

- 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:	Scottish Secondary Teachers' Association
Year ended:	31 December 2012
List no:	5020T
Head or Main Office:	West End House 14 West End Place Edinburgh EH11 2ED
Website address (if available)	
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	Alan McKenzie
Telephone Number:	0131 313 7300
Contact name for queries regarding	Elaine Henderson
Telephone Number:	0131 313 7300
E-mail:	ElaineH@ssta.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

Certified a True
of the Origin...

Alastair

(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	2,851				2,851
FEMALE	5,017				5,017
TOTAL	7,868				A 7,868

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

109

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

6,262

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
General Secretary	Ann Ballinger	Alan McKenzie	31/12/12

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		1,063,738
From Members: Other income from members (specify)		
Total other income from members		1,063,738
Total of all income from members		
Investment income (as at page 12)		20,116
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	46,452	
Total of other income (as at page 4)		46,452
	TOTAL INCOME	1,130,306
EXPENDITURE		
Benefits to members (as at page 5)		117,899
Administrative expenses (as at page 10)		875,175
Federation and other bodies (specify)		
STUC	12,821	
Total expenditure Federation and other bodies		12,821
Taxation		7,753
	TOTAL EXPENDITURE	1,013,648
Surplus (deficit) for year		116,658
Amount of general fund at beginning of year		1,103,498
Amount of general fund at end of year		1,220,156

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		
Gain on investments	34,937	
Income from Friends' Provident (pensions)	5,909	
Miscellaneous income	5,606	
TOTAL OTHER INCOME		46,452
TOTAL OF ALL OTHER INCOME		46,452

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Legal representation	90,010	brought forward Education and Training services Members' training	102,600 12,624
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications Members' diaries	10,695	Salary Costs	
Advisory Services Retirement advisory courses	1,895	Other Benefits and Grants (specify)	
Dispute Benefits		Malicious damage insurance	1,773
		Personal effects insurance	902
Other Cash Payments			
carried forward	102,600	Total (should agree with figure in General Fund)	117,899

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	BENEVOLENT FUND	£	£
Income			
	From members		
	Investment income (as at page 12)		8,920
	Other income (specify)		
	Gain on investments	4,147	
	Total other income as specified		4,147
	Total Income		13,067
Expenditure			
	Benefits to members	16,479	
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		16,479
	Surplus (Deficit) for the year		(3,412)
	Amount of fund at beginning of year		145,189
	Amount of fund at the end of year (as Balance Sheet)		141,777
	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		535,691
Salaries and Wages included in above	£473,090	
Auditors' fees		6,990
Legal and Professional fees		
Occupancy costs		84,063
Stationery, printing, postage, telephone, etc.		86,372
Expenses of Executive Committee (Head Office)		16,931
Expenses of conferences		18,627
Other administrative expenses (specify)		
Annual congress		53,210
Committees & ballots		13,652
Supporters fees & expenses		22,536
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		3,632
Other loans		
Depreciation		24,284
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Investment management fees		9,187
	Total	875,175
Charged to:	General Fund (Page 3)	875,175
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	875,175

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)			23,452
Interest (gross) from:			
Government securities (Gilts)			1,158
Mortgages			
Local Authority Bonds			
Bank and Building Societies			3,901
Other investment income (specify)			
National Savings Income Bond			525
		Total investment income	29,036
		Credited to:	
		General Fund (Page 3)	20,116
		Benevolent Fund (Account 2)	8,920
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	29,036

BALANCE SHEET as at 31/12/12

(see notes 47 to 50)

Previous Year		£	£
691,091	Fixed Assets (at page 14)		669,661
	Investments (as per analysis on page 15)		
568,757	Quoted (Market value £ 781,754)	602,759	
59,580	Unquoted	59,600	
628,337	Total Investments	662,359	662,359
	Other Assets		
	Loans to other trade unions		
1,763	Sundry debtors	1,667	
165,609	Cash at bank and in hand	268,857	
	Income tax to be recovered		
5,500	Stocks of goods	6,500	
	Others (specify)		
172,872	Total of other assets		277,024
1,492,300	TOTAL ASSETS		1,609,044
1,103,498	General Fund (Account 1)		1,220,156
145,189	Benevolent Fund (Account 2)		141,777
	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		
197,048	Loans: Other		176,287
	Bank overdraft		
3,499	Tax payable		5,711
	Sundry creditors		
28,963	Accrued expenses		38,126
13,600	Provisions		13,736
503	Other liabilities - PAYE		13,251
243,613	TOTAL LIABILITIES		247,111
1,492,300	TOTAL ASSETS		1,609,044

