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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Year ended:

List no:

Head or Main Office:

Website address (if available)

Has the address changed during the year to which the return relates? Yes No *(Click the appropriate box)*

General Secretary:

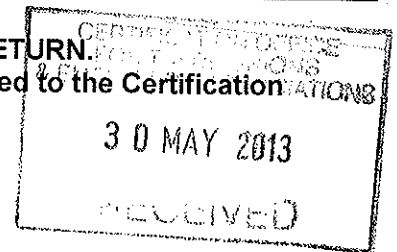
Telephone Number:

Contact name for queries regarding

Telephone Number:

E-mail:

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					
FEMALE					
TOTAL					A 3705

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	3705

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:

Society of Local Council Clerks

APPENDIX A

Form AR21 attachment

Officers in Post as at 31st December 2012

Chief Executive	Nick Randle
NEC Chairman (NEC Wiltshire)	Johnathan Bourne
NEC Vice-chairman (NEC Gwynedd)	Katherine Owen
NEC members	
Bedfordshire	Pat Kingsnorth
Berkshire	Philip Truppin
Buckinghamshire	Bill Richards
Cambridgeshire	Sandra Mitcham
Cheshire	Ron Sherwin
Clwyd	Tina Earley
Cornwall	Rita Skinner
County Durham	Lesley Swinbank
Cumbria	Viv Tunnadine
Derbyshire	Stephanie Raybould
Devon	Tracy Rowe
Dorset	Jenny Farthing
East Yorks & N. Lincs	Colin O'Connor
Essex	Theresa Byles
Glamorgan	David Jenkins
Gloucestershire	Andrew Tubb
Gwent	Vacancy
Hampshire	Steve Parkinson
Herefordshire	Lenore Taylor
Hertfordshire	Carrie Lloyd
Isle of Wight	Val Taylor
Kent	Linda Hedley
Lancashire	Alan Blakeley
Leicestershire	Fiona Palmer
Lincolnshire	Tracey Broughton
Norfolk	Jane Hale
Northamptonshire	Catherine Camp
Northumberland	Mike Slaughter
North Yorkshire	Nigel Knapton
Nottinghamshire	Barrie Woodcock
Oxfordshire	Sharon Groth
Powys	Gwilym Rippon
Shropshire	Sharon Clayton
Somerset	John Furze
South Yorkshire	Alan Hodkin
Staffordshire	Ruth Redgate
Suffolk	Carol Smy
Surrey	Sue McMorran
Sussex	Carol Smith
Warwickshire	Cathy Tibbles
West Wales	Liz Dutch
West Yorkshire	Angela Royle
Worcestershire	Gill Lungley

Form AR21 attachment

Return of Change of Officers for the year ended 31st December 2012

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	Linda Carter	Bill Richards	February 2012
NEC Member	Derek Madge	Tracy Rowe	February 2012
NEC Member	Stella Wilson	Jenny Farthing	August 2012

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		464559
From Members: Other income from members (specify)		
 Total other income from members		0
Total of all income from members		464559
Investment income (as at page 12)		2986
Other Income		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	293751	
 Total of other income (as at page 4)		293751
		TOTAL INCOME
		761296
EXPENDITURE		
Benefits to members (as at page 5)		363374
Administrative expenses (as at page 10)		371363
Federation and other bodies (specify)		
 Total expenditure Federation and other bodies		734737
Taxation		597
		TOTAL EXPENDITURE
		735334
Surplus (deficit) for year		25962
Amount of general fund at beginning of year		82332
Amount of general fund at end of year		108294

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		0
Other income		
Sales of Publications	31347	
Magazine Advertising	51230	
Training Courses	11625	
CiLCA Registration fees	61572	
DCLG – CiLCA Update Grant	16645	
Sponsorship	32600	
Institute of Local Council Management – membership fees	16916	
Management charges – SLCC Enterprises Limited	25000	
Administration Contract - BRAMM	30000	
Website income	15100	
Miscellaneous income	1716	
TOTAL OTHER INCOME		293751
TOTAL OF ALL OTHER INCOME		293751

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	179901
		Education and Training services	
		Publications costs	22172
		Training costs	65881
		CiLCA Administration	60147
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Magazine costs	58279		
Website costs	7792		
Communications costs	12868	Salary Costs	
Advisory Services	100962		
		Other Benefits and Grants (specify)	
		Branch Support	35273
Dispute Benefits			
Other Cash Payments			
carried forward	179901	Total (should agree with figure in General Fund)	363374

