

## **Annual Report 2014/2015**

**March 2016**

THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES  
Annual Report for the year ended 31 August 2015

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# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## Annual Report for the year ended 31 August 2015

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### 1.1 Chair's Report – Polly Harrow, Kirklees College

Every year in post 16 education brings its own particular events, idiosyncrasies and highlights. I think we can say with great certainty that the past 12 months have been quite unique in the history of our sector and I am well aware of the significant additional demands which have been placed on colleagues over and above all the hard work we normally do.

The SEND reforms have placed a substantial administrative burden on colleges and we must continue to take every opportunity to give feedback about our experiences, both positive and negative, to relevant government bodies and to share our good practice to support colleagues. The timing of the SEND reforms meant that the EHCP work was overshadowed somewhat by the new Prevent duty and again, what a weighty task to be presented to our sector. Area reviews are still in the air and most outcomes remain unknown, causing understandable nervousness for those involved and it will be very interesting to see what we are saying about this at conference 2017 as we look back on 2016 and the emerging 'new' college structures.

Huge funding cuts in the last academic year have left the sector feeling misunderstood and slightly shaky and a further 15 million cut from discretionary bursary is the latest blow but will doubtless not be the last cut we see this academic year.

So, looking back on this year's JISC Mail, we can see it has been pretty well dominated by Prevent, SEND and concerns about student finance. It has been great to see colleagues keeping each other informed, sharing experiences and practice and generally maintaining the excellent support network JISC has become.

On a very positive note, and for totally unplanned reasons, NAMSS has accrued a fairly healthy bank balance and the NAMSS Executive are extremely keen to see funds being put back into the sector in support of our members. To this end, we delivered our regional coaching events and we are still eager to deliver those sessions to any regions that have not yet participated. We have also delivered our British Values E&D regional sessions which got outstanding feedback and we have also launched our new NAMSS awards and British Values film competition, results of which will be announced at our annual conference in Bristol. Our intention is to establish the NAMSS awards for colleagues and a substantial student competition as an annual highlight to be celebrated at conference each year. We are really excited to be able to identify and highlight outstanding practice within student services and also to be able to celebrate student work which can be shared across the sector.

Lastly, I am delighted that members are valuing the new website, which is such a big improvement. Though the NAMSS Knowledge has taken us a while to launch, it is now available for you all to browse through and choose whatever resources or documents you need. We hope you enjoy the website and the library and we are very grateful for all the outstanding practice you share across our membership.

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# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

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### 1.2 Treasurer - Wayne Dewick, North Lindsey College

#### Overview

We have continued in this accounting year to set and work to realistic budgets that ensure accountable activity meets projected targets, whilst actively and closely monitoring expenditure. This annual report presents the accounts that relate to the period 1<sup>st</sup> September 2014 to 31<sup>st</sup> August 2015, from the budget set in March 2014. The budget I am proposing reflects the forthcoming year 2016/17, as outlined below.

Our Accountants continue to rigorously examine our accounts & activities to ensure that we operate and report to the required statutory requirements, including SORP (FRS 102), the new recommendations and practices from the Charity Commission. In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit - as defined in our objectives and activities, described herein.

NAMSS continues to be a very solvent organisation. Reserves remain, extremely healthy with a year-end balance of £158,438, out turning an operating surplus in the year ended 31 August 2015 of £49,877.

We have taken steps to invest reserves in non-risk High Interest Bond accounts - this is realising an increased investment income, albeit small bearing in mind the current interest rates on savings.

#### Income

In the 2014/15 financial year, income grew by £33,732 to £171,732. £60,000 of additional income came from the Cabinet Office project, launched at last year's conference aimed at promoting democracy/voting - some of this remains unspent and will be attributed to associated projects over the next few years. Our two most significant income streams continue to be subscriptions and the annual conference:

- a. In 2014/15 membership numbers remained healthy with 544 individual members (at January 2015), an increase of 19 from the previous year. Membership revenue increased slightly by £1,275 to £67,725. Membership continues to be a priority for the Executive and they are committed to looking at methods to increase membership across all types of post-16 education and training in the forthcoming year.
- b. Our Annual Conference in 2015 saw us back at the Liverpool Hilton. This was again an extremely well supported event with 137 delegates attending, 14 more than in 2014. A small surplus was returned, with income reduced due to fewer exhibitors in this smaller venue. The Executive are continuously looking at the location/venue to ensure it is accessible and affordable for as many members as possible.