FIXED ASSETS ACCOUNT

(See notes 51 to 55)

	Land and Buildings		Office Equipment	Computers	Not used for union business	Total
	Freehold Leasehold					
Cost or Valuation						
At start of year	766,942		175,593	188,487		1,131,022
Additions				2,854		2,854
Disposals						
Revaluation/Transfer s						
At end of year	766,942		175,593	191,341		1,133,876
Accumulated Depreciation						
At start of year	88,508		164,975	186,448		439,931
Charges for year	14,224		8,205	1,855		24,284
Disposals						
Revaluation/Transfer s						
At end of year	102,732		173,180	188,303		464,215
Net book value at end of year	664,210		2,413	3,038		669,661
Net book value at end of previous year	678,434		10,618	2,039		691,091

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)	602,759	
Market Value of Quoted Investment	781,754	
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Royal Bank of Scotland	1,852	
Unity Trust	27,748	
Other unquoted investments (to be specified)		
National Savings Income Bond	30,000	
TOTAL UNQUOTED (as Balance Sheet)	59,600	
Market Value of Unquoted Investments	59,600	

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 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	1,063,738		1,063,738
From Investments	29,036		29,036
Other Income (including increases by revaluation of assets)	50,599		50,599
Total Income	1,143,373		1,143,373
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	1,030,127		1,030,127
Funds at beginning of year (including reserves)	1,248,687		1,248,687
Funds at end of year (including reserves)	1,361,933		1,361,933
ASSETS			
Fixed Assets			669,661
Investment Assets			662,359
Other Assets			277,024
		Total Assets	1,609,044
LIABILITIES			
		Total Liabilities	247,111
NET ASSETS (Total Assets less Total Liabilities)			1,361,933

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.

The accounts have been prepared under the historical cost convention.

Depreciation of tangible fixed assets is as noted in the accounts.

Monthly superannuation payments to retired members of staff are included in administration expenses on page 10 with relative income from pension providers on page 4.

Law Defence expenditure on behalf of members is included in benefits to members on page 5.

The Association does not maintain any political fund.

The Royal Bank of Scotland holds a standard security over the property.

ACCOUNTING POLICIES

(see notes 74 and 75)

Accounting Convention
The accounts have been prepared under the historical cost convention.

Tangible Fixed Assets
Depreciation has been provided at the following rates in order to write off the assets over their estimated useful life:

Buildings	2% straight line
Office equipment	15% straight line
Computers	25% straight line

Investments
Investments are stated at the lower of cost or market value.

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>A. McKenna</i></u> Name: <u>ALAN MCKENNA</u> Date: <u>22/5/13</u>	Chairman's ^{President's} Signature: <u><i>M. Smith</i></u> (or other official whose position should be stated) Name: <u>MARGARET SMITH</u> Date: <u>29.5.13</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 type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input 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 type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input 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

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

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

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)

AUDITORS' REPORT IS ATTACHED

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

Independent auditors' report

to the members of SCOTTISH SECONDARY TEACHERS' ASSOCIATION

We have audited the accounts of Scottish Secondary Teachers' Association for the year ended 31 December 2012 which comprise the Cash Flow Statement, Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Respective responsibilities of the Finance Committee and Auditors

As explained more fully in the Statement of Finance Committee's Responsibilities, the Finance Committee members are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. We have been appointed under the Trade Union and Labour Relations Act 1992 and report in accordance with regulations made under this Act. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of audit of accounts

A description of the scope of an audit of accounts is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on the accounts

In our opinion the accounts:

- give a true and fair view of the state of the association's affairs as at 31 December 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992; and
- the information given in the Finance Committee's Annual Report is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations Act 1992 requires us to report to you if, in our opinion:

