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# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Association of Educational Psychologists						
Year ended:	31 December 2014						
List no:	706 T						
Head or Main Office:	4 The Riverside Centre Frankland Lane Durham DH1 5TA						
Website address (if available)	www.aep.org.uk						
Has the address changed during the year to which the return relates?	<table><tr><td>Yes</td><td><input type="checkbox"/></td><td>No</td><td><input checked="" type="checkbox"/></td><td>(Click the appropriate box)</td></tr></table>		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	(Click the appropriate box)
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	(Click the appropriate box)			
General Secretary:	Kate Fallon						
Telephone Number:	0191 384 9512						
Contact name for queries regarding	Mary Gardner						
Telephone Number:	0191 384 9512						
E-mail:	Mary.gardner@aep.org.uk						

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

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

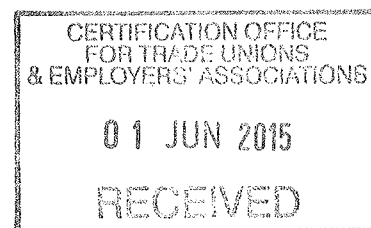
The address to which returns and other documents should be sent are:

**For Unions based in England and Wales:**

Certification Office for Trade Unions and Employers' Associations  
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)

<b><i>Title of Office</i></b>	<b><i>Name</i></b>	<b><i>Left</i></b>	<b><i>Replaced by</i></b>	
President	Sean O'Donoghue	Remaining		
Vice-President	Carole Adair	Remaining		
Association Secretary	John Drewicz	Remaining		
Honorary Treasurer	David Webster	Remaining		
Chair of PPSC	Mary Jenkin	Remaining		
Chair of EPSC	David Beaumont	Elected from 17/1/14		
National Member	Stephanie James	Remaining		
National Member	Angela Pratten	Remaining		

# 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	638	14	0	4	<b>656</b>
FEMALE	2474	109	5	12	<b>2600</b>
TOTAL	3112	123	5	16	A <b>3256</b>

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

3256

## 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
Chair of EPSC	None- vacancy	David Beaumont	17/01/2014

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>		
<b>From Members:</b> Contributions and Subscriptions	754,158	
<b>From Members:</b> Other income from members (specify)		
Publicity sales	3,720	
Royalty income	10,616	
<b>Total other income from members</b>		768,794
<b>Total of all income from members</b>		
<b>Investment income (as at page 12)</b>		
<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>	768,794
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>	—	
<b>Administrative expenses (as at page 10)</b>	611,187	
<b>Federation and other bodies (specify)</b>	—	
<b>Total expenditure Federation and other bodies</b>		—
<b>Taxation</b>		—
	<b>TOTAL EXPENDITURE</b>	611,187
<b>Surplus (deficit) for year</b>		157,607
<b>Transfer to legal expenses fund</b>		(105,908)
<b>Transfer to development fund</b>		(51,699)
<b>Amount of general fund at beginning of year</b>		—
<b>Amount of general fund at end of year</b>		—

## ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies N/A	—	
TOTAL FEDERATION AND OTHER BODIES		—
Other income N/A		
TOTAL OTHER INCOME		—
TOTAL OF ALL OTHER INCOME		—

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues N/A		<b>brought forward</b>	–
		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			
<b>carried forward</b>	–	<b>Total (should agree with figure in General Fund)</b>	–

FUND 2		Fund Account	
Name:	Legal expenses reserve fund	£	£
<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)	105,908	
	<b>Total Expenditure</b>		105,908
	<b>Transfer from general fund</b>		105,908
	<b>Surplus (Deficit) for the year</b>		(105,908)
	<b>Amount of fund at beginning of year</b>		200,000
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		200,000
	<b>Number of members contributing at end of year</b>		3256

FUND 3		Fund Account	
Name:	Course fund	£	£
<b>Income</b>			
	From members	—	
	Investment income (as at page 12)	3,263	
	Other income (specify)		
	Fees receivable	6,490	
	<b>Total other income as specified</b>		6,490
	<b>Total Income</b>		9,753
<b>Expenditure</b>			
	Benefits to members	—	
	Administrative expenses and other expenditure (as at page 10)	14,564	
	<b>Total Expenditure</b>		14,564
	<b>Transfer from development fund</b>		4,811
	<b>Surplus (Deficit) for the year</b>		(4,811)
	<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>		3256

