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- PRINT ON ONE SIDE ONLY

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union: Association of Local Authority Chief Executives (ALACE)

Year ended: 31 December 2012

List no: ~~421-451~~ 4517

Head or Main Office: C/o Waverley Borough Council
The Burys
Godalming
Surrey
GU7 1HR

Website address (if available)

Has the address changed during the year to which the return relates? Yes No (Click the appropriate box)

General Secretary: Mary Orton

Telephone Number: 01483 523208

Contact name for queries regarding: Debbie McDonald

Telephone Number: 01483 523208

E-mail: Debbie.mcdonald@waverley.gov.uk

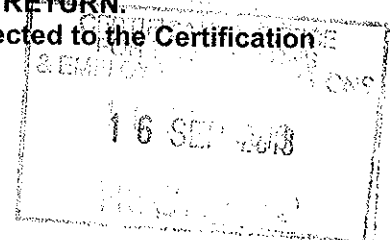
PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN

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



451T.

ALACE

'Stronger Together'

Association of Local Authority Chief Executives

Mary Orton
Honorary Secretary
Waverley Borough Council
The Burys
Godalming
Surrey GU7 1HR

T 01483 523208
M 07875 109593
E mary.orton@waverley.gov.uk
W www.alace.org.uk

List of Officers in Post 2012

Rob Tinlin
Chairman

Mary Orton
Honorary Secretary

Michel Saminaden
Honorary Treasurer

Debbie McDonald
PA to Mary Orton
Hon. Sec.
ALACE



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	221	18			239
FEMALE	113	3			116
TOTAL	334	21			A 355

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

0
355

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>No</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:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		112,125
From Members: Other income from members (specify)		
 Total other income from members		
Total of all income from members		112,125
Investment income (as at page 12)		105
Other Income		
Income from Federations and other bodies (as at page 4)	Nil	
Income from any other sources (as at page 4)	5,110	
 Total of other income (as at page 4)	Nil	5,110
		TOTAL INCOME
		117,340
EXPENDITURE		
Benefits to members (as at page 5)		Nil
Administrative expenses (as at page 10)		98,490
Federation and other bodies (specify)		
	Nil	
	Nil	
	Nil	
 Total expenditure Federation and other bodies		98,490
Taxation		Nil
		TOTAL EXPENDITURE
		98,490
Surplus (deficit) for year		18,850
Amount of general fund at beginning of year		163,927
Amount of general fund at end of year		182,777

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION AND OTHER BODIES		
Other income		
Sundry Income		750
Pension Deposits		4,360
TOTAL OTHER INCOME		5,110
TOTAL OF ALL OTHER INCOME		5,110

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		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:		£	£
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 3		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 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	2,500
Salaries and Wages included in above	£Nil
Auditors' fees	1,500
Legal and Professional fees	80,197
Occupancy costs	Nil
Stationery, printing, postage, telephone, etc.	Nil
Expenses of Executive Committee (Head Office)	Nil
Expenses of conferences	1,891
Other administrative expenses (specify)	
Pension deposits	4,360
Branch contributions	3,075
Insurance	477
Accountancy	2,500
Web site	1,416
Bank Charges	233
Subscriptions	219
Sundry expenses	101
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	21
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Total	98,490

Charged to:	General Fund (Page 3)	98,490
	Total	98,490

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)		
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		105
Other investment income (specify)		
		105
	Total investment income	105
Credited to:		
	General Fund (Page 3)	105
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Political Fund	
	Total Investment Income	105

BALANCE SHEET as at

31/12/2012

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand		200,609
	Income tax to be recovered		
	Stocks of goods		
	Others (specify) :		
	Total of other assets		200,609
	TOTAL ASSETS		200,609
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses		14,702
	Provisions		1,500
	Other liabilities		1,630
	TOTAL LIABILITIES		17,832
	TOTAL ASSETS		17,832

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						
Additions						
Disposals						
Revaluation/Transfers						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfers						
At end of year						
Net book value at end of year						
Net book value at end of previous year						

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 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 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			
From Members	112,125		112,125
From Investments	105		105
Other Income (including increases by revaluation of assets)	5,110		5,110
Total Income	117,340		117,340
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	98,490		98,490
Funds at beginning of year (including reserves)	163,927		163,927
Funds at end of year (including reserves)	182,777		182,777
ASSETS			
Fixed Assets			Nil
Investment Assets			Nil
Other Assets			200,609
Total Assets			200,609
LIABILITIES			
Total Liabilities			17,832
NET ASSETS (Total Assets less Total Liabilities)			182,777

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.

A large, empty rectangular box with a black border, intended for the user to enter notes to the accounts. The box occupies most of the page below the instruction text.

ACCOUNTING POLICIES

(see notes 74 and 75)

THE FINANCIAL STATEMENTS HAVE BEEN PREPARED UNDER THE HISTORICAL COST CONVENTION.