#### Expenditure

A number of factors have reduced the level of expenditure seen during the year by £24,456 to £121,855. Some of the major items of change in 2014/15 include:

- a. Ending sponsorship of the AoC Beacon Award, saving over £16,000 – this being replaced with the Annual NAMSS Awards.
- b. Reduction in expenditure (of over £7,000) related to the Annual Conference, principally due to no audio/visual/staging equipment required at the Liverpool Hilton venue.

#### Other/Summary

Due to our strong financial position and our commitment to maintain and grow our broad membership base, it is proposed that there will be again no increase in membership fees for 2016/17.

The proposed budget for 2016/17 reflects the desire of the Executive to further share out responsibilities and to continue to grow our activity and membership. In addition, the continued sponsorship of the NAMSS Annual Award into its second year recognising staff and teams in our sector is an opportunity to celebrate & reward excellence.

To that end, the budget I am proposing has been agreed by the Executive [Trustees] based upon projected activity for the forthcoming year, a positive budget which is set to return a small surplus of £2,414.

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### 1.3 Vice Chair Marketing and Communications – Jackie Cannell, Cambridge Regional College

Where to start.... It was a real pleasure to write this report as there's so much positive work going on across the Executive that I could've written pages! The trouble with marketing is it gets everywhere!! Therefore, please forgive my report if it crosses boundaries and creeps into other Executive reports, I've tried to contain myself....

#### Website

Thank you to those members who have provided feedback on the website, the vast majority of which has been positive, it's very encouraging. We wanted the new structure to enable easier navigation and clarity for users and to have the back-end technology that could support new services (see NAMSS Knowledge below) whilst enabling improvements to existing functionality e.g. the Conference booking system which we think is more straightforward and user-friendly than the previous system.

Hopefully, members have found the NAMSS Knowledge a useful resource? 'The Knowledge' provides a comprehensive database of policies, procedures, guidance, materials etc. posted by our members. There are also Government and sector relevant legislation and documents for easy reference. This resource is increasing on a daily basis and is always worth a look to save you 'starting from scratch' or posting requests on JISCMail. NAMSS Knowledge can be accessed via: <http://www.namss.ac.uk/members/knowledge>. Have a look if you haven't already - it will save you lots of time!

#### Competitions and Awards

This year, NAMSS has launched its own Annual Awards event – this is an exciting new development and something we will build on for next year. We also launched a Film Competition to members with a theme of 'Democracy'. This was an outcome of the funding NAMSS received from the ETF for the voting project we ran earlier in the year and is another 'first' for us and an initiative we wish to repeat. Thank you to all those colleges who entered and good luck to those shortlisted! More from Polly on these and the Awards Ceremony itself at the Gala Dinner – hope to see you there!

#### Membership

We continue to improve the ways that we collect, monitor and report on membership data. Although there is always room for improvement, we have a very good system now for monitoring membership by membership type, institution type, and institutions by region. There is a standing item on the Executive agenda which reports on membership and is discussed in conjunction with the Vice Chair Regions' reports on Regional activity and feedback. By way of an example of how membership is reported, the table below highlights membership numbers overall and shows Regional variances.

#### Membership by Region:

Region	Members (Jan 14)	Members (Jan 15)	Members (Jan 16)
<b>South West</b>	62	51	58
<b>East Midlands</b>	43	46	42
<b>North West</b>	60	65	74
<b>Yorkshire and Humberside</b>	48	60	61
<b>West Midlands</b>	83	82	77
<b>Eastern</b>	34	36	38
<b>London</b>	73	70	67
<b>South East</b>	41	49	61
<b>Southern</b>	40	43	40
<b>Northern Ireland</b>	7	7	8
<b>North East</b>	20	23	23
<b>Wales</b>	13	11	12
<b>Scotland</b>	1	1	1
<b>Total</b>	<b>525</b>	<b>544</b>	<b>562</b>

As can be seen, individual membership for January 2016 was at 562, compared with 544 this time last year and 525 the year before. As percentages, there has been a 3.6% growth in membership from Jan 2014 to Jan 2015 and 3.3% from Jan 2015 to Jan 2016. This is a huge plus and we hope is an indicator that members are happy with the services and support provided by NAMSS.

