

THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

England & Wales · Charity number 1072766

Details

Other names	THE NATIONAL ASSOCIATION OF MANAGERS OF STUDENT SERVICES, NAMSS
Status	Registered
Legal form	Other
Registered	1998-12-03
Register	View on the Charity Commission register

Contact

Address	Suite A 82 James Carter Road Mildenhall IP28 7DE
Phone	07818247833
Email	info@namss.ac.uk
Website	www.namss.ac.uk

Activities

Objects: 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.

Activities: To provide a forum for managers of student services to share information, knowledge and expertise. To hold an annual conference To work with government agencies to develop policies for the sector.

Classification

- **How:** Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training
- **Who:** Other Defined Groups

Geography

- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£219,033	£179,336	-	-
2024-08-31	£178,391	£170,716	-	-
2023-08-31	£168,452	£141,879	-	-
2022-08-31	£123,451	£136,644	-	-
2021-08-31	£85,419	£53,644	-	-

Trustees

Name	Role	Appointed
LISA HUMPHRIES	Chair	2013-07-16
Aimey Admamson		2024-05-01
Carla Hayes		2021-08-17
David William Hopley		2026-01-30
JULIA BREAKWELL BSC		
Joseph Baldwin		2017-05-05
Kay Burton-Williams		2025-03-19
LLOYD PERRY		2021-08-17
Lisa Hartley		2024-05-01
Phillip Wayne Dewick		2012-03-13
Sharon Lyn Cousins		2019-03-12
Sue Dafter		2021-07-21

THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

England & Wales - Charity number 1072766

Accounts

Annual Report 2024/2025

Registered Charity No: 1072766

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1.1 Chair and Deputy Chair

1.2 Treasurer

Part 2 – Accounts for the year ending August 2025

1.1 NAMSS Annual Accounts Foreword from the Chair and Deputy Chair

This year has been another period of growth and achievement for NAMSS, as we continue to strengthen our support for members and champion student services across the sector. Despite the ongoing challenges facing education and student support, our community has shown resilience, innovation, and commitment to making a difference.

We are proud to share some of the key highlights from the past year:

- **NAMSS Online:** We delivered **31 online sessions**, providing a wide-ranging offer that supported members on topics such as safeguarding, equality and diversity, and student finance.
- **Conferences:** We successfully hosted **two one-day conferences**, and we are excited to have **three planned for the coming year**, reflecting the growing demand for professional development and networking opportunities.
- **Annual Conference:** Our flagship event achieved a major milestone, attracting **144 delegates—the highest attendance in 10 years**, demonstrating the value and relevance of our work.
- **SEPN Launch:** We established the **Student Experience Practitioners Network (SEPN)** and launched in September with **50 founding members**, creating a new space for collaboration and sharing best practice.
- **Membership Growth:** NAMSS now supports **220 member accounts and 635 individual members**, including SEPN participants, reinforcing our position as a leading voice for student support services.
- **Charity Impact:** Through our Annual Conference Raffle, we have raised **nearly £3,000 for charities over the last three years**, reflecting our commitment to giving back and supporting wider causes.

These achievements underline our dedication to providing a strong network, practical resources, and advocacy for our members. As we look ahead, we remain focused on expanding our offer, strengthening partnerships, and continuing to champion the vital role of student services.

Thank you to all our members for your continued support and engagement. Your contributions make NAMSS what it is—a vibrant, collaborative community committed to improving the student experience. We also extend our gratitude to the NAMSS Executive team for their energy and commitment to advancing the work of the Association.

Lisa Humphries and Joe Baldwin
Chair and Deputy Chair
NAMSS Executive Team

1.2 Treasurer – Wayne Dewick

The Trustees continue to support, agree and work to realistic but dynamic 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 1st September 2024 to 31st August 2025, from the budget agreed at the Annual General Meeting in 2024.

Our Accountants (Streets) have independently examined the accounts in accordance with the Charities Act and general guidance given by the Charity Commission. In planning our activities for the year, we have taken due regard to the Charity Commission's guidance on public benefit - as defined in our objectives and activities, described herein. Our bankers (HSBC and Cambridge & Counties Bank) periodically test our accountability to ensure we meet legislation and regulations relating to banking, money laundering, etc. In addition, the Charity Commission's 'Internal Financial Controls for Charities Checklist' is completed annually by the Treasurer and Administrator to further ensure compliance. These are supplemented by the annual review and approval of the NAMSS Financial Controls Policy.

NAMSS continues to be a very solvent organisation. Reserves continue to remain extremely healthy with a year-end balance of £228,585 (£188,888 in 2023/24 and £181,213 in 2022/23).

There was a net surplus income (including movement of funds) for the year ended 31st August 2025 of £39,697 (compared to a surplus in 2023/24 of £7,675 and 2022/23 of £24,573). Whilst we typically plan for a small surplus/breakeven, this year's surplus is principally attributed to increased income from subscriptions and Annual & 1-day conferences. We continue to invest reserves in a mixture of short & medium term non-risk High Interest Bond accounts, realising an investment income of £8,234 for the year (£7,103 in 2023/24 and £4,017 in 2022/23).

Income

In the 2024/25 financial year, income totalled £219,033, an increase of £40,642 on the previous year (2023/24). Our two most significant income streams continue to be subscriptions and the annual conference:

- a. In 2024/25 membership numbers grew, principally linked to additional individuals added to organisational memberships. This increase in membership resulted in revenue increasing by £13,338 to £97,163. Membership continues to be a priority for the Trustees and they are committed to looking at methods to increase and attract new membership across all types of post-16 education and training in the forthcoming years, as outlined in the current Strategic Plan.
- b. Our Annual Conference in 2025 saw us back at the ever popular Hilton Liverpool with a high number of attendees. Whilst this conference typically aims to break even, the surplus was linked to the increased income which was largely attributed to the number of Exhibitors and sponsors that supported the event. Income increased by £11,576 compared to the 2024 event, resulting in a surplus of £10,649 (compared to £5,003 in 2024). The Trustees are continuously looking at the location/venue to ensure it is accessible and affordable for as many members as possible – buoyant sponsorship for future events will continue to make this even more accessible and good value for money. 2026, will see this event return to the Park Regis in Birmingham.

The two one-day conferences returned a small surplus.

Additional income generation activity is being considered and discussed by the Trustees to support and diversify income – this forms part of the developing strategic plan.

Expenditure

A number of factors have seen the expenditure rise by £8,620 to £179,336 (£170,716 in 2023/24), these principally include:

- a. Annual Conference expenditure increased by £5,930 – this was attributed to increased venue costs and AV hire.
- b. Increase in membership services costs of £7,439 (linked to 1-day conferences, Marketing).

Summary

To ensure our continued strong financial position and increased activity/support for our members, our commitment to grow membership and provide services to members, the Trustees will continue to consider the range of value for money membership categories and services available to ensure they are best suited to today's organisations – our members.

The budget for 2026/27 that will be proposed at the 2026 Annual General Meeting will reflect the desire of the Trustees to further share out responsibilities and to continue to grow our activity and membership whilst being aware of the many challenges our dynamic sector presents us with.

There are a number of ambitious projects that the Trustees will commission across 2025/26 that will require investment from reserves, all of which will further support members and the furtherance of the Charity's aims and strategic objectives.

To that end, the budget I will be proposing will have been prior to the AGM, approved by the Trustees based upon projected and planned activity for the forthcoming year, set at a small surplus as defined in the budget paper circulated with the AGM papers. Funds for any unplanned or additional activity will be drawn from our reserves, if required.

Wayne Dewick
NAMSS Treasurer.

CHARITY REGISTRATION NUMBER: 1072766

The National Association for Managers of Student Services
Unaudited Financial Statements
For the year ended
31 August 2025

The National Association for Managers of Student Services

Financial Statements

Year ended 31 August 2025

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The National Association for Managers of Student Services

Trustees' Annual Report

Year ended 31 August 2025

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2025.

Reference and administrative details

Registered charity name	The National Association for Managers of Student Services	
Charity registration number	1072766	
Principal office	40 Butcher Drive Godmanchester Huntingdon PE29 9PS	
The trustees	J Baldwin S Cousins L Humphries J Breakwell P W Dewick L Hartley S Dafter L Perry C Hayes H Bashir A Adamson K Burton-Williams	(Resigned 13 August 2025) (Appointed 19 March 2025)

INDEPENDENT EXAMINER	Shane Tharby For and on behalf of Streets Chartered Accountants 3 Wellbrook Court Girton Cambridge CB3 0NA
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Structure, governance and management

The charity is also known as NAMSS and was established by a charitable trust deed dated 24 October 1998, amended on 10 March 2008 and subsequently on 10 March 2015, 14 March 2017, 20 March 2018, 12 March 2019 and 1 May 2024.

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

The direction of the charity is set by the Executive Committee.

The National Association for Managers of Student Services

Trustees' Annual Report *(continued)*

Year ended 31 August 2025

Structure, governance and management *(continued)*

Recruitment and appointment of trustees

As set out in the constitution, the charity has a minimum of 7 executive committee members and a maximum of 13.

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 of three years from their appointment at an annual general meeting.

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.

Organisation structure

The organisation structure of the Executive Committee is as follows:

L Humphries - Chair
J Baldwin - Deputy Chair
P W Dewick - Treasurer
S Cousins - Trustee
J Breakwell - Trustee
S Dafter - Trustee
L Perry - Trustee
C Hayes - Trustee
L Hartley - Trustee
A Adamson - Trustee
K Burton-Williams - Trustee

The members delegate the day to day running of the charity to the charity's Administrator, Nicola Hood.

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 Commissions in deciding what activities the charity should undertake and given consideration to the public benefit requirements.

The National Association for Managers of Student Services

Trustees' Annual Report *(continued)*

Year ended 31 August 2025

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, Deputy Chair and Treasurer.

Achievements and performance

The achievements and performance are reported in the annual report.

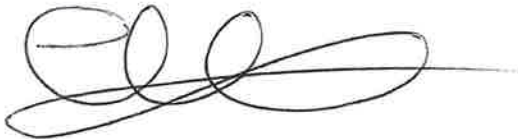
Financial review

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

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained to at least 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.

The trustees' annual report was approved on 30 1 2026 and signed on behalf of the board of trustees by:



L. Humphries
Trustee

The National Association for Managers of Student Services

Independent Examiner's Report to the Trustees of The National Association for Managers of Student Services

Year ended 31 August 2025

I report to the trustees on my examination of the financial statements of The National Association for Managers of Student Services ('the charity') for the year ended 31 August 2025.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Shane Tharby
Independent Examiner

For and on behalf of
Streets Chartered Accountants
3 Wellbrook Court
Girton
Cambridge
CB3 0NA

3 February 2026

The National Association for Managers of Student Services

Statement of Financial Activities

Year ended 31 August 2025

		Unrestricted funds £	2025 Restricted funds £	Total funds £	2024 Total funds £
Income and endowments					
Charitable activities	4	210,799	–	210,799	171,288
Investment income	5	8,234	–	8,234	7,103
Total income		<u>219,033</u>	<u>–</u>	<u>219,033</u>	<u>178,391</u>
Expenditure					
Expenditure on charitable activities	6,7	176,366	2,970	179,336	170,716
Total expenditure		<u>176,366</u>	<u>2,970</u>	<u>179,336</u>	<u>170,716</u>
Net income and net movement in funds		<u>42,667</u>	<u>(2,970)</u>	<u>39,697</u>	<u>7,675</u>
Reconciliation of funds					
Total funds brought forward		174,197	14,691	188,888	181,213
Total funds carried forward		<u>216,864</u>	<u>11,721</u>	<u>228,585</u>	<u>188,888</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 7 to 13 form part of these financial statements.

