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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

Year ended:

31 DECEMBER 2012

List no:

7067.

Head or Main Office:

4 THE RIVERSIDE CENTRE
FRANKLAND LANE
DURHAM
DH1 1ST A

Website address (if available)

WWW.AEP.ORG.UK

Has the address changed during the year to which the return relates?

Yes	<input type="checkbox"/>
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No	<input checked="" type="checkbox"/>
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(Click the appropriate box)

General Secretary:

KATE FALLON

Telephone Number:

0191 384 9512

Contact name for queries regarding

MARY GARDNER

Telephone Number:

0191 384 9512

E-mail:

mary.gardner@aep.org.uk

PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

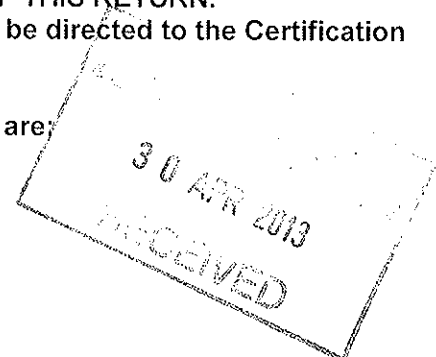
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:

Certification Office for Trade Unions and Employers' Associations
Melrose House, 69a George Street, Edinburgh EH2 2JG



(Revised February 2011)

RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	675	19	-	7	701
FEMALE	2,477	113	7	19	2,616
TOTAL	3,152	132	7	26	A 3,317

Number of members included in totals box 'A' above for whom no home or authorised address is held:

0
3,317

Number of members at end of year contributing to the General Fund

OFFICERS IN POST

(see note 12)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

RETURN OF CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
<i>None</i>			

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

National Executive Committee 2012

President	John Drewicz
Vice-President	Sean O'Donoghue
Association Secretary	Eric Page (<i>deceased</i>)
Honorary Treasurer & Chair F&O	David Webster
Chair of Professional Policies	Mary Jenkin
Chair of Employment Policies	Lynn Ambler
National Member	Stephanie James
National Member	Angela Pratten

Regional Executive Members

Region 1	David Collingwood
Region 2	Yvonne Price
Region 3	Chris Chesterman
Region 4	David Beaumont
Region 5	Jackie King
Region 6 (current vacancy)	Dewi Rowland Hughes
Region 7	Mike Rance
Region 8	Carole Adair
Cymru/Wales	Mary Greening
Scotland (current vacancy)	Bernadette Cairns

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions	653,451	
From Members: Other income from members (specify)		
PUBLICITY SALES	4,991	
ROYALTY INCOME	9,540	
Total other income from members		667,982
Total of all income from members		
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		—
	TOTAL INCOME	667,982
EXPENDITURE		
Benefits to members (as at page 5)	—	
Administrative expenses (as at page 10)	586,514	
Federation and other bodies (specify)	—	
JOURNAL COSTS	38,277	
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	624,791
Surplus (deficit) for year		43,191
TRANSFER TO LEGAL EXPENSE FUNDS		(148,967)
TRANSFER FROM DEVELOPMENT FUNDS		105,776
Amount of general fund at beginning of year		—
Amount of general fund at end of year		—

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
<p>Federation and other bodies</p> <p style="margin-left: 40px;">N/A</p>		
TOTAL FEDERATION AND OTHER BODIES		
<p>Other income</p>		
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
N/A		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
<i>LEGAL EXPENSES RESERVE FUND</i>			
Income			
From members		-	
Investment income (as at page 12)		-	
Other income (specify)		-	
	Total other income as specified		-
	Total Income		-
Expenditure			
Benefits to members		-	
Administrative expenses and other expenditure (as at page 10)		148,967	
	Total Expenditure		148,967
	<i>TRANSFER FROM GENERAL FUNDS</i>		148,967
	Surplus (Deficit) for the year		(148,967)
	Amount of fund at beginning of year		200,000
	Amount of fund at the end of year (as Balance Sheet)		200,000
	Number of members contributing at end of year		3,317

