

Annual Report 2019/2020

Registered Charity No: 1072766

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1.1 Chair – Polly Harrow

As I reflect on writing this year's Chair's Report, it's hard to find the words to summarise what a year it has been for all of us; personally, and professionally.

The trends in our jisc mail traffic tell the story quite well. We go from emails about impending Ofsted inspections and measuring attendance of bursary students in January 2020, to laptops and mental health as dominating topics in January 2021. And we all know what happened in between.

As we wait to see if those working in education will, or won't, get the vaccination as a priority group, most of us are currently open for vulnerable students and unsure at this point when colleges will be fully open again.

So whilst things may well change between my writing of this and your reading of it, it remains the case that this has been surely the most extraordinary year, certainly of my lifetime.

Most recently, the long awaited and anticipated FE White Paper is now published, and has in the main been positively welcomed. The big surprise for us was the absence of any mention of student wellbeing or support, an area we fully expected to be one of the key themes, particularly given the current situation. Whilst it does overlook this important area, it has a strong focus on post-18 skills, employer participation and strengthened governance, as well as recruitment, funding and lifelong loan entitlement. It is the first time in a very long time, that FE has been in sharp focus as integral to the solution of current needs in the sector.

Ofsted have also published findings from their 'interim visits'; many leaders stated that the funding pressures were significant, particularly in light of wider availability of free online courses for adults and also the additional costs of managing the pandemic. One of those additional costs being the need for devices to facilitate remote learning and working. Most colleges will by now have their allocation of devices provided by the D of E confirmed, and these are very welcome even if the timeliness has caused some frustration. The 'lost learning' of our young people through this pandemic is certainly something we will be dealing with for some time to come.

The majority of NAMSS members have responsibilities in safeguarding, and we are well aware of the significant challenges of safeguarding our students in a pandemic. The government are currently undertaking a consultation review of keeping Children Safe In Education, and there are some significant mentions of the role of DSL so hopefully those members who work in safeguarding will have submitted a response. The emerging mental health needs of young people is an area we know will be increasingly demanding as we approach getting back to a 'new normal' and this is an area we need to pay special attention to; what are/will be the main issues and how do we respond to them? NAMSS have put on a number of webinars to support members through the lockdown periods and we will continue to deliver those and many other initiatives which we hope will help colleagues at this time.

Members whose responsibility includes tutorial delivery will be acutely aware of key issues affecting our students including the Black Lives Matter movement, and the importance and challenge of remote student engagement in terms of enrichment activity as well as attendance at core curriculum lessons. The ability of the sector to respond speedily and effectively to the transfer of face to face teaching to online has been outstanding, as has the move to offering counselling and pastoral care and support through virtual means.

We have some exciting developments including a new website, launch expected in Summer 2021; our first 'virtual' conference in March 2021, our webinar programme and our new National Safeguarding Forum in partnership with ETF. We are very much looking forward to NAMSS Annual Conference in Liverpool in 2022, where we can hopefully gather in person, though we are exploring the possibility of being able to offer actual and online attendance for that.

We continue to be sponsored by eSafe and we are very grateful for their ongoing support; as a charity this is a significant contribution for us.

1.1 Chair – Polly Harrow *(continued)*

Most of all, we thank you all, our members, for your continued contributions to the NAMSS family. I have never received so many personal emails of thanks and encouragement and I am deeply grateful to receive them all.

There is always a silver lining to every problem, some are more easily found than others, but the response to the pandemic across the FE sector has been nothing less than astounding; as usual, we have risen to the challenge and I know we will continue to do so. The FE White Paper does seem to place us as not just significant but essential to the future of education and that is our rightful place.

Sending very best wishes to you all.

1.2 Treasurer – Wayne Dewick

Overview

The Trustees continue to support, agree and work to realistic but dynamic budgets that ensures accountable activity meets projected targets, whilst actively and closely monitoring expenditure. This annual report presents the accounts that relate to the period 1st September 2019 to 31st August 2020, from the budget agreed at the Annual General Meeting in March 2019. The budget I'm proposing reflects the forthcoming year 2021/22, 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 £138,058 (£128,537 in 2018/19). A strong year financially resulted in an operating surplus for the year ended 31 August 2020 of £9,521 (compared to deficits of £3,939 in 2018/19, £1,811 in 2017/18 and £6,703 in 2016/17). Whilst we typically plan for a small surplus/breakeven, this year's surplus is attributed to reduced activity, particularly face-to-face Trustee meetings. We continue to invest reserves in a mixture of short & medium term non-risk High Interest Bond accounts, realising a further growth of investment income this year of £1,691 for the year (£1,515 in 2018/19 and £1,299 in 2017/18).