The National Association for Managers of Student Services

Statement of Financial Position

31 August 2025

	Note	2025 £	£	2024 £	£
Current assets					
Debtors	13	10,381		5,071	
Investments	14	175,762		159,495	
Cash at bank and in hand		<u>44,662</u>		<u>26,338</u>	
		230,805		190,904	
Creditors: amounts falling due within one year	15	<u>2,220</u>		<u>2,016</u>	
Net current assets			<u>228,585</u>		188,888
Total assets less current liabilities			<u>228,585</u>		<u>188,888</u>
Net assets			<u>228,585</u>		<u>188,888</u>
Funds of the charity					
Restricted funds			11,721		14,691
Unrestricted funds			<u>216,864</u>		<u>174,197</u>
Total charity funds	16		<u>228,585</u>		<u>188,888</u>

These financial statements were approved by the board of trustees and authorised for issue on 30.1.2026 and are signed on behalf of the board by:



L Humphries
Trustee

The notes on pages 7 to 13 form part of these financial statements.

The National Association for Managers of Student Services

Notes to the Financial Statements

Year ended 31 August 2025

1. General information

The charity is a registered charity in England and Wales and is unincorporated. The address of the principal office is 40 Butcher Drive, Godmanchester, Huntingdon, PE29 9PS.

The charity is a public benefit entity as defined by FRS 102.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The charity qualifies as small as defined by the Charities SORP (FRS 102). As such, no cash flow statement has been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements or estimations made on the amounts recognised in the financial statements.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objective 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.

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2025

3. Accounting policies *(continued)*

Incoming resources

Grants 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.

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.

Intangible assets

Intangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated amortisation and impairment losses.

Amortisation

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:

Website	-	33% straight line
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If there is an indication that there has been a significant change in amortisation rate, useful life or residual value of an intangible asset, the amortisation is revised prospectively to reflect the new estimates.

Investments

Current asset investments are short term cash deposits held for investment rather than to meet short-term cash commitments as they fall due.

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2025

4. Charitable activities

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Subscriptions	97,163	97,163	83,825	83,825
Annual conference	87,809	87,809	76,233	76,233
Regional events	–	–	11,230	11,230
1-Day conferences	24,501	24,501	–	–
Other income	1,326	1,326	–	–
	<u>210,799</u>	<u>210,799</u>	<u>171,288</u>	<u>171,288</u>

5. Investment income

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Interest Receivable	8,234	8,234	7,103	7,103

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Membership services	71,887	2,970	74,857
Annual conference	77,160	–	77,160
Projects	1,860	–	1,860
Support costs	25,459	–	25,459
	<u>176,366</u>	<u>2,970</u>	<u>179,336</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Membership services	61,668	5,750	67,418
Annual conference	71,230	–	71,230
Projects	2,000	–	2,000
Support costs	30,068	–	30,068
	<u>164,966</u>	<u>5,750</u>	<u>170,716</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2025

6. Expenditure on charitable activities by fund type (continued)

Further analysis of costs:-

Membership services

	2025	2024
	£	£
Administrator	28,552	27,720
Amortisation	–	8,550
Printing, postage & stationery	1,103	629
Website	7,389	9,101
Marketing	2,110	368
Regional Events	–	7,448
AOC conference and 1-day conferences	26,025	787
Research consultation and professional fees	6,000	6,000
Insurance	851	477
Other / Contingency	1,254	4,566
Bank charges	1,573	1,772
	<u>74,857</u>	<u>67,418</u>

Annual conference

	2025	2024
	£	£
Hotel Accommodation	62,799	52,820
Speakers and workshop leaders - Fees and travel expenses	5,109	300
Other costs	9,252	18,110
	<u>77,160</u>	<u>71,230</u>

Projects

	2025	2024
	£	£
Project expenses - unrestricted	1,860	2,000

Support costs

	2025	2024
	£	£
Independent examination	2,316	2,016
Executive meeting expenses	21,124	27,822
External meetings	2,019	230
	<u>25,459</u>	<u>30,068</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2025	Total funds 2024
	£	£	£	£
Membership services	74,857	–	74,857	67,418
Annual conference	77,160	–	77,160	71,230
Projects	1,860	–	1,860	2,000
Governance costs	–	25,459	25,459	30,068
	<u>153,877</u>	<u>25,459</u>	<u>179,336</u>	<u>170,716</u>

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2025

8. Net income

Net income is stated after charging/(crediting):

	2025	2024
	£	£
Amortisation of intangible assets	<u>—</u>	<u>8,550</u>

9. Independent examination fees

	2025	2024
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,220</u>	<u>2,016</u>

10. Staff costs

The average head count of employees during the year was Nil (2024: Nil).

No salaries or wages have been paid to employees, including the members of the committee, during the year.

11. Trustee remuneration and expenses

Twelve (2024: Eleven) members of the Executive Committee were reimbursed a total of £5,749 (2024: £6,060) for travelling expenses.

12. Intangible assets

	Website costs £
Cost	
At 1 September 2024 and 31 August 2025	<u>34,200</u>
Amortisation	
At 1 September 2024 and 31 August 2025	<u>34,200</u>
Carrying amount	
At 31 August 2025	<u>—</u>
At 31 August 2024	<u>—</u>

13. Debtors

	2025	2024
	£	£
Prepayments and accrued income	<u>10,381</u>	<u>5,071</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2025

14. Investments

	2025 £	2024 £
Short-term cash deposits - Cambridge & Counties	175,762	109,995
Short-term cash deposits - HSBC	—	49,500
	<u>175,762</u>	<u>159,495</u>

15. Creditors: amounts falling due within one year

	2025 £	2024 £
Accruals and deferred income	<u>2,220</u>	<u>2,016</u>

16. Analysis of charitable funds

Unrestricted funds

	At 1 September 2024 £	Income £	Expenditure £	At 31 August 2025 £
General funds	<u>174,197</u>	<u>219,033</u>	<u>(176,366)</u>	<u>216,864</u>

	At 1 September 2023 £	Income £	Expenditure £	At 31 August 2024 £
General funds	<u>160,772</u>	<u>178,391</u>	<u>(164,966)</u>	<u>174,197</u>

Restricted funds

	At 1 September 2024 £	Income £	Expenditure £	At 31 August 2025 £
Voting project	<u>14,691</u>	<u>—</u>	<u>(2,970)</u>	<u>11,721</u>

	At 1 September 2023 £	Income £	Expenditure £	At 31 August 2024 £
Voting project	<u>20,441</u>	<u>—</u>	<u>(5,750)</u>	<u>14,691</u>

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2025

16. Analysis of charitable funds *(continued)*

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 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.

17. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Current assets	219,084	11,721	230,805
Creditors less than 1 year	(2,220)	–	(2,220)
Net assets	<u>216,864</u>	<u>11,721</u>	<u>228,585</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Intangible assets	–	–	–
Current assets	176,213	14,691	190,904
Creditors less than 1 year	(2,016)	–	(2,016)
Net assets	<u>174,197</u>	<u>14,691</u>	<u>188,888</u>

THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

England & Wales - Charity number 1072766

Accounts

Annual Report 2023/2024

Registered Charity No: 1072766

Contents

Part 1 – Executive Members' Reports

1.1 Chair and Deputy Chair

1.2 Treasurer

Part 2 – Accounts for the year ending August 2024

1.1 NAMSS Annual Accounts Foreword from the Chair and Deputy Chair

We were pleased to be able to formally publish and launch our new strategic plan in March 2024, as part of our two-day annual national conference, hosted in Birmingham. There is so much for us to be proud of as an Association, with a growing support offer, including the delivery of our second sell out student experience conference and a third one planned for January 2025.

Our NAMSS Online community has continued to go from strength to strength, with a varied and wide-reaching offer which includes student finance, safeguarding and equality and diversity.

The year began with the UK race riots, a stark reminder of the deep-seated inequalities that persist in our society. These events had a profound impact on the communities we serve and the ripples for our students and staff. We also saw a number of other developments that had impact for student services, including the ongoing austerity measures, which continued to put pressure on support services and wider college outputs, whilst at the same time, experiencing a growing demand for support from students, many of whom were struggling with unrest within their communities, personal financial challenges and the weight of significant shifts around areas including climate change and our political landscape.

Despite these challenges, NAMSS has endeavoured to be responsive and support our members, equipping and sharing practice, offering a network of support and providing our own sense of place and community for our members. We have also continued to play a leading role in shaping the national debate on topics associated with student support services, participating in government roundtables and discussions, lobbying and championing the work of our members.

Thanks to the willingness of members to contribute to our national behaviour questionnaire, we were able to publish a new behaviour insights report in November 2024, providing an overview of some of the challenges and pressures facing student support services across the sector, with a thought piece from behaviour expert Paul Dix. We hope to further build on the insights report and capture valuable data to help shape debate and investment, with this piece of work becoming an annual activity for the Association.

Looking ahead, we are confident that NAMSS will continue to be a strong voice for student support services. We will continue to support our members through the challenges ahead, and we will continue to work to ensure that all students have access to the support they need to succeed.

We would like to thank all of our members for their continued support. We would also like to thank the NAMSS Executive team for their energy, support and commitment to advancing the work of the Association.

Lisa Humphries and Joe Baldwin
Chair and Deputy Chair
NAMSS Executive Team

1.2 Treasurer – Wayne Dewick

The Trustees continue to support, agree and work to realistic but dynamic 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 1st September 2023 to 31st August 2024, from the budget agreed at the Annual General Meeting in 2023. The budget I'm proposing reflects the forthcoming year 2025/26, as outlined in the AGM papers.

Our Accountants (Streets) have independently examined the accounts in accordance with the Charities Act and general guidance given by the Charity Commission. In planning our activities for the year, we have taken due regard to the Charity Commission's guidance on public benefit - as defined in our objectives and activities, described herein. Our bankers (HSBC and Cambridge & Counties Bank) periodically test our accountability to ensure we meet legislation and regulations relating to banking, money laundering, etc. In addition, the Charity Commission's 'Internal Financial Controls for Charities Checklist' is completed annually by the Treasurer and Administrator to further ensure compliance.

NAMSS continues to be a very solvent organisation. Reserves continue to remain extremely healthy with a year-end balance of £188,888 (£181,213 in 2022/23 and £156,640 in 2021/22).

There was a net surplus income (including movement of funds) for the year ended 31st August 2024 of £7,675 (compared to a surplus in 2022/23 of £24,573 and a deficit in 2021/22 of £13,193). Whilst we typically plan for a small surplus/breakeven, this year's surplus is principally attributed to increased income from subscriptions and conferences. We continue to invest reserves in a mixture of short & medium term non-risk High Interest Bond accounts, realising an investment income this year of £7,103 for the year (£4,017 in 2022/23 and £1,017 in 2021/22).

Income

In the 2023/24 financial year, income totalled £178,391, an increase of £9,940 on last year (2022/23). Our two most significant income streams continue to be subscriptions and the annual conference:

- a. In 2023/24 membership numbers remained healthy with a further increase seen, despite college mergers and continuing financial pressures in the sector. A small increase in membership resulted in revenue increasing by £1,745 to £83,825. Membership continues to be a priority for the Trustees and they are committed to looking at methods to increase and attract new membership across all types of post-16 education and training in the forthcoming years, as outlined in the current Strategic Plan.
- b. Our Annual Conference in 2024 saw us at the Park Regis in Birmingham for the first time, with over 120 attendees. Whilst this conference typically aims to break even, the increased costs of this new venue meant increased delegate and exhibitor fees. In addition, it was supported by a large number of Exhibitors and sponsors and an increased number of 'day delegates' that contributed to the increased income of this event (increased by £8,799 compared to the 2023 event), resulting in a small surplus of £5,003. The Trustees are continuously looking at the location/venue to ensure it is accessible and affordable for as many members as possible – buoyant sponsorship for future events will continue to make this even more accessible and good value for money. 2025, will see this event return to Liverpool.

Additional income generation activity is being considered and discussed by the Trustees to support and diversify income – this forms part of the developing strategic plan.

