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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:

British Association of Occupational Therapists Limited

Year ended:

30 September 2012

List no:

CO / 581T

Head or Main Office:

106 – 114 Borough High Street
Southwark
London
SE1 1LB

Website address (if available)

www.baot.co.uk

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

Yes

No

(Click the appropriate box)

General Secretary:

Ms J Scott

Telephone Number:

0207 357 6480

Contact name for queries regarding

Phillip Lennon

Telephone Number:

0207 450 2307

E-mail:

phillip.lennon@cot.co.uk

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

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

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

For Unions based in England and Wales:

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

For Unions based in Scotland:

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

(Revised February 2011)

RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	2,075	25	14	30	2,144
FEMALE	25,639	963	162	246	27,010
TOTAL	27,714	988	176	276	A 29,154

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

0

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

23,745

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
Director / Council Member	Patricia McClure	Dr Bernadette Waters	June 2012
Director / Council Member	Mike Griffin	Gareth Everton	June 2012
Director / Council Member	Wendy Ferguson	Suzanne Rastrick	June 2012
Director / Council Member	Dr Lynne Goodacre	Dr Suzanne Martin	June 2012
Director / Council Member	Cath Wright	Christine Craik	June 2012
Director / Council Member	Dr Alison Laver-Fawcett	Camill Cox	November 2011 June 2012

State whether the union is:

a. A branch of another trade union?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, state the name of that other union:

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b. A federation of trade unions?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, state the number of affiliated unions:

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and names:

NOTE: The Association contracts with UNISON to provide trade union services for BAOT members who reside in the UK.

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		6,254,458
From Members: Other income from members (specify)		
Total other income from members		0
Total of all income from members		6,254,458
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		0
	TOTAL INCOME	6,254,458
EXPENDITURE		
Benefits to members (as at page 5)		0
Administrative expenses (as at page 10)		17,045
Federation and other bodies (specify)		1,557,900
Balance of subscriptions paid to the College of Occupational Therapists Ltd, a charitable subsidiary of the Association		4,679,513
Total expenditure Federation and other bodies		6,237,413
Taxation		
	TOTAL EXPENDITURE	6,254,458
Surplus (deficit) for year		Nil
Amount of general fund at beginning of year		Nil
Amount of general fund at end of year		Nil

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		Nil
Other income		
TOTAL OTHER INCOME		Nil
TOTAL OF ALL OTHER INCOME		Nil

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	Nil
		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)	
	Nil		Nil

(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)		N/A
	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)		N/A
	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)		N/A
	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)		N/A
	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)	N/A
		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)	N/A
		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)	N/A
		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	N/A
		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	£	
Auditors' fees		
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Bank Charges		17,045
 Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		17,045
Charged to:		
General Fund (Page 3)		17,045
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Total		17,045

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

BALANCE SHEET as at 30 September 2012

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
3	Unquoted		3
	Total Investments		3
	Other Assets		
	Loans to other trade unions		
126,787	Sundry debtors	122,238	
137,823	Cash at bank and in hand	142,540	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
264,610	Total of other assets		264,778
264,613	TOTAL ASSETS		264,781
	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		
264,613	Sundry creditors		264,781
	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		264,781
Nil	TOTAL ASSETS		Nil

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year						
Additions						
Disposals						
Revaluation/Transfer s						
At end of year						Nil
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year						Nil
Net book value at end of year						Nil
Net book value at end of previous year						Nil

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet) Market Value of Quoted Investment	Nil	Nil
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified) Investment in subsidiary (College of Occupational Therapists Ltd)	3	
TOTAL UNQUOTED (as Balance Sheet)	3	Nil
Market Value of Unquoted Investments	3	

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<p>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</p>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
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If YES name the relevant companies:

COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)
College of Occupational Therapists Limited	1347374

<p>Are the shares which are controlled by the union registered in the names of the union's trustees?</p>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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If NO, state the names of the persons in whom the shares controlled by the union are registered.

