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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Society of Local Council Clerks						
Year ended:	31 st December 2015						
List no:	1200						
Head or Main Office:	8 The Crescent Taunton Somerset TA1 4EA						
Website address (if available)	www.slcc.co.uk						
Has the address changed during the year to which the return relates?	<table><tr><td>Yes</td><td><input type="checkbox"/></td></tr></table>	Yes	<input type="checkbox"/>	<table><tr><td>No</td><td><input checked="" type="checkbox"/></td></tr></table>	No	<input checked="" type="checkbox"/>	(Click the appropriate box)
Yes	<input type="checkbox"/>						
No	<input checked="" type="checkbox"/>						
General Secretary:	Richard Walden (Interim)						
Telephone Number:	01823 253646						
Contact name for queries regarding	Stephen Alison						
Telephone Number:	01823 253646						
E-mail:	steve.alison@slcc.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

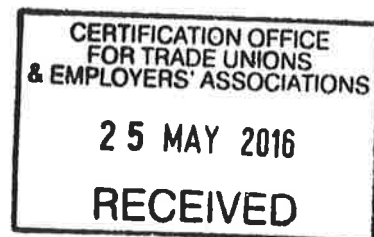
The address to which returns and other documents should be sent are:

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)

Society of Local Council Clerks

APPENDIX A

Form AR21 attachment

Officers in Post as at 31st December 2015

Chief Executive (Interim)	Richard Walden
NEC Chairman (NEC Gwynedd)	Katherine Owen
NEC Vice-chairman (NEC Gloucestershire)	Andrew Tubb
NEC members:-	
Bedfordshire	Robert McGregor
Berkshire	Russell Reeve
Buckinghamshire	Christopher Wayman
Cambridgeshire	Penny Bryant
Cheshire	Adam Keppel-Garner
Clwyd	Tina Earley
Cornwall	Rita Skinner
County Durham	Michael King
Cumbria	Vacancy
Derbyshire	Yvonne Colverson
Devon	Tracy Rowe
Dorset	Bob Gillis
East Yorks & N. Lincs	Joanna Richardson
Essex	Paul Beckerson
Glamorgan	David Jenkins
Gwent	Adrian Edwards
Hampshire	Neil Hitch
Herefordshire	Vacancy
Hertfordshire	Peter Evans
Isle of Wight	Val Taylor
Kent	Linda Hedley
Lancashire	Alan Blakeley
Leicestershire	Fiona Palmer
Lincolnshire	Tracey Broughton
Norfolk	Richard Bishop
Northamptonshire	Linda Carter
Northumberland	Mike Slaughter
North Yorkshire	James Ingham
Nottinghamshire	Alan Mellor
Oxfordshire	Sharon Groth
Powys	Edward Humphreys
Shropshire	Graham Hurry
Somerset	Paula Heath
South Yorkshire	Alan Hodkin
Staffordshire	Michael Lennon
Suffolk	Carol Smy
Surrey	Leslie Clark
Sussex	Steven Trice
Warwickshire	Cathy Tibbles
West Wales	Liz Dutch
West Yorkshire	Angela Royle
Wiltshire	Jonathan Bourne
Worcestershire	Ruth Mullett

Form AR21 attachment

Return of Change of Officers for the year ended 31st December 2015

Each branch is entitled to be represented on the National Executive Council.

Title of Officer	Name of Officer ceasing to hold office	Name of Officer appointed	Date of change
NEC Member	Delia Shephard	Robert McGregor	Aug 2015
NEC Member	Jayne Kirk	Russell Reeve	Oct 2015
NEC Member	Sandra Mitcham	Penny Bryant	Oct 2015
NEC Member	Dianne Rickaby	Michael King	Apr 2015
NEC Member	Lynda Walker	Vacancy	May 2015
NEC Member	Colin O'Connor	Joanna Richardson	Oct 2015
NEC Member	Theresa Byles	Paul Beckerson	Oct 2015
NEC Member	Lenore Taylor	Vacancy	Aug 2015
NEC Member	Jane Hale	Richard Bishop	Sep 2015
NEC Member	Catherine Camp	Linda Carter	Oct 2015
NEC Member	Nigel Knapman	James Ingham	Aug 2015
NEC Member	Malcolm Plumb	Alan Mellor	Oct 2015
NEC Member	Gwilym Rippon	Edward Humphreys	Aug 2015
NEC Member	Sharon Clayton	Graham Hurry	Oct 2015
NEC Member	Sarah Robson	Paula Heath	Sep 2015
NEC Member	Peter Young	Michael Lennon	Jun 2015
NEC Member	Carol Smith	Steve Trice	Oct 2015

