

AMOSSHE General Meeting (GM)

23 June 2022, held online via zoom, 09:30am – 10:30am

Agenda

- 1) Chair opening remarks
- 2) Minutes and Matters Arising: [AGM 2022](#)
- 3) Strategic progress review
- 4) [Finances](#) and [Membership fees](#)
- 5) Elections results
- 6) Any Other Business
- 7) Thanks and closing remarks

How to navigate this paperwork

This paperwork has been created to enable you to switch easily between the documents online. You will find links throughout this document navigating you to the specific sections for review and also back to the main index.

AMOSSHE AGM minutes 2021

07 July 10:30AM, ZOOM online

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Agenda

- 1) Chair opening remarks
- 2) Minutes and Matters Arising: AGM 2020 and EGM 2021
- 3) Articles and Rules of Association changes
- 4) Membership Fees and Finances
- 5) Year in Review
- 6) Elections results
- 7) Any Other Business
- 8) Thanks and closing remarks

Chair opening remarks

Jayne Aldridge (JA) introduced the online AGM and ran through housekeeping points before introducing colleagues : Fay Sherrington (FS), Edge Hill University and Vice Chair of AMOSSHE, Nic Streatfield (NS), University of East London and Vice Chair Professional Development of AMOSSHE, Helen McNeely (HM), Queens University Belfast and Vice Chair Operations of AMOSSHE.

JA thanked the membership for sticking with AMOSSHE this last academic year, sharing that we have enabled members to collaborate, network and continue to develop throughout this year.

Previous minutes

No matters arising from the minutes from the last AGM minutes of 2020 or the EGM 2021. JA declared these a true and accurate record, this was passed by the AMOSSHE membership.

Articles and rules of association

HM proposed the following points to AMOSSHE lead members before asking members if they had any questions to raise prior to voting: Articles and Rules of Association changes

No questions came through from members via ZOOM chat functions. One member asked about the process of enabling other Executive members doing paid work and how this is authorised. HM replied that the AMOSSHE Executive always make decisions public and proposals aren't just kept for the Executive to participate, JB confirmed this.

We then took to a vote the following:

Vote for resolution 1: To include the addition of point 15.2 under Remuneration of Directors in the Articles of Association

34 votes to agree 94%

0 votes against

6% abstain

HM then gave an overview of further changes to the rules and articles of association: including *Clarification & consistency changes*.

Vote for resolution 2: To agree the remaining changes to the Articles and Rules of Association to ensure they are up to date with current legislation.

35 votes to agree 95%

0 votes against

5% abstain

HM thanked all attendees for time attending both this meeting and the EGM earlier this year and for time taken to vote and red through various governance for the above votes.

Papers:

Resolution 6: Remuneration of Directors

Consistency and clarification changes to the Articles and Rules of Association

Rules of Association: Original document

Membership fees and finances

NS presented this section and referenced the papers AMOSSHE Annual Meeting - Papers.docx (sharepoint.com) for lead members to follow from page 10. NS gave an overview of this piece before passing on to FS to cover the year in review. 7

No amendments, questions or votes from membership.

AMOSSHE's year in review

FS gave an overview of AMOSSHE's year in review, highlighting our response to the pandemic, reports and guidance, CPD programmes, AMOSSHE's 5 year strategy, including various workstreams, and how AMOSSHE wants to continue to support members, etc. As a result of the above accomplishments and increased pressures arising from the pandemic AMOSSHE did pause things like the professionalisation framework and reduced some work on the strategy and investments to best meet the needs of members.

While these works are currently paused, AMOSSHE has every intention is to return to the projects once we emerge from the pandemic, the timeline for their completion will be reviewed and amended by the Executive and National Office in 2021-22.

Please see the year in review here: [Year in review 2020](#)

Executive election results

HM gave an overview of roles and candidates for each position that is available on the AMOSSHE executive. HM gave thanks to all who ran for election and all those who voted, HM mentioned the quality of the submissions and the thought that went into why people wanted to stand was really impressive. This year AMOSSHE saw one of the highest turnouts we have had in both candidates and voters, with contested chair and executive positions.

HM explained to the membership, due to some Executive members taking the position of Chair and Vice Chair and another member having to leave their position mid-term on top of the 4 Executive member positions available there were another three 1-year term positions available to fill the vacant posts.

There were 2 people running for the chair position; Jill Stevenson from the University of Stirling and Rotimi Akinsete from the University of the Arts London. After a very close election, Jill Stevenson has been elected as chair. HM gave congratulations to Jill and commiserations to Rotimi who has contributed a lot to AMOSSHE during his past 3 years on AMOSSHE, both the team and AMOSSHE membership wish him well.