(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)

(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	

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		223091
Salaries and Wages included in above	£181960	
Auditors' fees		1952
Legal and Professional fees		
Occupancy costs		25666
Stationery, printing, postage, telephone, etc.		45386
Expenses of Executive Committee (Head Office)		45278
Expenses of conferences		
Other administrative expenses (specify)		
Institute of Local Council Management - costs		15313
Insurance		1557
Marketing		5156
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		7964
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		371363
Charged to:		
	General Fund (Page 3)	371363
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		371363

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contributions £	Other Benefits		
				Description	Value £	
President	0	0	0	Re-imbursment of Travel expenses	0	0
Chief Executive Officer	29254	2065	4885	Re-imbursment of Travel expenses	0	36204
Chairman - NEC	2000	0	0	Re-imbursment of Travel expenses	0	2000
Vice-Chairman - NEC	1000	0	0	Re-imbursment of Travel expenses	0	1000
Members - NEC	0	0	0	Re-imbursment of Travel expenses	0	0

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		2738
Other investment income (specify)		
Public Sector Deposit Fund (CCLA)		248
Total investment income		2986
Credited to:		
General Fund (Page 3)		2986
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Political Fund		
Total Investment Income		2986

BALANCE SHEET as at 31st December 2012

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		12159
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		220000
	Total Investments		232159
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		41031
	Cash at bank and in hand		132998
	Income tax to be recovered		
	Stocks of goods		5979
	Others (specify)		
	Total of other assets		180008
	TOTAL ASSETS		412167
	Fund (Account)		108294
	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		597
	Sundry creditors		65011
	Accrued expenses		1800
	Provisions		
	Other liabilities		236465
	TOTAL LIABILITIES		412167
	TOTAL ASSETS		412167

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			58882			
Additions			3067			
Disposals			(4805)			
Revaluation/Transfer s						
At end of year			57144			
Accumulated Depreciation						
At start of year			41826			
Charges for year			7964			
Disposals			(4805)			
Revaluation/Transfer s						
At end of year			44985			
Net book value at end of year			12159			
Net book value at end of previous year			17056			

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 Limited	10000	
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Julian Hodge Bank	85000	
Other unquoted investments (to be specified)		
Public Sector Deposit Fund (CCLA)	125000	
TOTAL UNQUOTED (as Balance Sheet)	220000	
Market Value of Unquoted Investments	220000	

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)
SLCC Enterprises Limited	06034481

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

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	464559		464559
From Investments	2986		2986
Other Income (including increases by revaluation of assets)	293751		293751
Total Income	761296		761296
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	735334		735334
Funds at beginning of year (including reserves)	82332		82332
Funds at end of year (including reserves)	108294		108294
ASSETS			
Fixed Assets			12159
Investment Assets			220000
Other Assets			180008
		Total Assets	412167
LIABILITIES			
		Total Liabilities	303873
NET ASSETS (Total Assets less Total Liabilities)			108294

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.

Chief Executive's Signature:  Name: Howard John Midworth Date: 24 th May 2013	Treasurer's Signature:  (or other official whose position should be stated) Name: Alan Michael Slade Date: 24 th May 2013
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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 type="checkbox"/>	TO FOLLOW	<input checked="" 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

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:		
Name(s):	Wallace Crooke	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	College House St. Leonards Close Bridgnorth Shropshire	
Date:	24 th May 2013	
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.

**SOCIETY OF LOCAL COUNCIL CLERKS
REPORT OF THE NATIONAL EXECUTIVE COUNCIL
AND AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

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

SOCIETY OF LOCAL COUNCIL CLERKS

**CONTENTS OF THE FINANCIAL STATEMENTS
for the Year Ended 31 DECEMBER 2012**

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SOCIETY OF LOCAL COUNCIL CLERKS

COMPANY INFORMATION
for the Year Ended 31 DECEMBER 2012

OFFICERS: Mr H Midworth, Chief Executive Officer
Mr A M Slade, Head of Finance and Treasurer
Mrs K Owen, Chairman
Mr A Tubb, Vice Chairman

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

REGISTERED OFFICE: 8 The Crescent
Taunton
Somerset
TA1 4EA

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

SOCIETY OF LOCAL COUNCIL CLERKS
REPORT OF NATIONAL EXECUTIVE COUNCIL
for the Year Ended 31 DECEMBER 2012

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 enable them 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 NATIONAL EXECUTIVE COUNCIL:



Mrs K Owen, Chairman

08 May 2013

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

We have audited the financial statements of the Society of Local Council Clerks for the year ended 31 December 2012 which comprise the Income and Expenditure Account, Balance Sheet and related Notes. These financial statements have been prepared under the accounting policies set out therein.

