

2) AMOSSHE Year in Review

Jayne Aldridge (Chair) and Fay Sherrington (Vice Chair) will talk through what activity of AMOSSHE across the past year including our response to the Covid-19 situation and the development of our programmes and representation to set the context of the rest of the meeting.

3) AGM minutes and matters arising

Jayne Aldridge (Chair) will run through the minutes and matters arising from the 2019 AGM alongside confirming the decisions around AMOSSHE elections and the freeze on membership fees for 2020-2021 membership year. Please try to provide comments and questions in advance of the meeting where possible.

4) AMOSSHE Rules and Articles of Association changes

Helen McNeely (Vice Chair Operations) will provide a summary of our anticipated changes to the Rules and Articles of Association.

5) AMOSSHE: The Year Ahead

Nic Streatfield (Vice Chair Professional Development) and Helen McNeely (Vice Chair Operations) will lay out of some our plans for the year ahead, how we intend to support members during this difficult time and ensure that we are providing information and resources across the year.

6) Any Other Business (AOB)

Jayne Aldridge (Chair) will lead on any other business that members wanted to raise, please send these in advance where possible.

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

Email apologies to the Vice Chair (Operations) at vicechair@amoshe.org.uk no later than Tuesday 7 July 2020.

AMOSSHE AGM 2019 Minutes

Wednesday 3 July 2019, 12:45 – 13:45
Hilton Birmingham Metropole, Birmingham

Minutes

Item 1: Apologies

No Apologies

Item 2: Minutes of the 2018 AGM

Previous minutes have been approved

Item 3: Matters arising from 2018 AGM

No matters arising

Item 4: AMOSSHE Year in Review

Nic Streatfield, Vice Chair (Professional Development) talked through some of the areas of work of AMOSSHE across the past year including the CPD programme, professionalisation work and representation work.

Item 5: AMOSSHE Professionalisation project update

Jayne Aldridge, Chair of AMOSSHE presented to members on the professionalisation project. The initial stage of the work has been completed and the AMOSSHE executive is now seeking to move to the second phase of the project taking on board the recommendations of the initial phase. The second phase would seek to appoint a consultant (through a steering group) to develop and deliver a completed framework for AMOSSHE members. This was agreed through a series of votes as below:

AMOSSHE members voted to approve utilising AMOSSHE funds to investigate phase two of the work:

- Yes: 35 | No: 0 | Abstentions: 0

AMOSSHE asked members to approve the approach of developing a behavioural model approach:

- Yes: 35 | No: 0 | Abstentions: 0

AMOSSHE asked members to approve the current approach of developing a steering group to include member input and seek to appoint a consultant to develop and deliver the framework:

- Yes: 35 | No: 0 | Abstentions: 0

Jayne Aldridge confirmed that AMOSSHE has surplus financial reserves and the 6 months operating reserves (as per AMOSSHE policy) would remain intact. AMOSSHE asked members to approve use of surplus reserves to fund the framework as appropriate:

- Yes: 35 | No: 0 | Abstentions: 0

AMOSSHE asked members approval to create a steering group for the development of the framework:

- Yes: 35 | No: 0 | Abstentions: 0

Item 6: AMOSSHE Strategy and Objectives

Fay Sherrington, Vice Chair of AMOSSHE talked through the paper presented to members regarding our new strategy including the three strategic priority areas of work.

AMOSSHE asked for approval of the new strategy and to enable the executive to move ahead:

- Yes: 35 | No: 0 | Abstentions: 0

Item 7: AMOSSHE Finance and Operations Update

Nicole Redman, Vice Chair (Operations) presented the year end accounts for 2017/18. Within the accounts it looks like AMOSSHE made over £60,000 profit, this is not accurate in reality due to this financial year being 11 months rather than 12 months to bring it in line with the academic year. As a result, most of the income has been included but a large amount of costs had been omitted due to the timing. If this was based over 12 months the profit margin would be approximately £23,000. This is still very healthy and will contribute to the costs for the professionalisation project. As a result of last year's success AMOSSHE is asking that members approve that membership levels remain the same as the current year.

- Yes: 35 | No: 0 | Abstentions: 0

The executive committee also wanted to find an opportunity to expand AMOSSHE membership and suggested a change in the membership fee structure to make a smaller tier for small and specialist institutions (less than 3000 students). AMOSSHE asked the members to vote on the addition of a small and specialist pricing tier:

- Yes: 35 | No: 0 | Abstentions: 0

Item 8: AMOSSHE election results 2019

Nicole Redman announced those who be serving on the AMOSSHE executive for the coming year.

- Angela Gardiner (Director of Student Services, University of Hull)
- Simon Lee (Deputy Director - Student and Library Services, Teesside University)
- Lesley O'Keeffe (Deputy Director Academic and Student Services, Brunel University London)
- Jill Stevenson (Head of Student Support Services / Dean of Equality, Diversity & Inclusion, University of Stirling)
- Chris Warrington (Head of Student Support, The University of Leeds)

Thank you and welcome to the incoming executive members and thank you for those who are leaving, your effort and commitment has been a huge benefit to the executive committee and AMOSSHE.