FUND 3		Fund Account	
Name:		£	£
<i>CONFERENCE FUNDS</i>			
Income			
From members		-	
Investment income (as at page 12)		-	
Other income (specify)		-	
<i>FEES RECEIVABLE</i>		7,629	
	Total other income as specified		-
	Total Income		7,629
Expenditure			
Benefits to members		-	
Administrative expenses and other expenditure (as at page 10)		30,286	
	Total Expenditure		30,286
	<i>TRANSFER FROM DEVELOPMENT FUNDS</i>		22,657
	Surplus (Deficit) for the year		(22,657)
	Amount of fund at beginning of year		-
	Amount of fund at the end of year (as Balance Sheet)		-
	Number of members contributing at end of year		3,317

FUND 4		Fund Account	
Name:		£	£
Name: <i>DEVELOPMENT FUND</i>			
Income			
	From members <i>BROADSHEET</i>	<i>106,361</i>	
	Investment income (as at page 12)	<i>1,918</i>	
	Other income (specify)	<i>-</i>	
	Total other income as specified		<i>-</i>
	Total Income		<i>108,279</i>
Expenditure			
	Benefits to members	<i>-</i>	
	Administrative expenses and other expenditure (as at page 10)	<i>114,052</i>	
	Total Expenditure		<i>114,052</i>
	<i>TRANSFER TO GENERAL + CONFERENCE FUND (128,433)</i>		
	Surplus (Deficit) for the year		<i>(5,773)</i>
	Amount of fund at beginning of year		<i>1,282,898</i>
	Amount of fund at the end of year (as Balance Sheet)		<i>1,148,692</i>
	Number of members contributing at end of year		<i>3,317</i>

FUND 5		Fund Account	
Name:		£	£
Name:			
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 24 and 25)

FUND 6		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 7		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund		
		£	£	
Income	Members contributions and levies			
	Investment income (as at page 12)			
	Other income (specify)			
	Total other income as specified			
	Total income			
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
		Total expenditure		
		Surplus (deficit) for year		
		Amount of political fund at beginning of year		
		Amount of political fund at the end of year (as Balance Sheet)		
	Number of members at end of year contributing to the political fund			
	Number of members at end of the year not contributing to the political fund			
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

POLITICAL FUND ACCOUNT 2		To be completed by trade unions which act as components of a central trade union		
		£	£	
Income	Contributions and levies collected from members on behalf of central political fund			
	Funds received back from central political fund			
	Other income (specify)			
	Total other income as specified			
	Total income			
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
		Total expenditure		
		Surplus (deficit) for year		
		Amount held on behalf of trade union political fund at beginning of year		
		Amount remitted to central political fund		
	Amount held on behalf of central political fund at end of year			
	Number of members at end of year contributing to the political fund			
	Number of members at end of the year not contributing to the political fund			
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

	£
Administrative Expenses	
Remuneration and expenses of staff	395,111
Salaries and Wages included in above	£ 357,048
Auditors' fees	4,365
Legal and Professional fees	152,922
Occupancy costs	37,127
Stationery, printing, postage, telephone, etc.	20,598
Expenses of Executive Committee (Head Office)	50,342
Expenses of conferences	30,286
Other administrative expenses (specify)	
EQUIPMENT MAINTENANCE	15,243
FINANCIAL ADMINISTRATION	12,612
DONATIONS + SUBSCRIPTIONS	35,520
PROFESSIONAL INDEMNITY INSURANCE	3,392
WEB DESIGN	1,584
CONSULTANCY FEES	31,163
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	—
Mortgages	—
Other loans BANK CHARGES	1,376
Depreciation	8,586
Taxation	377
Outgoings on land and buildings (specify)	
BUSINESS MEETINGS	1,361
SUNDRY EXPENSES	4,793
LA REPRESENTATIVE EXPENSES	25,207
Other outgoings (specify)	
TRAINING + RECRUITMENT	4,315
VAT ADJUSTMENT	43,602
Total	879,819
Charged to:	
General Fund (Page 3)	586,514
LEGAL EXPENSE RESERVE Fund (Account 2)	148,967
CONFERENCE Fund (Account 3)	30,286
DEVELOPMENT Fund (Account 4)	114,052
Fund (Account)	
Total	879,819