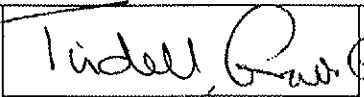
- the association has not kept adequate accounting records; or
- returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Stephen Grant, Senior Statutory Auditor

for and on behalf of Tindell, Grant & Co, Statutory Auditors
6 Munro Road, Springkerse
Stirling FK7 7UU

Tindell, Grant & Co. is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	Tindell, Grant & Co	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	6 Munro Road Springkerse Stirling FK7 7UU	
Date:	21 / 5 / 2012	
Contact name and telephone number:	Mrs Marita Scott 01786 430830	

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



SCOTTISH SECONDARY TEACHERS' ASSOCIATION

Report of The Finance Committee and
Financial Statements

31 December 2012

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Report of the Finance Committee and Financial Statements

Index

Finance Committee Members and their responsibilities	2
Report of the Finance Committee	3
Independent Auditors' Report	4
Cash Flow Statement	5
Income & Expenditure Account	6
Balance Sheet	7
Notes to the Financial Statements	8
List of Investments	10

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Finance Committee members and their responsibilities

Finance Committee members

Office Bearers:

President	Margaret Smith	
Vice-President	James Forbes	
General Secretary	Ann Ballinger	(resigned 31 December 2012)
Acting General Secretary	Alan McKenzie	(appointed 17 September 2012)
General Treasurer	Elaine Henderson	
Minutes Secretary	Alan Taylor	
Immediate Past President	Peter Wright	

Elected Members:
Catherine Cavanagh
Sally Shearer
Valerie Stewart
Sid Sandison

Finance Committee's responsibilities

The Finance Committee is responsible for preparing the report and accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The Finance Committee is responsible for preparing accounts for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus and deficit for that period. In preparing those accounts, the Finance Committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare accounts on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Finance Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association. It is also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each person who was a member of the Finance Committee at the time this report was approved confirms that:

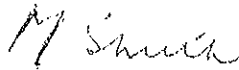
- so far as each member is aware, there is no relevant audit information of which the Association's auditor is unaware; and
- each member has taken all steps that they ought to have taken in order to make themselves aware of any relevant audit information and to establish that the Association's auditor is aware of that information.

Auditors

A resolution to reappoint Tindell, Grant & Co. as auditors will be put to members at the Annual Congress.

This report was approved by the Finance Committee on 10/05/13

Margaret Smith
President



SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Report of the Finance Committee

2012 has probably been one of the better years financially, for some time, with a healthy surplus overall. 2012 saw an increase of 6% in income from Subscriptions as the benefit of the new members completing their first year and renewing their membership at full rate is felt. A special thanks must go to all School and District Representatives for their hard work and effort in encouraging student teachers and new entrants to the profession to take up membership of the Association. Without their support we could be looking at a different financial landscape.

Expenditure throughout the year has been reduced, being just under 10% of the budgeted figure. A major contributor to this is spending on Law Defence, which was significantly less in 2012 coming in at approximately 70% of the budget allocated. As a result the Finance Committee has taken the decision to appropriate £25,000 to the Law Defence Reserve for use on a "rainy day".

The highest area of expenditure, salaries, was well within the budget; changes to the staffing at West End Place contributed to this figure. Some items of expenditure were over the budgeted figure but items such as postage, member training and STUC fees can be attributed to the increase in membership. This is put into perspective given the increase in subscription directly attributable to our increased membership.

We spent money in ICT equipment for our Professional Officers to enable them to access e-mails and documents more readily whilst out of the office to improve the service offered to members.

Once again the fluctuations in the investment market and continuing low interest rates have impacted on the income from the share portfolio and its valuation. During 2012 the value of the portfolio increased by 3.5% around £26,000. The last time the fund was at this level was June 2011. The Finance Committee, on behalf of the Association extends our thanks to Barclays Wealth for their work on our behalf.

The Finance Committee agreed to a small increase in subscription rates which along with income generated from a stable membership should see the Association maintain this surplus.

My thanks and appreciation for their help and advice go to the Secretariat, Office Staff, Finance Committee, Area/District Treasurers and our Auditors, Tindell, Grant & Co.



