

- DO NOT STAPLE
- PRINT ON ONE SIDE ONLY

Assistant Certification Officer
for Scotland

- 5 SEP 2016

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Received

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Society of Chiropractors & Podiatrists

Year ended:

31 December 2015

List no:

574T

Head or Main Office:

Quartz House
207 Providence Square
Mill Street
London
SE1 2EW

Website address (if available)

www.scpod.org

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

Yes

No

(Click the appropriate box)

General Secretary:

Dr Rosemary Gillespie

Telephone Number:

020 7234 8620

Contact name for queries
regarding

Mr George Wood

Telephone Number:

020 7234 8623

E-mail:

gw@scpod.org

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

CERTIFICATION OFFICE
FOR TRADE UNIONS
& EMPLOYERS' ASSOCIATIONS

- 7 SEP 2016

RECEIVED

(Revised February 2011)



The SOCIETY of
CHIROPODISTS
& PODIATRISTS

Annex to form AR21 for year ended 31 December 2015

Members of Council for the Society of Chiropodists and Podiatrists

Chairman of Council

David Dunning

Chair Elect

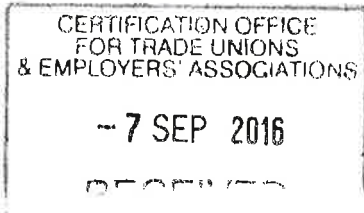
Debora Delves

Vice-Presidents

Debora Delves	Michael Potter	Matthew Fitzpatrick	Neil Simmonite
---------------	----------------	---------------------	----------------

Council

Robin Back	Stuart Baird	Helen Baillie-Gutteridge	Alan Borthwick
Allister Campbell	Debora Delves	George Dunn	David Dunning
Matthew Fitzpatrick	Gary Gibson	Richard Handford	Graham Howell
Lorraine Jones	Thomas Kelly	Diane Nicholl	Michael O'Neill
Michael Potter	Paul Savage	Neil Simmonite	Michael Stephenson
Emma Supple	Glyn Wallen	Alison Wishart	



RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	2,264	116	35	111	2,526
FEMALE	6,316	345	120	129	6,910
TOTAL	8,580	461	155	240	A 9,436

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

53

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

9,436

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
Immediate Past Chairman of Council	Alison Wishart	N/A	To 04.07.15
Chair Elect	Vacant	Deborah Delves	04.07.15
Member of Council	Anne Stephens	Helen Baillie-Gutteridge	04.07.15
Member of Council	Michael Townson	Michael Stephenson	04.07.15
Member of Council	Peter Graham	Glynn Wallen	04.07.15

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		3,912,172
From Members: Other income from members (specify)		
Membership services	4,143	
Total other income from members		4,143
Total of all income from members		3,916,315
Investment income (as at page 12)		92,333
Other Income		
Income from Federations and other bodies (as at page 4)	194,804	
Income from any other sources (as at page 4)	2,343,251	
Total of other income (as at page 4)		2,538,055
	TOTAL INCOME	6,546,703
EXPENDITURE		
Benefits to members (as at page 5)		3,292,250
Administrative expenses (as at page 10)		728,738
Federation and other bodies (specify)		
Grant to College of Podiatry	580,629	
Total expenditure Federation and other bodies		4,601,617
Taxation		148,941
	TOTAL EXPENDITURE	4,750,558
Surplus (deficit) for year		1,796,145
Amount of general fund at beginning of year		4,074,645
Amount of general fund at end of year		5,870,790

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
College of Podiatry	194,804	
TOTAL FEDERATION AND OTHER BODIES		194,804
Other income		
Society magazine	101,770	
Sale of publications	1,050	
Union Learning Fund project	202,644	
Other	19,045	
Disposal of freehold property	2,018,743	
TOTAL OTHER INCOME		2,343,252
TOTAL OF ALL OTHER INCOME		2,538,056

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Union activity	242,002	brought forward	486,305
		Education and Training services	
		Society Journal	181,794
		Branches & regions	86,653
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Lobbying	49,187		
PR	176,924		
International affairs	18,192	Salary Costs	
		Wages & salaries	1,114,511
Advisory Services		Pension costs	89,192
		Other staff-related costs	164,504
		Other Benefits and Grants (specify)	
Dispute Benefits		Members' insurance	1,119,420
		Members' legal protection	49,871
Other Cash Payments			
carried forward	486,305	Total (should agree with figure in General Fund)	3,292,250

(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		
Salaries and Wages included in above	£	
Auditors' fees		24,182
Legal and Professional fees		87,046
Occupancy costs		156,433
Stationery, printing, postage, telephone, etc.		161,301
Expenses of Executive Committee (Head Office)		74,328
Expenses of conferences		
Other administrative expenses (specify)		
Bank charges		2,483
Other		28,099
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		82,843
Taxation		112,023
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		728,738
Charged to:	General Fund (Page 3)	728,738
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		728,738

