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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:	<div>Sales Staff Association</div>	
Year ended:	<div>31<sup>st</sup> December 2015</div>	
List no:	<div>699T</div>	
Head or Main Office:	<div>41 Merkland Road Ayr KA7 4UN</div>	
Website address (if available)	<div></div>	
Has the address changed during the year to which the return relates?	<div> <div>Yes <input type="checkbox"/></div> <div>No <input checked="" type="checkbox"/></div> </div> <div>(Click the appropriate box)</div>	
General Secretary:	<div>Donald Wilson</div>	
Telephone Number:	<div>07966 764 956</div>	
Contact name for queries regarding	<div>Donald Wilson</div>	
Telephone Number:	<div>07966 764 956</div>	
E-mail:	<div>SSA.Secretary@jti.com</div>	

**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  
 22<sup>nd</sup> 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)

Sales Staff Association  
Return of the Officers of Trade Union  
Attachment to Form AR21 – Annual Return for a Trade Union  
As at 31 December 2015

**NATIONAL EXECUTIVE COMMITTEE:** Donald Wilson (General Secretary)  
Mark M Malcolm (Chairman)  
Dinesh H Karadia (Treasurer)  
John Lee (Minute Secretary)  
Stephen Hall  
Philip Watters  
Ms Julia Glanville

**TRUSTEES:-** Kieron Grace  
Gavin Thompson

# 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	164	5			169
FEMALE	36	5			41
TOTAL	200	10			A 210

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

Nil

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

210

## 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
NEC Member		Ms Julia Glanville	31/03/2015
NEC Member	Ms Carolyn Ridley	Mr Philip Watters	23/04/2015
Trustee	Mr Darren Leyshon	Mr Gavin Thompson	22/04/2015

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)

	£	£
<b>INCOME</b>		
From Members: Contributions and Subscriptions		13,295
From Members: Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		13,295
<b>Investment income (as at page 12)</b>		118
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		
	<b>TOTAL INCOME</b>	13,413
<b>EXPENDITURE</b>		
Benefits to members (as at page 5)		100
Administrative expenses (as at page 10)		10,872
Federation and other bodies (specify)		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	10,972
Surplus (deficit) for year		2,441
Amount of general fund at beginning of year		140,097
Amount of general fund at end of year		142,538

(see notes 19 and 20)

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# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	100
		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			
Gifts to members	100		
<b>carried forward</b>	100	<b>Total (should agree with figure in General Fund)</b>	100

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

FUND 3		Fund Account	
Name:		£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

(See notes 24 and 25)

<b>FUND 4</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

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

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

(see notes 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	Members contributions and levies			
	Investment income (as at page 12)			
	Other income (specify)			
		Total other income as specified		
		Total income		
<b>Expenditure</b>	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				

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	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		
<b>Expenditure</b>	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)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		Nil
Salaries and Wages included in above	£Nil	Nil
Auditors' fees		1,980
Legal and Professional fees		1,001
Occupancy costs		Nil
Stationery, printing, postage, telephone, etc.		366
Expenses of Executive Committee (Head Office)		Nil
Expenses of conferences		6,894
Other administrative expenses (specify)		
Newspapers & periodicals		281
Subscriptions		228
Bank charges		83
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		Nil
Mortgages		Nil
Other loans		Nil
Depreciation		39
Taxation		Nil
Outgoings on land and buildings (specify)		Nil
Other outgoings (specify)		Nil
<b>Total</b>		10,872
Charged to:	General Fund (Page 3)	10,872
	Fund (Account )	Nil
	Fund (Account )	Nil
	Fund (Account )	Nil
	Fund (Account )	Nil
<b>Total</b>		10,872

(see notes 34 to 44 below)

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## 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 ( <b>net interest</b> )		118
Other investment income (specify)		
Total investment income		118
Credited to:		
General Fund (Page 3)		118
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
Political Fund		
Total Investment Income		118

# BALANCE SHEET as at 31 December 2015

(see notes 47 to 50)

Previous Year		£	£
110	<b>Fixed Assets</b> (at page 14)		70
	<b>Investments</b> (as per analysis on page 15)		
5,000	Quoted (Market value £ 10,472)	5,000	
	Unquoted		
5,000	<b>Total Investments</b>		5,000
	<b>Other Assets</b>		
	Loans to other trade unions		
112	Sundry debtors	115	
137,755	Cash at bank and in hand	140,233	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
137,867	<b>Total of other assets</b>		140,348
142,977	<b>TOTAL ASSETS</b>		145,418
140,097	General Fund		142,538
	Fund (Account )		
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
2,880	Accrued expenses		2,880
	Provisions		
	Other liabilities		
142,977	<b>TOTAL LIABILITIES</b>		145,418
142,977	<b>TOTAL ASSETS</b>		145,418