COMPANY NAME	NAMES OF SHAREHOLDERS
British Association of Occupational Therapists Limited	Company limited by guarantee

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	6,254,458		6,254,458
From Investments	0		0
Other Income (including increases by revaluation of assets)	0		0
Total Income	6,254,458	Nil	6,254,458
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	6,254,458	Nil	6,254,458
Funds at beginning of year (including reserves)	Nil	Nil	Nil
Funds at end of year (including reserves)	Nil	Nil	Nil
ASSETS			
	Fixed Assets		0
	Investment Assets		3
	Other Assets		264,778
	Total Assets		264,781
LIABILITIES		Total Liabilities	264,781
NET ASSETS (Total Assets less Total Liabilities)			Nil

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.

See Attached

ACCOUNTING POLICIES

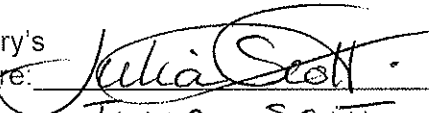
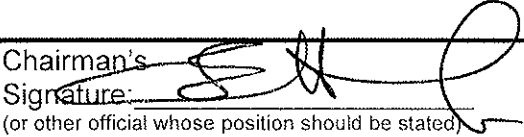
(see notes 74 and 75)

See Attached

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>JULIA SCOTT</u> Date: <u>6/2/13</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>N.E. HANKINSON</u> Date: <u>6/2/13</u>
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CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

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

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	PKF(LUK) LLP	
Name(s):	PKF(LUK) LLP	
Profession(s) or Calling(s):	REGISTERED AUDITORS (ICAEW)	
Address(es):		
Date:	15 FEBRUARY 2013	
Contact name and telephone number:	IAN MATTHEWS, PARTNER 0207 065 0396	

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

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE BRITISH ASSOCIATION OF OCCUPATIONAL THERAPISTS LIMITED

We have audited the financial statements recorded in the annual return of the British Association of Occupational Therapists Limited for the year ended 30 September 2012 which comprises the General Fund, the Balance Sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

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

Respective responsibilities of members and auditors

The company is required to prepare the annual return in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Auditing Standards (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view.

We also report to you if, in our opinion, if the company has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

Basis of audit opinion

We conducted our audit in accordance with International Auditing Standards (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the annual return. It also includes an assessment of the significant estimates and judgements made by the members in the preparation of the annual return and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

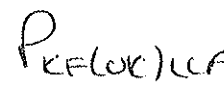
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the annual return.

Opinion

In our opinion financial statements recorded in the annual return for the year ended 30 September 2012 gives a true and fair view of the state of the company's affairs as at 30 September 2012 and of its result for the year then ended.

London, UK

Date: 15 FEBRUARY 2013


PKF (UK) LLP

Statutory Auditor

Patron

HRH The Princess Royal, GCVO

President

The Baroness Greengross OBE (retired March 2012)

Lord Walton of Detchant (appointed April 2012)

Vice Presidents

Professor Sir Mansel Aylward CB (appointed May 2012)

Professor Sir Clive Booth

Colin Ettinger

Professor Heinz Wolff, BSC FIBiol

Chairman of Council

Naomi Hankinson

Vice Chairmen of Council

Cath Wright (retired June 2012)

Patricia McClure (retired June 2012)

Joanne Griffin (appointed June 2012)

Helen Bradley (appointed June 2012)

Capacity

Council Member

Chairman

Naomi Hankinson

Mental Health & Learning Disability

Kate Bones

Physical Medicine & Disability

Melanie Paragreen

Community & Social Care Services

Carolyn Evans

Independent Sector

Rachel Charles

Higher/Further Education

Patricia McClure (retired June 2012)

Dr Bernadette Waters (appointed June 2012)

Commissioner

Sally Reed

Service Manager

Gabrielle Richards

<u>Capacity</u>	<u>Council Member</u>
Associate Member	Kenneth Green
Industrial Relations	Mike Griffin (retired June 2012) Gareth Everton (appointed June 2012)
International – WFOT	Dr Alison Laver – Fawcett (resigned Nov 2011) Camilla Cox (appointed June 2012)
International – COTEC	Christina Gericke
Welsh Board	Joanne Griffin
Northern Ireland Board	Carolyn Maxwell
Scottish Board	Debbie Maloney
English Board	Wendy Ferguson (retired June 2012) Suzanne Rastrick (appointed June 2012)
Professional Practice Board	Helen Lycett (retired June 2012)
Research & Development Board	Dr Lynne Goodacre (retired June 2012) Dr Suzanne Martin (appointed June 2012)
Membership & External Affairs Board	Cath Wright (retired June 2012) Christine Craik (appointed June 2012)
Learning and Development Board Chairman	Helen Bradley