Income

In the 2019/20 financial year, income totalled £113,974 (down £10,743 on 2018/19). Our two most significant income streams continue to be subscriptions and the annual conference:

- a. In 2019/20 membership numbers (586 members in 242 in organisations) remained healthy despite further College mergers and financial pressures, with revenue slightly down by £1,396 to £64,004, realising 97% of the budgeted amount. Membership continues to be a priority for the Executive [Trustees] and they are committed to looking at methods to increase membership across all types of post-16 education and training in the forthcoming years.
- b. Our Annual Conference in 2020 saw us at a new venue, the DoubleTree by Hilton Bristol City Centre. This was again a well-attended event with 111 delegates attending, similar to previous years. The conference aims to break even and was supported by a good number of Exhibitors and main Conference and Award sponsors this year. Conference this year made a deficit of £4,364, in the main due to additional costs securing prominent keynote speakers. The Executive 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.

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 reduced substantially from that of last year by £24,203 to £104,453. Some contributory elements include:

- a. Less face-to-face activity by the Trustees, reduced 'support costs' by £6,425
- b. 'Project' costs were £6,701 less due to changes in the Annual Award categories
- c. Annual Conference costs were £11,748 less overall, as the venue in 2020 was much less expensive than that used in 2019.

1.2 Treasurer – Wayne Dewick *(continued)*

Summary

To ensure our strong financial position is maintained, our commitment to grow membership and provide services to members, the Executive 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 2021/22 reflects the desire of the Executive 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 agreed by the Trustees based upon projected activity for the forthcoming year, set at a small surplus/deficit of £1,550. Funds for any unplanned activity will be drawn from our reserves and 'restricted' grant funds.

1.3 Deputy Chair's Report – Joe Baldwin

I write to you for the first time in my role as Deputy Chair of NAMSS, in what has been an incredibly challenging year for both the sector and for the UK as a whole. We have seen exceptional resolve from members and a real sense of camaraderie and support.

Whilst members have responded to varying demands, a commitment to ensuring that learners remain safe and supported both on and off campus has fundamentally been at the heart. This commitment has included removing barriers to digital exclusion, access to free meals outside of college and providing increased mental health and wellbeing support to students. We know that our members from the devolved nations have continued to respond and work within their own sets of national restrictions and guidelines, keeping students at the heart of decision making.

It seems strange reflecting back to our annual conference in Bristol, held face-to-face on the eve of the first set of national lockdown restrictions being introduced across all nations of the UK. I don't think any of us at that point would have believed one another if nearly a year on, we would still be responding to ever-changing circumstances and challenges. It was great to meet with so many members at conference and to engage with such committed and likeminded practitioners, connecting, recharging and sharing ideas, whilst also celebrating some outstanding achievements at our annual gala dinner and award ceremony.

Further challenges within the sector have included the loss of Erasmus funding as we currently know it within the UK, as a result of Brexit and the end of the transition period leaving the European Union. This will undoubtedly reduce vital enrichment and learning opportunities for student and staff mobilities at least in the short term, although the UK Government has pledged to support routes to studying abroad in some guise going forward.

The association has continued to respond to the needs of its members, diversifying its offer to ensure that support and opportunities for members to engage have been responsive. Our planned webinar offer has been extremely well attended by members, despite time pressures and general fatigue from many months of online delivery and engagement. As an association, we have also been able to respond to member requests to facilitate other webinar activity, from discussions on key implementation challenges, to the sharing and dissemination of learning. Many regions have also benefitted from virtual meet-ups, providing further opportunities for members to connect and share often localised concerns and approaches.

As we start to plan and look ahead to 2021 (whilst enjoying our NAMSS postal chocolate surprise!), I am excited to be surrounded by so many committed and truly inspirational student services practitioners who live and breathe the NAMSS values every single day... even when the going gets really tough. Thank you for keeping the grass green, the energy high and the NAMSS network a real place of care and support.

Wishing you happiness, health and success in 2021.

1.4 Operations Officer – Jackie Cannell

Everyone says, this has been a year like no other and with very good reason! Who would've thought we would be in a nation-wide lockdown a few days after conference last year? Since lockdown, my priority has been to focus on areas which provide the most direct support to our members. Below are some examples I have selected for the purposes of this report:

Resources:

The introduction and maintenance of a 'Coronavirus' information folder in NAMSS Knowledge, also replicated on the home page of our website for all colleagues working in FE to access. This folder contains latest Government guidance and examples of policies, procedures, posters, risk assessments etc shared by NAMSS members.

Trawling through the latest documents shared by members on jiscmail, uploading these to NAMSS Knowledge and emailing a weekly summary to all members.