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It is particularly encouraging given the turbulent times the sector is facing where College finances and funding continue to dominate discussions. Going forward, NAMSS will continue to listen and respond to feedback and deliver a membership package that offers excellent support and value for money to its members.

### **1.4 Vice Chair Partnerships – Lisa Humphries, Chichester College**

Throughout the last year we have continued to develop partnerships and working relationships with a number of organisations with the hope to provide further benefits to our members, this has included a number of projects that are ongoing.

We have developed links with EFVET (European Forum for Vocational Education and Training) with the intention to promote the wide range of opportunities available to NAMSS members in Europe which include funding, sharing good practice and student mobility's.

We also ran a workshop at NASMA's annual conference on NAMSS and the work we do and had a joint meeting with their Executive to look at how we can work together to benefit both organisations. This has provided some useful discussion and a number of ideas are currently being reviewed and we will provide you with more information in the future.

A number of partners that we have been working with will be exhibiting at national conference so please do take the time to visit the various stands and find out how they can work with you and your organisations.

We are also keen to hear your ideas and so if you think there are organisations who would benefit from working with NAMSS please do not hesitate to contact a member of the Executive.

### **1.5 Vice Chair Regions - Julia Breakwell, Heart of Worcestershire College**

This year our much valued regional meetings have been taking place across the country. We were pleased to welcome some new Regional Conveners and in particular our completely new region in Northern Ireland! This year we have been promoting and supporting the new Regional Conveners' to establish their regional areas.

Some regions also took advantage of the opportunity to have a British Values workshop delivered by Christine Rose. These sessions had great feedback and we hope to be continuing with other specialised opportunities for regions in the future.

In addition, some regions have joined forces with the AoC regional areas to add a different dimension to the flavour of the meetings. This has been particularly advantageous to members when there are wider hot topics for FE to be discussed (for example - area reviews, SEN reforms).

We recognise the importance of the Regional Convener role and we formally acknowledge the value of their voluntary contribution in providing support for all the members of NAMSS. We would also like to thank those colleges who offer their facilities as venues for the meetings. Members report real value in having the opportunity to visit another college and it keeps the costs down too!

The most popular topics for discussion at these meetings won't come as any surprise; more for less, the increase of mental health issues, Prevent, British Values, Ofsted updates, EHCPs and areas reviews. In addition, some Regional Conveners have invited guest speakers with innovative products to share with members e.g. WAMedu. As always what members enjoy most about the regional meetings is the networking, these meetings are a great opportunity to share and discuss best practice and for us all to know there are others out there in FE that understand the tensions of our roles.

We now have a more systematic and standard collection of minutes and agendas for the regional meetings. There will be further enhancements in the future with us using the new website more fully.

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# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## Annual Report for the year ended 31 August 2015

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Actions for the coming year:

- Recruit new Regional Conveners where needed and develop succession planning opportunities
- Develop and distribute marketing materials for Regional Conveners
- Encourage use of the website more fully
- Share best practice

Please contact me if you are interested in becoming a future Regional Convener or alternatively if you would like to act as a deputy, supporting an existing Regional Convener. Remember the Regional Conveners can act as your voice – your views are important to us; please use the regional meetings as an opportunity to inform the work of the Executive.

THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES  
Annual Report for the year ended 31 August 2015

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Part 2 – Accounts for the year ending August 2015

Charity Registration No. 1072766

**THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT  
SERVICES**

**Executive committee's report and unaudited accounts**

**For the year ended 31 August 2015**

**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Members Of The Executive Committee</b>	P Harrow J Breakwell J Cannell L Humphries W Dewick M Lewis T Ellis J Linsell K Grindley B Owen S McCartney
<b>Charity number</b>	1072766
<b>Principal address</b>	PO Box 529 Weston-Super-Mare B323 9EQ
<b>Independent examiner</b>	WSM Advisors Limited Connect House 133-137 Alexandra Road Wimbledon London SW19 7JY

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# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

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# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## EXECUTIVE COMMITTEE'S REPORT

**For the year ended 31 August 2015**

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The members of the Executive Committee present their report and accounts for the year ended 31 August 2015.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

### **Structure, governance and management**

The charity also known as NAMSS was established by a charitable trust deed dated 24 October 1998, amended on 10 March 2008 and subsequently on 10 March 2015.

All of the trustees are members of the Executive Committee. No beneficial interest was received by any of the trustees during the year.

The members of the Executive Committee who served during the year were:

P Harrow

J Breakwell

J Cannell

L Humphries

W Dewick

M Lewis

T Ellis

J Linsell

K Grindley

B Owen

T Schottlander (Resigned 8 March 2015)

S Jones (Resigned 7 November 2014)

S McCartney (Appointed 21 July 2015)

### **Recruitment and appointment of trustees**

As set out in the constitution, the charity has a minimum of 8 members and a maximum of 12 members.

Nominations for election to the Executive Committee must be made by members of the charity in writing and must be in the hands of the administrator of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by secret ballot.

All members of the Executive Committee shall serve for a fixed term from their appointment at an annual general meeting. The chair and deputy chair will serve for three years and other members will serve for two years.

### **Induction and training of trustees**

The trustees are referred to the Expectations and Duties Memorandum which all trustees subscribe to. Each trustee accepts individual areas of responsibility which, as far as possible make use of their specific expertise.

# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## EXECUTIVE COMMITTEE'S REPORT (CONTINUED)

For the year ended 31 August 2015

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### Organisation structure

The organisation structure of the Executive Committee is as follows:

P Harrow - Chair

J Breakwell - Vice Chair Regions

J Cannell - Vice Chair Marketing & Communications

L Humphries - Vice Chair Partnerships

W Dewick - Deputy Chair and Treasurer

The members delegate the day to day running of the charity to the charity's administrator, Tina Philp.

The Executive Committee meets together during the year to discuss the activities, performance and future of the charity and matters are decided by a majority of votes.

### Risk management

The members of the Executive Committee have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The members of the Executive Committee have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake and given consideration to the public benefit requirements.

### Objectives and activities

The charity's objects are to advance the education of college students, in particular post-16 students and learners, by the development of high quality services which promote, enhance, and support the learning opportunities available to them.

The charity's significant activities for achieving its objectives, the achievements and performance during the year are set out in the reports from the Chair, Treasurer, Vice Chairs for Marketing and Communications, for Partnerships and for Regions.

### Financial review

The financial review is reported in the Treasurer's report presented in the annual report.

### Reserves policy

The Trustees have examined the requirements for free reserves i.e. those unrestricted funds not invested in tangible assets. It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to a year's expenditure. The members of the Executive Committee consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

On behalf of the board of members of the Executive Committee

**P Harrow**

Member

Dated: 14 March 2016

Charity Registration No. 1072766

PO Box 529

Weston-Super-Mare

B323 9EQ

# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## INDEPENDENT EXAMINER'S REPORT

### TO THE MEMBERS OF THE EXECUTIVE COMMITTEE OF THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

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I report on the accounts of the charity for the year ended 31 August 2015, which are set out on pages 4 to 11.