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Pension Contributions s £	Benefits		Total £
				Description	Value £	
GENERAL SECRETARY	62,193	7,564	7,463	--	-	77,280

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings	—		—
Dividends (gross) from:			
Equities (e.g. shares)	—		34
Interest (gross) from:			
Government securities (Gilts)	—		—
Mortgages	—		—
Local Authority Bonds	—		—
Bank and Building Societies	—		1,884
Other investment income (specify)	—		—
	—		1,918
Total investment income			1,918
Credited to:			
		General Fund (Page 3)	—
		<i>LEGAL EXPENSE RES.</i> Fund (Account 2)	—
		<i>CONFERENCE</i> Fund (Account 3)	—
		<i>DEVELOPMENT</i> Fund (Account 4)	1,918
		Fund (Account)	
		Fund (Account)	
		Political Fund	
Total Investment Income			1,918

BALANCE SHEET as at 31 DECEMBER 2012

(see notes 47 to 50)

Previous Year		£	£
738,817	Fixed Assets (at page 14)		732,306
-	Investments (as per analysis on page 15)		-
	Quoted (Market value £)		
	Unquoted		
	Total Investments		732,306
	Other Assets		
-	Loans to other trade unions	-	
56,168	Sundry debtors	41,400	
790,579	Cash at bank and in hand	673,905	
8,413	Income tax to be recovered	-	
-	Stocks of goods	-	
-	Others (specify)	-	
	Total of other assets		715,305
	TOTAL ASSETS		1,447,611
-	<i>GENERAL</i> Fund (Account 1)		
200,000	<i>LEGAL EXPENSE RES.</i> Fund (Account 2)	200,000	
-	<i>CONFERENCE</i> Fund (Account 3)		
-	Superannuation Fund (Account)		
-	Political Fund (Account)		
-	Revaluation Reserve		
1,282,898	LIABILITIES <i>DEVELOPMENT FUND (4)</i>	1,148,692	
	Amount held on behalf of central trade union political fund		
-	Loans: From other trade unions	-	
-	Loans: Other	-	
4,441	Bank overdraft	-	
-	Tax payable	371	
22,912	Sundry creditors	22,373	
75,594	Accrued expenses	66,123	
-	Provisions	-	
8,132	Other liabilities <i>PAVE INIC</i>	8,444	
	<i>VAT</i>	1,602	
	TOTAL LIABILITIES		1,447,611
	TOTAL ASSETS		1,447,611

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year		725,000	43,735	-	-	768,741
Additions		-	2,015	-	-	2,075
Disposals		-	(113)	-	-	(113)
Revaluation/Transfer s		-	-	-	-	-
At end of year		725,000	45,697	-	-	770,703
Accumulated Depreciation						
At start of year		-	29,924	-	-	29,924
Charges for year		-	8,586	-	-	8,586
Disposals		-	(113)	-	-	(113)
Revaluation/Transfer s		-	-	-	-	-
At end of year		-	38,397	-	-	38,397
Net book value at end of year		725,000	7,300	-	-	732,300
Net book value at end of previous year		725,000	13,811	-	-	738,811

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	—	—
Market Value of Quoted Investment	—	—
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	—	—
Market Value of Unquoted Investments	—	—

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
	653,451	-	653,451
From Members	1,918	-	1,918
From Investments	128,521	-	128,521
Other Income (including increases by revaluation of assets)		-	
Total Income	783,890	-	783,890
EXPENDITURE (including decreases by revaluation of assets)	918,096	-	918,096
Total Expenditure	918,096	-	918,096
Funds at beginning of year (including reserves)	1,482,898	-	1,482,898
Funds at end of year (including reserves)	1,348,692	-	1,348,692
ASSETS			
	Fixed Assets		732,306
	Investment Assets		-
	Other Assets		715,305
		Total Assets	1,447,611
LIABILITIES		Total Liabilities	98,919
NET ASSETS (Total Assets less Total Liabilities)			1,348,692

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

1. ACCOUNTING POLICIES

Basis of Accounting

The accounts have been prepared under the historical cost convention, modified to include the revaluation of certain fixed assets.

