

- DO NOT STAPLE
- 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:

SALES STAFF ASSOCIATION

Year ended:

31ST DECEMBER 2012

List no:

699T

Head or Main Office:

41 MERKLAND ROAD
AYR
SCOTLAND
KA7 4UN

Website address (if available)

SSA.Secretary@jti.com

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

Yes

No

X

(Click the appropriate box)

General Secretary:

DONALD WILSON

Telephone Number:

01292 445266

Contact name for queries
regarding

DONALD WILSON

Telephone Number:

07966 764956

E-mail:

SSA.Secretary@jti.com

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

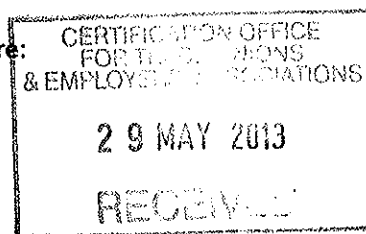
The address to which returns and other documents should be sent are:

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

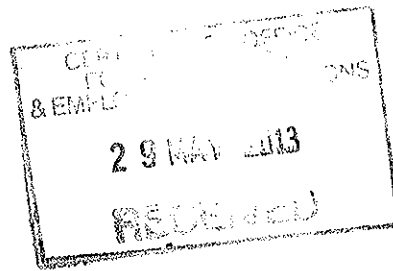


(Revised February 2011)

NATIONAL EXECUTIVE COMMITTEE (NEC)

2012

- DONALD WILSON GENERAL SECRETARY
- MARK MALCOLM CHAIRMAN
- NIGEL HUBBARD TREASURER
- JOHN LEE MINUTE SECRETARY
- MARK BURTON
- CAROLYN RIDLEY



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 | 197 | 6 | | | 203 |
| FEMALE | 50 | 4 | | | 54 |
| TOTAL | 247 | 10 | | | A 257 |

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

| |
|--|
| |
|--|

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

| |
|-----|
| 257 |
|-----|

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 |
|-----------------|-------------------------------------------|------------------------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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 | 14585 | |
| From Members: Other income from members (specify) | | |
| Total other income from members | | 14585 |
| 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) | 183 | |
| Total of other income (as at page 4) | | 183 |
| | | TOTAL INCOME |
| | | 14768 |
| EXPENDITURE | | |
| Benefits to members (as at page 5) | | |
| Administrative expenses (as at page 10) | | |
| Federation and other bodies (specify) | 5414 | |
| Total expenditure Federation and other bodies | | |
| Taxation | | |
| | | TOTAL EXPENDITURE |
| | | 5414 |
| | | 9354 |
| | | 120094 |
| | | 129448 |
| | | Surplus (deficit) for year |
| | | 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 | £ | £ |
|------------------------------------------|-----|-----|
| Federation and other bodies | | |
| TOTAL FEDERATION AND OTHER BODIES | | |
| Other income BANK DEPOSIT | 183 | |
| TOTAL OTHER INCOME | | 183 |
| TOTAL OF ALL OTHER INCOME | | 183 |

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 4 | | 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 5 | | 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 | | |
| Salaries and Wages included in above | £NIL | |
| Auditors' fees | | 756 |
| Legal and Professional fees | | 900 |
| Occupancy costs | | NIL |
| Stationery, printing, postage, telephone, etc. | | 645 |
| Expenses of Executive Committee (Head Office) | | NIL |
| Expenses of conferences | | 2107 |
| Other administrative expenses (specify) | | |
| NEWSPAPERS & PERIODICALS | | 321 |
| BANK CHARGES | | 120 |
| SUNDRIES & DONATIONS | | 545 |
| Other Outgoings | | |
| Interest payable: | | |
| Bank loans (including overdrafts) | | |
| Mortgages | | |
| Other loans | | |
| Depreciation | | 20 |
| Taxation | | |
| Outgoings on land and buildings (specify) | | |
| Other outgoings (specify) | | |
| Total | | 5414 |
| Charged to: | | |
| | General Fund (Page 3) | 5414 |
| | Fund (Account) | |
| | Fund (Account) | |
| | Fund (Account) | |
| | Fund (Account) | |
| Total | | 5414 |