Elaine Henderson
General Treasurer



Margaret Smith
President

Date 10/05/13

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

Independent auditors' report to the members of SCOTTISH SECONDARY TEACHERS' ASSOCIATION

We have audited the accounts of Scottish Secondary Teachers' Association for the year ended 31 December 2012 which comprise the Cash Flow Statement, Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Respective responsibilities of the Finance Committee and Auditors

As explained more fully in the Statement of Finance Committee's Responsibilities, the Finance Committee members are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. We have been appointed under the Trade Union and Labour Relations Act 1992 and report in accordance with regulations made under this Act. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of audit of accounts

A description of the scope of an audit of accounts is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on the accounts

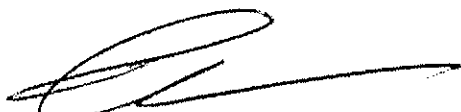
In our opinion the accounts:

- give a true and fair view of the state of the association's affairs as at 31 December 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992; and
- the information given in the Finance Committee's Annual Report is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations Act 1992 requires us to report to you if, in our opinion:

- the association has not kept adequate accounting records; or
- returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



Stephen Grant, Senior Statutory Auditor
for and on behalf of Tindell, Grant & Co, Statutory Auditors
6 Munro Road, Springkerse
Stirling FK7 7UU

Tindell, Grant & Co. is eligible to act as an
auditor in terms of section 1212 of the
Companies Act 2006.

21/5/13.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Cash Flow Statement
for the year ended 31 December 2012

	2012	2011
	£	£
Cash generated from operations		
Surplus/(deficit) per income & expenditure accounts		
General fund	109,356	(22,546)
Superannuation fund	7,302	13,957
Benevolent fund	<u>(3,412)</u>	<u>(8,669)</u>
	113,246	(17,257)
Taxation	7,753	5,294
Investment income	(29,036)	(25,862)
(Gain)/loss on investments	<u>(39,084)</u>	<u>(20,035)</u>
	52,879	(57,860)
Reconciliation to cash generated from operations:		
Depreciation	24,284	25,954
(Increase)/decrease in stocks	(1,000)	800
Decrease in debtors	96	9,914
Increase in creditors	22,047	10,870
	45,427	<u>47,538</u>
Total cash generated from operations	98,306	(10,322)
Cash from other sources		
Dividends & interest received	21,283	24,067
Proceeds from sale of investments	<u>216,591</u>	<u>195,961</u>
	237,874	220,028
Application of cash		
Tax paid	2,212	(13,362)
Purchase of tangible fixed assets	(2,854)	-
Purchase of investments	(211,509)	(168,018)
Repayment of amounts borrowed	<u>(20,761)</u>	<u>(18,510)</u>
	(232,912)	(199,890)
Net increase in cash	103,268	9,810
Cash at bank and in hand less overdrafts at 1 January	195,189	185,379
Cash at bank and in hand less overdrafts at 31 December	<u>298,457</u>	<u>195,189</u>
Consisting of:		
Cash at bank and in hand	268,857	165,609
Benevolent fund investment a/c	1,598	1,597
Superannuation fund investment a/c	28,002	27,983
	<u>298,457</u>	<u>195,189</u>

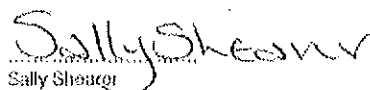
SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Income and Expenditure Account
for the year ended 31 December 2012