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					
FEMALE					
TOTAL					A 3,643

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

None

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

3,643

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
Please see Appendix B			

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		535,882
From Members: Other income from members (specify)		
Total other income from members		0
Total of all income from members		535,882
Investment income (as at page 12)		2,611
Other Income		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	238,146	
Total of other income (as at page 4)		238,146
	TOTAL INCOME	776,639
EXPENDITURE		
Benefits to members (as at page 5)		323,864
Administrative expenses (as at page 10)		419,466
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		743,330
Taxation		522
	TOTAL EXPENDITURE	743,852
Surplus (deficit) for year		32,787
Amount of general fund at beginning of year		198,906
Amount of general fund at end of year		231,693

BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION AND OTHER BODIES		0
Other income		
Training Courses	62,960	
CiLCA Registration Fees	88,935	
Sponsorship	39,044	
Institute of Local Council Management – Membership Fees	15,568	
Miscellaneous Income	6,639	
Management Charges – SLCC Enterprises Ltd	25,000	
TOTAL OTHER INCOME		238,146
TOTAL OF ALL OTHER INCOME		238,146

(see notes 21 to 23)

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(See notes 24 and 25)

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

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

(See notes 24 and 25)

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

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

(See notes 24 and 25)

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

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

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund	
		£	£
Income	Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus (deficit) for year	
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as Balance Sheet)	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

POLITICAL FUND ACCOUNT 2		To be completed by trade unions which act as components of a central trade union	
		£	£
Income	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of year	
		Amount remitted to central political fund	
		Amount held on behalf of central political fund at end of year	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

		£
Administrative Expenses		
Remuneration and expenses of staff		281,832
Salaries and Wages included in above	£223,895	
Auditors' fees		2,687
Legal and Professional fees		0
Occupancy costs		45,902
Stationery, printing, postage, telephone, etc.		16,045
Expenses of Executive Committee (Head Office)		58,184
Expenses of conferences		0
Other administrative expenses (specify)		
Insurance (non-occupancy)		2,416
Marketing		2,481
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		9,919
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		419,466
Charged to:	General Fund (Page 3)	419,466
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		419,466

(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			1,613
Other investment income (specify)			
Public Sector Deposit Fund (CCLA)			739
ComFund (Somerset County Council)			259
		Total investment income	2,611
Credited to:			
		General Fund (Page 3)	2,611
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	2,611

BALANCE SHEET as at 31st December 2015

(see notes 47 to 50)

Previous Year		£	£
46,598	Fixed Assets (at page 14)		43,157
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
280,000	Unquoted		410,000
326,598	Total Investments		453,157
	Other Assets		
	Loans to other trade unions		
32,475	Sundry debtors		61,355
265,781	Cash at bank and in hand		131,358
,	Income tax to be recovered		
148	Stocks of goods		96
	Others (specify)		
298,404	Total of other assets		192,809
625,002	TOTAL ASSETS		645,966
	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		
375	Tax payable		522
89,973	Sundry creditors		70,944
20,960	Accrued expenses		41,000
	Provisions		
314,788	Other liabilities		301,807
426,096	TOTAL LIABILITIES		414,273
198,906	TOTAL ASSETS		231,693

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			102,162			102,162
Additions			6,746			6,746
Disposals			(7,675)			(7,675)
Revaluation/Transfers						
At end of year			101,233			101,233
Accumulated Depreciation						
At start of year			55,564			55,564
Charges for year			9,918			9,918
Disposals			(7,406)			(7,406)
Revaluation/Transfers						
At end of year			58,076			58,076
Net book value at end of year			43,157			43,157
Net book value at end of previous year			46,598			46,598