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u><i>Mary Corton</i></u> Name: <u>MARY CORTON</u> Date: <u>2nd September 2013</u>	Chairman's Signature: <u><i>Robert Tynan</i></u> (or other official whose position should be stated) Name: <u>ROBERT TYNAN</u> Date: <u>14 AUGUST 2013</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 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 type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	<input checked="" 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)

AUDITOR'S REPORT (continued)

WE HAVE EXAMINED THE ENTRIES IN THIS FORM AND THE RELATED ACCOUNTS AND RECORDS OF THE ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES AND HAVE CARRIED OUT SUCH TESTS AS WE CONSIDER NECESSARY AND OBTAINED EXPLANATIONS AS WE CONSIDER NECESSARY. WE ARE OF THE OPINION THAT THE ENTRIES ARE TRUE AND FAIR.

Signature(s) of auditor or auditors:	<i>MHA MacIntyre Hudson</i>	
Name(s):	MHA MacIntyre Hudson	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	New Bridge Street House 30-34 New Bridge Street London EC4V 6JB	
Date:	<i>13/09/2013</i>	
Contact name and telephone number:	<i>Rajaw Shaunak</i> 020 7429 4100	

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

A.L.A.C.E
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2012

	31.12.12	31.12.11	31.12.10	31.12.09	31.12.08	31.12.07	31.12.06	31.12.05	31.12.04	31.12.03
	£	£	£	£	£	£	£	£	£	£
INCOME										
Subscriptions	112,125.00	118,840.00	114,450.00	118,350.00	99,475.00	106,468.00	82,155.00	85,398.00	119,282.00	74,055.00
Interest	105.00	111.02	106.88	141.06	5,045.68	3,903.36	1,890.47	1,533.78	430.08	171.26
Sundry Income	750.00	375.00	-	1,150.00	-	1,000.00	150.00	1,235.00	1,800.00	325.00
Pension Deposits	4,360.00									
	117,340.00	119,326.02	114,556.88	119,641.06	104,520.68	111,371.36	84,195.47	88,166.78	121,512.08	74,551.26
EXPENDITURE										
Secretary's Expenses x	2,500.00	2,500.00	2,500.00	2,600.00	2,500.00	2,500.00	2,500.00	2,000.00	2,000.00	2,000.00
Consultant's Fees and x	77,316.58	107,618.84	68,970.54	64,080.56	70,845.83	48,996.60	53,382.50	65,927.07	47,173.39	54,144.57
Member's Expenses	-	88.00	-	1,739.02	-	-	75.09	212.14	35.67	100.93
Solicitors Fees x	2,880.00	3,000.00	13,160.00	-	-	-	-	-	22,392.55	50,708.36
Pension Deposits	4,360.00									
Printing and Stationer x	-	-	263.20	7.29	12.18	409.98	924.08	391.55	610.64	457.91
Scottish Branch Cont. x	1,875.00	1,725.00	2,100.00	1,800.00	1,575.00	1,718.75	1,812.50	1,687.50	2,450.00	1,400.00
Irish Branch Cont. x	1,200.00	1,350.00	1,425.00	1,875.00	1,562.50	1,225.00	1,125.00	1,625.00	2,275.00	1,250.00
Room Hire x	1,890.50	4,187.59	2,340.30	222.50	-	-	-	-	170.00	-
Audit Fee	1,500.00	1,500.00	1,500.00	1,437.50	1,468.75	323.13	1,468.75	1,175.00	1,468.75	1,496.26
Write Back Audit Fee 2009	-	-	1,500.00	-	-	-	-	-	-	-
Insurance x	477.11	454.38	428.65	396.90	367.50	367.50	367.50	367.50	367.50	367.50
Accountancy Fees x	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,000.00	2,000.00	587.50
Taxation	21.40	22.20	29.88	83.62	2,330.18	-	-	-	-	595.32
Web Site x	1,416.00	264.00	10,316.51	1,233.66	139.23	974.66	139.24	93.41	70.50	-
Bank Charges x	233.00	233.00	233.00	293.00	166.00	226.00	233.00	233.00	274.95	308.33
Subscriptions Paid	219.00	1,156.00	-	-	-	-	63.00	120.00	-	-
Subscriptions Refunded	-	-	-	-	-	-	750.00	-	-	-
Sundry Expenses x	100.56	1,368.76	1,915.21	921.08	108.46	342.82	367.18	506.77	568.75	181.81
	98,489.15	127,967.77	106,182.29	79,190.13	83,575.63	59,584.44	65,707.84	76,338.94	81,857.70	113,598.49
SURPLUS/(DEFICIT) FOR THE YEAR	£ 18,850.85	£ 8,641.75	£ 8,374.59	£ 40,450.93	£ 20,945.05	£ 51,786.92	£ 18,487.63	£ 11,827.84	£ 39,654.38	(£ 39,047.23)

6 SEP 2013