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold	£	£	£	£
<b>Cost or Valuation</b>						
At start of year			6,605			6,605
Additions						
Disposals						
Revaluation/Transfers						
At end of year			6,605			6,605
<b>Accumulated Depreciation</b>						
At start of year			6,495			6,495
Charges for year			40			40
Disposals						
Revaluation/Transfers						
At end of year			6,535			6,535
<b>Net book value at end of year</b>			70			70
<b>Net book value at end of previous year</b>			110			110

# 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 Global – Select Global Investment Bond Fund	5,000	
	TOTAL QUOTED (as Balance Sheet)	5,000	
	Market Value of Quoted Investment	10,472	
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)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		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)		

  

<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		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 £
<b>INCOME</b>			
From Members	13,295		13,295
From Investments	118		118
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	13,413		13,413
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	10,972		10,972
<b>Funds at beginning of year</b> (including reserves)	140,097		140,097
<b>Funds at end of year</b> (including reserves)	142,538		142,538
<b>ASSETS</b>			
Fixed Assets			70
Investment Assets			5,000
Other Assets			140,348
<b>Total Assets</b>			145,418
<b>LIABILITIES</b>		<b>Total Liabilities</b>	2,880
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			142,538

# 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.**

Please see pages 6 to 8 of the attached copy of the financial statements of Sales Staff Association for the year ended 31 December 2015.

# ACCOUNTING POLICIES

(see notes 74 and 75)

Please see page 6 of the attached copy of the financial statements of Sales Staff Association for the year ended 31 December 2015.

## 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>	Treasurer's Signature: <u><i>Dinesh H Karadia</i></u> (or other official whose position should be stated)
Name: <b>Donald Wilson</b>	Name: <b>Dinesh/H Karadia</b>
Date: <u>21/6/16</u>	Date: <u>21/06/16</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)	ENCLOSE D	<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)

The above responses merely reference matters set out in our Independent Auditors' Report dated 21 June 2016 to the members of Sales Staff Association contained on page 3 of the attached copy of Financial Statements of Sales Staff Association for the year ended 31 December 2015 (the "annual financial statements auditors' report"). This report is not a substitute for reading the annual financial statements auditors' report and the financial statements to which they relate. We have not performed any additional procedures in giving this report except for agreeing that the required amounts and disclosures in the Annual Return are accurately extracted from the attached Financial Statements for the year ended 31 December 2015.

The above responses are prepared solely for the members of the Sales Staff Association as a body 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 the above responses, for the annual financial statements auditors' report, or for the opinions we have formed.

Signature(s) of auditor or auditors:

*Dewanis Limited*

Name(s):

Dewanis Limited

Profession(s) or Calling(s):

Chartered Accountants &  
Statutory Auditors

Address(es):

Coronation Parade  
42 Cannon Lane  
Pinner  
Middlesex HA5 1HW

Date:

*21 JUNE 2016*

Contact name and telephone number:

Ragesh Dewani  
020 8429 3636

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

Report of the National Executive Committee

and

Financial Statements

for the Year Ended

31 December 2015

for

Sales Staff Association

Dewanis Limited  
Chartered Accountants & Statutory Auditors  
Coronation Parade  
42 Cannon Lane  
Pinner  
Middlesex  
HA5 1HW

**Sales Staff Association**

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**for the Year Ended 31 December 2015**

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**Sales Staff Association**

**Trade Union Information**  
**for the Year Ended 31 December 2015**

**NATIONAL EXECUTIVE COMMITTEE:**

D Wilson (General Secretary)  
M M Malcolm (Chairman)  
D H Karadia (Treasurer)  
J Lee (Minutes Secretary)  
S Hall  
Ms J Glanville  
P Watters

**TRUSTEES:**

K Grace  
G Thompson

**HEAD OFFICE:**

41 Merkland Road  
Ayr  
KA7 4UN

**LIST NUMBER:**

699T

**AUDITORS:**

Dewanis Limited  
Chartered Accountants & Statutory Auditors  
Coronation Parade  
42 Cannon Lane  
Pinner  
Middlesex  
HA5 1HW

**Sales Staff Association**

**Report of the National Executive Committee**  
**for the Year Ended 31 December 2015**

The National Executive Committee present their report with the financial statements of the association for the year ended 31 December 2015.