Expenditure

A number of factors have seen the expenditure rise by £26,838 to £170,716 (£143,878 in 2022/23), these principally include:

- a. Annual Conference expenditure increased by £7,771 – this was attributed to increased venue costs and AV hire.
- b. Increase in membership services costs of £7,326 (Administrator, Honorariums, Democracy Fund support).
- c. Support costs increased by £10,974, this was principally attributed to how the Trustees places at Conference are recorded. Conference costs prices are now shown as an expenditure against 'Executive [Trustees] Meeting Expenses', thereby reflecting more accurately the cost of this line.

Summary

To ensure our strong financial position is maintained, our commitment to grow membership and provide services to members, the Trustees will continue to consider the range of value for money membership categories and services available to ensure they are best suited to today's organisations – our members.

The budget for 2025/26 that will be proposed at the 2025 Annual General Meeting will reflect the desire of the Trustees to further share out responsibilities and to continue to grow our activity and membership whilst being aware of the many challenges our dynamic sector presents us with.

To that end, the budget I will be proposing will have been prior to the AGM, approved by the Trustees based upon projected and planned activity for the forthcoming year, set at a small surplus as defined in the budget paper circulated with the AGM papers. Funds for any unplanned or additional activity will be drawn from our reserves, if required.

Wayne Dewick
NAMSS Treasurer.

CHARITY REGISTRATION NUMBER: 1072766

The National Association for Managers of Student Services
Unaudited Financial Statements
For the year ended
31 August 2024

The National Association for Managers of Student Services

Financial Statements

Year ended 31 August 2024

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Statement of financial activities	5
Statement of financial position	6
Notes to the financial statements	7 to 13

The National Association for Managers of Student Services

Trustees' Annual Report

Year ended 31 August 2024

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2024.

Reference and administrative details

Registered charity name	The National Association for Managers of Student Services
Charity registration number	1072766
Principal office	40 Butcher Drive Godmanchester Huntingdon PE29 9PS
The trustees	J Baldwin S Cousins L Humphries J Breakwell P W Dewick L Hartley S Dafter L Perry C Hayes H Bashir A Adamson
	(Appointed 1 May 2024)
	(Appointed 1 May 2024)
INDEPENDENT EXAMINER	Shane Tharby For and on behalf of Streets Chartered Accountants 3 Wellbrook Court Girton Cambridge CB3 0NA

Structure, governance and management

The charity is also known as NAMSS and was established by a charitable trust deed dated 24 October 1998, amended on 10 March 2008 and subsequently on 10 March 2015, 14 March 2017, 20 March 2018, 12 March 2019 and 1 May 2024.

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

The direction of the charity is set by the Executive Committee.

The National Association for Managers of Student Services

Trustees' Annual Report *(continued)*

Year ended 31 August 2024

Structure, governance and management *(continued)*

Recruitment and appointment of trustees

As set out in the constitution, the charity has a minimum of 7 executive committee members and a maximum of 13.

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.

Organisation structure

The organisation structure of the Executive Committee is as follows:

L Humphries - Chair
J Baldwin - Deputy Chair
P W Dewick - Treasurer
S Cousins - Trustee
J Breakwell - Trustee
S Dafter - Trustee
L Perry - Trustee
C Hayes - Trustee
H Bashir - Trustee
L Hartley - Trustee
A Adamson - Trustee

The members delegate the day to day running of the charity to the charity's Administrator, Nicola Hood.

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 Commissions in deciding what activities the charity should undertake and given consideration to the public benefit requirements.

The National Association for Managers of Student Services

Trustees' Annual Report *(continued)*

Year ended 31 August 2024

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, Deputy Chair, Treasurer and Administrator.

Achievements and performance

The achievements and performance are reported in the annual report.

Financial review

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

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained to at least 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.

The trustees' annual report was approved on 24.1.25 and signed on behalf of the board of trustees by:



L Humphries
Trustee

The National Association for Managers of Student Services

Independent Examiner's Report to the Trustees of The National Association for Managers of Student Services

Year ended 31 August 2024

I report to the trustees on my examination of the financial statements of The National Association for Managers of Student Services ('the charity') for the year ended 31 August 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Shane Tharby
Independent Examiner

For and on behalf of
Streets Chartered Accountants
3 Wellbrook Court
Girton
Cambridge
CB3 0NA

31 January 2025

The National Association for Managers of Student Services

Statement of Financial Activities

Year ended 31 August 2024

	Note	Unrestricted funds £	2024 Restricted funds £	Total funds £	2023 Total funds £
Income and endowments					
Charitable activities	4	171,288	–	171,288	164,434
Investment income	5	7,103	–	7,103	4,017
Total income		<u>178,391</u>	<u>–</u>	<u>178,391</u>	<u>168,451</u>
Expenditure					
Expenditure on charitable activities	6,7	164,966	5,750	170,716	143,878
Total expenditure		<u>164,966</u>	<u>5,750</u>	<u>170,716</u>	<u>143,878</u>
Net income and net movement in funds		<u>13,425</u>	<u>(5,750)</u>	<u>7,675</u>	<u>24,573</u>
Reconciliation of funds					
Total funds brought forward		160,772	20,441	181,213	156,640
Total funds carried forward		<u>174,197</u>	<u>14,691</u>	<u>188,888</u>	<u>181,213</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 7 to 13 form part of these financial statements.

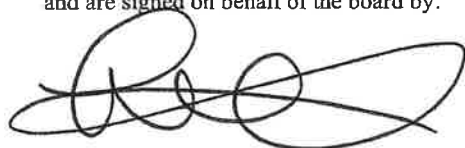
The National Association for Managers of Student Services

Statement of Financial Position

31 August 2024

	Note	2024 £	£	2023 £	£
Fixed assets					
Intangible assets	12		—		8,550
Current assets					
Debtors	13	5,071		9,476	
Investments	14	159,495		131,384	
Cash at bank and in hand		26,338		33,723	
		<u>190,904</u>		<u>174,583</u>	
Creditors: amounts falling due within one year	15	<u>2,016</u>		<u>1,920</u>	
Net current assets			<u>188,888</u>		<u>172,663</u>
Total assets less current liabilities			<u>188,888</u>		<u>181,213</u>
Net assets			<u>188,888</u>		<u>181,213</u>
Funds of the charity					
Restricted funds			14,691		20,441
Unrestricted funds			174,197		160,772
Total charity funds	16		<u>188,888</u>		<u>181,213</u>

These financial statements were approved by the board of trustees and authorised for issue on 24.1.25, and are signed on behalf of the board by:



L Humphries
Trustee

The notes on pages 7 to 13 form part of these financial statements.

The National Association for Managers of Student Services

Notes to the Financial Statements

Year ended 31 August 2024

1. General information

The charity is a registered charity in England and Wales and is unincorporated. The address of the principal office is 40 Butcher Drive, Godmanchester, Huntingdon, PE29 9PS.

The charity is a public benefit entity as defined by FRS 102.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The charity qualifies as small as defined by the Charities SORP (FRS 102). As such, no cash flow statement has been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements or estimations made on the amounts recognised in the financial statements.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objective 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.

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2024

3. Accounting policies *(continued)*

Incoming resources

Grants 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.

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.

Intangible assets

Intangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated amortisation and impairment losses.

Amortisation

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:

Website - 33% straight line

If there is an indication that there has been a significant change in amortisation rate, useful life or residual value of an intangible asset, the amortisation is revised prospectively to reflect the new estimates.

Investments

Current asset investments are short term cash deposits held for investment rather than to meet short-term cash commitments as they fall due.

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2024

4. Charitable activities

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Subscriptions	83,825	83,825	82,080	82,080
Annual conference	76,233	76,233	67,434	67,434
Regional events	11,230	11,230	9,790	9,790
Other income	–	–	5,130	5,130
	<u>171,288</u>	<u>171,288</u>	<u>164,434</u>	<u>164,434</u>

5. Investment income

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Interest Receivable	<u>7,103</u>	<u>7,103</u>	<u>4,017</u>	<u>4,017</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Membership services	61,668	5,750	67,418
Annual conference	71,230	–	71,230
Projects	2,000	–	2,000
Support costs	30,068	–	30,068
	<u>164,966</u>	<u>5,750</u>	<u>170,716</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Membership services	58,092	2,000	60,092
Annual conference	63,459	–	63,459
Projects	1,233	–	1,233
Support costs	19,094	–	19,094
	<u>141,878</u>	<u>2,000</u>	<u>143,878</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2024

6. Expenditure on charitable activities by fund type (continued)

Further analysis of costs:-

<u>Membership services</u>	2024	2023
	£	£
Administrator	27,720	23,939
Amortisation	8,550	11,400
Printing, postage & stationery	629	480
Website	9,101	7,436
Marketing	368	169
Regional Events	7,448	8,162
AOC conference	787	2,216
Research consultation and professional fees	6,000	2,000
Insurance	477	269
Other / Contingency	4,566	2,763
Bank charges	1,772	1,258
	67,418	60,092
<u>Annual conference</u>	2024	2023
	£	£
Hotel Accommodation	52,820	53,235
Speakers and workshop leaders - Fees and travel expenses	300	1,627
Other costs	18,110	8,598
	71,230	63,460
<u>Projects</u>	2024	2023
	£	£
Project expenses - unrestricted	2,000	1,233
<u>Support costs</u>	2024	2023
	£	£
Independent examination	2,016	1,896
Executive meeting expenses	27,822	17,028
External meetings	230	170
	30,068	19,094

7. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2024	Total funds 2023
	£	£	£	£
Membership services	67,418	—	67,418	60,092
Annual conference	71,230	—	71,230	63,459
Projects	2,000	—	2,000	1,233
Governance costs	—	30,068	30,068	19,094
	140,648	30,068	170,716	143,878

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2024

8. Net income

Net income is stated after charging/(crediting):

	2024	2023
	£	£
Amortisation of intangible assets	<u>8,550</u>	<u>11,400</u>

9. Independent examination fees

	2024	2023
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,016</u>	<u>1,896</u>

10. Staff costs

The average head count of employees during the year was Nil (2023: Nil).

No salaries or wages have been paid to employees, including the members of the committee, during the year.

11. Trustee remuneration and expenses

Eleven (2023: Eleven) members of the Executive Committee were reimbursed a total of £6,060 (2023: £5,519) for travelling expenses.

12. Intangible assets

	Website costs £
Cost	
At 1 September 2023 and 31 August 2024	<u>34,200</u>
Amortisation	
At 1 September 2023	25,650
Charge for the year	8,550
At 31 August 2024	<u>34,200</u>
Carrying amount	
At 31 August 2024	<u>-</u>
At 31 August 2023	<u>8,550</u>

13. Debtors

	2024	2023
	£	£
Prepayments and accrued income	<u>5,071</u>	<u>9,476</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2024

14. Investments

	2024	2023
	£	£
Short-term cash deposits - Cambridge & Counties	109,995	81,884
Short-term cash deposits - HSBC	49,500	49,500
	<u>159,495</u>	<u>131,384</u>

15. Creditors: amounts falling due within one year

	2024	2023
	£	£
Accruals and deferred income	<u>2,016</u>	<u>1,920</u>

16. Analysis of charitable funds

Unrestricted funds

	At 1 September 2023	Income £	Expenditure £	At 31 August 2024 £
General funds	<u>160,772</u>	<u>178,391</u>	<u>(164,966)</u>	<u>174,197</u>

	At 1 September 2022	Income £	Expenditure £	At 31 August 2023 £
General funds	<u>134,199</u>	<u>168,451</u>	<u>(141,878)</u>	<u>160,772</u>

Restricted funds

	At 1 September 2023	Income £	Expenditure £	At 31 August 2024 £
Voting project	<u>20,441</u>	<u>—</u>	<u>(5,750)</u>	<u>14,691</u>

	At 1 September 2022	Income £	Expenditure £	At 31 August 2023 £
Voting project	<u>22,441</u>	<u>—</u>	<u>(2,000)</u>	<u>20,441</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2024

16. Analysis of charitable funds (continued)

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 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.

17. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Intangible assets	–	–	–
Current assets	176,213	14,691	190,904
Creditors less than 1 year	(2,016)	–	(2,016)
Net assets	174,197	14,691	188,888

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Intangible assets	8,550	–	8,550
Current assets	154,142	20,441	174,583
Creditors less than 1 year	(1,920)	–	(1,920)
Net assets	160,772	20,441	181,213

THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

England & Wales - Charity number 1072766

Accounts

Annual Report 2022/2023

Registered Charity No: 1072766

Contents

Part 1 – Executive Members' Reports

1.1 Chair and Deputy Chair

1.2 Treasurer

Part 2 – Accounts for the year ending August 2023

1.1 Annual Accounts Foreword from the Chair and Deputy Chair (2022-23)

As a sector we continue to navigate a number of far-reaching challenges which impact on the demand and diversification of our student support services. Attendance and general levels of engagement in learning and education have been well documented and publicised in recent months, compounded further by the challenges and impact of the cost of living crisis, affecting both our student and staff population with every day essential items including food, travel and household bills. In their report 'At What Cost?' published in October 2022, Barnardo's shared the harrowing statistics of 1 in 4 children and young people living in poverty in the UK, with 1 in 5 parents taking out a new credit card, debt or payday loan to get by. In real terms, we know that this has translated into an increasing number of young people being lured into organised crime, cuckooing and county lines activity.

As Colleges, we too have had to navigate the wider impact that inflation has had on our services and operational running costs, including transport and care provision to enable students to access learning.

In February, we saw a resurgence of the tragic and on-going war in Ukraine has rippled into our college communities, with students directly and indirectly impacted needing care and support as they seek to make sense of the crisis. This, along with the UK Government resettlement and support programme for Ukrainian families and those seeking refuge, has required the sector to ensure that we can respond to the specific support needs of these young people, as we seek to remove as many barriers as possible to ensure that they feel safe and are able to engage in learning with us.

Our national conference in March saw more than 100 of our members come together in Liverpool to share practice, connect and learn together. Our two-day conference delivered over 20 workshops and a number of keynotes, covering topics including leadership, anti-racism and resilience.

In January 2023, we also launched our first ever one-day conference hosted in Birmingham, focused on student engagement, with 115 attendees and an oversubscribed waiting list!

Our comprehensive programme of support via NAMSS Online, our webinar and online forum activity, saw 19 sessions facilitated across the year, covering topics from safeguarding and equality to attendance and inspection readiness. More than 200 people attended these live sessions, with a staggering 500+ playbacks of session recordings.

As we look ahead to 2023-24, as an Executive, we are committed to reviewing the Association's aims and formulating and publishing a new strategic plan. We will also continue to review and diversify the Executive Board to ensure that the skill set and representation meets the needs of the Association, our membership and the communities we serve.

Thank you for your continued support both for the Association and championing essential student support services across the further education and skills sector.

Lisa Humphries and Joe Baldwin
Chair and Deputy Chair
NAMSS Executive Team

1.2 Treasurer – Wayne Dewick

The Trustees continue to support, agree and work to realistic but dynamic 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 1st September 2022 to 31st August 2023, from the budget agreed at the Annual General Meeting in 2022. The budget I'm proposing reflects the forthcoming year 2024/25, as outlined in the AGM papers.

Our Accountants (Streets) have independently examined the accounts in accordance with the Charities Act and general guidance given by the Charity Commission. In planning our activities for the year, we have taken due regard to the Charity Commission's guidance on public benefit - as defined in our objectives and activities, described herein. Our bankers (HSBC and Cambridge & Counties Bank) periodically test our accountability to ensure we meet legislation and regulations relating to banking, money laundering, etc. In addition, the Charity Commission's 'Internal Financial Controls for Charities Checklist' is completed annually by the Treasurer and Administrator to further ensure compliance.

NAMSS continues to be a very solvent organisation. Reserves continue to remain extremely healthy with a year-end balance of £181,213 (£156,640 in 2021/22 and £169,833 in 2020/21). Much of 2020/21 was impacted by Covid-19, resulting in significant variations to income and expenditure to that seen in a 'normal' year, but this year 2022/23 has now returned back to a 'normal' year with regard to activity and typical income & expenditure.

There was a net surplus income (including movement of funds) for the year ended 31st August 2023 of £24,573 (compared to a deficit in 2021/22 of £13,193, a surplus in 2020/21 of £31,775 and a surplus of £9,521 in 2019/20 and a deficit of £3,939 in 2018/19). Whilst we typically plan for a small surplus/breakeven, this year's surplus is principally attributed to increased income from subscriptions and conference. We continue to invest reserves in a mixture of short & medium term non-risk High Interest Bond accounts, realising an investment income this year of £4,017 for the year (£1,017 in 2021/22 and £995 in 2020/21).

Income

In the 2022/23 financial year, income totalled £168,452, an increase of £45,001 on last year (2021/22). Our two most significant income streams continue to be subscriptions and the annual conference:

- a. In 2022/23 membership numbers remained healthy with an increase seen, despite College mergers and continuing financial pressures in the sector. An increase in subscription fees resulted in revenue increasing by £14,907 to £82,081. Membership continues to be a priority for the Trustees and they are committed to looking at methods to increase and attract new membership across all types of post-16 education and training in the forthcoming years, as outlined in the new Strategic Plan that is being developed.
- b. Our Annual Conference in 2023 saw us back in Liverpool, with over 100 attendees. Whilst this conference typically aims to break even, it was supported by a large number of Exhibitors and sponsors that contributed to the increased income of this event (increased by £13,934 compared to the 2022 event). The conference this year made a small surplus of £3,974, compared to a deficit in 2022 of £2,432. The Trustees are continuously looking at the location/venue to ensure it is accessible and affordable for as many members as possible – continued sponsorship for the future events will make this even more accessible. 2024, in response to feedback from members, will see this event return to Birmingham.

Additional income generation activity is being considered and discussed by the Trustees to support and diversify income – this forms part of the developing strategic plan.

Expenditure

A number of factors have seen the expenditure rise a little (£7,235) compared to a 'normal year' to £143,879 (£136,644 in 2021/22), these principally include:

- a. Annual Conference expenditure increased by £7,528 – this was attributed to increased venue costs, activities and participants.
- b. Project (Annual Awards) costs increased by £922 as we re-introduced monetary rewards (vouchers) to this activity.
- c. Membership Services (Website) costs of £7,436 was due to further work necessary on the core website system, as well as further development that was necessary to maintain operational and security stability.

Summary

To ensure our strong financial position is maintained, our commitment to grow membership and provide services to members, the Trustees will continue to consider the range of value for money membership categories and services available to ensure they are best suited to today's organisations – our members.

The proposed budget for 2024/25 reflects the desire of the Trustees to further share out responsibilities and to continue to grow our activity and membership whilst being aware of the many challenges our dynamic sector presents us with.

To that end, the budget I am proposing has been approved by the Trustees based upon projected and planned activity for the forthcoming year, set at a small surplus as defined in the budget paper circulated with the AGM papers. Funds for any unplanned or additional activity will be drawn from our reserves.

Wayne Dewick
NAMSS Treasurer.

CHARITY REGISTRATION NUMBER: 1072766

The National Association for Managers of Student Services
Unaudited Financial Statements
For the year ended
31 August 2023

The National Association for Managers of Student Services

Financial Statements

Year ended 31 August 2023

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Statement of financial position	6
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The National Association for Managers of Student Services

Trustees' Annual Report

Year ended 31 August 2023

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2023.

Reference and administrative details

Registered charity name	The National Association for Managers of Student Services	
Charity registration number	1072766	
Principal office	40 Butcher Drive Godmanchester Huntingdon PE29 9PS	
The trustees	J Baldwin S Cousins L Humphries J Breakwell P Harrow P W Dewick L Hartley S Dafter L Perry C Hayes H Bashir A Adamson	(Resigned 14 March 2023) (Resigned 24 November 2023) (Appointed 14 July 2023) (Appointed 14 July 2023 and Resigned 24 November 2023)
INDEPENDENT EXAMINER	Shane Tharby For and on behalf of Streets Chartered Accountants 3 Wellbrook Court Girton Cambridge CB3 0NA	

Structure, governance and management

The charity is also known as NAMSS and was established by a charitable trust deed dated 24 October 1998, amended on 10 March 2008 and subsequently on 10 March 2015, 14 March 2017, 20 March 2018 and 12 March 2019.

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

The direction of the charity is set by the Executive Committee.

The National Association for Managers of Student Services

Trustees' Annual Report *(continued)*

Year ended 31 August 2023

Structure, governance and management *(continued)*

Recruitment and appointment of trustees

As set out in the constitution, the charity has a minimum of 7 executive committee members and a maximum of 10.

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.

Organisation structure

The organisation structure of the Executive Committee is as follows:

L Humphries - Chair
J Baldwin - Deputy Chair
P W Dewick - Treasurer
S Cousins - Trustee
J Breakwell - Trustee
S Dafter - Trustee
L Perry - Trustee
C Hayes - Trustee
H Bashir - Trustee

The members delegate the day to day running of the charity to the charity's Administrator, Nicola Hood.

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 Commissions in deciding what activities the charity should undertake and given consideration to the public benefit requirements.

The National Association for Managers of Student Services

Trustees' Annual Report *(continued)*

Year ended 31 August 2023

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, Deputy Chair, Treasurer and Operations Officer.

Achievements and performance

The achievements and performance are reported in the annual report.

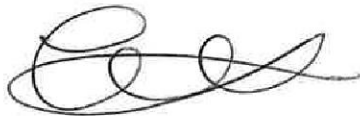
Financial review

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

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained to at least 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.

The trustees' annual report was approved on 26/11/24 and signed on behalf of the board of trustees by:



L Humphries
Chair

The National Association for Managers of Student Services

Independent Examiner's Report to the Trustees of The National Association for Managers of Student Services

Year ended 31 August 2023

I report to the trustees on my examination of the financial statements of The National Association for Managers of Student Services ('the charity') for the year ended 31 August 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

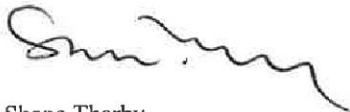
I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Shane Tharby
Independent Examiner

For and on behalf of
Streets Chartered Accountants
3 Wellbrook Court
Girton
Cambridge
CB3 0NA

1 March 2024

The National Association for Managers of Student Services

Statement of Financial Activities

Year ended 31 August 2023

		Unrestricted funds £	2023 Restricted funds £	Total funds £	2022 Total funds £
Income and endowments					
Charitable activities	4	164,435	—	164,435	122,434
Investment income	5	4,017	—	4,017	1,017
Total income		<u>168,452</u>	<u>—</u>	<u>168,452</u>	<u>123,451</u>
Expenditure					
Expenditure on charitable activities	6,7	141,879	2,000	143,879	136,644
Total expenditure		<u>141,879</u>	<u>2,000</u>	<u>143,879</u>	<u>136,644</u>
Net income/(expenditure) and net movement in funds		<u>26,573</u>	<u>(2,000)</u>	<u>24,573</u>	<u>(13,193)</u>
Reconciliation of funds					
Total funds brought forward		134,199	22,441	156,640	169,833
Total funds carried forward		<u>160,772</u>	<u>20,441</u>	<u>181,213</u>	<u>156,640</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 7 to 13 form part of these financial statements.

