

# AMOSSHE AGM 2023

Online, Thursday 18 May 14:30 – 15:30



## Agenda

- 1) Chairs opening remarks
- 2) Minutes and matters arising: [AGM 2022](#)
- 3) Strategic progress: progress with the five year strategy and plans for the new academic year
- 4) [Finances](#) and [Membership fees](#)
- 5) Executive committee election results
- 6) Any Other Business (AOB)
- 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. Any AMOSSHE logo throughout the document will take you back to the agenda. The agenda contains underlined links which will take you to the specific document within the paperwork.

## Presenting members:

Jill Stevenson, Chair, AMOSSHE

Simon Lee, Vice Chair, AMOSSHE

Helen McNeely, Vice Chair Operations, AMOSSHE

# AMOSSHE AGM 2022

23 June 2022 | Online via ZOOM



## Minutes

### *Attendees (online):*

Keith Houghton: University of Law	Craig Best: University of Manchester
Rotimi Akinsete: University of Oxford	Nick Edwards: University of Aberdeen
Catherine McKeown: University of Sheffield	Donny McCormick: University of Roehampton
Kirsty Palmer: Cardiff Metropolitan University	Hannah Bannister: Imperial College London
Julie Grant: Glasgow School of Art	Nic Streatfield: University of York
David Dickenson: Exeter Falmouth Plus	Andy Shanks: Edinburgh University
Caroline Persuad: Goodenough College	Maria Lorenzini: Bangor University
Matt Mills: University of Huddersfield	Jayne Aldridge: University of Sussex
Helen Groenendaal: Royal Holloway University of London	Caryn Thorogood: University of Worcester
Claire Slater: University of Bristol	Honor Rhodes: University of Cumbria
Dr Iliyan Stefanov: University of Wolverhampton	Kelsey Coward: Cardiff University
Jill Stevenson: University of Stirling	Tracey McAuliffe: University of West London
Mark Wilkinson: Edinburgh Napier University	Ravteq Singh Deshi: Aston University
Sian Howarth: Newman University	Chris Warrington: University of Leeds
Simon Lee: University of Sunderland	Helen McNeely: Queen's University Belfast
Kirstin Thompson: Leeds Conservatoire	

### Chairs opening remarks

Jill Stevenson (JS) opened the online AGM with a few opening remarks on the year and introduced her colleagues presenting.

### Previous minutes and matters arising

There were no matters arising and as such were passed as a true and accurate record.

### Strategic progress / year in review video

A video was played at the AGM on the progress made throughout the year on our strategy and what this meant for members. There were no questions raised by the membership.

### Finance and Membership fees

Helen McNeely (HM) talked through the end of year financial accounts from 2020-2021. There were no questions from the membership on the financial accounts.

HM proceeded to talk through changes in the membership fee for 2022-2023. This was proposed as a 7% increase after no increases for 4 years.

The membership fee increase was approved by 91% of the members as follows:

- Agree: 28
- Disagree: 1
- Abstain: 1
- Discounted votes: 2

### Election results

HM presented the election results. The following people were elected.

- Vice Chair: (Operations): Helen McNeely
- Vice Chair (Professional Development): Chris Warrington

### Executive members:

- Sarah Sweeney
- Ravteq Singh Deshi
- Sammy Li
- Rotimi Akinsete

### Any other business

No other questions or comments raised by members during the AGM.

### Thanks and closing remarks

JS gave thanks to outgoing Executive members, the AMOSSHE membership and congratulated those appointed as new Executive members again before ending the AGM.

Outgoing executive members were:

- Nic Streatfield
- Kelsey Coward

JS closed the meeting.

# AMOSSHE Finances and Membership fees



## AMOSSHE accounts 2021 – 2022

Please refer to the [end of year financial statement](#) for further information.