NAMSS Website:

Drafting a NAMSS website tender proposal document in recognition that our website would benefit from an overhaul to ensure that it is 'fit for purpose' in a digital world - our recent experiences in light of the recent Covid lockdown and restrictions have made this a priority for us! The tender document covers enhancements to NAMSS Knowledge and membership services, ensuring:

- all documents stored on the site are searchable and can be sorted;
- any forms are auto-populated where possible using a member's existing details;
- all event functions are fully embedded e.g. payment and booking including links to online calendar.

We are aiming to launch our new website in the summer 2021.

Webinars:

Developing a webinar service level agreement and co-ordinating arrangements for a number of webinars, particularly post March lockdown, to help members manage their services enabling them to provide the best support possible to learners during these uncertain times.

Below is a summary of the webinars held over the last year:

14 th February	'Digital Transformation – A Paperless Learner Journey' Facilitated by Joe Baldwin, Deputy Chair, NAMSS
19 th May	'Virtual Open Days – Approaches and Key Learning' Facilitated by Joe Baldwin, Deputy Chair, NAMSS
22 nd May	'College Provision & Supporting Vulnerable Learners' Facilitated by Polly Harrow, Chair, NAMSS
19 th June	'What is happening in the digital environment since lockdown' Panel facilitated by Polly Harrow, Chair, NAMSS and Ben McGrath, eSafe Global Ltd
26 th June	'Online enrichment and Learner Voice' Panel facilitated by Polly Harrow, Chair and Joe Baldwin, Deputy Chair, NAMSS
8 th December	'Better futures: Ensuring care-experience and adopted young people thrive in college' Facilitated by Polly Harrow, Chair, NAMSS and Eddie Playfair, Senior Policy Manager, AoC

1.4 Operations Officer – Jackie Cannell *(continued)*

Convenors and Regions:

Providing support as needed to Convenors to run regional meetings. This includes the availability of the NAMSS Zoom account as required. The regions and their Convenors are listed below:

Eastern – Sarah-Louise Neesam, West Suffolk College

East Midlands – vacant position *(if anyone is interested, please contact me)*

London – Laura Elliott, Westminster College

North East – Tamara Stephenson, Tyne Coast College

Northern Ireland – vacant position *(if anyone is interested, please contact me)*

North West – vacant position *(if anyone is interested, please contact me)*

Scotland – Alison Boyle, SRUC

Southern – Alexis Smith, Basingstoke College of Technology

South East – Nick Mercado, Crawley College, Chichester College Group

South West – Lloyd Perry, Bournemouth & Poole College

Wales – Joe Baldwin, Bridgend College

West Midlands – Sal Friel, Heart of Worcester College

Yorkshire & Humber – Andrea Cowans, Leeds City College.

Thanks everyone for all your support and contributions!

CHARITY REGISTRATION NUMBER: 1072766

The National Association for Managers of Student Services
Unaudited Financial Statements
For the year ended
31 August 2020

The National Association for Managers of Student Services

Financial Statements

Year ended 31 August 2020

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The National Association for Managers of Student Services

Trustees' Annual Report

Year ended 31 August 2020

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2020.

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

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 2020

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
P W Dewick - Treasurer

The members delegate the day to day running of the charity to the charity's Operations Officer, Jackie Cannell.

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 that 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 2020

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

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

The trustees' annual report was approved on^{5/3/21}..... 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 2020

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 2020.

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

8 March 2021

The National Association for Managers of Student Services

Statement of Financial Activities

Year ended 31 August 2020

		2020		2019	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Charitable activities	4	109,283	–	109,283	121,202
Other trading activities	5	3,000	–	3,000	2,000
Investment income	6	1,691	–	1,691	1,515
Total income		<u>113,974</u>	<u>–</u>	<u>113,974</u>	<u>124,717</u>
Expenditure					
Expenditure on charitable activities	7,8	104,453	–	104,453	128,656
Total expenditure		<u>104,453</u>	<u>–</u>	<u>104,453</u>	<u>128,656</u>
Net income/(expenditure) and net movement in funds					
		<u>9,521</u>	<u>–</u>	<u>9,521</u>	<u>(3,939)</u>
Reconciliation of funds					
Total funds brought forward		106,096	22,441	128,537	132,476
Total funds carried forward		<u>115,617</u>	<u>22,441</u>	<u>138,058</u>	<u>128,537</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 2020