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)		
	Market Value of Quoted Investment		
UNQUOTED	Equities		
	SLCC Enterprises Ltd	10,000	
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Julian Hodge Bank	85,000	
	Other unquoted investments (to be specified)		
	Public Sector Deposit Fund (CCLA) / ComFund (SCC)	315,000	
	TOTAL UNQUOTED (as Balance Sheet)	410,000	
	Market Value of Unquoted Investments	410,000	

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 X	NO
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
SLCC Enterprises Ltd	06034481		

Are the shares which are controlled by the union registered in the names of the union's trustees?		YES X	NO
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	535,882		535,882
From Investments	2,611		2,611
Other Income (including increases by revaluation of assets)	238,146		238,146
Total Income	776,639		776,639
EXPENDITURE (including decreases by revaluation of Total Expenditure)			
	743,852		743,852
Funds at beginning of year (including reserves)	198,906		198,906
Funds at end of year (including reserves)	231,693		231,693
ASSETS			
Fixed Assets			43,157
Investment Assets			410,000
Other Assets			192,809
Total Assets			645,966
LIABILITIES			
Total Liabilities			414,273
NET ASSETS (Total Assets less Total Liabilities)			231,693

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 attached audited accounts

ACCOUNTING POLICIES

(see notes 74 and 75)

Please see attached audited accounts

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Treasurer's
Signature: SA

Name: Stephen Alison

Date: 11-5-2016

Chairman's
Signature: Katherine Owen

Name: Katherine Owen

Date: 19/5/2016

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

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)

Please see attached audited accounts

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	 FCA	
Name(s):	Wallace Crooke	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	College House St Leonards Close Bridgnorth Shropshire WV16 4EJ	
Date:		
Contact name and telephone number:	Martin Jones 01746 766444	

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

SLCC

Society of Local Council Clerks

Professional Supportive Innovative

**REPORT OF THE NATIONAL EXECUTIVE COUNCIL
AND AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

Wallace Crooke
Chartered Accountants
& Registered Auditors
College House
St. Leonards Close
Bridgnorth
Shropshire
WV16 4EJ

SOCIETY OF LOCAL COUNCIL CLERKS

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SOCIETY OF LOCAL COUNCIL CLERKS

INFORMATION for the Year Ended 31 DECEMBER 2015

OFFICERS:

Mr R Walden
Mr S J E Alison
Mrs K Owen
Mr A Tubb

A full list of NEC board members is available from the Society's Registered Office

REGISTERED OFFICE:

8 The Crescent
Taunton
Somerset
TA1 4EA

TRADE UNION REGISTRATION NUMBER:

1200

AUDITORS:

Wallace Crooke
Chartered Accountants
& Registered Auditors
College House
St. Leonards Close
Bridgnorth
Shropshire
WV16 4EJ

SOCIETY OF LOCAL COUNCIL CLERKS

REPORT OF THE NATIONAL EXECUTIVE COUNCIL for the Year Ended 31 DECEMBER 2015

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

PRINCIPAL ACTIVITY

The Society of Local Council Clerks (SLCC) is the professional body for local council clerks, providing member benefits to 3,700 individual officers working for local councils across England and Wales. The Society's principal activities comprise:-

Training - Induction (ILCA), Continuing Professional Development courses and a sector-specific discounted bookshop

Conferences - National, Regional and Specialist

Education & Qualifications - CiLCA and Community Governance

Representation with Central Government - Sector stakeholders to provide practitioners' perspective

Employment Support - including discussion of Terms & Conditions and representation

Sector Professional Advice & Support - through a network of regional advisors together with specialists in legal, finance, VAT and planning matters

Communications - including a bi-monthly professional magazine, regular e-newsletters and a continually updated website

Networking & Mentoring Opportunities - through a nationwide branch structure

REVIEW OF BUSINESS

Important developments and achievements during the year include:-

Development of the new CiLCA qualification together with sector partners and successfully securing £55,000 of grant aid from the Department for Communities and Local Government.