FUND 4		Fund Account	
Name:	Development fund	£	£
<b>Income</b>			
	From members broadsheet	173,772	
	Investment income (as at page 12)	1,964	
	Other income (specify)		
	Training application process revenue	37,147	
		<b>Total other income as specified</b>	37,147
		<b>Total Income</b>	212,883
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	180,706	
		<b>Total Expenditure</b>	180,706
		<b>Net effect of transfer from general fund and to course fund</b>	46,888
		<b>Surplus (Deficit) for the year</b>	32,177
		<b>Amount of fund at beginning of year</b>	960,660
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	1,039,725
		<b>Number of members contributing at end of year</b>	3256

FUND 5		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 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	413,600
Salaries and Wages included in above	£376,874
Auditors' fees	4,630
Legal and Professional fees	109,642
Occupancy costs	41,582
Stationery, printing, postage, telephone, etc.	11,626
Expenses of Executive Committee (Head Office)	52,268
Expenses of conferences	14,564
Other administrative expenses (specify)	
Equipment maintenance	17,415
Financial admin	11,521
Donations and subscriptions	34,638
Professional indemnity insurance	3,781
Web design	9,460
Consultancy fees	37,966
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans – bank charges	1,290
Depreciation	6,102
Taxation	26,555
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Business meetings	334
Sundry expenses	4,224
LA representative expenses	22,254
Training and recruitment	3,823
VAT adjustment	45,074

Research projects		1,808
Journal costs		38,208
	<b>Total</b>	912,365
Charged to:		
	General Fund (Page 3)	611,187
	Legal Expense Fund (Account 2)	105,908
	Course Fund (Account 3)	14,564
	Development Fund (Account 4)	180,706
	Fund (Account )	
	<b>Total</b>	912,365

**ANALYSIS OF OFFICIALS SALARIES AND BENEFITS**  
(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Pension Contribution s £	Benefits		Total
				Other Benefits Description	Value £	
General secretary	63,571	7,649	7,855	-	-	79,075

## ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings	—		3,263
Dividends (gross) from:			
Equities (e.g. shares)	—		
Interest (gross) from:			
Government securities (Gilts)	—		
Mortgages	—		
Local Authority Bonds	—		
Bank and Building Societies	—		1,964
Other investment income (specify)	—		
			5,227
Total investment income			5,227
Credited to:			
General Fund (Page 3)			—
Legal Expense Fund (Account 2)			—
Course Fund (Account 3)			3,263
Development Fund (Account 4)			1,964
Fund (Account )			—
Fund (Account )			—
Political Fund			—
Total Investment Income			5,227

# BALANCE SHEET as at 31 December 2014

(see notes 47 to 50)

Previous Year		£	£
731,980	<b>Fixed Assets</b> (at page 14)	776,031	
	<b>Investments</b> (as per analysis on page 15)		
–	Quoted (Market value £ )		
–	Unquoted		
	<b>Total Investments</b>		776,031
	<b>Other Assets</b>		
–	Loans to other trade unions		
28,877	Sundry debtors	50,104	
514,869	Cash at bank and in hand	540,555	
	Income tax to be recovered	–	
	Stocks of goods	–	
	Others (specify)	–	
	<b>Total of other assets</b>		590,659
	<b>TOTAL ASSETS</b>		1,366,690
–	General Fund (Account 1)		
200,000	Legal Expenses Fund (Account 2)	200,000	
–	Course Fund (Account 3)		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
960,660	Development Fund (Account 4)	1,039,725	
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund	–	
	Loans: From other trade unions	–	
	Loans: Other	–	
	Bank overdraft	–	
2,294	Tax payable	26,555	
19,172	Sundry creditors	53,432	
85,126	Accrued expenses	30,708	
–	Provisions	–	
8,474	Other liabilities	16,270	
	<b>TOTAL LIABILITIES</b>		1,366,690
	<b>TOTAL ASSETS</b>		1,366,690

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings Freehold      £      £ Leasehold      Leasehold		Furniture and Equipment £	Website £	Not used for union business £	Total £
<b>Cost or Valuation</b>						
At start of year	–	725,006	52,111	–	–	777,117
Additions	–	2,540	8,763	38,850	–	50,153
Disposals	–	–	–	–	–	–
Revaluation/Transfer s	–	–	–	–	–	–
At end of year	–	727,546	60,874	38,850	–	827,270
<b>Accumulated Depreciation</b>						
At start of year	–	–	45,137	–	–	45,137
Charges for year	–	–	4,039	2,063	–	6,102
Disposals	–	–	–	–	–	–
Revaluation/Transfer s	–	–	–	–	–	–
At end of year	–	–	49,176	2,063	–	51,239
<b>Net book value at end of year</b>	–	727,546	11,698	36,787	–	776,031
<b>Net book value at end of previous year</b>	–	725,006	6,974	–	–	731,980