BALANCE SHEET as at

31 December 2015

(see notes 47 to 50)

Previous Year		£	£
1,861,850	Fixed Assets (at page 14)		3,298,201
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
120	Unquoted		120
1,861,970	Total Investments		3,298,321
	Other Assets		
	Loans to other trade unions		
298,611	Sundry debtors	227,080	
1,517,266	Cash at bank and in hand	2,334,505	
	Income tax to be recovered		
	Stocks of goods		
672,370	Others (specify) Captive insurance	947,957	
2,488,247	Total of other assets		3,509,542
4,350,217	TOTAL ASSETS		6,807,863
	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		
(275,572)	Sundry creditors		(937,073)
	Accrued expenses		
	Provisions		
	Other liabilities		
(275,572)	TOTAL LIABILITIES		(937,073)
4,074,645	TOTAL ASSETS		5,870,790

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	2,122,364		454,404			2,576,768
Additions		2,648,407	600,460			3,248,867
Disposals	(2,122,364)		(93,946)			(2,216,310)
Revaluation/Transfers						
At end of year	-	2,648,407	960,918			3,609,325
Accumulated Depreciation						
At start of year	372,869		342,047			714,916
Charges for year	26,010		56,833			82,843
Disposals	(398,879)		(87,756)			(486,635)
Revaluation/Transfers						
At end of year	-	-	311,124			311,124
Net book value at end of year	-	2,648,407	649,794			3,298,201
Net book value at end of previous year	1,749,494	-	112,356			1,861,850

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		
Unity Trust Bank	120	
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	120	
Market Value of Unquoted Investments	120	

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 <input type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Association and Society of European Podiatrists	2301577	All Companies	
Association of Chief Chiropody Officers Ltd	3588017		
College of Chiropodists & Podiatrists	2642012		
College of Podiatric Medicine	2641870		
College of Podiatry	2836276	Limited	
College of Podiatrists	2641867		
College of Podiatrists and Chiropodists	2836274		
College of Podologists	2835992		
Podiatry Association	3588020	By	
Society of Chiropodists	2642012		
Society of Podiatric Medicine	2642016		
Society of Podiatrists	2642019		
The Society of Podiatrists and Chiropodists	2836270	Guarantee	
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES X	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	3,916,315		3,916,315
From Members			
From Investments	92,333		92,333
Other Income (including increases by revaluation of assets)	2,538,055		2,538,055
Total Income	6,546,703		6,546,703
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	4,750,558		4,750,558
Funds at beginning of year (including reserves)	4,074,645		4,074,645
Funds at end of year (including reserves)	5,870,790		5,870,790
ASSETS			
Fixed Assets			3,298,201
Investment Assets			120
Other Assets			3,509,542
		Total Assets	6,807,863
LIABILITIES		Total Liabilities	937,073
NET ASSETS (Total Assets less Total Liabilities)			5,870,790

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

All notes to the accounts must be entered on or attached to this part of the return.

See attached (notes 1 to 23)

ACCOUNTING POLICIES

(see notes 74 and 75)

See attached (note 1)

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u>Rosemary Gillespie</u> Name: Dr Rosemary Gillespie Date: <u>25th August 16</u>	Chairman's Signature: <u>[Signature]</u> (or other official whose position should be stated) Name: Deborah Delves Date: <u>25th August 2016</u>
---	---

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)

AUDITOR'S REPORT (continued)

See attached.

Signature(s) of auditor or auditors:	<input type="text"/>	<input type="text"/>
Name(s):	<input type="text"/>	<input type="text"/>
Profession(s) or Calling(s):	<input type="text"/>	<input type="text"/>
Address(es):	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>
Contact name and telephone number:	<input type="text"/>	<input type="text"/>

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

Independent Auditors' Report to the Members of The Society of Chiropodists and Podiatrists

We have audited the financial statements shown on pages 8 to 18. 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), including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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 an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As more fully explained in the Directors' Responsibilities statement set out on page 6, the directors are responsible for the preparation of the financial statements and for being satisfied that they 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 company's affairs as at 31 December 2015 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion, the information given in the directors' report (Report of Council, pages 4-6), for the financial year for which the financial statements are prepared, is consistent with the financial statements and, based on the work undertaken in the course of our audit, the directors' report has been prepared in accordance with applicable legal requirements.

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified any material misstatements in the directors' report.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report.

RSM UK Audit LLP

Nicholas Sladden FCA DChA (Senior Statutory Auditor)

For and on behalf of RSM UK AUDIT LLP

Statutory Auditor

Chartered Accountants

25 Farringdon Street

London

EC4A 4AB

1 September 2016

