

- DO NOT STAPLE
- 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:

Society of Local Council Clerks

Year ended:

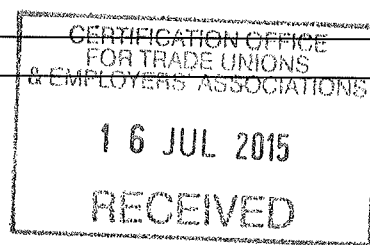
31st December 2014

List no:

1200

Head or Main Office:

8 The Crescent
Taunton
Somerset
TA1 4EA



Website address (if available)

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

Yes

No

X

(Click the appropriate box)

General Secretary:

Howard John Midworth

Telephone Number:

01823 253646

Contact name for queries regarding

Stephen John Edward Alison

Telephone Number:

01823 253646

E-mail:

steve.alison@slcc.co.uk

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

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

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

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:

Certification Office for Trade Unions and Employers' Associations
Melrose House, 69a George Street, Edinburgh EH2 2JG

(Revised February 2011)

Society of Local Council Clerks

APPENDIX A

Form AR21 attachment

Officers in Post as at 31st December 2014

Chief Executive	Howard Midworth
NEC Chairman (NEC Gwynedd)	Katherine Owen
NEC Vice-chairman (NEC Gloucestershire)	Andrew Tubb
NEC members:-	
Bedfordshire	Delia Shephard
Berkshire	Jayne Kirk
Buckinghamshire	Christopher Wayman
Cambridgeshire	Sandra Mitcham
Cheshire	Adam Keppel-Garner
Clwyd	Tina Earley
Cornwall	Rita Skinner
County Durham	Dianne Rickaby
Cumbria	Lynda Walker
Derbyshire	Yvonne Colverson
Devon	Tracy Rowe
Dorset	Bob Gillis
East Yorks & N. Lincs	Colin O'Connor
Essex	Theresa Byles
Glamorgan	David Jenkins
Gwent	Adrian Edwards
Hampshire	Neil Hitch
Herefordshire	Lenore Taylor
Hertfordshire	Peter Evans
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	Malcolm Plumb
Oxfordshire	Sharon Groth
Powys	Gwilym Rippon
Shropshire	Sharon Clayton
Somerset	Sarah Robson
South Yorkshire	Alan Hodkin
Staffordshire	Peter Young
Suffolk	Carol Smy
Surrey	Leslie Clark
Sussex	Carol Smith
Warwickshire	Cathy Tibbles
West Wales	Liz dutch
West Yorkshire	Angela Royle
Wiltshire	Jonathan Bourne
Worcestershire	Ruth Mullett

APPENDIX B

Return of Change of Officers for the year ended 31st December 2014

[illegible]

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 3707

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

3707

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

X

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

X

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		484437
From Members: Other income from members (specify)		
Total other income from members		0
Total of all income from members		484437
Investment income (as at page 12)		1873
Other Income		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	260081	
Total of other income (as at page 4)		260081
	TOTAL INCOME	746391
EXPENDITURE		
Benefits to members (as at page 5)		315120
Administrative expenses (as at page 10)		372971
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		688091
Taxation		375
	TOTAL EXPENDITURE	688466
Surplus (deficit) for year		57925
Amount of general fund at beginning of year		140981
Amount of general fund at end of year		198906

(see notes 19 and 20)

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ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	134672
		Education and Training services	
		Training Costs	66846
		CiLCA Administration	81780
Representation – Non Employment Related Issues			
		Negotiated Discount Services	
Communications			
Website Costs	2700		
Magazine Costs	8774		
		Salary Costs	
Advisory Services	123198		
		Other Benefits and Grants (specify)	
		Branch Support	31822
Dispute Benefits			
Other Cash Payments			
carried forward	134672	Total (should agree with figure in General Fund)	315120

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		

[illegible]

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		

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		236604
Salaries and Wages included in above	£173317	
Auditors' fees		2190
Legal and Professional fees		
Occupancy costs		51406
Stationery, printing, postage, telephone, etc.		16624
Expenses of Executive Committee (Head Office)		51103
Expenses of conferences		
Other administrative expenses (specify)		
Insurance		3890
Marketing		4342
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		6812
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		372971
Charged to:	General Fund (Page 3)	372971
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		372971

(see notes 34 to 44 below)

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ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			882
Other investment income (specify)			
Public Sector Deposit Fund (CCLA)			991
		Total investment income	1873
		Credited to:	
		General Fund (Page 3)	1873
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	1873

BALANCE SHEET as at 31st December 2014

(see notes 47 to 50)