Secretary

Ms J Scott

Registered Office

106-114 Borough High Street
Southwark
London, SE1 1LB

NOTES TO THE ACCOUNTS

1. PRINCIPAL ACCOUNTING POLICIES

(a) *Format of Accounts*

The Council is of the opinion that the Income and Expenditure Account formats, as required by the Companies Act 2006, are not appropriate to the activities of BAOT. The formats have been adapted to provide more appropriate information of the Income and Expenditure relating to the year's activities.

(b) *Basis of Accounting*

The financial statements of the Group and the Company have been prepared on the going concern basis under the historical cost convention as modified by the valuation of fixed asset investments and in accordance with applicable Accounting Standards.

(c) *Basis of Consolidation*

The consolidated financial statements comprise the accounts of the British Association of Occupational Therapists Limited ("BAOT") and the College of Occupational Therapists Limited ("COT") which is consolidated on a line by line basis.

No separate Income and Expenditure Account has been presented for the parent company as permitted by section 408 of the Companies Act 2006.

(d) *Income*

All income is derived from activities within the United Kingdom and is accounted for on a receivable basis, with the exception of membership subscriptions and donations, which are accounted for when received.

Of the total subscriptions received by BAOT, 25% (2011 - 26%) is retained to meet industrial relations and administration costs. The balance of 75% (2011 - 74%) is transferred to COT to support its professional, educational and administrative costs. BAOT holds cash balances on behalf of COT and Gift Aids all its taxable income to COT.

Where entitlement to income is dependent upon fulfilment of conditions within the Group's control, the income is recognised when there is sufficient evidence that conditions have been met. Where there is uncertainty as to whether the Group has met such conditions, or the funder clearly states that the funding is for the next financial year, then the income is deferred.

NOTES TO THE ACCOUNTS

(e) *Expenditure*

The costs of the COT's charitable activities have been grouped under the main headings:

- Membership administration – the costs associated with collecting and administering membership subscriptions.
- Journals – includes all costs associated with communications with members, whether centrally or regionally or whether in hard copy or electronic format.
- Conferences and events – the costs that relate to the organisation, promotion and administration of events.
- Professional activities – encompasses all the costs associated with the areas of research and development, education and professional practice.

Direct expenditure is allocated to each of these categories of activity. Where expenditure cannot be directly allocated it represents support costs and is apportioned on a basis consistent with the use of resources – by reference to the number of whole-time members of staff.

Governance and Administration costs represent the costs associated with the governance arrangements of the charity including costs related to the strategic (as opposed to operational) management of COT's activities.

NOTES TO THE ACCOUNTS

(f) Fixed Assets and Depreciation

Fixed assets with a cost of £1,000 or greater are capitalised and are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of each asset, when brought into use, on a straight line basis over its estimated useful life as follows:

Freehold Premises	2%	per annum on cost
Building Improvements	5%	per annum on cost
Fixtures and Fittings– new purchases	10%	per annum on cost
Fixtures and Fittings– retained assets	20%	per annum on NBV at 30 Sept 2010
Office Equipment	20%	per annum on cost
IT Equipment	33.33%	per annum on cost

Freehold land is not depreciated.

(g) Investments

Investments are included in the balance sheet at market value and any unrealised gains or losses are included in the Income and Expenditure Account.

(h) Funds

Restricted funds are those legacies and donations which are earmarked by the donor for use by COT on particular projects.

Unrestricted funds are available for use by COT to further its objects. Certain unrestricted funds are designated by the Council for particular purposes. These designated funds are for specific future purposes or projects including the funding of the existing defined benefit pension scheme.

Income and expenditure is directly allocated as it arises between these categories.

(i) Liquid resources

Liquid resources are those current asset investments that can be readily disposed of for a known amount of cash.

NOTES TO THE ACCOUNTS

(j) Pensions

COT participates in a defined benefit scheme. Pension costs are assessed in accordance with actuarial advice and based on the most recent actuarial valuation of the scheme. The cost of providing pensions is charged to the Income and Expenditure Account so as to spread the cost of pensions over the working lives of the employees.