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 | | | 183 |
| Other investment income (specify) | | | |
| | | | |
| | | Total investment income | 183 |
| Credited to: | | | |
| | | General Fund (Page 3) | 183 |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Political Fund | |
| | | Total Investment Income | 183 |

BALANCE SHEET as at 31st DECEMBER 2012

(see notes 47 to 50)

| Previous Year | | £ | £ |
|---------------|-------------------------------------------------------------|--------|--------|
| | Fixed Assets (at page 14) | 78 | |
| | Investments (as per analysis on page 15) | 5000 | |
| | Quoted (Market value £) | | |
| | Unquoted | | |
| | Total Investments | | 5078 |
| | Other Assets | | |
| | Loans to other trade unions | | |
| | Sundry debtors | NIL | |
| | Cash at bank and in hand | 124370 | |
| | Income tax to be recovered | | |
| | Stocks of goods | | |
| | Others (specify) | | |
| | Total of other assets | | 124370 |
| | TOTAL ASSETS | | 129448 |
| | 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 | | |
| | Provisions | | |
| | Other liabilities | | |
| | TOTAL LIABILITIES | | NIL |
| | TOTAL ASSETS | | 129448 |

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 | | | 6516 | | | 6516 |
| Additions | | | | | | |
| Disposals | | | | | | |
| Revaluation/Transfer s | | | | | | |
| At end of year | | | 6516 | | | 6516 |
| Accumulated Depreciation | | | | | | |
| At start of year | | | 6418 | | | 6418 |
| Charges for year | | | 20 | | | 20 |
| Disposals | | | | | | |
| Revaluation/Transfer s | | | | | | |
| At end of year | | | 6438 | | | 6438 |
| Net book value at end of year | | | 78 | | | 78 |
| Net book value at end of previous year | | | 98 | | | 98 |

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) | | |
| ABERDEEN ACCUMULATION FUND | 5000 | |
| TOTAL QUOTED (as Balance Sheet) | 5000 | |
| Market Value of Quoted Investment | 9931 | |
| | | |
| 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 | | |
| | | | |
| | | | |
| | | | |
| | | | |
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| | | | |