Income

Income consists of:

- (1) Broadsheet revenue – accounted for when invoiced, exclusive of value added tax;
- (2) Subscription income – accounted for when receivable;
- (3) Publicity sales - accounted for when invoiced, exclusive of value added tax;
- (4) Royalty income - accounted for when receivable, exclusive of value added tax; and
- (5) Course fees - accounted for when receivable.

Cash flow statement

The National Executive Committee have taken advantage of the exemption in Financial Reporting Standard No.1 (revised) from including a cash flow statement in the financial statements on the grounds that the Association is small.

Fixed Assets and Depreciation

Fixed assets are capitalised at cost.

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

Fixtures, fittings and equipment	25% per annum straight line
----------------------------------	-----------------------------

Leasehold buildings are depreciated to write down the cost less estimated residual value over their remaining useful life by equal annual instalments. Where buildings are maintained to such a standard that their residual value is not less than their cost or valuation, no depreciation is charged as it is not material.

Pension costs

The Association operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the association. The annual contributions payable are charged to the income and expenditure account.

Funds

Development Fund – this fund includes the broadsheet revenue and associated costs, investment income, the research project income and expenditure, establishment expenses and associated administration expenses. Also included is the corporation tax liability on the development fund surplus and investment income.

General Fund – this fund includes the subscription income, publicity sales and journal income and expenditure. Also included are all related administration expenses relating to this income

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

1. ACCOUNTING POLICIES *(continued)*

Conference Fund – this fund includes conference income and related expenditure and also the cost of study days.

Legal Expenses Reserve Fund – this fund is maintained at £200,000 and all legal and professional fees (with the exception of the Association's head office legal and professional fees which are charged to either the development or general fund depending upon their specific nature) are charged against this fund.

2. FIXED ASSETS

	Leasehold Property £	Fixtures, Fittings & Equipment £	Total £
Cost or valuation			
As at 1 January 2012	725,006	43,735	768,741
Additions	–	2,075	2,075
Disposals	–	(113)	(113)
As at 31 December 2012	725,006	45,697	770,703
Depreciation			
As at 1 January 2012	–	29,924	29,924
Provided for year	–	8,586	8,586
On disposal	–	(113)	(113)
As at 31 December 2012	–	38,397	38,397
Net Book Value			
As at 31 December 2012	<u>725,006</u>	<u>7,300</u>	<u>732,306</u>
As at 31 December 2011	<u>725,006</u>	<u>13,811</u>	<u>738,817</u>

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

3. TAXATION	2012	2011
	£	£
UK corporation tax based on the taxable results for the year (Over)/under provision of taxation	377	–
	<u>–</u>	<u>–</u>
	377	–
	<u><u>377</u></u>	<u><u>–</u></u>
4. ESTABLISHMENT EXPENSES	2012	2011
	£	£
Rent and rates	12,056	9,024
Insurance	1,529	2,156
Light and heat	4,090	(1,372)
Maintenance and cleaning	<u>11,102</u>	<u>8,983</u>
	28,777	18,791
	<u><u>28,777</u></u>	<u><u>18,791</u></u>
5. ADMINISTRATION EXPENSES – DEVELOPMENT FUND	2012	2011
	£	£
Equipment maintenance	15,243	12,661
Depreciation office equipment	8,586	9,489
Sundry expenses	<u>–</u>	<u>1,783</u>
	23,829	23,933
	<u><u>23,829</u></u>	<u><u>23,933</u></u>