AMOSSHE's finances exceeded expectations last year with a surplus of over £60,000 as opposed to our initial budget projection, which aimed for a small deficit. There are key factors that led to the surplus figure for the previous financial year. The details for the most significant of these are below:

### Income factors

#### CPD event income

Due to timings we were able to add in an additional CPD event to the year, which was not budgeted for initially and was extremely popular (Student Mental Health Declarations). All CPD events surpassed income targets.  
Approximate surplus: £16,000

#### National Conference income

We had higher than anticipated delegate numbers for our first National Conference since COVID-19. In addition, due to making changes to the space allocation in the hotel we were able to increase the sponsorship exhibition area for the National Conference, which made a significant difference to the final position.  
Approximate surplus: £23,000

#### Sponsorship income

We were able to sell additional exhibition spaces at the National Conference and surpassed expectations for annual sponsorship, messages to members and opportunities as part of our CPD programme.  
Approximate surplus: £20,000

#### Membership income

Due to a change in our VAT % rate and an increased number of members we increased the income from membership fees for the year. This demonstrates the value that members have in the work of AMOSSHE.  
Approximate surplus: £17,000

### Expenditure factors

#### CPD and National Conference events

Due to our in person CPD events being bigger than anticipated, our costs for venue hire increased for the year. We also had increased equipment hire costs due to the increased hire costs, which includes technicians to manage the equipment.  
Approximate additional costs: £6,000

#### Service costs

Some of our existing service contracts have gone up in price with further price rises expected next year, these include office service costs, IT service costs, bank charges.  
Approximate additional costs: £5,000

Income surplus approximately: £76,000

Expenditure additional costs approximately: £11,000

TOTAL savings for key surplus factors: £65,000

At the present time AMOSSHE has £272,000 in our savings and reserves account, of which £127,500 is reserved in line with AMOSSHE's reserves policy. These were approved by the Executive Committee in January 2023.

## Membership fees 2023 – 2024

We have had a very successful financial year, which enables us to look at accelerating some key projects in 2023-2024. These will be reported to you as part of our year in review at the Annual General Meeting.

Costs are continuing to rise for AMOSSHE, especially with venue prices and service contracts for the organisation. We continue to look at how we can develop a more efficient approach to our work without compromising the quality of our activities. This will enable us to continue to run our activities without utilising funds that are intended to be used for our key projects.

In light of increasing costs AMOSSHE is proposing a 4% increase to most membership packages. This is a minor increase to most; the highest increase is to corporate members with an additional £50 increase to the annual core cost. This has been rounded up or down to the nearest appropriate figure. The existing and new figures can be found in the table below:

Member category	Current	4% increase	Difference
Small and Specialist	£430.00	£450.00	£20.00
Tier 1	£650.00	£680.00	£30.00
Tier 2	£815.00	£850.00	£35.00
Tier 3	£975.00	£1,015.00	£40.00
Less than 50% HE	£590.00	£615.00	£25.00
International	£490.00	£510.00	£20.00
Corporate	£1,300.00	£1,350.00	£50.00
Non-profit	£750.00	£780.00	£30.00
Individual	£320.00	£335.00	£15.00
Student	£50.00	£52.00	£2.00
Additional	£90.00	£95.00	£5.00

The AMOSSHE Executive Committee requests that the members pass the new membership fees from the coming membership year starting 1 August 2023.

Company registration number: 04778650

UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY  
2022

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)

REGISTERED NUMBER:04778650

BALANCE SHEET AS AT  
31 JULY 2022

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	4	7,020	3,943
		<u>7,020</u>	<u>3,943</u>
<b>Current assets</b>			
Debtors: amounts falling due within one year	5	99,806	72,733
Cash at bank and in hand	6	325,924	227,396
		<u>425,730</u>	<u>300,129</u>
Creditors: amounts falling due within one year	7	(131,669)	(64,724)
<b>Net current assets</b>		<u>294,061</u>	<u>235,405</u>
<b>Total assets less current liabilities</b>		<u>301,081</u>	<u>239,348</u>
<b>Provisions for liabilities</b>			
Deferred tax	9	(1,158)	-
<b>Net assets</b>		<u>299,923</u>	<u>239,348</u>
<b>Capital and reserves</b>			
Other reserves	10	69,360	69,360
Profit and loss account	10	230,563	169,988
		<u>299,923</u>	<u>239,348</u>

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AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

REGISTERED NUMBER:04778650



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**BALANCE SHEET (CONTINUED) AS AT 31  
JULY 2022**

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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 20 January 2023.