Positive engagement with and influence of Central Government in such policy areas as Council Tax Referendums and the Sector-led Audit Body and of the Welsh Government in relation to Reforming Local Government.

Provision of successful National, Practitioners, Leaders in Action and Joint-Welsh conferences together with 8 Regional conferences and over 40 CPD events.

Launching the new digital version of 'The Clerk' Magazine.

Upgrading IT infrastructure in preparation for improvements to the Society's membership database

Maintaining positive working relationships with our sponsors and in particular Came & Co as our principal sponsor.

MEMBERSHIP

Membership is open to all full time, part time and deputy Clerks of town, parish or community councils and parish meetings in England and Wales.

At 31 December 2015 membership stood at 3,695 representing 4,644 authorities. Membership of the Institute of Local Council Managers (ILCM) totalled 275.

SOCIETY OF LOCAL COUNCIL CLERKS

REPORT OF THE NATIONAL EXECUTIVE COUNCIL for the Year Ended 31 DECEMBER 2015

RESPONSIBILITIES OF THE NATIONAL EXECUTIVE COUNCIL

The Society's National Executive Council is responsible for the preparation of financial statements in accordance with applicable law and relevant United Kingdom Generally Accepted Accountancy Practice for each financial year which give a true and fair view of the state of affairs of the Society and of the surplus or deficit for the year. These statements are required to be audited by independent auditors and copies made available to members.

In preparing these statements the National Executive Council will have due regard to:

- Selecting suitable accounting policies and applying them consistently;
- Making judgements and estimates that are reasonable and prudent;
- Observing applicable Accounting Standards;
- Preparing the financial statements on a going concern basis.

The National Executive Council is also responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the Society and to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. It must also establish and maintain a satisfactory system of control over its accounting records, its cash holdings and all its receipts and remittances.

It is also responsible for safeguarding the assets of the Society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the officers are aware, there is no relevant audit information of which the society's auditors are unaware, and the society has taken all the steps that he or she ought to have taken as an officer in order to make himself or herself aware of any relevant audit information and to establish that the society's auditors are aware of that information.

AUDITORS

The auditors, Wallace Crooke, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:



Mrs K Owen, Chairman

Date: 13 April 2016

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF SOCIETY OF LOCAL COUNCIL CLERKS

We have audited the financial statements of Society of Local Council Clerks for the year ended 31 December 2015 on pages nil to twelve. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the Society's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Society and the Society's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of National Executive Council and auditors

The Society's National Executive Council's responsibilities for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of National Executive Council's Responsibilities.

Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with UK Generally Accepted Accounting Practice and the Trade Union and Labour Relations (Consolidation) Act 1992. We also report to you if, in our opinion a satisfactory system of control over transactions has not been maintained, or the Society has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

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 company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; 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 Council 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

In our opinion the financial statements give a true and fair view of the state of the Society's affairs 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 and with the Trade Union and Labour Relations (Consolidation) Act 1992.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF SOCIETY OF LOCAL COUNCIL CLERKS

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:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of members' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Martin Jones (Senior Statutory Auditor)
for and on behalf of Wallace Crooke
Chartered Accountants
& Registered Auditors
College House
St. Leonards Close
Bridgnorth
Shropshire
WV16 4EJ

Date: 13 April 2016

SOCIETY OF LOCAL COUNCIL CLERKS

DETAILED INCOME AND EXPENDITURE ACCOUNT for the Year Ended 31 DECEMBER 2015

	Notes	2015 £	2014 £
TURNOVER	1	749,028	719,518
Membership support	2	<u>351,755</u>	<u>367,421</u>
GROSS SURPLUS		397,273	352,097
Administrative expenses			
Establishment costs	3	364,772	301,271
Marketing	4	2,481	4,342
Other	5	24,139	15,017
Finance costs	6	<u>183</u>	<u>40</u>
		<u>391,575</u>	<u>320,670</u>
		5,698	31,427
Other operating income	7	<u>25,000</u>	<u>25,000</u>
OPERATING SURPLUS		30,698	56,427
Finance income	8	<u>2,611</u>	<u>1,873</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		33,309	58,300
Taxation	5	<u>522</u>	<u>375</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		<u><u>32,787</u></u>	<u><u>57,925</u></u>