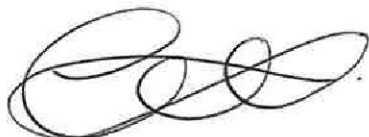
The National Association for Managers of Student Services

Statement of Financial Position

31 August 2023

	Note	2023 £	£	2022 £	£
Fixed assets					
Intangible assets	12		8,550		19,950
Current assets					
Debtors	13	9,476		2,330	
Investments	14	131,384		80,873	
Cash at bank and in hand		33,723		55,311	
		<u>174,583</u>		<u>138,514</u>	
Creditors: amounts falling due within one year	15	<u>1,920</u>		<u>1,824</u>	
Net current assets			<u>172,663</u>		136,690
Total assets less current liabilities			<u>181,213</u>		156,640
Net assets			<u>181,213</u>		<u>156,640</u>
Funds of the charity					
Restricted funds			20,441		22,441
Unrestricted funds			160,772		134,199
Total charity funds	16		<u>181,213</u>		<u>156,640</u>

These financial statements were approved by the board of trustees and authorised for issue on 26/11/24 and are signed on behalf of the board by:



L Humphries
Chair

The notes on pages 7 to 13 form part of these financial statements.

The National Association for Managers of Student Services

Notes to the Financial Statements

Year ended 31 August 2023

1. General information

The charity is a registered charity in England and Wales and is unincorporated. The address of the principal office is 40 Butcher Drive, Godmanchester, Huntingdon, PE29 9PS.

The charity is a public benefit entity as defined by FRS 102.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The charity qualifies as small as defined by the Charities SORP (FRS 102). As such, no cash flow statement has been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements or estimations made on the amounts recognised in the financial statements.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objective 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.

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2023

3. Accounting policies *(continued)*

Incoming resources

Grants 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.

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.

Intangible assets

Intangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated amortisation and impairment losses.

Amortisation

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:

Website - 33% straight line

If there is an indication that there has been a significant change in amortisation rate, useful life or residual value of an intangible asset, the amortisation is revised prospectively to reflect the new estimates.

Investments

Current asset investments are short term cash deposits held for investment rather than to meet short-term cash commitments as they fall due.

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2023

4. Charitable activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Subscriptions	82,081	82,081	67,174	67,174
Annual conference	67,434	67,434	53,500	53,500
Regional events	9,790	9,790	–	–
Other income	5,130	5,130	1,760	1,760
	<u>164,435</u>	<u>164,435</u>	<u>122,434</u>	<u>122,434</u>

5. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Interest Receivable	4,017	4,017	1,017	1,017

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Membership services	58,092	2,000	60,092
Annual conference	63,460	–	63,460
Projects	1,233	–	1,233
Support costs	19,094	–	19,094
	<u>141,879</u>	<u>2,000</u>	<u>143,879</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Membership services	58,806	–	58,806
Annual conference	55,932	–	55,932
Projects	311	–	311
Support costs	21,595	–	21,595
	<u>136,644</u>	<u>–</u>	<u>136,644</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2023

6. Expenditure on charitable activities by fund type (continued)

Further analysis of costs:-

Membership services

	2023	2022
	£	£
Administrator	23,939	26,067
Amortisation	11,400	11,400
Printing, postage & stationery	480	1,152
Website	7,436	3,018
Marketing	169	33
Regional Events	8,162	625
AOC conference	2,216	1,957
Research consultation and professional fees	2,000	11,600
Insurance	269	241
Other / Contingency	2,763	1,776
Bank charges	1,258	937
	<u>60,092</u>	<u>58,806</u>

Annual conference

	2023	2022
	£	£
Hotel Accommodation	53,235	41,888
Speakers and workshop leaders - Fees and travel expenses	1,627	3,860
Other costs	8,598	10,184
	<u>63,460</u>	<u>55,932</u>

Projects

	2023	2022
	£	£
Project expenses - unrestricted	1,233	311

Support costs

	2023	2022
	£	£
Independent examination	1,896	1,842
Executive meeting expenses	17,028	19,649
External meetings	170	104
	<u>19,094</u>	<u>21,595</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2023	Total fund 2022
	£	£	£	£
Membership services	60,092	-	60,092	58,806
Annual conference	63,460	-	63,460	55,932
Projects	1,233	-	1,233	311
Governance costs	-	19,094	19,094	21,595
	<u>124,785</u>	<u>19,094</u>	<u>143,879</u>	<u>136,644</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2023

8. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Amortisation of intangible assets	<u>11,400</u>	<u>11,400</u>

9. Independent examination fees

	2023	2022
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,896</u>	<u>1,842</u>

10. Staff costs

The average head count of employees during the year was Nil (2022: Nil).

No salaries or wages have been paid to employees, including the members of the committee, during the year.

11. Trustee remuneration and expenses

Eleven (2022: Nine) members of the Executive Committee were reimbursed a total of £5,519 (2022: £3,650) for travelling expenses.

12. Intangible assets

	Website costs £
Cost	
At 1 September 2022 and 31 August 2023	<u>34,200</u>
Amortisation	
At 1 September 2022	<u>14,250</u>
Charge for the year	<u>11,400</u>
At 31 August 2023	<u>25,650</u>
Carrying amount	
At 31 August 2023	<u>8,550</u>
At 31 August 2022	<u>19,950</u>

13. Debtors

	2023	2022
	£	£
Prepayments and accrued income	<u>9,476</u>	<u>2,330</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2023

14. Investments

	2023	2022
	£	£
Short-term cash deposits - Cambridge & Counties	81,884	80,873
Short-term cash deposits - HSBC	49,500	-
	<u>131,384</u>	<u>80,873</u>

15. Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	<u>1,920</u>	<u>1,824</u>

16. Analysis of charitable funds

Unrestricted funds

	At 1 September 2022	Income £	Expenditure £	At 31 August 2023 £
General funds	<u>134,199</u>	<u>168,452</u>	<u>(141,879)</u>	<u>160,772</u>

	At 1 September 2021	Income £	Expenditure £	At 31 August 2022 £
General funds	<u>147,392</u>	<u>123,451</u>	<u>(136,644)</u>	<u>134,199</u>

Restricted funds

	At 1 September 2022	Income £	Expenditure £	At 31 August 2023 £
Voting project	<u>22,441</u>	<u>-</u>	<u>(2,000)</u>	<u>20,441</u>

	At 1 September 2021	Income £	Expenditure £	At 31 August 2022 £
Voting project	<u>22,441</u>	<u>-</u>	<u>-</u>	<u>22,441</u>

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2023

16. Analysis of charitable funds *(continued)*

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 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.

17. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Intangible assets	8,550	–	8,550
Current assets	154,142	20,441	174,583
Creditors less than 1 year	(1,920)	–	(1,920)
Net assets	<u>160,772</u>	<u>20,441</u>	<u>181,213</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Intangible assets	19,950	–	19,950
Current assets	116,073	22,441	138,514
Creditors less than 1 year	(1,824)	–	(1,824)
Net assets	<u>134,199</u>	<u>22,441</u>	<u>156,640</u>

THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

England & Wales - Charity number 1072766

Accounts

Annual Report 2021/2022

Registered Charity No: 1072766

Contents

Part 1 – Executive Members' Reports

- 1.1 Chair
- 1.2 Treasurer
- 1.3 Deputy Chair

Part 2 – Accounts for the year ending August 2022

1.1 Chair – Polly Harrow

In writing this report for the NAMSS annual accounts for 2022/23, I am particularly mindful of colleagues across the NAMSS membership who are reporting the longer-term impacts of the aftermath of the pandemic, including challenges with attendance, behaviour and achievement. Mental health, as expected, is a significant area of increased demand and I think the focus on establishing ourselves as trauma informed, inclusive and restorative organisations is a really strong collective drive which will play an important part in addressing those issues at the point of contact with our students. Whilst we continue to refer students, either to our own ever growing counselling waiting lists, or to external agencies, we must recognise that a shift in our culture relating to how we understand our students (and indeed our staff) and how we respond to them, can make a huge difference in supporting health and wellbeing. It is a big positive that ETF have fully supported and embraced the need for staff development and training in the sector on these topics.

We are working through a cost of living crisis, emerging from a time of unprecedented political turbulence and noteworthy events affecting us as a nation (Covid 19, Brexit) and we are also facing a 'cliff edge' of uncertainty for April 2023 regarding the increase in minimum wage, pension costs, and the energy costs which have risen exponentially, without increased government funding. In a recent report from AoC, 98% of colleges stated that they would need to make savings in the current and / or future years to mitigate these increased costs. This is obviously extremely concerning, giving the cutbacks already made across the sector.

One reassuring aspect as I write this, in November 2022, is that the skills agenda is recognised as essential to our economic recovery and the post 16 education sector is where those skills will be nurtured. We must hope that government ministers recognise the real value of Further Education and our ability to ensure that young people are equipped with the skills needed to build a stronger economy and successful futures. We must continue to press ministers for a parity of esteem in education for colleges, who make such a significant contribution to the education sector.

It is as important as ever that NAMSS members contribute wherever possible to inform government policy, so the relationships we have developed with the DfE and ESFA, alongside AoC and ETF, are really positive and whilst we may get a bit of survey fatigue, it is beneficial that we now have a voice in responding to government planning. In terms of KCSIE, that participation is valuable but there is still much to achieve, including making supervision mandatory and continuing to press for ringfenced funding for safeguarding.

The NAMSS membership has remained stable throughout a number of college mergers and the jisc mail contributions continue to support the NAMSS community and share lots of wonderful practice and learning. The feedback from Ofsted visits is always informative and helpful and the NAMSS annual conference gives fantastic opportunities to access a range of workshops and expert practitioners as well as networking with colleagues. NAMSS is now 35 years old, which is a truly amazing achievement, and is thriving and stable, and I hope that continues for many years to come.

I joined the NAMSS Executive Board many years ago and after a period as Deputy Chair, I have had the privilege of being Chair since 2014. This will be my last annual report and my last conference as Chair as I am standing down in March 2023 though I am looking forward to continuing a very close association with the board as we continue to work together to support the sector and the brilliant work you all do.

NAMSS has played a deeply significant part in my career and my life, and I will treasure all the experiences I have had, and all the people I have met, all the vibrant discussions we have engaged in and all the crazy dancing we have done. I am beyond proud and honoured to have had the opportunity to lead this association for so many years but the time is right for me to move on now, and hand the reins to a new Chair.

Thank you for all your contributions and support for NAMSS and for me over these past years, and I wish you all every success in the future.

1.2 Treasurer – Wayne Dewick

The Trustees (Executive) continue to support, agree and work to realistic but dynamic 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 1st September 2021 to 31st August 2022, from the budget agreed at the Annual General Meeting in 2021. The budget I'm proposing reflects the forthcoming year 2023/24, as outlined in the AGM papers.

Our Accountants (Streets) have independently examined the accounts in accordance with the Charities Act and general guidance given by the Charity Commission. In planning our activities for the year, we have taken due regard to the Charity Commission's guidance on public benefit - as defined in our objectives and activities, described herein. Our bankers (HSBC and Cambridge & Counties Bank) periodically test our accountability to ensure we meet legislation and regulations relating to banking, money laundering, etc. In addition, the Charity Commission's 'Internal Financial Controls for Charities Checklist' is completed annually by the Treasurer and Administrator to further ensure compliance.

NAMSS continues to be a very solvent organisation. Reserves continue to remain extremely healthy with a year-end balance of £156,640 (£169,833 in 2020/21). Much of 2020/21 was impacted by Covid-19, resulting in significant variations to income and expenditure to that seen in a 'normal' year, but this year (2021/22) returned to pretty much a normal year.

There was a net expenditure (including movement of funds) for the year ended 31st August 2022 of £13,193 (compared to a surplus in 2020/21 of £31,775, a surplus of £9,521 in 2019/20 and a deficit of £3,939 in 2018/19). Whilst we typically plan for a small surplus/breakeven, this year's deficit is principally attributed to the new website, (which is categorised as an intangible asset) and several years' worth of 'Professional Fees' (Honorariums) that were not invoiced timely. We continue to invest reserves in a mixture of short & medium term non-risk High Interest Bond accounts, realising an investment income this year of £1,017 for the year (£995 in 2020/21).