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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 2022

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1. General information

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

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

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

2. Accounting policies

**2.1 Basis of preparation of financial statements**

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

The following principal accounting policies have been applied:

**2.2 Going concern**

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

**2.3 Revenue**

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

Rendering of services

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

- the amount of revenue can be measured reliably;
  - it is probable that the Company will receive the consideration due under the contract;
  - the stage of completion of the contract at the end of the reporting period can be measured reliably; and
  - the costs incurred and the costs to complete the contract can be measured reliably.
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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

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### 2. Accounting policies (continued)

#### 2.4 Pensions

##### Defined contribution pension plan

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

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

#### 2.5 Current and deferred taxation

The tax expense for the year comprises current and deferred tax. 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.

Deferred tax balances are recognised in respect of all timing differences that have originated but not reversed by the balance sheet date, except that:

- The recognition of deferred tax assets is limited to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits; and
- Any deferred tax balances are reversed if and when all conditions for retaining associated tax allowances have been met.

Deferred tax balances are not recognised in respect of permanent differences except in respect of business combinations, when deferred tax is recognised on the differences between the fair values of assets acquired and the future tax deductions available for them and the differences between the fair values of liabilities acquired and the amount that will be assessed for tax. Deferred tax is determined using tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

#### 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.

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

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### 2. Accounting policies (continued)

#### 2.6 Tangible fixed assets (continued)

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

Depreciation is provided on the following basis:

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

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

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

#### 2.7 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.

#### 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 11 (2021 - 9).

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



NOTES TO THE FINANCIAL STATEMENTS FOR THE  
YEAR ENDED 31 JULY 2022

4. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Total £
<b>Cost or valuation</b>			
At 1 August 2021	2,109	19,143	21,252
Additions	-	4,617	4,617
At 31 July 2022	<u>2,109</u>	<u>23,760</u>	<u>25,869</u>
<b>Depreciation</b>			
At 1 August 2021	1,383	15,926	17,309
Charge for the year on owned assets	182	1,358	1,540
At 31 July 2022	<u>1,565</u>	<u>17,284</u>	<u>18,849</u>
<b>Net book value</b>			
At 31 July 2022	<u>544</u>	<u>6,476</u>	<u>7,020</u>
At 31 July 2021	<u>726</u>	<u>3,217</u>	<u>3,943</u>

5. Debtors

	2022 £	2021 £
Trade debtors	94,465	47,228
Prepayments and accrued income	5,341	25,505
	<u>99,806</u>	<u>72,733</u>

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



NOTES TO THE FINANCIAL STATEMENTS FOR THE  
YEAR ENDED 31 JULY 2022

6. Cash and cash equivalents

	2022 £	2021 £
Cash at bank and in hand	325,924	227,396
	<u>325,924</u>	<u>227,396</u>

7. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	19,079	1,704
Corporation tax	13,537	11,165
Other taxation and social security	8,209	9,143
Accruals and deferred income	90,844	42,712
	<u>131,669</u>	<u>64,724</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. Deferred taxation

	2022 £
Charged to profit or loss	(1,158)
	<u>(1,158)</u>
At end of year	<u>(1,158)</u>

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



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

### 9. Deferred taxation (continued)

The deferred taxation balance is made up as follows:

	2022 £	2021 £
Accelerated capital allowance	(1,158)	-
	<u>(1,158)</u>	<u>-</u>
	<u><u>(1,158)</u></u>	<u><u>-</u></u>

### 10. Reserves

Other reserves

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

### 11. Pension commitments

The Company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Company in an independently administered fund. The pension cost charge represents contributions payable by the Company to the fund and amounted to £4,662 (2021 - £4,147). Contributions totaling £2,339 (2021 - £2,025) were payable to the fund at the balance sheet date and are included in creditors.