(k) Recognition of Liabilities

Resources expended are included in the Income and Expenditure Account on an accruals basis, inclusive of any VAT that cannot be recovered.

(l) Grants Payable

COT does not pay grants from its own resources. However, it does administer a number of restricted funds which do make grants each year. These grants are charged in the year in which they are paid.

2. Net surplus / (deficit)

Net surplus / (deficit) is stated after charging:	2012 £	2011 £
- Depreciation	209,904	183,876
- Loss on disposal of fixed assets	-	462
- Auditors remuneration		
- Auditors fees - parent	4,800	4,650
- COT	14,300	13,750
- VAT and other services	-	4,250

NOTES TO THE ACCOUNTS

3. STAFF COSTS

COT Staff Costs:	2012 £	2011 £
Salaries	2,454,281	2,590,109
Social Security costs	271,736	284,739
Pension costs	338,825	473,275
Health costs	39,252	42,274
Sub-total - cost of staff employed	3,104,094	3,390,397
Temporary Staff	22,080	49,165
Recruitment	9,845	8,991
Training	7,509	7,131
Other Staff costs	127	595
Total Staffing Costs	3,143,655	3,456,279

The average monthly numbers employed in the year were as follows:

	2012 number	2011 number
Charitable activities	63	69
Support activities	8	8
Governance	3	3
	<u>74</u>	<u>80</u>

The remuneration of the higher paid employees fell within the bands:

	2012 number	2011 number
£60,001 - £70,000	6	5
£70,001 - £80,000	2	1

The higher paid employees are members of the COT's defined benefit pension scheme. The amount of employer contributions paid in the year for these individuals totalled £139,328 (2011: £104,186).

NOTES TO THE ACCOUNTS

4. COUNCIL MEMBERS

No remuneration was paid directly to any member of Council..

All Council members can claim for travel, subsistence and other expenses. The total amount of expenses reimbursed to 26 Council members during the year was £20,280 (2011 – 24 Council members reimbursed £21,820).

COT paid £3,586 (2011 - £3,594) to provide Charity Trustee insurance cover for the Group.

5. PENSION COSTS

COT operates a defined benefit pension scheme for qualifying employees in the UK. A full actuarial valuation of the Scheme was carried out as at 31 March 2009 and has been updated to 30 September 2012 by a qualified independent actuary.

The main assumptions used for the purposes of FRS17 are (in nominal terms):

	30/09/2012	30/09/2011
Discount Rate	4.00%	5.10%
Salary increases	3.20%	3.70%
Pension increases in payment at the 5% LPI rate	2.65%	3.00%
RPI	2.70%	3.20%
CPI	2.00%	2.50%
Post retirement mortality assumption	PxA92(b=yob)mc with 1% underpin	PxA92(b=yob)mc with 1% underpin

NOTES TO THE ACCOUNTS

5. PENSION COSTS Cont'd

Expected Return on Assets

The assets of the scheme and the net expected long-term return on these assets are:

	At 30/09/2012		At 30/09/2011	
	Rate of return	Value £000's	Rate of return	Value £000's
Equities/Property	7.00%	6,846	7.50%	5,199
Bonds	3.30%	2,416	4.10%	1,890
Insured Annuity Contracts	4.00%	321	5.10%	299
Cash/ Other	2.90%	20	4.00%	18
Deduction to allow for expenses to be incurred	(1.00%)		(1.30%)	
Total Fair Value of Assets	4.96%	9,603	5.23%	7,406

Reconciliation of the Present Value of Scheme Liabilities and Fair Value of Assets to the Asset and Liability Recognised in the Balance Sheet

	30/09/2012 £000's	30/09/2011 £000's
Fair Value of Assets	9,603	7,406
Value of Liabilities (defined benefit obligation)	(10,659)	8,365
Recognised Pension Liability	(1,056)	(959)

Total Expense Recognised in the Income and Expenditure Account

	30/09/2012 £000's	30/09/2011 £000's
Current service cost	339	473
Interest cost on obligation	435	412
Expected return on Scheme assets	(422)	(410)
Total Income and Expenditure Charge	352	475