# 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	—	—
	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 checked="" 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	754,158	—	754,158
From Investments	5,227	—	5,227
Other Income (including increases by revaluation of assets)	232,045	—	232,045
<b>Total Income</b>	991,430	—	991,430
<b>EXPENDITURE</b> (including decreases by revaluation of	912,365	—	912,365
<b>Total Expenditure</b>	912,365	—	912,365
<b>Funds at beginning of year</b> (including reserves)	1,160,660	—	1,160,660
<b>Funds at end of year</b> (including reserves)	1,239,725	—	1,239,725
<b>ASSETS</b>			
Fixed Assets			776,031
Investment Assets			—
Other Assets			590,659
<b>Total Assets</b>			1,366,690
<b>LIABILITIES</b>		<b>Total Liabilities</b>	126,965
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			1,239,725

# 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.

# ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

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### 1. ACCOUNTING POLICIES

#### **Basis of Accounting**

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards.

#### **Income**

Income consists of:

- (1) Broadsheet revenue – accounted for when invoiced, exclusive of value added tax;
- (2) Subscription income – accounted for when receivable;
- (3) Publicity sales - accounted for when invoiced, exclusive of value added tax;
- (4) Royalty income - accounted for when receivable, exclusive of value added tax; and
- (5) Course fees - accounted for when receivable;
- (6) Training application revenue – accounted for when receivable;
- (7) Rental income – accounted for when receivable.

#### **Cash flow statement**

The National Executive Committee have taken advantage of the exemption in Financial Reporting Standard No.1 (revised) from including a cash flow statement in the financial statements on the grounds that the Association is small.

#### **Fixed Assets and Depreciation**

Fixed assets are capitalised at cost.

Costs in relation to the development of the website have been capitalised at cost as they give rise to future economic benefits.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset, as follows:

Fixtures, fittings and equipment	25% per annum straight line
Website	10% per annum straight line

Leasehold buildings are depreciated to write down the cost less estimated residual value over their remaining useful life by equal annual instalments. Where buildings are maintained to such a standard that their residual value is not less than their cost or valuation, no depreciation is charged as it is not material.

#### **Pension costs**

The Association operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the Association. The annual contributions payable are charged to the income and expenditure account.

#### **Funds**

**Development Fund** – this fund includes the broadsheet revenue and associated costs, investment income, the research project income and expenditure, establishment expenses and associated administration expenses. Also included is the corporation tax liability on the development fund surplus and investment income.

**General Fund** – this fund includes the subscription income, publicity sales and journal income and expenditure. Also included are all related administration expenses relating to this income.

# ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

### 1. ACCOUNTING POLICIES *(continued)*

**Conference Fund** – this fund includes conference income and related expenditure and also the cost of study days.

**Legal Expenses Reserve Fund** – this fund is maintained at £200,000 and all legal and professional fees (with the exception of the Association's head office legal and professional fees which are charged to either the development or general fund depending upon their specific nature) are charged against this fund.

### 2. FIXED ASSETS

	Leasehold property £	Fixtures, fittings & equipment £	Website £	Total £
<b>Cost or valuation</b>				
As at 1 January 2014	725,006	52,111	–	777,117
Additions	2,540	8,763	38,850	50,153
Disposals	–	–	–	–
As at 31 December 2014	727,546	60,874	38,850	827,270
<b>Depreciation</b>				
As at 1 January 2014	–	45,137	–	45,137
Provided for year	–	4,039	2,063	6,102
On disposal	–	–	–	–
As at 31 December 2014	–	49,176	2,063	51,239
<b>Net Book Value</b>				
As at 31 December 2014	<u>727,546</u>	<u>11,698</u>	<u>36,787</u>	<u>776,031</u>
As at 31 December 2013	<u>725,006</u>	<u>6,974</u>	<u>–</u>	<u>731,980</u>

# ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

<b>3. TAXATION</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
UK corporation tax based on the taxable results for the year	26,555	2,294
(Over)/under provision of taxation in the prior year	<u>—</u>	<u>—</u>
	<u>26,555</u>	<u>2,294</u>
	<u><u>26,555</u></u>	<u><u>2,294</u></u>
<b>4. ESTABLISHMENT EXPENSES</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Rent and rates	18,147	13,172
Insurance	1,784	1,924
Light and heat	4,708	4,439
Maintenance and cleaning	<u>9,329</u>	<u>13,318</u>
	<u>33,968</u>	<u>32,853</u>
	<u><u>33,968</u></u>	<u><u>32,853</u></u>
<b>5. ADMINISTRATION EXPENSES – DEVELOPMENT FUND</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Equipment maintenance	17,415	15,907
Depreciation office equipment	6,102	6,740
Sundry expenses	<u>—</u>	<u>—</u>
	<u>23,517</u>	<u>22,647</u>
	<u><u>23,517</u></u>	<u><u>22,647</u></u>

# ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

6. ADMINISTRATION EXPENSES - GENERAL FUND	2014 £	2013 £
Executive committee - meetings expenses	44,046	49,081
Executive representational duty	8,222	13,935
Secretarial wages and NIC	130,829	148,930
Regional Officers wages and NIC	87,539	87,637
Regional Officers expenses	23,413	22,927
General Secretary wages and NIC	54,677	58,486
General Secretary intra association duties	3,964	3,786
General Secretary external representational duties	8,770	10,570
General Secretary pension	7,255	6,793
Staff pension fund	25,361	22,213
Printing, stationery and duplicating	76	5,950
Website development	700	283
Books and publications	790	609
Telephone and postage including officers	5,994	9,489
Financial administration	11,521	11,988
Bank charges	1,290	1,457
Audit and accountancy fees	4,630	4,800
Donations	356	200
Subscriptions	10,382	10,048
GFTU subscriptions	2,620	2,603
TUC subscriptions	8,885	8,790
UTU subscriptions	12,395	9,555
Professional indemnity insurance	3,781	3,200
Tax enquiry insurance	285	401
Business meetings	334	181
Sundry income	(217)	(2,632)
Sundry expenses	4,156	3,917
LA representative expenses	22,254	30,395
Training and recruitment costs	3,823	1,487
VAT adjustment	45,074	57,069
Consultancy fees	37,966	37,758
Research projects	1,808	7,889
	<u>572,979</u>	<u>629,795</u>



# ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

### 7. BRANCH EXPENSES

	£		£
Cash and bank balances as at 1 January 2014	3,922	Study day and course expenses	1,168
Study day and course fees	–	Transfer	–
Other income	<u>160</u>	Cash and bank balances as at 31 December 2014	<u>2,914</u>
	<u>4,082</u>		<u>4,082</u>

### 8. OPERATING LEASE COMMITMENTS

	Equipment 2014 £	Equipment 2013 £
Amounts due under operating lease commitments:		
< 1 year	1,600	–
2-5 years	15,210	9,524
> 5 years	<u>–</u>	<u>–</u>
	<u>16,810</u>	<u>9,524</u>

# ACCOUNTING POLICIES

(see notes 74 and 75)

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u><i>Kate Fallon</i></u> Name: <u>KATE FALLON</u> Date: <u>20/5/15</u>	Chairman's Signature: <u><i>David Webster</i></u> (or other official whose position should be stated) Name: <u>DAVID WEBSTER</u> Date: <u>15/5/15</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	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

# AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?  
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/NO ☒

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
  - (c) whether the accounts to which the report relates agree with the accounting records?
- (See section 36(3) of the 1992 Act, set out in note 83)

YES/NO ☒

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
- (See section 36(4) of the 1992 Act set out in rule 83)

YES/NO ☒

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 85)

# **ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

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### **Independent Auditor's Report to the Members of the Association of Educational Psychologists**

We have audited the financial statements of the Association for Educational Psychologists for the period ended 31 December 2014 which comprise the Balance Sheet, four Income and Expenditure Accounts, Statement of Total Recognised Gains and Losses and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Association's members, as a body, in accordance with s36 of the 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 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 Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of the Executive Committee and auditor**

As explained more fully in the Statement of the National Executive Committee's Responsibilities on page 2 the National Executive Committee is responsible for the preparation of financial statements that 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 (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at <http://www.frc.org.uk/auditscopeukprivate>.

### **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 2014 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

## ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS *(Continued)*

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#### **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 require us to report to you if, in our opinion:

- proper accounting records have not been kept in accordance with the requirements of Section 28;
- a satisfactory system of control over transactions has not been maintained in accordance with the requirements of that section;
- the financial statements are not in agreement with the accounting records; and
- we have not received all the information and explanations for which, to the best of our knowledge and belief, we consider necessary for the purposes of our audit.

*Baker Tilly UK Audit LLP*

BAKER TILLY UK AUDIT LLP

Statutory Auditors  
Chartered Accountants  
1 St James' Gate  
Newcastle upon Tyne  
NE1 4AD

Date: *27 May 2015*

## AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	Baker Tilly UK Audit LLP	
Name(s):	Baker Tilly UK Audit LLP	
Profession(s) or Calling(s):	Registered Auditor	
Address(es):	1 St James' Gate Newcastle upon Tyne NE1 4AD	
Date:	27 May 2015	
Contact name and telephone number:	Jennifer Todd 0191 255 7069	

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