SUMMARY SHEET

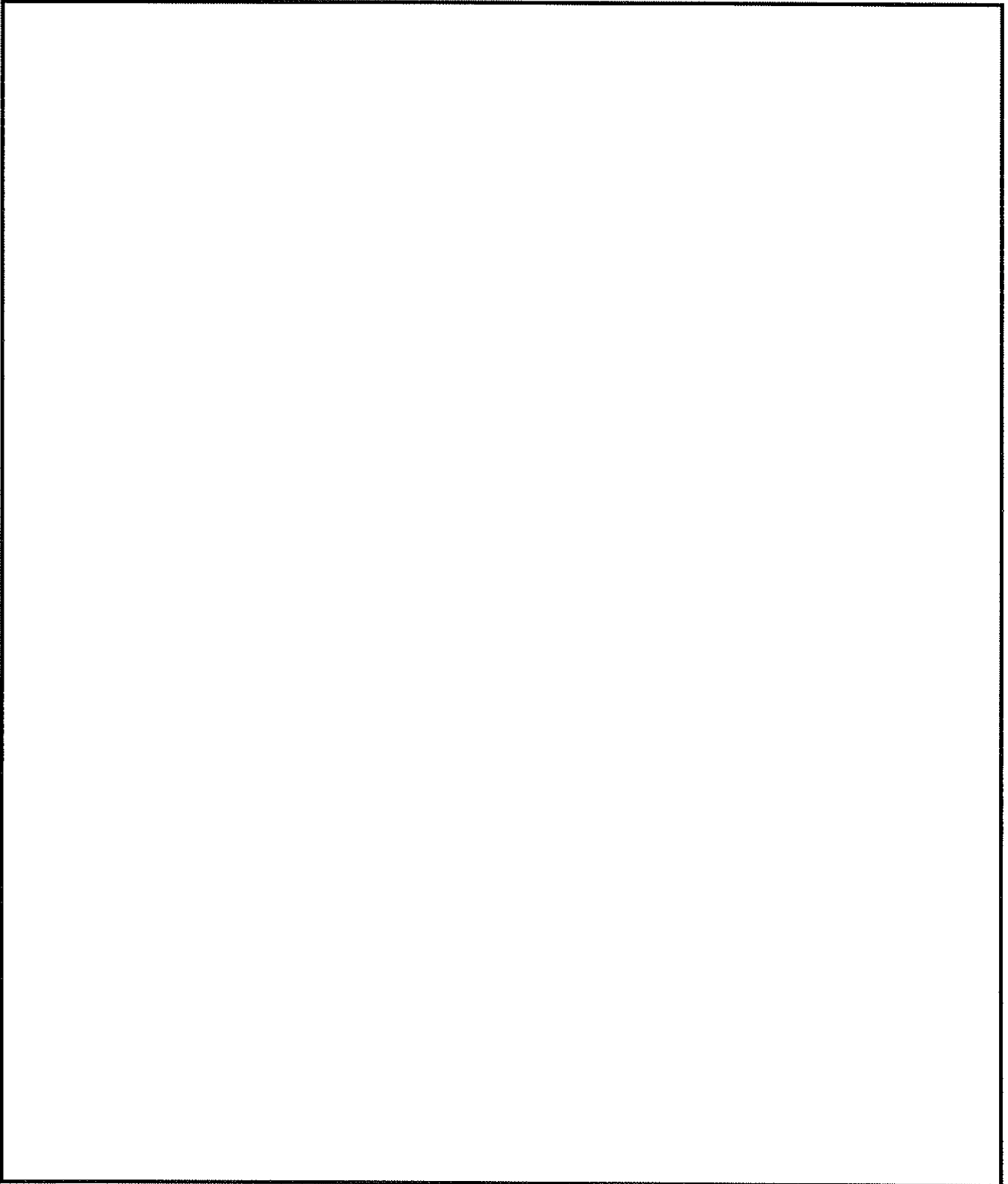
(see notes 60 to 71)

| | All funds except Political Funds £ | Political Funds £ | Total Funds £ |
|----------------------------------------------------------------------|------------------------------------------|--------------------------|---------------------|
| INCOME | | | |
| From Members | 14585 | | 14585 |
| From Investments | 183 | | 183 |
| Other Income (including increases by revaluation of assets) | | | |
| Total Income | 14768 | | 14768 |
| EXPENDITURE (including decreases by revaluation of assets) | | | |
| Total Expenditure | 5414 | | 5414 |
| Funds at beginning of year (including reserves) | 120094 | | 120094 |
| Funds at end of year (including reserves) | 129448 | | 129448 |
| ASSETS | | | |
| Fixed Assets | | | 78 |
| Investment Assets | | | 5000 |
| Other Assets | | | 124370 |
| | | Total Assets | 129448 |
| LIABILITIES | | Total Liabilities | 0 |
| NET ASSETS (Total Assets less Total Liabilities) | | | 129448 |

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.



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><i>Donald Wilson</i></u> Name: <u>Donald Wilson</u> Date: <u>16/5/13</u> | Chairman's Signature: <u><i>Mark Malcolm</i></u> (or other official whose position should be stated) Name: <u>MR. MARK MALCOLM</u> Date: <u>15th MAY 2013</u> |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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)

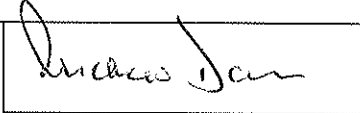
YES NO

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)

AUDITOR'S REPORT (continued)

Please refer to Accounts y/e. 31 Dec 2012
Page 8/9 Auditor's Report.

| | | |
|--------------------------------------|--------------------------------------------------------------------------------------|--|
| Signature(s) of auditor or auditors: |  | |
| Name(s): | Andrew Davis | |
| Profession(s) or Calling(s): | Chartered Certified Accountant | |
| Address(es): | Elle D House Aumbur Lane Harpenden Herts | |
| Date: | 20/5/2013 | |
| Contact name and telephone number: | 01582 761121, | |

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