	Note	2020 £	£	2019 £	£
Current assets					
Debtors	13	1,117		1,314	
Investments	14	78,607		112,043	
Cash at bank and in hand		59,912		16,758	
		<u>139,636</u>		<u>130,115</u>	
Creditors: amounts falling due within one year	15	<u>1,578</u>		<u>1,578</u>	
Net current assets			<u>138,058</u>		<u>128,537</u>
Total assets less current liabilities			<u>138,058</u>		<u>128,537</u>
Net assets			<u>138,058</u>		<u>128,537</u>
Funds of the charity					
Restricted funds			22,441		22,441
Unrestricted funds			115,617		106,096
Total charity funds	16		<u>138,058</u>		<u>128,537</u>

These financial statements were approved by the board of trustees and authorised for issue on^{5/3/21}....., and are signed on behalf of the board by:

Polly Harrow

P Harrow
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 2020

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 2020

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.

Tangible assets

Tangible fixed assets are stated at cost less depreciation.

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 2020 £	Unrestricted Funds £	Total Funds 2019 £
Subscriptions	64,004	64,004	65,400	65,400
Annual conference	41,959	41,959	53,659	53,659
Other income	3,320	3,320	2,143	2,143
	<u>109,283</u>	<u>109,283</u>	<u>121,202</u>	<u>121,202</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2020

5. Other trading activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Corporate sponsorship	3,000	3,000	2,000	2,000

6. Investment income

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Interest Receivable	1,691	1,691	1,515	1,515

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Membership services	45,425	45,425	44,676	44,676
Annual conference	46,323	46,323	58,071	58,071
Projects	1,466	1,466	8,167	8,167
Support costs	11,239	11,239	17,742	17,742
	<u>104,453</u>	<u>104,453</u>	<u>128,656</u>	<u>128,656</u>

Further analysis of costs:-

Membership services

	2020 £	2019 £
Administrator	28,000	28,000
Printing, postage & stationery	1,076	1,018
Website	4,525	3,881
Marketing	311	879
Regional Events	2,799	2,698
AOC conference	3,473	2,551
Research consultation and professional fees	2,000	2,000
Insurance	241	241
Other / Contingency	3,000	3,408
	<u>45,425</u>	<u>44,676</u>

The National Association for Managers of Student Services

Notes to the Financial Statements (continued)

Year ended 31 August 2020

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

<u>Annual conference</u>	2020	2019
	£	£
Hotel Accommodation	30,586	52,671
Speakers and workshop leaders - Fees and travel expenses	6,750	2,229
Other costs	8,987	3,171
	<u>46,323</u>	<u>58,071</u>
<u>Projects</u>	2020	2019
	£	£
Project expenses - unrestricted	1,466	8,167
	<u>1,466</u>	<u>8,167</u>
<u>Support costs</u>	2020	2019
	£	£
Independent examination	1,530	1,608
Executive meeting expenses	9,709	16,134
	<u>11,239</u>	<u>17,742</u>

8. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2020	Total fund 2019
	£	£	£	£
Membership services	45,425	–	45,425	44,676
Annual conference	46,323	–	46,323	58,071
Projects	1,466	–	1,466	8,167
Governance costs	–	11,239	11,239	17,742
	<u>93,214</u>	<u>11,239</u>	<u>104,453</u>	<u>128,656</u>

9. Independent examination fees

	2020	2019
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	1,530	1,500
	<u>1,530</u>	<u>1,500</u>

10. Staff costs

The average head count of employees during the year was Nil (2019: Nil).

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

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

11. Trustee remuneration and expenses

Eight (2019 - ten) of the members of the Executive Committee were reimbursed a total of £2,332 (2019 - £3,863) for travelling expenses.

12. Tangible fixed assets

	Fixtures and fittings £	Total £
Cost		
At 1 September 2019 and 31 August 2020	757	757
Depreciation		
At 1 September 2019 and 31 August 2020	757	757
Carrying amount		
At 31 August 2020	-	-
At 31 August 2019	-	-

13. Debtors

	2020 £	2019 £
Prepayments and accrued income	1,117	1,314

14. Investments

	2020 £	2019 £
Short-term cash deposits	78,607	112,043

15. Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	1,578	1,578

The National Association for Managers of Student Services

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

16. Analysis of charitable funds

Unrestricted funds

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

	At 1 September 2018	Income	Expenditure	At 31 August 2019
	£	£	£	£
General funds	110,035	124,717	(128,656)	106,096

Restricted funds

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

	At 1 September 2018	Income	Expenditure	At 31 August 2019
	£	£	£	£
Voting project	22,441	–	–	22,441

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 2020

17. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
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>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Current assets	107,674	22,441	130,115
Creditors less than 1 year	(1,578)	–	(1,578)
Net assets	<u>106,096</u>	<u>22,441</u>	<u>128,537</u>