Income

In the 2021/22 financial year, income totalled £123,451 (up £38,032 on 2020/21). Our two most significant income streams continue to be subscriptions and the annual conference:

- a. In 2021/22 membership numbers remained healthy despite further College mergers and financial pressures, this resulted in revenue remaining fairly static at £67,174. Membership continues to be a priority for the Trustees and they are committed to looking at methods to increase and attract new membership across all types of post-16 education and training in the forthcoming years.
- b. Our Annual Conference in 2022 saw us back to a face-to-face event in Liverpool, with over 100 attendees. The conference typically aims to break even and was supported by a number of Exhibitors and sponsors. The conference this year made a small deficit of £2,432, in the main due to the live band provided at the Gala Dinner. The Trustees are continuously looking at the location/venue to ensure it is accessible and affordable for as many members as possible – further sponsorship for the future events will make this even more accessible. In 2023, we will return again to Liverpool, a firm favourite with members.

Additional income generation activity is being considered and discussed by the Trustees to support and diversify income.

Expenditure

A number of factors have seen the expenditure rise a little compared to a 'normal year' to £136,644, these principally include:

- a. Additional costs associated to 'Professional Fees' (Honorariums) that were not invoiced timely amounted to £7,200.

b. Major rebuild in 2021 of the website incurred significant extraordinary cost of £34,200. This is shown in the accounts as an intangible asset, which is amortised at 33% per year, with £2,850 charged (or amortised) in 2020/21 and a further £11,400 in 2021/22.

c. New and not insignificant costs were seen this year of £937 attributed to the introduction of Bank Charges and to a greater degree, the processing charges associated with online payments for Conference and Annual Subscription fees. This will be an expenditure line that will continue into future years.

1.2 (Continued)

Summary

To ensure our strong financial position is maintained, our commitment to grow membership and provide services to members, the Trustees will continue to consider the range of value for money membership categories and services available to ensure they are best suited to today's organisations – our members.

The proposed budget for 2023/24 reflects the desire of the Trustees to further share out responsibilities and to continue to grow our activity and membership whilst being aware of the many challenges our dynamic sector presents us with.

To that end, the budget I am proposing has been approved by the Trustees based upon projected and planned activity for the forthcoming year, set at a small surplus as defined in the budget paper circulated with the AGM papers. Funds for any unplanned or additional activity will be drawn from our reserves.

1.3 Deputy Chair – Joe Baldwin

As many colleges commenced the 2021-22 academic year with elements of remote and reduced campus-based learning, student services teams once again responded to ensure enrolments, late applications and inductions provided the best experience possible whilst working within the parameters of evolving external demands.

The start of the last academic year also saw many of us delivering virtual open events, as we moved into what we hoped might be a year of greater stability, whilst navigating an undoubted change in the student population walking through our doors. The level of support, acute and often more complex wellbeing and safeguarding needs has presented new challenges and demands both on resource and on all staff.

As HMI inspections have made a return in all nations, it has been evident that in many ways, pre-covid inspection measures and expectations can feel challenging, against the many demands both colleagues and our student population are presenting with, as we emerge back to a more routine campus-based and in-person delivery mode is tough.

Whilst many schools and colleges are working hard to develop and fully understand the importance of a whole organisation approach to trauma and adverse childhood experiences, the Office for Health Improvement and Disparities have recently published a [‘working definition’ of trauma-informed practice](#). It cannot be underestimated the impact the pandemic and multiple lockdown restrictions have undoubtedly had on many children and young people within the context of trauma. It is essential that we all work together to develop and enhance our understanding of the importance of trauma-informed practice and its practical application, and this will certainly be a strand of focus for NAMSS, both via our national conference and forthcoming webinar activity.

Quite unbelievably, it is hard not to acknowledge the fact that we have seen a change in Prime Minister twice during this accounting period. Whilst this has added a huge amount of uncertainty and turbulence across the UK, wider international challenges are quickly brought into sharp focus. Most significantly, the tragic ongoing war in Ukraine and the desperate need for humanitarian aid and asylum right across the continent. If you haven’t already, take a look at the work being undertaken by [City of Sanctuary UK](#) and how you can become a [college of sanctuary](#). Congratulations to our members who have already achieved this important status within their own college.

On behalf of the NAMSS executive team, thank you for continuing to support our work and enabling the network to thrive. The association continues to be an important voice within the sector, championing the importance of student support services in FE, sixth form colleges and training providers across the UK. Your contributions and willingness to actively share learning and insight is what makes NAMSS such a buoyant, valued and active network - thank you.

Joe Baldwin
Deputy Chair

CHARITY REGISTRATION NUMBER: 1072766

The National Association for Managers of Student Services
Unaudited Financial Statements
For the year ended
31 August 2022

The National Association for Managers of Student Services

Financial Statements

Year ended 31 August 2022

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The National Association for Managers of Student Services

Trustees' Annual Report

Year ended 31 August 2022

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2022.

Reference and administrative details

Registered charity name The National Association for Managers of Student Services

Charity registration number 1072766

Principal office 40 Butcher Drive
Godmanchester
Huntingdon
PE29 9PS

The trustees J Baldwin
S Cousins
L Humphries
J Breakwell
P Harrow
P W Dewick
L Hartley
S Dafter
L Perry
C Hayes

INDEPENDENT EXAMINER Shane Tharby
For and on behalf of
Streets Chartered Accountants
3 Wellbrook Court
Girton
Cambridge
CB3 0NA

Structure, governance and management

The charity is also known as NAMSS and was established by a charitable trust deed dated 24 October 1998, amended on 10 March 2008 and subsequently on 10 March 2015, 14 March 2017, 20 March 2018 and 12 March 2019.

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

The direction of the charity is set by the Executive Committee.

The National Association for Managers of Student Services

Trustees' Annual Report *(continued)*

Year ended 31 August 2022

Structure, governance and management *(continued)*

Recruitment and appointment of trustees

As set out in the constitution, the charity has a minimum of 7 executive committee members and a maximum of 10.

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.

Organisation structure

The organisation structure of the Executive Committee is as follows:

P Harrow - Chair
J Baldwin - Deputy Chair
P W Dewick - Treasurer
S Cousins - Trustee
L Humphries - Trustee
J Breakwell - Trustee
L Hartley - Trustee
S Dafter - Trustee
L Perry - Trustee
C Hayes - Trustee

The members delegate the day to day running of the charity to the charity's Administrator, Nicola Hood. In October 2021, Jackie Cannell resigned from the role of Operations Officer and Nicola Hood took on the role of Administrator.

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 Commissions in deciding what activities the charity should undertake and given consideration to the public benefit requirements.

The National Association for Managers of Student Services

Trustees' Annual Report *(continued)*

Year ended 31 August 2022

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, Deputy Chair and Treasurer.

Achievements and performance

The achievements and performance are reported in the annual report.

Financial review

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

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained to at least 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.

The trustees' annual report was approved on 31-1-2023 and signed on behalf of the board of trustees by:



P Harrow
Trustee

The National Association for Managers of Student Services

Independent Examiner's Report to the Trustees of The National Association for Managers of Student Services

Year ended 31 August 2022

I report to the trustees on my examination of the financial statements of The National Association for Managers of Student Services ('the charity') for the year ended 31 August 2022.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Shane Tharby
Independent Examiner

For and on behalf of
Streets Chartered Accountants
3 Wellbrook Court
Girton
Cambridge
CB3 0NA

3 February 2023

The National Association for Managers of Student Services

Statement of Financial Activities

Year ended 31 August 2022

		2022		2021	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Charitable activities	4	122,434	–	122,434	82,424
Other trading activities	5	–	–	–	2,000
Investment income	6	1,017	–	1,017	995
Total income		<u>123,451</u>	<u>–</u>	<u>123,451</u>	<u>85,419</u>
Expenditure					
Expenditure on charitable activities	7,8	136,644	–	136,644	53,644
Total expenditure		<u>136,644</u>	<u>–</u>	<u>136,644</u>	<u>53,644</u>
Net (expenditure)/income and net movement in funds		<u>(13,193)</u>	<u>–</u>	<u>(13,193)</u>	<u>31,775</u>
Reconciliation of funds					
Total funds brought forward		147,392	22,441	169,833	138,058
Total funds carried forward		<u>134,199</u>	<u>22,441</u>	<u>156,640</u>	<u>169,833</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 7 to 14 form part of these financial statements.

The National Association for Managers of Student Services

Statement of Financial Position

31 August 2022

	Note	2022 £	£	2021 £	£
Fixed assets					
Intangible assets	13		19,950		31,350
Current assets					
Debtors	15	2,330		766	
Investments	16	80,873		79,948	
Cash at bank and in hand		55,311		67,982	
		<u>138,514</u>		<u>148,696</u>	
Creditors: amounts falling due within one year	17	<u>1,824</u>		<u>10,213</u>	
Net current assets			<u>136,690</u>		<u>138,483</u>
Total assets less current liabilities			<u>156,640</u>		<u>169,833</u>
Net assets			<u>156,640</u>		<u>169,833</u>
Funds of the charity					
Restricted funds			22,441		22,441
Unrestricted funds			134,199		147,392
Total charity funds	18		<u>156,640</u>		<u>169,833</u>

These financial statements were approved by the board of trustees and authorised for issue on³¹⁻¹⁻²⁰²³....., and are signed on behalf of the board by:



P Harrow
Trustee

The notes on pages 7 to 14 form part of these financial statements.

The National Association for Managers of Student Services

Notes to the Financial Statements

Year ended 31 August 2022

1. General information

The charity is a registered charity in England and Wales and is unincorporated. The address of the principal office is 40 Butcher Drive, Godmanchester, Huntingdon, PE29 9PS.

The charity is a public benefit entity as defined by FRS 102.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The charity qualifies as small as defined by the Charities SORP (FRS 102). As such, no cash flow statement has been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements or estimations made on the amounts recognised in the financial statements.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objective 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.

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2022

3. Accounting policies *(continued)*

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.

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.

Intangible assets

Intangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated amortisation and impairment losses. Any intangible assets carried at revalued amounts, are recorded at the fair value at the date of revaluation, as determined by reference to an active market, less any subsequent accumulated amortisation and subsequent accumulated impairment losses.

Intangible assets acquired as part of a business combination are only recognised separately from goodwill when they arise from contractual or other legal rights, are separable, the expected future economic benefits are probable and the cost or value can be measured reliably.

Amortisation

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:

Website - 33% straight line

If there is an indication that there has been a significant change in amortisation rate, useful life or residual value of an intangible asset, the amortisation is revised prospectively to reflect the new estimates.

Tangible assets

Tangible fixed assets are stated at cost less depreciation.

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2022

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 25% straight line

Investments

Current asset investments are short term cash deposits held for investment rather than to meet short-term cash commitments as they fall due.

4. Charitable activities

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Subscriptions	67,174	67,174	67,308	67,308
Annual conference	53,500	53,500	11,863	11,863
Other income	1,760	1,760	3,253	3,253
	<u>122,434</u>	<u>122,434</u>	<u>82,424</u>	<u>82,424</u>

5. Other trading activities

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Corporate sponsorship	—	—	2,000	2,000
	<u>—</u>	<u>—</u>	<u>2,000</u>	<u>2,000</u>

6. Investment income

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Interest Receivable	1,017	1,017	995	995
	<u>1,017</u>	<u>1,017</u>	<u>995</u>	<u>995</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2022

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Membership services	58,806	58,806	44,665	44,665
Annual conference	55,932	55,932	6,958	6,958
Projects	311	311	352	352
Support costs	21,595	21,595	1,669	1,669
	<u>136,644</u>	<u>136,644</u>	<u>53,644</u>	<u>53,644</u>

Further analysis of costs:-

Membership services

	2022 £	2021 £
Administrator	26,067	28,000
Amortisation	11,400	2,850
Printing, postage & stationery	1,152	407
Website	3,018	3,406
Marketing	33	4,262
Regional Events	625	–
AOC conference	1,957	480
Research consultation and professional fees	11,600	–
Insurance	241	241
Other / Contingency	1,776	5,019
Bank charges	937	–
	<u>58,806</u>	<u>44,665</u>

Annual conference

	2022 £	2021 £
Hotel Accommodation	41,888	–
Speakers and workshop leaders - Fees and travel expenses	3,860	550
Other costs	10,184	556
Virtual conference	–	5,852
	<u>55,932</u>	<u>6,958</u>

Projects

	2022 £	2021 £
Project expenses - unrestricted	311	352

Support costs

	2022 £	2021 £
Independent examination	1,842	1,669
Executive meeting expenses	19,649	–
External meetings	104	–
	<u>21,595</u>	<u>1,669</u>

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2022

8. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2022 £	Total fund 2021 £
Membership services	58,806	–	58,806	44,665
Annual conference	55,932	–	55,932	6,958
Projects	311	–	311	352
Governance costs	–	21,595	21,595	1,669
	<u>115,049</u>	<u>21,595</u>	<u>136,644</u>	<u>53,644</u>

9. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	2022 £	2021 £
Amortisation of intangible assets	<u>11,400</u>	<u>2,850</u>

10. Independent examination fees

	2022 £	2021 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,842</u>	<u>1,669</u>

11. Staff costs

The average head count of employees during the year was Nil (2021: Nil).