This page does not form part of the statutory financial statements

SOCIETY OF LOCAL COUNCIL CLERKS (REGISTERED NUMBER: 1200)

**BALANCE SHEET
31 DECEMBER 2015**

	Notes	2015 £	2014 £
FIXED ASSETS			
Tangible assets	6	43,157	46,598
Investments	7	<u>410,000</u>	<u>280,000</u>
		453,157	326,598
CURRENT ASSETS			
Stocks	8	96	148
Debtors	9	61,355	32,475
Cash at bank and in hand	10	<u>131,358</u>	<u>265,781</u>
		192,809	298,404
CREDITORS			
Amounts falling due within one year	11	<u>414,273</u>	<u>426,096</u>
NET CURRENT LIABILITIES		(221,464)	(127,692)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>231,693</u>	<u>198,906</u>
RESERVES			
Infrastructure reserve fund	13	28,000	28,000
Income and expenditure account	13	<u>203,693</u>	<u>170,906</u>
		<u>231,693</u>	<u>198,906</u>

The financial statements were approved by the National Executive Council board on 13 April 2016 and were signed on its behalf by:



Mrs K Owen, Chairman



Mr S J E Alison, Head of Finance and Facilities

The notes form part of these financial statements

SOCIETY OF LOCAL COUNCIL CLERKS

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 April 2008).

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

Related party exemption

The company has taken advantage of exemption, under the terms of Financial Reporting Standard 8 Related Party Disclosures, not to disclose related party transactions with wholly owned subsidiaries within the group.

Turnover

Turnover represents net invoiced sales of goods, excluding value added tax.

Tangible fixed assets

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

Improvements to property	- 20% on cost
Office equipment	- at varying rates on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Deferred tax

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

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the income and expenditure account on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The company operates a defined benefit scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

Fund accounting

General funds can be used in accordance with the objectives of the Society at the discretion of the National Executive Council, and the cabinet.

Infrastructure fund

The Society's Infrastructure Reserve exists to support the procurement, development, replacement and non-routine maintenance of the Society's premises, IT and telecommunications infrastructure, to the extent that costs cannot be managed within annual budgets. The Infrastructure Reserve is sustained through contributions from the annual budget and ad hoc shares of annual surpluses at the discretion of the Chief Executive and NEC.

2. TURNOVER

The Society's turnover represents the income, excluding value added tax, of services and goods provided during the year. Total income for the year amounted to £793,221 (2014 - £746,391).

SOCIETY OF LOCAL COUNCIL CLERKS

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 DECEMBER 2015

3. STAFF COSTS

	Salary £	Pension £	2015 Total £	2014 Total £
Chairman	2,000	-	2,000	2,000
Vice Chairman	1,000	-	1,000	1,000
Chief Executive Officer	67,389	8,579	75,968	78,942
Head of Finance & Facilities	38,435	5,303	43,738	51,685
Specialist and Regional Advisors	107,935	7,834	115,779	100,138
Development/Partnerships Officer	21,534	2,927	24,462	-
External Affairs Officer	-	-	-	5,090
National Officer for Wales	2,775	-	2,775	4,800
Chief Verifier and CiLCA Support	18,054	1,372	19,426	22,130
Academic Lead and Tutors	43,351	2,581	45,932	13,021
Secretary to ILCM Board	4,875	213	5,087	5,144
Regional Training Managers	1,205	-	1,205	6,240
Mentoring Officer	4,359	-	4,359	4,136
Honoraria to Branch Secretaries	7,038	-	7,038	6,504
Union/Employment Support	44,961	6,040	51,001	-
Head Office Staff	92,045	6,993	99,038	73,879
	<u>456,956</u>	<u>41,842</u>	<u>498,808</u>	<u>374,709</u>

Pension costs relate to employer's pension contributions. Pension costs included in the 2014 total amounted to £35,399.