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 Society'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 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.

Basis of Opinion

We conducted our audit in accordance with International Standards on Auditing (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 financial statements. It also includes an assessment of the significant estimates and judgements made by the Society in the preparation of the financial statements, and whether the accounting policies are appropriate to the Society'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 financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the Society's affairs at 31 December 2012 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 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

08 May 2013

Note:

The maintenance and integrity of the Society of Local Council Clerks web site is the responsibility of the officers; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site.

SOCIETY OF LOCAL COUNCIL CLERKS
DETAILED INCOME AND EXPENDITURE ACCOUNT
for the Year Ended 31 DECEMBER 2012

	Notes	2012 £	£	2011 £	£
TURNOVER			703,310		650,718
Membership support			<u>419,649</u>		<u>380,327</u>
GROSS SURPLUS			283,661		270,391
Administrative expenses					
Establishment costs		297,725		302,104	
Marketing		5,156		4,702	
Other		11,971		17,010	
Finance costs		<u>236</u>		<u>135</u>	
			<u>315,088</u>		<u>323,951</u>
			(31,427)		(53,560)
Other operating income			<u>55,000</u>		<u>55,000</u>
OPERATING SURPLUS			23,573		1,440
Finance income			<u>2,986</u>		<u>2,620</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION			26,559		4,060
Taxation	5		<u>597</u>		<u>530</u>
SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION			<u><u>25,962</u></u>		<u><u>3,530</u></u>

This page does not form part of the statutory financial statements

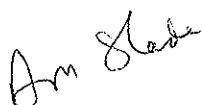
SOCIETY OF LOCAL COUNCIL CLERKS

**BALANCE SHEET
31 DECEMBER 2012**

	Notes	2012 £	£	2011 £	£
FIXED ASSETS					
Tangible assets	6		12,159		17,056
Investments	7		<u>220,000</u>		<u>95,000</u>
			232,159		112,056
CURRENT ASSETS					
Stocks	8	5,979		14,228	
Debtors	9	41,031		46,975	
Cash at bank and in hand	10	<u>132,998</u>		<u>186,004</u>	
		180,008		247,207	
CREDITORS					
Amounts falling due within one year	11	<u>303,873</u>		<u>276,931</u>	
NET CURRENT LIABILITIES			<u>(123,865)</u>		<u>(29,724)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>108,294</u>		<u>82,332</u>
RESERVES					
Income and expenditure account	13		<u>108,294</u>		<u>82,332</u>
			<u>108,294</u>		<u>82,332</u>

The financial statements on pages 6 to 12 were approved by the National Executive Board on 08 May 2013 and were signed on its behalf by:


Mrs K Owen, Chairman



Mr A M Slade, Head of Finance and Treasurer

The notes form part of these financial statements

SOCIETY OF LOCAL COUNCIL CLERKS
NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 DECEMBER 2012

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 entity.

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
Pendants	- not provided

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 contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

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 £761,296 (2011: £708,338)

SOCIETY OF LOCAL COUNCIL CLERKS

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2012**

3. STAFF COSTS

	Salary £	Pension £	2012 Total £	2011 Total £
Chairman	2,000	-	2,000	2,000
Vice Chairman	1,000	-	1,000	1,000
Chief executive officer	29,607	4,607	34,214	65,172
Deputy Chief Executive officer	50,162	7,964	58,126	24,420
Head of Finance & Administration	43,142	6,929	50,071	51,030
Specialist and regional advisors	76,692	5,398	82,090	76,663
National training manager and officers	20,277	2,449	22,726	21,385
Regional training managers	10,156	848	11,004	9,188
External affairs officer	5,949	-	5,949	5,523
Chief verifier and CiLCA support	27,713	-	27,713	14,535
Branch development officer	-	-	-	16,344
Office salaries - Taunton	59,049	7,372	66,421	72,646
Honoraria to branch secretaries	7,054	-	7,054	7,112
Secretary to ILCM board	11,682	-	11,682	11,836
Mentoring	4,000	-	4,000	4,000
National officer for Wales	3,314	-	3,314	2,999
Magazine staff	23,217	-	23,217	15,586
Communications Officer	<u>12,166</u>	<u>-</u>	<u>12,166</u>	<u>-</u>
	<u>387,180</u>	<u>35,567</u>	<u>422,747</u>	<u>401,439</u>