The Vice chair position was uncontested, HM congratulated Simon Lee, the new vice chair of AMOSSHE.

There were 12 members running for the position of AMOSSHE Executive Member, with four 2-year term positions available and three 1 year term positions available. HM Congratulated the following 2-year term elected members:

- Emma Bales, University of Cumbria
- Craig Best, University of Sheffield

- Sarah Cavendish, University of Leicester
- Claire Slater, University of Bristol

And finally congratulation to the following 1-year term elected members:

- Kelsey Coward, Cardiff University
- Sammy Li, University of Birmingham
- Sarah Sweeney, Lancaster University

Any Other Business (AOB)

No AOB to add.

Thanks and closing remarks

HM concluded, as this is the last meeting of the membership year and we have our new executive committee in post we have to say goodbye to some of our current Executive Members who have given so much to AMOSSHE over their time on the Executive:

- Jayne Aldridge
- Fay Sherrington
- Rotimi Akinsete
- Lesley O'Keeffe
- Anji Gardiner

HM gave thanks for everything the outgoing Executive members have done for AMOSSHE.

JA also thanked the Executive committee and the National Office for the support over the last year and most importantly thanked the membership for support and commitment to students and each other.

Membership fees and finances

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The below details the figures submitted to Companies House for the previous accounting year and also further information on our intentions in the coming 2022 – 2023 year.

Finances 2020 – 2021

For this section please refer to the [year-end financial accounts](#). This is the second year of using our new accountants, Menzies. Menzies work with us on our VAT returns, year-end accounting (which is presented to our General Meeting and Companies House) and any other queries and concerns we have about the general financial administration of AMOSSHE.

The transition from the previous accountants took longer than anticipated and left a few areas that AMOSSHE needed to finalise throughout this year in the accounts. The result of the in-depth work on these figures means we are making all the final adjustments necessary to ensure that the accounts are up to date and previous invoices and costs are accounted for within this year, in order to move forward with no historical costs stretching across more than one accounting year.

When looking at the profit and loss figure within the statement of equity ([page 2 of the accounts](#)) you can see it shows a figure of £53,632 profit for the year ending July 2021. The figure for the year ending July 2020 was a loss of £37,844. The profit figure for 2021 is not an actual profit of over £53,000 but an adjustment of monies over the previous 2/3 years that have now been accounted for in the correct manner from an accounting perspective and will make managing the accounts a lot easier going forward for AMOSSHE. In real terms we did make a small profit last year of approximately £5,000 which was an excellent result that exceeded budget expectations of break even for the year.

The results of these accounting adjustments should mean that the accounts moving forward should be more manageable to present in accounting terms to members and Companies House.

Finances 2022 – 2023

The below figures provide an overview of our intentions in the coming 2022 – 2023 membership year. We are excited to be able to start expanding the work of the National Office and moving forward with elements of the strategy which we feel will bring real value to members. We thought it valuable on this occasion to share financial projections for the coming year.

Department / Area	Total	Notes
National Conference	£1,136	Includes staffing costs and sponsorship income for conference
Executive Committee	-£8,172	Travel, training, representation costs
CPD	£1,426	Includes staffing costs and sponsorship income for CPD
Central costs	-£134,387	Includes a majority of staffing costs although a proportion is linked to CPD and National Conference
Membership	£133,475	Includes all membership income
TOTALS	-£6,522	This loss will be covered by AMOSSHE reserves this year

In order to ensure we continue to resource the work and maintain the value of AMOSSHE for its members, for the first time in four years we will need to increase membership fees to resource our new initiatives and increase the staff team to cater for this, which will be presented in further detail at the General Meeting.

We are proposing 2 major changes to membership fees for members to consider:

- 1) Increase in general fees for AMOSSHE membership (between £20 - £100)
- 2) Have one consistent additional membership fee of the current £90 rather than a second reduced tier when joining up more than 3 members

To put this into context here are the figures the change will have on your main membership cost. In relation to the additional membership fee we recognise that this will impact members differently dependant on what your number of additional members is and therefore it is difficult to list that impact here.