NOTES TO THE ACCOUNTS

5. PENSION COSTS Cont'd

Changes in the present value of the defined benefit obligation

	30/09/2012 £000's	30/09/2011 £000's
Opening defined benefit obligation	8,365	8,014
Interest cost on obligation	435	412
Current service cost	339	473
Actuarial loss / (gain) on obligation	1,518	(536)
Member contributions	161	167
Benefits paid	(159)	(165)
Closing defined benefit obligation	10,659	8,365

Changes in the fair value of Scheme Assets

	30/09/2012 £000's	30/09/2011 £000's
Opening fair value of Scheme Assets	7,406	6,324
Expected return	422	410
Actuarial gain / (loss)	619	(500)
Employer contributions	1,154	1,170
Member contributions	161	167
Benefits paid	(159)	(165)
Closing fair value of Scheme Assets	9,603	7,406

NOTES TO THE ACCOUNTS

5. PENSION COSTS Cont'd

Total Amount Recognised in the Consolidated Income and Expenditure Account and the Statement of Total Gains and Losses (STRGL)

	30/09/2012 £000's	30/09/2011 £000's
Pension Scheme Liability at start of year	(959)	(1,690)
Profit & Loss Charge	(352)	(475)
(i) Actuarial (Loss) / Gain on Assumptions	(1,518)	536
(ii) Actuarial Gain on Experience	-	-
(iii) Actuarial Gain / (Loss) on Assets	619	(500)
STRGL (Losses) / Gains	(899)	36
Employer contributions	1,154	1,170
Pension Scheme Liability at end of year	(1,056)	(959)

Actual Return on Scheme Assets

	30/09/2012 £000's	30/09/2011 £000's
Expected Return on Scheme Assets	422	410
Actual Return on Scheme Assets	197	(90)
Actual less Expected Return on Scheme Assets	619	(500)

COT expects to contribute £1.15million to the Scheme during the twelve month period to 30 September 2013.

NOTES TO THE ACCOUNTS

5. PENSION COSTS Cont'd

Amount for the Current and Previous Four Periods:

	30/09/2011 to 30/09/2012	30/09/2010 to 30/09/2011	30/09/2009 to 30/09/2010	30/09/2008 to 30/09/2009	30/09/2007 to 30/09/2008
	£000's	£000's	£000's	£000's	£000's
Fair Value of Scheme Assets	9,603	7,406	6,324	5,174	4,252
Value of Liabilities (funded obligation)	(10,659)	(8,365)	(8,014)	(6,277)	(4,244)
(Deficit) / Surplus	(1,056)	(959)	(1,690)	(1,103)	8
Experience Gain/(Loss) on Liabilities	-	-	-	72	-
Experience (Loss) / Gain on Assets	619	(500)	170	137	(1,225)

NOTES TO THE ACCOUNTS

6. TANGIBLE FIXED ASSETS

	Freehold Premises	Building Improvements	Fixtures & Fittings	Office Equipment	IT Equipment	Total
	£	£	£	£	£	£
Cost						
At 1 October 2011	1,045,700	1,602,712	528,331	165,726	124,745	3,467,214
Additions during year	-	-	34,742	-	-	34,742
At 30 September 2012	1,045,700	1,602,712	563,073	165,726	124,745	3,501,956
Depreciation						
At 1 October 2011	292,796	53,401	55,816	55,703	82,185	539,901
Charge for the year	20,914	80,135	64,028	25,302	19,525	209,904
At 30 September 2012	313,710	133,536	119,844	81,005	101,710	749,805
Net Book Value						
At 30 September 2012	731,990	1,469,176	443,229	84,721	23,035	2,752,151
At 30 September 2011	752,904	1,549,311	472,515	110,023	42,560	2,927,313

All assets are used for the charitable activities of COT.

There was no amount of capital authorised and contracted for as at 30 September 2012

NOTES TO THE ACCOUNTS

7. INVESTMENT IN SUBSIDIARY UNDERTAKING

	2012	2011
	£	£
Shares at cost in subsidiary undertaking - College of Occupational Therapists Limited	3	3

BAOT owns 100% of the ordinary share capital of COT which is incorporated in Great Britain.

The principal activity of COT (Registered Charity in England and Wales No.275119 and in Scotland No SCO39573) is the promotion of the science of occupational therapy and the training and education of occupational therapists.