	General fund	Superann fund	SC011074 Benevolent fund	2012	2011
	£	£	£	£	£
Income					
Subscriptions	1,063,738	-	-	1,063,738	1,005,207
Income from investments	16,091	3,858	8,919	28,868	25,715
Bank Interest received	143	24	1	168	147
Gain/(loss) on investments	31,517	3,420	4,147	39,084	20,035
Refund of legal fees	-	-	-	-	31,902
Income from Friends' Provident (pensions)	5,909	-	-	5,909	5,628
Miscellaneous income	5,606	-	-	5,606	533
	1,123,004	7,302	13,067	1,143,373	1,089,167
Expenditure					
Benefits to members					
Legal representation	90,010	-	-	90,010	171,230
Malicious damage insurance	1,773	-	-	1,773	985
Personal effects insurance	902	-	-	902	593
Retirement advisory courses	1,895	-	-	1,895	2,326
Members' diaries	10,695	-	-	10,695	8,292
Members' training	12,624	-	-	12,624	4,073
Professional & educational					
Executive Committee expenses	16,931	-	-	16,931	17,136
Annual congress	53,210	-	-	53,210	48,738
Committees & ballots	13,652	-	-	13,652	28,947
STUC	12,821	-	-	12,821	10,590
Conference expenses	18,627	-	-	18,627	17,961
Administrative costs					
Staff costs	498,007	-	-	498,007	509,526
Pension contributions	37,684	-	-	37,684	42,160
Auditors' remuneration	1,751	-	-	1,751	1,701
Auditors' other services	5,239	-	-	5,239	4,511
Property costs	57,649	-	-	57,649	62,900
Stationery, printing, postages & telecom	86,372	-	-	86,372	93,381
Supporters fees & expenses	22,536	-	-	22,536	-
Depreciation	24,284	-	-	24,284	25,954
Taxation on investment income & gains	7,753	-	-	7,753	5,294
Loan interest	3,632	-	-	3,632	4,002
Investment management fees	9,187	-	-	9,187	-
Miscellaneous expenses	26,414	-	-	26,414	33,022
Payments to members	-	-	16,479	16,479	13,102
	1,013,648	-	16,479	1,030,127	1,106,424
Surplus/(deficit) for year	109,356	7,302	(3,412)	113,246	(17,257)

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Balance Sheet
As at 31 December 2012

	Notes	2012 £	2011 £
Fixed assets			
Tangible fixed assets	2	669,661	691,091
Investments	3	662,359	628,337
		<u>1,332,020</u>	<u>1,319,428</u>
Current assets			
Sundry debtors		1,667	1,763
Stock of stationery		6,500	5,500
Bank & cash		268,857	165,609
		<u>277,024</u>	<u>172,872</u>
Current liabilities			
Property loan		19,000	18,500
Accruals		38,126	28,963
Tax payable		5,711	3,499
PAYE		13,251	503
Honoraria		13,736	13,600
		<u>89,824</u>	<u>65,065</u>
Net current assets/(liabilities)		187,200	107,807
Long term liabilities			
Property loan		157,287	178,548
Net assets		<u>1,361,933</u>	<u>1,248,687</u>
Represented by			
General fund		630,476	546,120
Benevolent fund		141,777	145,189
Superannuation fund		354,929	347,627
Law Defence fund		234,751	209,751
	4	<u>1,361,933</u>	<u>1,248,687</u>

Approved by the Finance Committee on 10/05/13


 Sally Shearer


 Valerie Stewart

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Notes to the Financial Statements
for the year ended 31 December 2012

1 Accounting policies

Accounting Convention

The accounts have been prepared under the historical cost convention.

Tangible Fixed Assets

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives:

Buildings	2% straight line
Office Equipment	15% straight line
Computers	25% straight line

Investments

Investments are stated at the lower of cost or market value.

2 Tangible fixed assets

	Buildings £	Office Equipment £	Computers £	Total £
Cost				
At 1 January 2012	766,942	175,593	188,487	1,131,022
Additions	-	-	2,854	2,854
At 31 December 2012	<u>766,942</u>	<u>175,593</u>	<u>191,341</u>	<u>1,133,876</u>
Depreciation				
At 1 January 2012	88,508	164,975	186,448	439,931
Charge for the year	<u>14,224</u>	<u>8,205</u>	<u>1,855</u>	<u>24,284</u>
At 31 December 2012	<u>102,732</u>	<u>173,180</u>	<u>188,303</u>	<u>464,215</u>
Net book value				
At 31 December 2012	<u>664,210</u>	<u>2,413</u>	<u>3,038</u>	<u>669,661</u>
At 31 December 2011	<u>678,434</u>	<u>10,618</u>	<u>2,039</u>	<u>691,091</u>

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Notes to the Financial Statements
for the year ended 31 December 2012

3 Investments

<i>Quoted Investments</i>	General fund £	Benevolent fund £	Superann fund £	TOTAL £
Cost				
At 1 January 2012	298,455	139,662	130,640	568,757
Additions	117,567	34,082	59,860	211,509
Disposals	(59,230)	(61,288)	(56,989)	(177,507)
At 31 December 2012	356,792	112,456	133,511	602,759
 <i>Unquoted Investments</i>				
Cost				
At 31 December 2012		31,598	28,002	59,600
 Total	<u>356,792</u>	<u>144,054</u>	<u>161,513</u>	<u>662,359</u>
 Market Value of Quoted Investments				
At 31 December 2012	501,190	143,324	137,240	781,754
At 31 December 2011	428,479	174,245	126,604	729,328