No salaries or wages have been paid to employees, including the members of the committee, during the year.

12. Trustee remuneration and expenses

Nine (2021: No) members of the Executive Committee were reimbursed a total of £3,650 (2021: nil) for travelling expenses.

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2022

13. Intangible assets

	Website costs £
Cost	
At 1 September 2021 and 31 August 2022	<u>34,200</u>
Amortisation	
At 1 September 2021	2,850
Charge for the year	<u>11,400</u>
At 31 August 2022	<u>14,250</u>
Carrying amount	
At 31 August 2022	<u>19,950</u>
At 31 August 2021	<u>31,350</u>

14. Tangible fixed assets

	Fixtures and fittings £	Total £
Cost		
At 1 September 2021	757	757
Disposals	<u>(757)</u>	<u>(757)</u>
At 31 August 2022	<u>–</u>	<u>–</u>
Depreciation		
At 1 September 2021	757	757
Disposals	<u>(757)</u>	<u>(757)</u>
At 31 August 2022	<u>–</u>	<u>–</u>
Carrying amount		
At 31 August 2022	<u>–</u>	<u>–</u>
At 31 August 2021	<u>–</u>	<u>–</u>

15. Debtors

	2022 £	2021 £
Prepayments and accrued income	<u>2,330</u>	<u>766</u>

16. Investments

	2022 £	2021 £
Short-term cash deposits	<u>80,873</u>	<u>79,948</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2022

17. Creditors: amounts falling due within one year

	2022	2021
	£	£
Accruals and deferred income	<u>1,824</u>	<u>10,213</u>

18. Analysis of charitable funds

Unrestricted funds

	At			At 31 August
	1 September	Income	Expenditure	2022
	2021	£	£	£
General funds	<u>147,392</u>	<u>123,451</u>	<u>(136,644)</u>	<u>134,199</u>

	At			At 31 August
	1 September	Income	Expenditure	2021
	2020	£	£	£
General funds	<u>115,617</u>	<u>85,419</u>	<u>(53,644)</u>	<u>147,392</u>

Restricted funds

	At			At 31 August
	1 September	Income	Expenditure	2022
	2021	£	£	£
Voting project	<u>22,441</u>	<u>–</u>	<u>–</u>	<u>22,441</u>

	At			At 31 August
	1 September	Income	Expenditure	2021
	2020	£	£	£
Voting project	<u>22,441</u>	<u>–</u>	<u>–</u>	<u>22,441</u>

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 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.

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2022

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Intangible assets	19,950	–	19,950
Current assets	116,073	22,441	138,514
Creditors less than 1 year	(1,824)	–	(1,824)
Net assets	<u>134,199</u>	<u>22,441</u>	<u>156,640</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Intangible assets	31,350	–	31,350
Current assets	126,255	22,441	148,696
Creditors less than 1 year	(10,213)	–	(10,213)
Net assets	<u>147,392</u>	<u>22,441</u>	<u>169,833</u>

THE NATIONAL ASSOCIATION FOR MANAGERS OF STUDENT SERVICES

England & Wales - Charity number 1072766

Accounts

Annual Report 2020/2021

Registered Charity No: 1072766

Contents

Part 1 – Executive Members' Reports

- 1.1 Chair
- 1.2 Treasurer
- 1.3 Operations Officer

Part 2 – Accounts for the year ending August 2021

1.1 Chair – Polly Harrow

I am, as you all must be, wondering whether we are actually finally emerging from the pandemic or about to face the next wave of restrictions with the arrival of the new Covid variant, Omicron. I name it because you never know what will be happening between the writing of this report and the discussion of it in 4 months' time at conference; hopefully there will be no new variants added to the list by then.

This last year has been one of significant challenge and the return to education from September 2021 has been really tough; many have described it as the hardest term in their professional history, certainly true for me personally and many of my close colleagues. I think, even with all our combined wisdom and experience, we could not have foreseen how profoundly we would all be affected by the pandemic; staff and students alike.

Whilst we have all learned much about online delivery, and accomplished that so swiftly and smartly, we have also learned the importance of equity in the distribution of digital devices across our most disadvantaged cohorts. And we have also learned that for some, online delivery allows them to excel, for others face to face has the same effect – so how do we ensure a hybrid model of teaching and learning is offered, to suit individual need? In past conference reports, I have said that eventually we will need to offer an education when the student wants it, where the student wants it and how the student wants it, and I cannot help but think that, due to the pandemic, we may have actually moved closer to that end or at least been able to visualize it a bit more clearly. The striking omission from the FE White Paper of anything student services is all the more poignant as we move into this post pandemic life; where student services is clearly the essential glue which binds the student experience across academic and pastoral education.

The tuition fund has undoubtedly assisted colleges in addressing lost learning though we have all, across the Namss community, felt the gap not only in learning but in personal development and social skills, making the starting points for that particular area far removed from what we have been used to in the past. Behaviour, whilst in general reported as good, has in pockets been extremely challenging and the increase in violence and exploitation, while predicted, is nevertheless a significant demand on resource.

Mental ill health (including 'eco anxiety') retains the focus it has consistently maintained over the past few years, though the demands have been without doubt overwhelming, and the external support required inconsistent in both availability and quality. The new senior mental health leads have been offered funding grants to complete specific training – I will be interested in getting feedback from colleagues on their experiences in this field.

Namss continues to engage in discussions with the Department of Education in relation to Keeping Children Safe in Education, and the ever increasing expectations for the DSL role, which we advocate should be professionalised, with clear national standards and qualification pathways along with ringfenced funding for safeguarding. I will update conference on progress in this important area.

Hopefully, many of us will have signed up to the Climate Action roadmap, and will be encouraging our students to be actively involved in supporting the sustainability and green skills agenda, and recognising the opportunities for great collaborative working between college partners across all post 16 sectors. As Steve Frampton stated; 'some agendas are more important than competition'.

Finally, we will at conference hear from Paul Joyce, about the 'levelling up' approach to inspecting all colleges over the next few years. One focus will still undoubtedly be on sexual harassment and violence against women and girls, and I know delegates will be keen to hear Paul's summary of Ofsted activity since September.

I am greatly looking forward to our first face to face conference in a couple of years, we have a fantastic range of key notes and workshops organized which I am sure you will get a lot out of, and of course I look forward to seeing you in our dancing shoes on Monday evening.

Best wishes and heartfelt thanks for all your support for me, the Namss Executive and most importantly, for each other.

Polly

1.2 Treasurer – Wayne Dewick

Overview

The Trustees (Executive) continue to support, agree and work to realistic but dynamic 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 1st September 2020 to 31st August 2021, from the budget agreed at the Annual General Meeting in March 2020. The budget I'm proposing reflects the forthcoming year 2022/23, as outlined in the AGM papers.

Our Accountants (Streets) have independently examined the accounts in accordance with the Charities Act and general guidance given by the Charity Commission. In planning our activities for the year, we have taken due regard to the Charity Commission's guidance on public benefit - as defined in our objectives and activities, described herein. Our bankers (HSBC and Cambridge & Counties Bank) periodically test our accountability to ensure we meet legislation and regulations relating to banking, money laundering, etc. In addition, the Charity Commission's 'Internal Financial Controls for Charities Checklist' is completed annually by the Treasurer and Operations Officer to further ensure compliance.

NAMSS continues to be a very solvent organisation. Reserves continue to remain extremely healthy with a year-end balance of £169,833 (£138,058 in 2019/20). Much of 2020/21 was impacted by Covid-19, resulting in significant variations to income and expenditure to that seen in a 'normal' year.

There was a net income (including movement of funds) for the year ended 31st August 2021 of £31,775 (compared to a surplus in 2019/20 of £9,521 and a deficit of £3,939 in 2018/19). Whilst we typically plan for a small surplus/breakeven, this year's surplus is attributed to reduced activity, particularly face-to-face Trustee meetings but mostly against the cost attributed to the new website, which is classified as an intangible asset. We continue to invest reserves in a mixture of short & medium term non-risk High Interest Bond accounts, realising an investment income this year of £995 for the year (£1,691 in 2019/20).

Income

In the 2020/21 financial year, income totaled £85,419 (down £28,555 on 2019/20). Our two most significant income streams continue to be subscriptions and the annual conference:

- a. In 2020/21 membership numbers remained healthy despite further College mergers and financial pressures. There were some new members joining, all of which resulted in revenue increasing by £3,304 to £67,308, realising 105% of the budgeted amount. Membership continues to be a priority for the Trustees and they are committed to looking at methods to increase and attract new membership across all types of post-16 education and training in the forthcoming years.
- b. Our Annual Conference in 2021 saw us move to an online event with over 100 attendees. The conference typically aims to break even and was supported by a number of Exhibitors in the 'virtual marketplace'. The virtual conference this year made a surplus of £4,905, in the main due to low expenditure (predominantly the virtual conference software license), whilst offering attractive delegate rates. The Trustees are continuously looking at the location/venue to ensure it is accessible and affordable for as many members as possible – further sponsorship for the future events will make this even more accessible. It is hoped that in 2022, a return to face-to-face event will take place in Liverpool.

Additional income generation activity is being considered and discussed by the Trustees to support and diversify income.

1.2 Treasurer – Wayne Dewick *(continued)*

Expenditure

A number of factors have seen the expenditure reduced substantially from that of last year by £50,809 to £53,644. Some contributory elements include:

- a. Less face-to-face activity by the Trustees (due to Covid-19 restrictions), reduced ‘support costs’ by £9,570
- b. Annual Conference costs were £39,365 less overall, due to the move from the planned Liverpool conference venue to an online (virtual) platform.
- c. Major rebuild (incorporating a membership dashboard) of the website incurred significant extraordinary cost of £34,200. This is shown in the accounts as an intangible asset, which will be written off over 3 years. Three quarters of this was paid from this year’s funds, the balance will be paid in 2021/22.

Summary

To ensure our strong financial position is maintained, our commitment to grow membership and provide services to members, the Trustees will continue consider the range of value for money membership categories and services available to ensure they are best suited to today’s organisations – our members.

The proposed budget for 2022/23 reflects the desire of the Trustees to further share out responsibilities and to continue to grow our activity and membership whilst being aware of the many challenges our dynamic sector presents us with.

To that end, the budget I am proposing has been approved by the Trustees based upon projected activity for the forthcoming year, set at a small surplus of £2,650. Funds for any unplanned activity will be drawn from our reserves.