Member type	Current cost	Revised cost	Difference
Small and Specialist	£ 400.00	£ 430.00	£ 30.00
Tier 1	£ 610.00	£ 650.00	£ 40.00
Tier 2	£ 761.00	£ 815.00	£ 54.00
Tier 3	£ 913.00	£ 975.00	£ 62.00
Less than 50% HE	£ 550.00	£ 590.00	£ 40.00
International	£ 459.00	£ 490.00	£ 31.00
Corporate	£ 1,200.00	£ 1,300.00	£ 100.00
Non-profit	£ 700.00	£ 750.00	£ 50.00
Individual	£ 300.00	£ 320.00	£ 20.00
Student	£ 50.00	£ 50.00	£ -
Additional members	£ 90.00	£ 90.00	£ -

We are confident that this increase in membership fees will help us move towards achieving our strategy goals and delivering additional value for members.

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Company registration number: 04778650

UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31
JULY 2021

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

MENZIES
BRIGHTER THINKING

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

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REGISTERED NUMBER:04778650

BALANCE SHEET AS AT 31 JULY 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	4	3,943	5,356
		<u>3,943</u>	<u>5,356</u>
Current assets			
Debtors: amounts falling due within one year	5	72,733	120,258
Cash at bank and in hand	6	227,396	226,493
		<u>300,129</u>	<u>346,751</u>
Creditors: amounts falling due within one year	7	(64,724)	(166,391)
Net current assets		<u>235,405</u>	<u>180,360</u>
Net assets		<u><u>239,348</u></u>	<u><u>185,716</u></u>
Capital and reserves			
Other reserves	9	69,360	69,360
Profit and loss account	9	169,988	116,356
		<u>239,348</u>	<u>185,716</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 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 on 1 April 2022.

J Stevenson
Director

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S Lee
Director

DocuSigned by:

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AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

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STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 JULY 2021

	Other reserves £	Profit and loss account £	Total equity £
At 1 August 2020	69,360	116,356	185,716
Comprehensive income for the year			
Profit for the year	-	53,632	53,632
	<hr/>	<hr/>	<hr/>
At 31 July 2021	69,360	169,988	239,348
	<hr/>	<hr/>	<hr/>

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 JULY 2020

	Other reserves £	Profit and loss account £	Total equity £
At 1 August 2019	69,360	154,200	223,560
Comprehensive income for the year			
Loss for the year	-	(37,844)	(37,844)
	<hr/>	<hr/>	<hr/>
At 31 July 2020	69,360	116,356	185,716
	<hr/>	<hr/>	<hr/>

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

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*

The Coronavirus pandemic is creating significant uncertainty and the company is not immune to this although, at this stage, it is not possible to reliably forecast what the long-term impact of this may be. The directors are confident, however, that the company will be able to see through the current uncertainty. Therefore, it is the director's opinion that the going concern basis of preparation of the accounts continues to be appropriate

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.

2.4 *Interest income*

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

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

2. Accounting policies (continued)

2.5 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.

2.6 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.

2.7 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 the Statement of Comprehensive Income.

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.

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

2. Accounting policies (continued)

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 4 (2020 - 4).

4. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation			
At 1 August 2020	1,671	19,143	20,814
Additions	438	-	438
At 31 July 2021	<u>2,109</u>	<u>19,143</u>	<u>21,252</u>
Depreciation			
At 1 August 2020	1,141	14,317	15,458
Charge for the year on owned assets	242	1,609	1,851
At 31 July 2021	<u>1,383</u>	<u>15,926</u>	<u>17,309</u>
Net book value			
At 31 July 2021	<u>726</u>	<u>3,217</u>	<u>3,943</u>
At 31 July 2020	<u>530</u>	<u>4,826</u>	<u>5,356</u>

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

5. Debtors

	2021	2020
	£	£
Trade debtors	47,228	93,573
Other debtors	-	1,753
Prepayments and accrued income	25,505	24,932
	<u>72,733</u>	<u>120,258</u>
	<u><u>72,733</u></u>	<u><u>120,258</u></u>

6. Cash and cash equivalents

	2021	2020
	£	£
Cash at bank and in hand	227,396	226,493
	<u>227,396</u>	<u>226,493</u>
	<u><u>227,396</u></u>	<u><u>226,493</u></u>

7. Creditors: Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	1,704	3,768
Corporation tax	11,165	-
Other taxation and social security	9,143	12,874
Accruals and deferred income	42,712	149,749
	<u>64,724</u>	<u>166,391</u>
	<u><u>64,724</u></u>	<u><u>166,391</u></u>

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. *Reserves*

Other reserves

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

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

10. *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 £4,147 (2020 - £5,430). Contributions totaling £2,025 (2020 - £2,009) were payable to the fund at the balance sheet date and are included in creditors.