#### **Respective responsibilities of members of the Executive Committee and examiner**

The charity's members of the Executive Committee are responsible for the preparation of the accounts. The charity's members of the Executive Committee consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Annie Lee FCA

WSM Advisors Limited

Chartered Accountants  
Connect House  
133-137 Alexandra Road  
Wimbledon  
London  
SW19 7JY

Dated: 14 March 2016

# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 August 2015

	Notes	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
<b>Incoming resources</b>					
Incoming resources from generated funds	2	361	-	361	104
Membership services		67,725	-	67,725	66,450
Annual conference		43,646	-	43,646	51,846
Projects		-	60,000	60,000	19,600
Incoming resources from charitable activities	3	111,371	60,000	171,371	137,896
Total incoming resources		111,732	60,000	171,732	138,000
<b>Resources expended</b>					
Membership services		41,776	-	41,776	62,603
Annual conference		43,576	-	43,576	50,639
Projects		-	20,331	20,331	17,174
Total charitable expenditure		85,352	20,331	105,683	130,416
Governance costs	6	16,172	-	16,172	15,895
Total resources expended	5	101,524	20,331	121,855	146,311
<b>Net incoming/(outgoing) resources</b>					
Net movement in funds		10,208	39,669	49,877	(8,311)
Fund balances at 1 September 2014		108,561	-	108,561	116,872
Fund balances at 31 August 2015		118,769	39,669	158,438	108,561

# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## BALANCE SHEET

As at 31 August 2015

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	Notes	£	2015 £	£	2014 £
<b>Fixed assets</b>					
Tangible assets	10		152		304
<b>Current assets</b>					
Debtors	11	13		10,107	
Cash at bank and in hand		160,357		100,660	
			160,370	110,767	
<b>Creditors: amounts falling due within one year</b>	12	(2,084)		(2,510)	
<b>Net current assets</b>			158,286		108,257
<b>Net assets</b>			158,438		108,561
<b>The funds of the charity</b>					
Restricted income	13		39,669		-
Unrestricted income			118,769		108,561
			158,438		108,561

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The accounts were approved by the Members Of The Executive Committee on 14 March 2016

P Harrow  
Member

W Dewick  
Member

# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## NOTES TO THE ACCOUNTS

For the year ended 31 August 2015

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 2011.

#### 1.2 Incoming resources

Grant receivable and Government funding are credited to the Statement of Financial Activities in the period to the extent that the charity has provided the services and goods. A liability for any repayment is recognised when there is uncertainty as to whether the charity can meet conditions within its control.

All incoming resources from subscriptions and conferences are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### 1.3 Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Resources expended include attributable VAT which cannot be recovered.

Charitable expenditure includes all expenditure directly related to the objectives of the charity.

Expenditure on governance costs includes all expenditure relating to the constitutional and statutory requirements of the charity and includes any costs associated with the strategic management of the charity's activities.

#### 1.4 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 less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	25% straight line per annum
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#### 1.5 Accumulated funds

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Executive Committee.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### 2 Incoming resources from generated funds

	2015	2014
	£	£
Interest receivable	<u>361</u>	<u>104</u>

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# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED)

For the year ended 31 August 2015

### 3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
<u>Membership services</u>				
Subscriptions	67,725	-	67,725	66,450
<u>Annual conference</u>				
Delegate fees	38,456	-	38,456	39,638
Exhibition space income	5,190	-	5,190	11,893
Other conference income	-	-	-	315
	<b>43,646</b>	-	<b>43,646</b>	51,846
<u>Projects</u>				
Project income	-	60,000	60,000	19,600
	<b>111,371</b>	<b>60,000</b>	<b>171,371</b>	<b>137,896</b>

### 4 Subscriptions

Amounts	2015 No.	2014 No.	Total 2015 £	Total 2014 £
£700	0	1	-	700
£500	7	3	3,500	1,500
£350	77	79	26,950	27,650
£300	0	1	-	300
£250	40	36	10,000	9,000
£175	0	1	-	175
£150	165	175	24,750	26,250
£100	24	6	2,400	600
£75	1	3	75	225
£50	1	1	50	50
	<b>315</b>	<b>306</b>	<b>67,725</b>	<b>66,450</b>



# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED)