1.3 Operations Officer – Jackie Cannell

Jackie left NAMSS in October 2021 after 5 years as Operations Manager. During her last year in the role Jackie continued to work hard to support members. Two major projects stand out in 20/21:

Virtual Annual Conference

Due to the continuing C19 situation, NAMSS held its first Virtual Annual Conference in March 2021 and it was a major challenge for Jackie to set this up from scratch, provide software training (after learning it herself) to all our workshop presenters and key note speakers as well as members of the Executive Team. Despite every effort on Jackie's part, on the day there were IT problems which meant the event didn't go quite as smoothly as it had been meticulously planned to. However, Jackie worked hard and calmly to ensure an event was available to participants and presenters alike.

NAMSS Website

Jackie spent much of the year working with the developers to ensure a smooth transition to our new website and members' subscription service. Unfortunately, Jackie wasn't able to see the result of all her hard work as, due to a number of issues, the launch was delayed until November.

Jackie worked with NAMSS' new Administrator over a number of weeks to share as much information, knowledge and experience as she could before leaving.

The National Association for Managers of Student Services
Unaudited Financial Statements
For the year ended
31 August 2021

The National Association for Managers of Student Services

Financial Statements

Year ended 31 August 2021

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The National Association for Managers of Student Services

Trustees' Annual Report *(continued)*

Year ended 31 August 2021

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2021.

Reference and administrative details

Registered charity name	The National Association for Managers of Student Services	
Charity registration number	1072766	
Principal office	23 St. Marys Road Bluntisham Huntingdon PE28 3XA	
The trustees	J Baldwin M Davis S Cousins J Linsell L Humphries J Breakwell P Harrow P W Dewick L Hartley S Dafter L Perry C Hayes	(Resigned 12 May 2021) (Resigned 18 April 2021) (Appointed 21 July 2021) (Appointed 21 July 2021) (Appointed 17 August 2021) (Appointed 17 August 2021)
Independent examiner	Shane Tharby For and on behalf of Streets Chartered Accountants 3 Wellbrook Court Girton Cambridge CB3 0NA	

The National Association for Managers of Student Services

Trustees' Annual Report *(continued)*

Year ended 31 August 2021

Structure, governance and management

The charity is also known as NAMSS and was established by a charitable trust deed dated 24 October 1998, amended on 10 March 2008 and subsequently on 10 March 2015, 14 March 2017, 20 March 2018 and 12 March 2019.

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

The direction of the charity is set by the Executive Committee.

Recruitment and appointment of trustees

As set out in the constitution, the charity has a minimum of 7 executive committee members and a maximum of 10.

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.

Organisation structure

The organisation structure of the Executive Committee is as follows:

P Harrow - Chair
J Baldwin - Deputy Chair
J Cannell - Operations Officer (to October 2021)
P W Dewick - Treasurer

The members delegate the day to day running of the charity to the charity's Operations Officer, Jackie Cannell. In October 2021, Jackie Cannell resigned from the role of Operations Officer and Nicola Hood took on the role of Administrator.

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 Commissions in deciding what activities the charity should undertake and given consideration to the public benefit requirements.

The National Association for Managers of Student Services

Trustees' Annual Report *(continued)*

Year ended 31 August 2021

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, Deputy Chair, Treasurer and Operations Officer.

Achievements and performance

The achievements and performance are reported in the annual report.

Financial review

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

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained to at least 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, although it has proportionally increased due to the reduced level of expenditure borne from less activity due to Covid restrictions

The trustees' annual report was approved on and signed on behalf of the board of trustees by:

P Harrow
Trustee

The National Association for Managers of Student Services

Independent Examiner's Report to the Trustees of The National Association for Managers of Student Services

Year ended 31 August 2021

I report to the trustees on my examination of the financial statements of The National Association for Managers of Student Services ('the charity') for the year ended 31 August 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Shane Tharby
Independent Examiner

For and on behalf of
Streets Chartered Accountants
3 Wellbrook Court
Girton
Cambridge
CB3 0NA

The National Association for Managers of Student Services

Statement of Financial Activities

Year ended 31 August 2021

		Unrestricted funds	2021 Restricted funds	Total funds	2020 Total funds
	Note	£	£	£	£
Income and endowments					
Charitable activities	4	82,424	–	82,424	109,283
Other trading activities	5	2,000	–	2,000	3,000
Investment income	6	995	–	995	1,691
Total income		<u>85,419</u>	<u>–</u>	<u>85,419</u>	<u>113,974</u>
Expenditure					
Expenditure on charitable activities	7,8	53,644	–	53,644	104,453
Total expenditure		<u>53,644</u>	<u>–</u>	<u>53,644</u>	<u>104,453</u>
Net income and net movement in funds		<u>31,775</u>	<u>–</u>	<u>31,775</u>	<u>9,521</u>
Reconciliation of funds					
Total funds brought forward		115,617	22,441	138,058	128,537
Total funds carried forward		<u>147,392</u>	<u>22,441</u>	<u>169,833</u>	<u>138,058</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 7 to 14 form part of these financial statements.

The National Association for Managers of Student Services

Statement of Financial Position

31 August 2021

	Note	2021 £	£	2020 £	£
Fixed assets					
Intangible assets	13		31,350		–
Current assets					
Debtors	15	766		1,117	
Investments	16	79,948		78,607	
Cash at bank and in hand		67,982		59,912	
		<u>148,696</u>		<u>139,636</u>	
Creditors: amounts falling due within one year	17	<u>10,213</u>		<u>1,578</u>	
Net current assets			<u>138,483</u>		<u>138,058</u>
Total assets less current liabilities			<u>169,833</u>		<u>138,058</u>
Net assets			<u>169,833</u>		<u>138,058</u>
Funds of the charity					
Restricted funds			22,441		22,441
Unrestricted funds			147,392		115,617
Total charity funds	18		<u>169,833</u>		<u>138,058</u>

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

P Harrow
Trustee

The notes on pages 7 to 14 form part of these financial statements.

The National Association for Managers of Student Services

Notes to the Financial Statements

Year ended 31 August 2021

1. General information

The charity is a registered charity in England and Wales and is unincorporated. The address of the principal office is 23 St. Marys Road, Bluntisham, Huntingdon, PE28 3XA.

The charity is a public benefit entity as defined by FRS 102.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The charity qualifies as small as defined by the Charities SORP (FRS 102). As such, no cash flow statement has been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements or estimations made on the amounts recognised in the financial statements.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objective 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.

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

3. Accounting policies *(continued)*

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.

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.

Intangible assets

Intangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated amortisation and impairment losses. Any intangible assets carried at revalued amounts, are recorded at the fair value at the date of revaluation, as determined by reference to an active market, less any subsequent accumulated amortisation and subsequent accumulated impairment losses.

Intangible assets acquired as part of a business combination are only recognised separately from goodwill when they arise from contractual or other legal rights, are separable, the expected future economic benefits are probable and the cost or value can be measured reliably.

Amortisation

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:

Website - 33% straight line

If there is an indication that there has been a significant change in amortisation rate, useful life or residual value of an intangible asset, the amortisation is revised prospectively to reflect the new estimates.

Tangible assets

Tangible fixed assets are stated at cost less depreciation.

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 25% straight line

Investments

Current asset investments are short term cash deposits held for investment rather than to meet short-term cash commitments as they fall due.

4. Charitable activities

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Subscriptions	67,308	67,308	64,004	64,004
Annual conference	11,863	11,863	41,959	41,959
Other income	3,253	3,253	3,320	3,320
	<u>82,424</u>	<u>82,424</u>	<u>109,283</u>	<u>109,283</u>

5. Other trading activities

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Corporate sponsorship	<u>2,000</u>	<u>2,000</u>	<u>3,000</u>	<u>3,000</u>

6. Investment income

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Interest Receivable	<u>995</u>	<u>995</u>	<u>1,691</u>	<u>1,691</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2021

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Membership services	44,665	44,665	45,425	45,425
Annual conference	6,958	6,958	46,323	46,323
Projects	352	352	1,466	1,466
Support costs	1,669	1,669	11,239	11,239
	<u>53,644</u>	<u>53,644</u>	<u>104,453</u>	<u>104,453</u>

Further analysis of costs:-

Membership services

	2021 £	2020 £
Administrator	28,000	28,000
Amortisation	2,850	–
Printing, postage & stationery	407	1,076
Website	3,406	4,525
Marketing	4,262	311
Regional Events	–	2,799
AOC conference	480	3,473
Research consultation and professional fees	–	2,000
Insurance	241	241
Other / Contingency	5,019	3,000
	<u>44,665</u>	<u>45,425</u>

Annual conference

	2021 £	2020 £
Hotel Accommodation	–	30,586
Speakers and workshop leaders - Fees and travel expenses	550	6,750
Other costs	556	8,987
Virtual conference	5,852	–
	<u>6,958</u>	<u>46,323</u>

Projects

	2021 £	2020 £
Project expenses - unrestricted	352	1,466

Support costs

	2021 £	2020 £
Independent examination	1,669	1,530
Executive meeting expenses	–	9,709
	<u>1,669</u>	<u>11,239</u>

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

8. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Membership services	44,665	–	44,665	45,425
Annual conference	6,958	–	6,958	46,323
Projects	352	–	352	1,466
Governance costs	–	1,669	1,669	11,239
	<u>51,975</u>	<u>1,669</u>	<u>53,644</u>	<u>104,453</u>

9. Net income

Net income is stated after charging/(crediting):

	2021 £	2020 £
Amortisation of intangible assets	<u>2,850</u>	<u>–</u>

10. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,669</u>	<u>1,530</u>

11. Staff costs

The average head count of employees during the year was Nil (2020: Nil).

No salaries or wages have been paid to employees, including the members of the committee, during the year.

12. Trustee remuneration and expenses

No members of the Executive Committee were reimbursed during the year. In 2020, eight members were reimbursed a total of £2,332 for travelling expenses.

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

13. Intangible assets

	Website costs £
Cost	
Additions	34,200
At 31 August 2021	<u>34,200</u>
Amortisation	
Charge for the year	2,850
At 31 August 2021	<u>2,850</u>
Carrying amount	
At 31 August 2021	<u>31,350</u>
At 31 August 2020	<u>–</u>

14. Tangible fixed assets

	Fixtures and fittings £	Total £
Cost		
At 1 September 2020 and 31 August 2021	<u>757</u>	<u>757</u>
Depreciation		
At 1 September 2020 and 31 August 2021	<u>757</u>	<u>757</u>
Carrying amount		
At 31 August 2021	<u>–</u>	<u>–</u>
At 31 August 2020	<u>–</u>	<u>–</u>

15. Debtors

	2021 £	2020 £
Prepayments and accrued income	<u>766</u>	<u>1,117</u>

16. Investments

	2021 £	2020 £
Short-term cash deposits	<u>79,948</u>	<u>78,607</u>

17. Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	<u>10,213</u>	<u>1,578</u>

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

18. Analysis of charitable funds

Unrestricted funds

	At 1 September 2020 £	Income £	Expenditure £	At 31 August 2021 £
General funds	<u>115,617</u>	<u>85,419</u>	<u>(53,644)</u>	<u>147,392</u>

	At 1 September 2019 £	Income £	Expenditure £	At 31 August 2020 £
General funds	<u>106,096</u>	<u>113,974</u>	<u>(104,453)</u>	<u>115,617</u>

Restricted funds

	At 1 September 2020 £	Income £	Expenditure £	At 31 August 2021 £
Voting project	<u>22,441</u>	<u>–</u>	<u>–</u>	<u>22,441</u>

	At 1 September 2019 £	Income £	Expenditure £	At 31 August 2020 £
Voting project	<u>22,441</u>	<u>–</u>	<u>–</u>	<u>22,441</u>

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 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.

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Intangible assets	31,350	–	31,350
Current assets	126,255	22,441	148,696
Creditors less than 1 year	(10,213)	–	(10,213)
Net assets	<u>147,392</u>	<u>22,441</u>	<u>169,833</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Intangible assets	–	–	–
Current assets	117,195	22,441	139,636
Creditors less than 1 year	(1,578)	–	(1,578)
Net assets	<u>115,617</u>	<u>22,441</u>	<u>138,058</u>