Item 9: Any Other Business

There were no items of any other business

AMOSSHE Year End Accounts 2018 – 2019

AMOSSHE Annual General Meeting accounts summary

The following accounts relate to 1 August 2018 to 31 July 2019 and provide a set of accounting figures as arranged by our accountants MacIntyre Hudson.

As an organisation we aimed to make a minor profit for 2018-19 to enable us to manage larger project expenditure, mainly the professionalisation project.

Page 3 indicates that AMOSSHE made £21,497 profit for the year ending 31 July 2019 which was above our expectations. This was due to a number of factors, the primary ones being:

- 1) Increased sponsorship above estimates for our annual sponsors and for our Winter Conference
- 2) Our membership increased above expectations which continue to show that AMOSSHE is relevant to its membership, our membership now stands at 183 organisations and 750 total members
- 3) Surpassed budget expectations for national conference income, Birmingham was our highest ever delegate turnout for national conference
- 4) We saved against budgeted expenditure for CPD venues
- 5) We made savings against budget for executive members and national office staff travel

AMOSSHE's net assets on 31 July 2019 stands at £223,560 as indicated on page 4 of the accounts. This balance sheet indicates our current assets and liabilities, essentially it takes into account all money owed and that we owe to provide us with a total profit position.

Finally, page 12 provides a breakdown of the income and expenditure of the organisation and provides a comparison to the 2017-2018 accounts. This would seem to indicate that we did significantly better in 2017-2018 than 2018-2019. This anomaly was explained at the 2019 Annual General Meeting. AMOSSHE changed the accounting year to coincide with the revised membership year, this meant that the 2017-2018 accounts were made up of 11 months rather than 12 months of finances to bring this into line and contained all the profits from the year's activities but not all the expenditure. This additional expenditure was accounted for when we created the budgets for the 2018-2019 year which explains the increased expenditure costs in 2018-2019.

If you have any questions on this paper you can send them in advance of the virtual annual general meeting to info@amossheshe.org.uk for them to be addressed at the meeting or you can add them in the question and answer box during the meeting.

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

UNAUDITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2019

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

COMPANY INFORMATION

Directors

R Akinsete
L O'Keeffe (appointed 1 August 2019)
N Streatfield
H McNeely
F Sherrington
J Aldridge
C Warrington
J Stevenson
K Coupar (appointed 1 August 2018)
C Slater (appointed 1 August 2018)
S Lee (appointed 1 August 2018)
Dr A Gardiner (appointed 1 August 2019)

Registered number 04778650

Registered office

Woburn House
20-24 Tavistock Square
London
WC1H 9HQ

Accountants

MHA MacIntyre Hudson
Chartered Accountants
6th Floor
2 London Wall Place
London
EC2Y 5AU

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

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

DIRECTORS' REPORT
FOR THE YEAR ENDED 31 JULY 2019

The Directors present their report and the financial statements for the year ended 31 July 2019.

Principal activity

The principal activity of the Company in the year was that of a professional association of managers of student services in higher education. The current period reflects the results for the year to 31 July 2019. The comparative period reflects the eleven months to 31 July 2018.

Directors

The Directors who served during the year were:

R Akinsete
M Barron (resigned 1 August 2018)
N Barden (resigned 1 August 2018)
R Irons (resigned 9 November 2018)
N Redman (resigned 1 August 2019)
N Streatfield
H McNeely
F Sherrington
C Shelley (resigned 1 August 2018)
J Aldridge
C Warrington
J Stevenson
K Coupar (appointed 1 August 2018)

Small companies note

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

and signed on its behalf.

J Aldridge
Director

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

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF
THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF AMOSSHE, THE STUDENT SERVICES
ORGANISATION LTD
FOR THE YEAR ENDED 31 JULY 2019**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of AMOSSHE, The Student Services Organisation Ltd for the year ended 31 July 2019 which comprise the Statement of Comprehensive Income, the Balance Sheet, the Statement of Changes in Equity and the related notes from the Company's accounting records and from information and explanations you have given us.

As a practising 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 <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the Board of Directors of AMOSSHE, The Student Services Organisation Ltd, 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 AMOSSHE, The Student Services Organisation Ltd and state those matters that we have agreed to state to the Board of Directors of AMOSSHE, The Student Services Organisation Ltd, as a body, in this report in accordance with ICAEW Technical Release TECH07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than AMOSSHE, The Student Services Organisation Ltd and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that AMOSSHE, The Student Services Organisation Ltd has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit or loss of AMOSSHE, The Student Services Organisation Ltd. You consider that AMOSSHE, The Student Services Organisation Ltd 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 AMOSSHE, The Student Services Organisation Ltd. 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

6th Floor
2 London Wall Place
London
EC2Y 5AU
Date:

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

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 JULY 2019

	2019	2018
	£	£
Turnover	382,745	396,207
Gross profit	382,745	396,207
Administrative expenses	(355,947)	(329,952)
Operating profit	26,798	66,255
Interest receivable and similar income	64	6
Profit before tax	26,862	66,261
Tax on profit	(5,365)	(5,500)
Profit for the financial year	21,497	60,761

There was no other comprehensive income for 2019 (2018:£NIL).