For the year ended 31 August 2015

5 Total resources expended	2015	2014
	£	£
<b>Charitable activities</b>		
<u>Membership services</u>		
Administrator	19,200	18,870
Depreciation	152	152
Insurance	219	219
Printing, postage and stationery	933	1,551
Website	10,041	12,792
Marketing	2,102	102
Regional events	2,672	3,186
Beacon Award	766	16,925
AOC conference	3,200	4,006
Research consultation and professional fees	2,400	4,800
Bank, credit card and PayPal charges	91	-
	<b>41,776</b>	62,603
 <u>Annual conference</u>		
Hotel accommodation	35,453	38,533
Equipment hire	-	4,435
Printing, stationery and copying costs	418	447
Speakers and workshop leaders - Fees	2,550	1,380
Speakers and workshop leaders - Travel expenses	2,134	712
Other costs	3,021	5,132
	<b>43,576</b>	50,639
 <u>Projects</u>		
Project expenses	<b>20,331</b>	17,174
	<b>105,683</b>	130,416
 <b>Governance costs (Note 6)</b>	<b>16,172</b>	15,895
	<b>121,855</b>	146,311

Governance costs include payments to the independent examiner of £1,560 (2014: £1,560).

# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED)

For the year ended 31 August 2015

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<b>6 Governance costs</b>	<b>2015</b>	2014
	<b>£</b>	£
Governance costs comprise:		
Executive meeting expenses	<b>14,069</b>	11,517
External meetings	<b>543</b>	2,818
Independent examination	<b>1,560</b>	1,560
	<u><b>16,172</b></u>	<u>15,895</u>

## **7 Members of the Executive Committee**

None of the members of the Executive Committee received any remuneration from the charity during the year in their capacity as trustees. (2014: nil)

Also, 11 of the members of the Executive Committee were reimbursed a total of £5,338 for travelling expenses (2014: 14 were reimbursed £8,585).

## **8 Employees**

There were no employees during the year.

## **9 Related parties**

During the year L Humphries, a trustee of the charity, received fees of £300 relating to workshop fees for the annual conference. The charity also paid a sum of £14,400 to Puppet Broadcasting Company for the Voting Registration Resources, a company in which the partner of P Harrow, a trustee of the charity, is a director of. All transactions were made at arm's length.

# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED)

For the year ended 31 August 2015

### 10 Tangible fixed assets

	Fixtures, fittings & equipment £
<b>Cost</b>	
At 1 September 2014 and at 31 August 2015	2,872
<b>Depreciation</b>	
At 1 September 2014	2,568
Charge for the year	152
<b>At 31 August 2015</b>	<b>2,720</b>
<b>Net book value</b>	
At 31 August 2015	152
At 31 August 2014	304

### 11 Debtors

	2015 £	2014 £
Subscriptions receivable	-	650
Interest receivable	13	47
Accrued project income	-	9,410
	<u>13</u>	<u>10,107</u>

### 12 Creditors: amounts falling due within one year

	2015 £	2014 £
General accrual	524	-
Accountancy fee accrual	1,560	1,560
Subscription in advance	-	950
	<u>2,084</u>	<u>2,510</u>

# THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED)

For the year ended 31 August 2015

### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of grants held on trust for specific purposes:

	Movement in funds			Balance at 31 August 2015
	Balance at 1 September 2014	Income	Expenditure	
	£	£	£	£
Voting Project	-	60,000	(20,331)	<b>39,669</b>
	-	60,000	(20,331)	<b>39,669</b>

In March 2015 the charity accepted a sum of £60,000 from the Government to support their policy to increase the democratic engagement and electoral registration of the groups targeted by this project. The money is used for the activities based around these outcomes: to embed voter registration into existing programmes, including tutorials and student induction programmes; to provide direct support on voter registration to students through conferences and enrichment sessions, as well as run voter registration events through further education student unions; to look to integrate voter registration communications into student service information across FE colleges, with targeted messaging at various student services points i.e. enrolment and student induction sessions; and to launch this activity to members at the annual conference. The trustees intend spending the residual funds from this project grant on associated/related activity over the next few years.

### 14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 August 2015 are represented by:			
Tangible fixed assets	152	-	<b>152</b>
Current assets	120,701	39,669	<b>160,370</b>
Creditors: amounts falling due within one year	(2,084)	-	<b>(2,084)</b>
	<u>118,769</u>	<u>39,669</u>	<u><b>158,438</b></u>