8. OTHER FIXED ASSET INVESTMENTS

	Market Value 1/10/11	Additions	Disposal Proceeds	Net Gains / (Losses)	Market Value 30/9/12
	£	£	£	£	£
UK Gilts	20,775	-	-	(3,405)	17,370
UK Fixed Interest	80,904	-	-	1,498	82,402
UK Equities	622,589	130,947	(65,909)	123,825	811,452
Overseas Equities	853,943	75,402	(183,048)	90,109	836,406
Sub-total	1,578,211	206,349	(248,957)	212,027	1,747,630
Cash held in investment portfolio	6,276				77,037
TOTAL	1,584,487				1,824,667

The total cost of investments held by the College at 30 September 2012 was £1,571,474 (2011 - £1,472,447).

Investments that represented more than 5% of the total portfolio were: BP (£104,760), Rolls Royce Holdings (£126,450), Easyjet (£106,423), Fidelity European (£110,971), Witan Pacific Investment Trust (£92,115).

NOTES TO THE ACCOUNTS

9. DEBTORS

	2012 £ Group	2011 £ Group	2012 £ Parent	2011 £ Parent
Amounts due within one year				
Trade Debtors	121,011	110,950	-	-
Due from Subsidiary Undertaking	-	-	122,238	126,787
Other Debtors	20,254	19,003	-	-
Prepayments and Accrued Income	216,926	143,251	-	-
Other Taxes	16,324	9,712	-	-
	374,515	282,916	122,238	126,787

10. CREDITORS

	2012 £ Group	2011 £ Group	2012 £ Parent	2011 £ Parent
Amounts due within one year				
Trade Creditors	334,032	271,056	130,233	129,900
Other Taxes & Social Security	68,987	71,987	-	-
Other Creditors	109,773	109,055	-	-
Accruals & Deferred Income	334,804	340,450	134,548	134,713
	847,596	792,548	264,781	264,613

The amount of Deferred Income at the beginning of the year within the Group was £45,597. During the year, the whole of this amount was released to the Income and Expenditure account, while a further £9,565 of income was created. The balance of Deferred Income at 30 September 2012 within the Group was £9,565.

There was no Deferred Income in the Parent either at the beginning or the end of the year.

NOTES TO THE ACCOUNTS

11. SHARE CAPITAL

BAOT is a company limited by guarantee. In the event of liquidation, each member's liability is limited to £1.

12. RECONCILIATION OF MOVEMENT IN SHARE CAPITAL AND FUNDS

	2012 £	2011 £
Net Deficit for the financial year	(67,634)	(501,387)
Shareholders' funds at 1 October	11,439,163	11,940,550
Shareholders' funds at 30 September	<u>11,371,529</u>	<u>11,439,163</u>

13. ANALYSIS OF CHANGES IN NET FUNDS

	Restated At 1 October 2011 £	Cashflows £	At 30 September 2012 £
Cash at bank and in hand	6,781,995	(3,610,045)	3,171,950
Cash held as liquid investment	1,614,000	3,586,000	5,200,000
Cash held in investment portfolio	6,276	70,761	77,037
	<u>8,402,271</u>	<u>46,716</u>	<u>8,448,987</u>

Within the 2011 comparatives, a total balance of £4m was re-classified from fixed asset investments to current assets – specifically, £2,386k to cash at bank and in hand and £1,614k to cash held as liquid investments.

NOTES TO THE ACCOUNTS

14. TRANSACTIONS WITH RELATED PARTIES

The balance of income over expenditure is paid to COT, a wholly owned subsidiary. This is in line with a Council decision. The amount to be transferred for the year ended 30 September 2012 is £4,679,513 (2011 - £4,389,397). The outstanding balance due from COT at the year end is £122,238 (2011 owed from COT - £126,787).

The total amount of expenses reimbursed to Council members during the year was £20,280 (2011 - £21,820).

Occupational therapists employed by COT have their subscriptions paid to BAOT by COT. These subscriptions, which are paid at normal rates, totalled £4,977 for the year.

During the year, two Council members acted as consultants for COT. The total amount received by these Council members was £7,839 - Naomi Hankinson received £4,339 and Christine Craik received £3,500 (2011 - a total of £400, all received by Naomi Hankinson). All these amounts were paid at arm's length using the standard COT rates for this type of consultancy work.