The notes on pages 7 to 10 form part of these financial statements.

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

BALANCE SHEET
AS AT 31 JULY 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	4	<u>4,045</u>	<u>4,349</u>
		4,045	4,349
Current assets			
Debtors: amounts falling due within one year	5	108,155	85,496
Cash at bank and in hand	6	<u>259,621</u>	<u>219,865</u>
		367,776	305,361
Creditors: amounts falling due within one year	7	<u>(148,261)</u>	<u>(107,647)</u>
Net current assets		219,515	197,714
Net assets		<u>223,560</u>	<u>202,063</u>
Capital and reserves			
Other reserves		69,360	69,360
Profit and loss account		<u>154,200</u>	<u>132,703</u>
		<u>223,560</u>	<u>202,063</u>

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 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 were approved and authorised for issue by the board and were signed on its behalf on

J Aldridge
Director

F Sherrington
Director

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

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 JULY 2019

	Other reserves	Profit and loss account	Total equity
	£	£	£
At 1 August 2018	69,360	132,703	202,063
Comprehensive income for the year			
Profit for the year	-	21,497	21,497
At 31 July 2019	69,360	154,200	223,560

The notes on pages 7 to 10 form part of these financial statements.

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

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 JULY 2018

	Other reserves	Profit and loss account	Total equity
	£	£	£
At 1 September 2017	69,360	71,942	141,302
Comprehensive income for the period			
Profit for the period	-	60,761	60,761
At 31 July 2018	69,360	132,703	202,063

The notes on pages 7 to 10 form part of these financial statements.

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1. General information

AMOSSHE, The Student Services Organisation Ltd is a Company limited by guarantee registered in England and 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 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.

2.3 Interest income

Interest income is recognised in the Statement of Comprehensive Income using the effective interest method.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

2. Accounting policies (continued)

2.4 Pensions

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 the Statement of Comprehensive Income 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 the Statement of Comprehensive Income, 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 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
Computer 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 the Statement of Comprehensive Income.

2.7 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.

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

2. Accounting policies (continued)

2.8 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.

2.9 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 4 (2018 - 4).

4. Tangible fixed assets

	Computer equipment £	Fixtures and fittings £	Total £
Cost or valuation			
At 1 August 2018	12,589	1,398	13,987
Additions	1,882	273	2,155
At 31 July 2019	<u>14,471</u>	<u>1,671</u>	<u>16,142</u>
Depreciation			
At 1 August 2018	9,027	611	9,638
Charge for the year on owned assets	2,194	265	2,459
At 31 July 2019	<u>11,221</u>	<u>876</u>	<u>12,097</u>
Net book value			
At 31 July 2019	<u>3,250</u>	<u>795</u>	<u>4,045</u>
At 31 July 2018	<u>3,562</u>	<u>787</u>	<u>4,349</u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

5. Debtors

	2019	2018
	£	£
Trade debtors	104,623	78,352
Prepayments and accrued income	3,532	7,144
	108,155	85,496

6. Cash and cash equivalents

	2019	2018
	£	£
Cash at bank and in hand	259,621	219,865
	259,621	219,865

7. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Trade creditors	11,338	8,666
Corporation tax	5,500	5,500
Other taxation and social security	16,243	8,651
Accruals and deferred income	115,180	84,830
	148,261	107,647

8. 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.

9. 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 £3,724 (2018 - £3,193). Contributions totalling £1,242 (2018 - £663) were payable to the fund at the balance sheet date and are included in creditors.

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

DETAILED PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 JULY 2019

	2019	2018
	£	£
Turnover	382,745	396,207
Gross profit	382,745	396,207
Less: overheads		
Administration expenses	(355,947)	(329,952)
Operating profit	26,798	66,255
Interest receivable	64	6
Profit for the year/period	26,862	66,261

AMOSSHE, THE STUDENT SERVICES ORGANISATION LTD
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SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2019

	2019 £	2018 £
Turnover		
Subscriptions	127,267	129,398
Sponsorship	56,946	70,263
CPD	51,328	65,850
Research grant	2,500	-
Conferences	144,704	130,696
	<u>382,745</u>	<u>396,207</u>
	2019 £	2018 £
Administration expenses		
Conference costs	163,097	123,409
Executive costs	13,058	12,335
CPD	41,006	42,533
National office	141,256	119,789
Membership	347	2,890
Futures	2,635	2,376
Insight	(6,069)	26,620
Webinars	617	-
	<u>355,947</u>	<u>329,952</u>
	2019 £	2018 £
Interest receivable		
Bank interest receivable	64	6
	<u>64</u>	<u>6</u>