**PRINCIPAL ACTIVITY**

The principal activity of the association is to maintain and protect the interests and improve terms and working conditions of employment for its members.

**NATIONAL EXECUTIVE COMMITTEE**

The members shown below have held office during the whole of the period from 1 January 2015 to the date of this report.

D Wilson  
M M Malcolm  
D H Karadia  
J Lee  
S Hall

Other changes in members holding office are as follows:

Ms C Ridley - resigned 23 April 2015  
P Watters - appointed 23 April 2015  
Ms J Glanville - appointed 31 March 2015

D Blake was appointed as a member of the National Executive Committee after 31 December 2015 but prior to the date of this report.

P Watters ceased to be a member of the National Executive Committee after 31 December 2015 but prior to the date of this report.

**STATEMENT OF NATIONAL EXECUTIVE COMMITTEE'S RESPONSIBILITIES**

The National Executive Committee is responsible for preparing the Report of the National Executive Committee and the financial statements in accordance with applicable law and regulations.

The Trade Union and Labour Relations (Consolidation) Act 1992 requires the National Executive Committee to prepare financial statements for each financial year. The National Executive Committee have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Trade union law the National Executive Committee must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the association and of the transactions of the association for that period. In preparing these financial statements, the National Executive Committee is required to:

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

The National Executive Committee is responsible for keeping proper accounting records that are sufficient to show and explain the association's transactions and disclose with reasonable accuracy at any time the financial position of the association, to establish and maintain a satisfactory system of control over its records and transactions, to prepare an Annual Return for the Certification Officer and to provide the members of the association with a Statement in order to comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are 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.

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the members of the National Executive Committee are aware, there is no relevant audit information of which the association's auditors are unaware, and each member has taken all the steps that he or she ought to have taken as a member in order to make himself or herself aware of any relevant audit information and to establish that the association's auditors are aware of that information.

**ON BEHALF OF THE NATIONAL EXECUTIVE COMMITTEE:**

D Wilson – General Secretary

21 June 2016

**Independent Auditors' Report to the Members of**  
**Sales Staff Association**

We have audited the financial statements of Sales Staff Association for the year ended 31 December 2015 which comprise the General Fund, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the association's members, as a body in accordance with section 36 of Trade Union and Labour Relations (Consolidation) Act 1992. 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 Auditors' 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 explained more fully in the Statement of National Executive Committee's Responsibilities set out on page two, the National Executive Committee is responsible for the preparation of the financial statements and the Annual Return and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements 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 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 Report of the National Executive Committee and in the Annual Return to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the association's affairs as at 31 December 2015 and of its surplus for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities.

**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 (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- proper accounting records have not been kept in accordance with the requirements of the legislation; or
- a satisfactory system of control over its transactions have not been maintained by the association in accordance with the requirements of the legislation; or
- the financial statements are not in agreement with the accounting records; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Dewanis Limited  
Chartered Accountants & Statutory Auditors  
Coronation Parade  
42 Cannon Lane  
Pinner  
Middlesex  
HA5 1HW

21 June 2016

**Sales Staff Association**

**General Fund**  
**for the Year Ended 31 December 2015**

	Notes	31/12/15 £	31/12/14 £
<b>INCOME</b>		13,295	14,195
Administrative expenses		<u>10,972</u>	<u>11,643</u>
<b>OPERATING SURPLUS</b>	2	2,323	2,552
Interest receivable and similar income		<u>118</u>	<u>95</u>
<b>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		2,441	2,647
Tax on surplus on ordinary activities	3	<u>-</u>	<u>-</u>
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		<u><u>2,441</u></u>	<u><u>2,647</u></u>

The notes form part of these financial statements

**Sales Staff Association**

**Balance Sheet**  
**31 December 2015**

	Notes	31/12/15 £	£	31/12/14 £	£
<b>FIXED ASSETS</b>					
Tangible assets	4		70		110
Investments	5		<u>5,000</u>		<u>5,000</u>
			5,070		5,110
<b>CURRENT ASSETS</b>					
Debtors	6	115		112	
Cash at bank	7	<u>140,233</u>		<u>137,755</u>	
		140,348		137,867	
<b>CREDITORS</b>					
Amounts falling due within one year	8	<u>2,880</u>		<u>2,880</u>	
<b>NET CURRENT ASSETS</b>			<u>137,468</u>		<u>134,987</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>142,538</u>		<u>140,097</u>
<b>RESERVES</b>					
General Fund	9		<u>142,538</u>		<u>140,097</u>
<b>TOTAL RESERVES</b>			<u>142,538</u>		<u>140,097</u>

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the National Executive Committee on 21 June 2016 and were signed on its behalf by:

D Wilson – General Secretary

D H Karadia - Treasurer

The notes form part of these financial statements

**Sales Staff Association**

**Notes to the Financial Statements**  
**for the Year Ended 31 December 2015**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

**Income**

Income consists of Member subscriptions which are recognised in the period to which they relate.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 33% on cost

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

**Fixed asset investments**

Fixed asset investments are stated at cost.