4. OPERATING SURPLUS

The operating surplus is stated after charging:

	2015 £	2014 £
Depreciation - owned assets	9,918	6,812
Loss on disposal of fixed assets	268	-
Auditor remuneration	<u>2,687</u>	<u>2,190</u>

5. TAXATION

Analysis of the tax charge

The tax charge on the surplus on ordinary activities for the year was as follows:

	2015 £	2014 £
Current tax:		
UK corporation tax	<u>522</u>	<u>375</u>
Tax on surplus on ordinary activities	<u>522</u>	<u>375</u>

SOCIETY OF LOCAL COUNCIL CLERKS

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 DECEMBER 2015

6. TANGIBLE FIXED ASSETS

	Improvements to property £	Office equipment £	Totals £
COST			
At 1 January 2015	27,792	74,370	102,162
Additions	-	6,746	6,746
Disposals	-	(7,675)	(7,675)
At 31 December 2015	<u>27,792</u>	<u>73,441</u>	<u>101,233</u>
DEPRECIATION			
At 1 January 2015	27,792	27,772	55,564
Charge for year	-	9,918	9,918
Eliminated on disposal	-	(7,406)	(7,406)
At 31 December 2015	<u>27,792</u>	<u>30,284</u>	<u>58,076</u>
NET BOOK VALUE			
At 31 December 2015	<u>-</u>	<u>43,157</u>	<u>43,157</u>
At 31 December 2014	<u>-</u>	<u>46,598</u>	<u>46,598</u>

7. FIXED ASSET INVESTMENTS

	2015 £	2014 £
Shares in group undertakings	10,000	10,000
Other investments	<u>400,000</u>	<u>270,000</u>
	<u>410,000</u>	<u>280,000</u>

Additional information is as follows:

	Shares in group undertakings £
COST	
At 1 January 2015 and 31 December 2015	<u>10,000</u>
NET BOOK VALUE	
At 31 December 2015	<u>10,000</u>
At 31 December 2014	<u>10,000</u>

Investments (neither listed nor unlisted) were as follows:

	2015 £	2014 £
Julian Hodge Bank - fixed rate bond	85,000	85,000
CCLA Investments	185,000	185,000
SCC Comfund	<u>130,000</u>	-
	<u>400,000</u>	<u>270,000</u>

SOCIETY OF LOCAL COUNCIL CLERKS

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 DECEMBER 2015

7. FIXED ASSET INVESTMENTS - continued

The company's investments at the Balance Sheet date in the share capital of companies include the following:

SLCC Enterprises Limited

Country of incorporation: England and Wales

Nature of business: Training and service provision

Class of shares:	%	
Ordinary	holding	
	100.00	

	2015	2014
	£	£
Aggregate capital and reserves	182,559	143,895
Profit for the year (after tax)	<u>38,664</u>	<u>20,143</u>

8. STOCKS

	2015	2014
	£	£
Franking machine stock	<u>96</u>	<u>148</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Trade debtors	3,899	854
Amounts owed by group undertakings	49,336	20,251
Other debtors	264	-
Prepayments and accrued income	<u>7,856</u>	<u>11,370</u>
	<u>61,355</u>	<u>32,475</u>

10. CASH AT BANK AND IN HAND

	2015	2014
	£	£
General bank account balances	131,276	265,436
Cash in hand	<u>82</u>	<u>345</u>
	<u>131,358</u>	<u>265,781</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Trade creditors	70,944	89,973
Subscriptions paid in advance	288,366	272,928
Tax	522	375
Charitable foundation	12,991	11,410
Accruals and deferred income	41,000	20,960
Grants received in advance	<u>450</u>	<u>30,450</u>
	<u>414,273</u>	<u>426,096</u>

SOCIETY OF LOCAL COUNCIL CLERKS

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 DECEMBER 2015

12. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	2015 £	2014 £
Expiring:		
Within one year	-	-
Between one and five years	2,757	2,757
In more than five years	<u>30,125</u>	<u>30,125</u>
	<u>32,882</u>	<u>32,882</u>

13. RESERVES

	Income and expenditure account £	Infrastructure reserve fund £	Totals £
At 1 January 2015	170,906	28,000	198,906
Surplus for the year	<u>32,787</u>		<u>32,787</u>
At 31 December 2015	<u>203,693</u>	<u>28,000</u>	<u>231,693</u>

14. BRANCHES

At the year end £23,394 (2014 - £20,384) was held by branches of the society. These amounts have not been included in the Society's General fund.