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

6. ADMINISTRATION EXPENSES - GENERAL FUND	2012	2011
	£	£
Executive committee - meetings expenses	43,678	56,445
Executive representational duty	6,664	11,381
Secretarial wages and NIC	134,610	138,907
Regional Officers wages and NIC	86,792	84,884
Regional Officers expenses	23,756	18,365
General Secretary wages and NIC	63,538	61,639
General Secretary intra association duties	3,631	4,718
General Secretary external representational duties	10,348	9,533
General Secretary pension	6,717	6,600
Staff pension fund	21,737	25,135
Printing, stationery and duplicating	5,593	3,989
Website development	1,584	103
Books and publications	1,210	1,251
Telephone and postage including officers	9,013	11,280
Financial administration	12,612	14,320
Bank charges	1,376	1,433
Audit and accountancy fees	4,365	3,600
Donations	372	396
Subscriptions	8,384	8,607
GFTU subscriptions	2,621	2,432
TUC subscriptions	9,040	8,494
UTU subscriptions	15,103	9,494
Professional indemnity insurance	3,392	2,850
Tax enquiry insurance	395	96
Business meetings	1,301	15
Sundry income	(548)	(3,213)
Sundry expenses	4,946	4,912
LA representative expenses	25,204	44,455
Training and recruitment costs	4,315	3,623
VAT adjustment	43,602	46,914
Consultancy fees	31,163	29,012
Industrial action	—	2,989
	<u>586,514</u>	<u>614,659</u>

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

7. BRANCH EXPENSES

	£		£
Cash and bank balances as at 1 January 2012	7,157	Study day and course expenses	1,773
Study day and course fees	40	Transfer	—
Other income	—	Cash and bank balances as at 31 December 2012	<u>5,424</u>
	<u>7,197</u>		<u>7,197</u>

8. OPERATING LEASE COMMITMENTS

	Equipment 2012 £	Equipment 2011 £
Amounts due under operating lease commitments:		
2-5 years	7,924	4,468
> 5 years	<u>—</u>	<u>1,480</u>
	<u>7,924</u>	<u>5,948</u>

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

All notes to the accounts must be entered on or attached to this part of the return.

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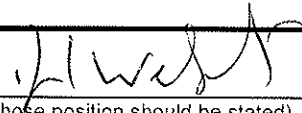
ACCOUNTING POLICIES

(see notes 74 and 75)

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>KATE FALLON</u> <u>GENERAL SECRETARY</u> Date: <u>25/4/13</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>DAVID WEBSTER</u> <u>HONORARY TREASURER</u> Date: <u>25/4/13</u>
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CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records?
- (See section 36(3) of the 1992 Act, set out in note 83)

YES/NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
- (See section 36(4) of the 1992 Act set out in rule 83)

YES/NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.
(See note 85)

PLEASE SEE COPY
OF AUDIT REPORT

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

We have audited the financial statements of the Association of Educational Psychologists for the year ended 31 December 2012 which comprise the Balance Sheet, four Income and Expenditure Accounts, Statement of Total Recognised Gains and Losses and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the Association's members as a body. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of the National Executive Committee and Auditors

As described in the Statement of the National Executive Committees' Responsibilities the National Executive Committee is responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit and express an opinion on the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the Audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the National Executive Committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Statement by the National Executive Committee to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS** *(Continued)*

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the Association's affairs as at 31 December 2012 and of its deficit for the year then ended;
- the Association has kept proper accounting records in accordance with the requirements of section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992;
- the Association has maintained a satisfactory system of control over its transactions in accordance with the requirements of section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992; and
- the financial statements to which the report relates agree with the accounting records.

RSM Tenon Audit Limited

RSM Tenon Audit Limited
Statutory Auditor
Tenon House
Ferryboat Lane
Sunderland
SR5 3JN

Date: *26 March 2013*

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	RSM Tenon Audit Limited	
Name(s):	RSM TENON AUDIT LIMITED	
Profession(s) or Calling(s):	REGISTERED AUDITOR	
Address(es):	TENON HOUSE FERRYBOAT LANE SUNDERLAND SR5 3JW	
Date:	26 MARCH 2013	
Contact name and telephone number:	LYNDSY BLACK 0191 511 5000	

N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.