Pension costs relate to employer's pension contributions. Pension costs included in the 2011 total amounted to £38,436.

4. OPERATING SURPLUS

The operating surplus is stated after charging:

	2012 £	2011 £
Depreciation - owned assets	7,964	8,511
Auditor remuneration	<u>1,952</u>	<u>1,766</u>

5. TAXATION

Analysis of the tax charge

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

	2012 £	2011 £
Current tax:		
UK corporation tax	<u>597</u>	<u>530</u>
Tax on surplus on ordinary activities	<u>597</u>	<u>530</u>

SOCIETY OF LOCAL COUNCIL CLERKS

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2012**

6. TANGIBLE FIXED ASSETS

	Improvements to property £	Office equipment £	Pendants £	Totals £
COST				
At 1 January 2012	27,792	30,108	982	58,882
Additions	-	3,016	253	3,067
Disposals	-	<u>(4,805)</u>	<u>(202)</u>	<u>(4,805)</u>
At 31 December 2012	<u>27,792</u>	<u>28,319</u>	<u>1,033</u>	<u>57,144</u>
DEPRECIATION				
At 1 January 2012	21,557	20,269	-	41,826
Charge for year	4,389	3,575	-	7,964
Eliminated on disposal	-	<u>(4,805)</u>	-	<u>(4,805)</u>
At 31 December 2012	<u>25,946</u>	<u>19,039</u>	-	<u>44,985</u>
NET BOOK VALUE				
At 31 December 2012	<u>1,846</u>	<u>9,280</u>	<u>1,033</u>	<u>12,159</u>
At 31 December 2011	<u>6,235</u>	<u>9,839</u>	<u>982</u>	<u>17,056</u>

7. FIXED ASSET INVESTMENTS

	2012 £	2011 £
Shares in group undertakings	10,000	10,000
Other investments	<u>210,000</u>	<u>85,000</u>
	<u>220,000</u>	<u>95,000</u>

Additional information is as follows:

	Shares in group undertakings £
COST	
At 1 January 2012 and 31 December 2012	<u>10,000</u>
NET BOOK VALUE	
At 31 December 2012	<u>10,000</u>
At 31 December 2011	<u>10,000</u>

Investments (neither listed nor unlisted) were as follows:

	2012 £	2011 £
Julian Hodge Bank - fixed rate bond	85,000	85,000
CCLA Investments	<u>125,000</u>	-
	<u>210,000</u>	<u>85,000</u>

SOCIETY OF LOCAL COUNCIL CLERKS

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2012**

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:	holding		
Ordinary	100.00		
		2012	2011
		£	£
Aggregate capital and reserves		101,946	96,213
Profit for the year		<u>5,733</u>	<u>35,757</u>

8. STOCKS

	2012	2011
	£	£
Stock of publications	5,841	12,096
Franking machine stock	<u>138</u>	<u>2,132</u>
	<u>5,979</u>	<u>14,228</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Trade debtors	17,857	17,586
Amounts owed by group undertakings	7,317	16,066
Other debtors	384	-
Prepayments and accrued income	<u>15,473</u>	<u>13,323</u>
	<u>41,031</u>	<u>46,975</u>

10. CASH AT BANK AND IN HAND

	2012	2011
	£	£
General bank account balances	132,797	185,880
Cash in hand	<u>201</u>	<u>124</u>
	<u>132,998</u>	<u>186,004</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Trade creditors	54,490	47,654
Subscriptions paid in advance	236,465	218,728
Tax	597	530
Accrued expenses	1,800	1,624
Grants received in advance	<u>10,521</u>	<u>8,395</u>
	<u>303,873</u>	<u>276,931</u>