15. POLITICAL FUNDS

None of the Society's income or expenditure was derived or used from political funds.

DETAILED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015
FOR
SOCIETY OF LOCAL COUNCIL CLERKS

SOCIETY OF LOCAL COUNCIL CLERKS

DETAILED INCOME AND EXPENDITURE ACCOUNT for the Year Ended 31 DECEMBER 2015

	Notes	2015 £	2014 £
TURNOVER	1	749,028	719,518
Membership support	2	<u>351,755</u>	<u>367,421</u>
GROSS SURPLUS		397,273	352,097
Administrative expenses			
Establishment costs	3	364,772	301,271
Marketing	4	2,481	4,342
Other	5	24,139	15,017
Finance costs	6	<u>183</u>	<u>40</u>
		<u>391,575</u>	<u>320,670</u>
		5,698	31,427
Other operating income	7	<u>25,000</u>	<u>25,000</u>
OPERATING SURPLUS		30,698	56,427
Finance income	8	<u>2,611</u>	<u>1,873</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		<u>33,309</u>	<u>58,300</u>

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SOCIETY OF LOCAL COUNCIL CLERKS

DETAILED INCOME AND EXPENDITURE ACCOUNT for the Year Ended 31 DECEMBER 2015

	2015 £	2014 £
1. TURNOVER		
Membership subscriptions	535,882	484,437
Training courses	62,960	67,234
CiLCA registration fees	88,935	116,115
Sponsorship	39,044	30,257
Institute	15,568	18,195
Miscellaneous income	<u>6,639</u>	<u>3,280</u>
	<u>749,028</u>	<u>719,518</u>
2. MEMBERSHIP SUPPORT		
Advisory Services	80,536	123,198
Branch Support	33,842	31,822
External Affairs	-	22,874
Magazine costs	13,164	8,774
Training and academic costs	69,334	66,846
CiLCA administration	59,184	81,780
Website	3,730	2,700
Democracy	27,891	29,427
Union / Employment Support	<u>64,074</u>	<u>-</u>
	<u>351,755</u>	<u>367,421</u>
3. ESTABLISHMENT COSTS		
Salaries	223,895	173,317
Pensions	33,798	26,959
Leased equipment	4,861	3,748
Administration	39,767	44,276
Rent	30,311	30,125
Insurance	2,416	3,890
Office equipment	3,883	2,830
Other costs	12,967	7,124
Auditors remuneration	2,687	2,190
Depreciation of tangible fixed assets	9,919	6,812
Profit/loss on sale of tangible fixed assets	<u>268</u>	<u>-</u>
	<u>364,772</u>	<u>301,271</u>
4. MARKETING		
Leaflets	567	3,064
Other costs	<u>1,914</u>	<u>1,278</u>
	<u>2,481</u>	<u>4,342</u>

This page does not form part of the statutory financial statements

SOCIETY OF LOCAL COUNCIL CLERKS

DETAILED INCOME AND EXPENDITURE ACCOUNT for the Year Ended 31 DECEMBER 2015

	2015 £	2014 £
5. OTHER		
Honoraria	3,000	3,564
Job advertising	10,007	2,899
Staff training	6,104	2,814
Officers meetings	4,168	5,740
Other costs	<u>860</u>	<u>-</u>
	<u>24,139</u>	<u>15,017</u>
6. FINANCE COSTS		
Bank charges	<u>183</u>	<u>40</u>
7. OTHER OPERATING INCOME		
Management charges	<u>25,000</u>	<u>25,000</u>
8. FINANCE INCOME		
Bank deposit interest	253	662
CCLA Interest Income	739	882
Julian Hodge treasury deposit	1,360	329
SCC Comfund interest	<u>259</u>	<u>-</u>
	<u>2,611</u>	<u>1,873</u>

This page does not form part of the statutory financial statements