4 Reserves

	General fund £	Benevolent fund £	Superann fund £	Law Defence fund £	TOTAL £
Balance b/f	546,120	145,189	347,627	209,751	1,248,687
Surplus/(deficit)	109,356	(3,412)	7,302	-	113,246
Transferred in year	(25,000)	-	-	25,000	-
Balance c/f	<u>630,476</u>	<u>141,777</u>	<u>354,929</u>	<u>234,751</u>	<u>1,361,933</u>

5 Secured debts

The Royal Bank of Scotland has a standard security over the property at Malcolm House, West End Place, Edinburgh.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION**List of investments****As at 31 December 2012****Benevolent fund**

£30,000	National Savings	Income Bond
4000	BP	8% Cumulative 1st Preference Shares GBP1
843	Royal Dutch Shell	"B" ORD EUR0.07
550	Rio Tinto	ORD GBP0.10
600	Unilever Plc	ORD GBP0.031111
750	Glaxosmithkline	ORD GBP0.25
16035	Vodafone Group	ORD USD0.11428571
7240	BNY Mellon Fund Managers Ltd	Newton Asian Inc
3000	MAN Group	ORD USD0.03428571
22550	Barclays Multi-Manager Fund	Global Access Global High Yield BD M INC
35	Bluebay Funds Management Co	Emerging Market Local Curr BD D GBP
145650	Barclays Multi-Manager Fund	Global Access Global Short Dur BD M INC

Superannuation fund

7000	Bluecrest All Blue	C Class Shares GBP
1850	G4S	ORD GBP0.25
3450	Ishares	S&P 500 GBP Dis Nav
10800	Henderson Global Investors	Credit Alpha Y Net Acc
11250	Standard Life Investments Ltd	Global Absolute Return Strats
26000	Santander	4Y GBP Developed Equities Autocallable
550	British Land Co	ORD GBP0.25
2600	RSA Insurance Group Plc	ORD GBP0.275
780	IMI	ORD GBP0.25
3670	GKN	ORD GBP0.10
400	Weir Group	ORD GBP0.125
650	Pearson	ORD GBP0.25
5000	Credit Agricole	3YR GBP Libor Booster Note

General fund

£12,000	General Electric Capital Corp	5.25% MTN 10/12/2013 GBP(VAR)
£11,300	UK (Govt of)	2.5% IDX-LKD 17/07/2024 GBP100
£11,520	UK (Govt of)	4% Gilt 07/09/2016 GBP0.01
1300	BG Group	ORD GBP0.10
6000	BP	ORD USD0.25
1050	Diageo	ORD GBX28.935185
850	Reckitt Benck	ORD GBP0.10
700	Astrazeneca	ORD USD0.25
496	Whitbread	ORD GBP0.76797385
650	Scottish & Southern Energy	ORD GBP0.50
5378	Centrica	ORD GBP0.061728395
17000	Lloyds Banking	ORD GBP0.1
7315	Old Mutual Fund Managers	UK Select Mid Cap Cls A Acc
2350	First State Investments	Global Emg Mkts Ldrs "B" GBP Nav
835	BHP Billiton Plc	USD0.50
1565	Prudential	GBP0.05
3045	Tesco	ORD GBP0.05
1950	AVIVA	ORD GBP0.25
45000	FIL Investment Services (UK) Ltd	Moneybuilder Income GBP Nav
20000	Cazenove Investment Fund Mgmt	Strategic Bond B Inc
1150	Pimco Funds Global Investors	Global Inv Grade CDT FDE' Inc GBP (HDGD)
4250	Blackrock Asset Management UK	Blk European Dynamic A Acc
520	Findlay Park Funds Plc	American USD DIS
8250	Threadneedle Investments Funds	EUR Retail 1 Acc Nav
38930	JP Morgan Asset Management UK	US Equity Income Hedged Net Inc Nav
10350	Investec Fund Managers	Enhanced Natural Resources A Acc
7900	Henderson Global Investors	UK Property Unit Trust Inc