SOCIETY OF LOCAL COUNCIL CLERKS

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2012**

12. OPERATING LEASE COMMITMENTS

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

	2012 £	2011 £
Expiring:		
Within one year	1,295	-
Between one and five years	-	3,692
In more than five years	<u>30,045</u>	<u>24,000</u>
	<u>31,340</u>	<u>27,692</u>

13. RESERVES

	General Reserve £
At 1 January 2012	82,332
Surplus for the year	<u>25,962</u>
At 31 December 2012	<u>108,294</u>

14. BRANCHES

At the year end £21,729 (2011: £22,695) 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 2012
FOR
SOCIETY OF LOCAL COUNCIL CLERKS

SOCIETY OF LOCAL COUNCIL CLERKS

**DETAILED INCOME AND EXPENDITURE ACCOUNT
for the Year Ended 31 DECEMBER 2012**

	Notes	2012 £	£	2011 £	£
TURNOVER	1		703,310		650,718
Membership support	2		<u>419,649</u>		<u>380,327</u>
GROSS SURPLUS			283,661		270,391
Administrative expenses					
Establishment costs	3	297,725		302,104	
Marketing	4	5,156		4,702	
Other	5	11,971		17,010	
Finance costs	6		<u>236</u>		<u>135</u>
			<u>315,088</u>		<u>323,951</u>
			(31,427)		(53,560)
Other operating income	7		<u>55,000</u>		<u>55,000</u>
OPERATING SURPLUS			23,573		1,440
Finance income	8		<u>2,986</u>		<u>2,620</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION			<u><u>26,559</u></u>		<u><u>4,060</u></u>

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SOCIETY OF LOCAL COUNCIL CLERKS
DETAILED INCOME AND EXPENDITURE ACCOUNT
for the Year Ended 31 DECEMBER 2012

	2012 £	2011 £
1. TURNOVER		
Membership subscriptions	464,559	440,231
Clerks Manuals	10,137	9,473
Other publications	21,210	30,039
Magazine advertising	51,230	45,470
Training courses	11,625	11,475
CiLCA registration fees	61,572	43,510
Grants received	16,645	11,912
Sponsorship	32,600	25,749
Institute	16,916	18,032
Website income	15,100	14,700
Miscellaneous income	<u>1,716</u>	<u>127</u>
	<u>703,310</u>	<u>650,718</u>
2. MEMBERSHIP SUPPORT		
Advisory services	100,962	93,189
Branch support	35,273	47,984
External affairs	23,574	19,525
Clerks manuals - printing cost	5,131	5,248
Other publications	17,041	23,303
Magazine costs	58,279	57,649
Training and academic costs	65,881	47,958
CiLCA administration	60,147	42,077
Website	7,792	-
Democracy	17,388	27,747
Institute costs	15,313	15,647
Communications	<u>12,868</u>	<u>-</u>
	<u>419,649</u>	<u>380,327</u>
3. ESTABLISHMENT COSTS		
Salaries	181,960	186,349
Pensions	26,872	28,322
Leased equipment	4,168	3,779
Administration	40,982	39,674
Rent	25,666	25,125
Insurance	1,557	987
Office equipment	1,827	1,500
Other costs	4,777	6,080
Auditors remuneration	1,952	1,777
Depreciation of tangible fixed assets	<u>7,964</u>	<u>8,511</u>
	<u>297,725</u>	<u>302,104</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 2012

	2012 £	2011 £
4. MARKETING		
Member benefits	-	289
Leaflets	2,128	2,647
Postage	1,484	1,266
Branding	999	-
Other costs	<u>545</u>	<u>500</u>
	<u>5,156</u>	<u>4,702</u>
5. OTHER		
Honoraria	4,316	3,820
Job advertising	-	6,021
Staff training	580	731
Officers meetings	4,500	6,438
Other costs	<u>2,575</u>	<u>-</u>
	<u>11,971</u>	<u>17,010</u>
6. FINANCE COSTS		
Bank charges	<u>236</u>	<u>135</u>
7. OTHER OPERATING INCOME		
Management charges	25,000	25,000
Administrative fees	<u>30,000</u>	<u>30,000</u>
	<u>55,000</u>	<u>55,000</u>
8. FINANCE INCOME		
Bank deposit interest	80	84
CCLA Interest Income	248	-
Julian Hodge treasury deposit	<u>2,658</u>	<u>2,536</u>
	<u>2,986</u>	<u>2,620</u>