**Income and expenditure**

Income and expenditure is accounted for on an accruals basis.

**2. OPERATING SURPLUS**

The operating surplus is stated after charging:

	31/12/15	31/12/14
	£	£
Depreciation - owned assets	40	41
Auditors remuneration	<u>1,980</u>	<u>1,980</u>
 National Executive Committee members' remuneration and other benefits etc.	 <u>-</u>	 <u>-</u>

**3. TAXATION**

**Analysis of the tax charge**

No liability to UK corporation tax arose on ordinary activities for the year ended 31 December 2015 nor for the year ended 31 December 2014.

**Sales Staff Association**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2015**

**4. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 January 2015 and 31 December 2015	<u>810</u>	<u>5,795</u>	<u>6,605</u>
<b>DEPRECIATION</b>			
At 1 January 2015	760	5,735	6,495
Charge for year	<u>10</u>	<u>30</u>	<u>40</u>
At 31 December 2015	<u>770</u>	<u>5,765</u>	<u>6,535</u>
<b>NET BOOK VALUE</b>			
At 31 December 2015	<u>40</u>	<u>30</u>	<u>70</u>
At 31 December 2014	<u>50</u>	<u>60</u>	<u>110</u>

**5. FIXED ASSET INVESTMENTS**

	Listed investments £
<b>COST</b>	
At 1 January 2015 and 31 December 2015	<u>5,000</u>
<b>NET BOOK VALUE</b>	
At 31 December 2015	<u>5,000</u>
At 31 December 2014	<u>5,000</u>

Market value of listed investments at 31 December 2015 - £10,472 (2014 - £10,450).

Subject to the exemptions available to the trade union under relevant taxes acts from payment of corporation tax on any chargeable gains, if in the instance tax was chargeable in full and if the investment was sold at the above noted market value then there would have been a corporation tax liability of £1,094 (2014: £1,090).

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/12/15 £	31/12/14 £
Prepayments	<u>115</u>	<u>112</u>

**7. CASH AT BANK**

	31/12/15 £	31/12/14 £
Bank current account	29,990	27,630
Bank deposit account	<u>110,243</u>	<u>110,125</u>
	<u>140,233</u>	<u>137,755</u>

**Sales Staff Association**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2015**

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/12/15	31/12/14
	£	£
Accrued expenses	<u>2,880</u>	<u>2,880</u>

**9. RESERVES**

General  
Fund  
£

At 1 January 2015	140,097
Surplus for the year	<u>2,441</u>
At 31 December 2015	<u>142,538</u>

**10. ULTIMATE CONTROLLING PARTY**

The National Executive Committee is of the view that there is no controlling party to the association.



**Sales Staff Association**

**Detailed General Fund**  
**for the Year Ended 31 December 2015**

	31/12/15		31/12/14	
	£	£	£	£
<b>Member subscriptions</b>		13,295		14,195
<b>Other income</b>				
Bank deposit interest		<u>118</u>		<u>95</u>
		13,413		14,290
<b>Expenditure</b>				
Telephone & internet	300		300	
Post, stationery & advertising	66		91	
Travelling	674		538	
Hotels & subsistence	6,220		5,852	
Newspapers & periodicals	281		258	
Subscriptions	228		113	
Sundry expenses	-		20	
Audit & accountancy	2,880		2,880	
Legal & professional fees	101		1,356	
Gifts	<u>100</u>		<u>142</u>	
		<u>10,850</u>		<u>11,550</u>
		2,563		2,740
<b>Finance costs</b>				
Bank charges		<u>83</u>		<u>52</u>
		2,480		2,688
<b>Depreciation</b>				
Fixtures and fittings	10		12	
Computer equipment	<u>29</u>		<u>29</u>	
		<u>39</u>		<u>41</u>
<b>NET SURPLUS</b>		<u><u>2,441</u></u>		<u><u>2,647</u></u>