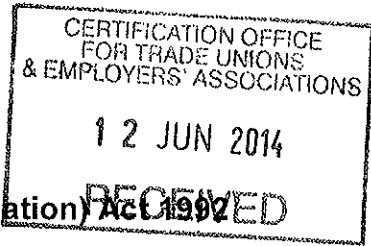


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- PRINT ON ONE SIDE ONLY

FORM AR21



Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Association of Local Authority Chief Executives (ALACE)

Year ended:

31 December 2013

List no:

~~421-451~~ 457T

Head or Main Office:

C/o Welwyn Hatfield Borough Council
Council Offices
Welwyn Garden City
Hertfordshire
AL8 6AE

Website address (if available)

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

Yes	<input checked="" type="checkbox"/>
-----	-------------------------------------

No	<input type="checkbox"/>
----	--------------------------

(Click the appropriate box)

General Secretary:

Mary Pett nee Orton

Telephone Number:

Contact name for queries regarding

Michel Saminaden

Telephone Number:

01707 357327

E-mail:

m.saminaden@welhat.gov.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)

List of ALACE Officers
2013 - 2014

Chairman: Rob Tinlin
Vice-Chairman: Gillian Norton (resigned December 2013)
Honorary Secretary: Mary Pett
Honorary Treasurer: Michel Saminadan

Council Members:

Counties

Joanna Killian, Essex
Joanna Simons, Oxfordshire
Chris Williams, Buckinghamshire

Scotland

George Black, Glasgow

Northern Ireland

Liam Flanigan, Limavady

Districts

Ian Miller, Wyre Forest
David Cook, Kettering
John Campbell, North Herts
David Hughes, Tonbridge & Malling
Kerry Rickards, Sedgemoor
Duncan Sharkey, Worcester
Mark Williams, East Devon
Alistair Stewart, Shepway

Wales

Alison Ward, Torfaen

Chief Officer

Gareth Owens, Flintshire

London

Cheryl Coppell, Havering

Mets and Unitaries

Graham Burgess, Blackburn with
Darwen
Simon Warren, Wolverhampton



ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES

MISSION STATEMENT

ALACE exists to further and defend the interests of its Members by seeking, through collective action and individual support, to help them to improve their conditions of service and to protect themselves against whatever threatens the integrity, security and continuation of their role in public service.

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	198	16			214
FEMALE	115	2			117
TOTAL	313	18			A 331

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

--	--

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

	331
--	-----

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
Vice Chairman	Gillian Norton	Not yet appointed	

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		108,980
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		108,980
Investment income (as at page 12)		113
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	6,910	
Total of other income (as at page 4)		6,910
		TOTAL INCOME
		116,003
EXPENDITURE		
Benefits to members (as at page 5)		Nil
Administrative expenses (as at page 10)		115,778
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		115,778
Taxation		
	TOTAL EXPENDITURE	115,778
		225
Surplus (deficit) for year		
		182,777
Amount of general fund at beginning of year		
		183,002
Amount of general fund at end of year		

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		
Other income		
Sundry Income	750	
Pension Deposits	6,160	
TOTAL OTHER INCOME		6,910
TOTAL OF ALL OTHER INCOME		6,910

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		Education and Training services	
Representation – Non Employment Related Issues			
		Negotiated Discount Services	
Communications			
		Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	

(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 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	2,500
Salaries and Wages included in above	£Nil
Auditors' fees	2,100
Legal and Professional fees	93,211
Occupancy costs	Nil
Stationery, printing, postage, telephone, etc.	Nil
Expenses of Executive Committee (Head Office)	Nil
Expenses of conferences	4,176
Other administrative expenses (specify)	
Pension deposits	6,440
Branch contributions	3,075
Insurance	501
Accountancy	2,500
Web site	276
Bank Charges	233
Subscriptions	657
Sundry expenses	86
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	23
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Total	115,778
Charged to:	
General Fund (Page 3)	115,778
Total	115,778

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		113
Other investment income (specify)		
		113
	Total investment income	113
Credited to:		
	General Fund (Page 3)	113
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Political Fund	
	Total Investment Income	113

BALANCE SHEET as at 31/12/2013

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
200,609	Cash at bank and in hand		195,930
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		195,930
200,609	TOTAL ASSETS		195,930
200,609			
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		23
	Sundry creditors		
14,702	Accrued expenses		10,805
1,630	Provisions		0
1,500	Other liabilities		2,100
17,832	TOTAL LIABILITIES		12,928
182,777	TOTAL ASSETS		183,002

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

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

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)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	108,980		108,980
From Investments	113		113
Other Income (including increases by revaluation of assets)	6,910		6,910
Total Income	116,003		116,003
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	115,778		115,778
Funds at beginning of year (including reserves)	182,777		182,777
Funds at end of year (including reserves)	183,002		183,002
ASSETS			
Fixed Assets			
Investment Assets			
Other Assets			195,930
Total Assets			195,930
LIABILITIES			
Total Liabilities			12,928
NET ASSETS (Total Assets less Total Liabilities)			183,002

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.

THE FINANCIAL STATEMENTS HAVE BEEN PREPARED UNDER THE HISTORICAL COST CONVENTION.


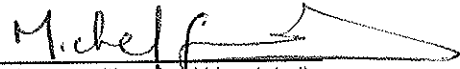
ACCOUNTING POLICIES

(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:  Name: Mary Pett Date: 29 th May 2014	Chairman's Signature:  (or other official whose position should be stated) Name: Michel Saminaden Date: 29 th May 2014 <i>Hon. TREASURER</i>
--	---

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/NO

If "No" please explain below.

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

YES/NO

If "No" please explain below.

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

YES/NO

If "No" please explain below.

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

AUDITOR'S REPORT (continued)

We have audited the accounts of the Association of Local Authority Chief Executives for the year ended 31 December 2013 which comprise the Income and Expenditure Account and the Balance Sheet. 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).

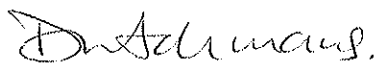
The Council members are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the entity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made; and the overall presentation of the accounts.

In our opinion:

- The accounts give a true and fair view of the matters to which they relate; and
- proper accounting records have been kept in accordance with section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992; and
- a satisfactory system of control has been maintained over its transactions in accordance with the requirements of that section; and
- the accounts agree to the accounting records.

In our opinion the information given in this return for the year ended 31 December 2013 is consistent with the accounts.

Signature(s) of auditor or auditors:		
Name(s):	Dutchmans	
Profession(s) or Calling(s):	Chartered Accountants and Registered Auditors	
Address(es):	3 Station Parade Cherry Tree Rise, Buckhurst Hill, Essex IG9 6EU	
Date:	29 May 2014	
Contact name and telephone number:	Mary Poile 020 8559 7799	

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