Previous Year		£	£
7399	Fixed Assets (at page 14)		46598
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
280000	Unquoted		280000
287399	Total Investments		326598
	Other Assets		
	Loans to other trade unions		
30460	Sundry debtors		32475
187918	Cash at bank and in hand		265781
	Income tax to be recovered		
34	Stocks of goods		148
	Others (specify)		
218412	Total of other assets		298404
505811	TOTAL ASSETS		625002
	<div style="text-align: right;">Fund (Account)</div> <div style="text-align: right;">Fund (Account)</div> <div style="text-align: right;">Fund (Account)</div> <div style="text-align: right;">Superannuation Fund (Account)</div> <div style="text-align: right;">Political Fund (Account)</div> <div style="text-align: right;">Revaluation Reserve</div>		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
248	Tax payable		375
77841	Sundry creditors		89973
2040	Accrued expenses		20960
	Provisions		
284701	Other liabilities		314788
364830	TOTAL LIABILITIES		426096
140981	TOTAL ASSETS		198906

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			57207			57207
Additions			46011			46011
Disposals			(1056)			(1056)
Revaluation/Transfers						
At end of year			102162			102162
Accumulated Depreciation						
At start of year			49808			49808
Charges for year			6812			6812
Disposals			(1056)			(1056)
Revaluation/Transfers						
At end of year			55564			55564
Net book value at end of year			46598			46598
Net book value at end of previous year			7399			7399

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)		
	Market Value of Quoted Investment		
UNQUOTED	Equities		
	SLCC Enterprises Ltd	10000	
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Julian Hodge Bank	85000	
	Other unquoted investments (to be specified)		
	Public Sector Deposit Fund (CCLA)	185000	
	TOTAL UNQUOTED (as Balance Sheet)	280000	
	Market Value of Unquoted Investments	280000	

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 SLCC Enterprises Ltd	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered) 06034481		

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			
From Members	484437		484437
From Investments	1873		1873
Other Income (including increases by revaluation of assets)	260081		260081
Total Income	746391		746391
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	688466		688466
Funds at beginning of year (including reserves)	140981		140981
Funds at end of year (including reserves)	198906		198906
ASSETS			
Fixed Assets			46598
Investment Assets			280000
Other Assets			298404
Total Assets			625002
LIABILITIES			
Total Liabilities			426096
NET ASSETS (Total Assets less Total Liabilities)			198906

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

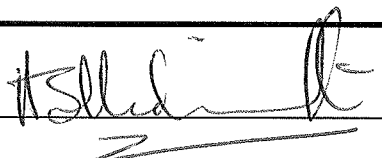
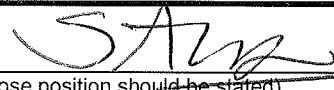
ACCOUNTING POLICIES

(see notes 74 and 75)

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Chief Executive's Signature: 	Treasurer's Signature:  (or other official whose position should be stated)
Name: Howard John Midworth	Name: Stephen John Edward Alison
Date: 18/5/2015	Date: 14/5/2015

CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	X	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	X	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	X	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	X	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	X	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	X
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	X	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:	 FCA	
Name(s):	Wallace Crooke	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	College House St Leonards Close Bridgnorth Shropshire WV16 4EJ	
Date:	29/04/18	
Contact name and telephone number:	Martin Jones 01746 766444	

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

SLCC

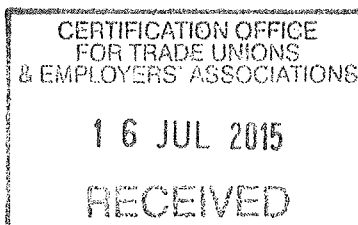
Society of Local Council Clerks

Professional Supportive Innovative

REPORT OF THE NATIONAL EXECUTIVE COUNCIL

AND AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2014



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 2014

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Notes to the Financial Statements	8
The following pages do not form part of the statutory financial statements:	
Detailed Income and Expenditure Account	13
Notes to the Detailed Income and Expenditure Account	14

SOCIETY OF LOCAL COUNCIL CLERKS

ORGANSATIONAL INFORMATION for the Year Ended 31 DECEMBER 2014

OFFICERS:

Mr H Midworth, Chief Executive Officer
Mr S J E Alison, Head of Finance and Facilities
Mrs K Owen, Chairman
Mr A Tubb, Vice Chariman

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

REGISTERED OFFICE:

8 The Cresent
Taunton
Somerset
TA1 4EA

TRADE UNION REGISTRATION NUMBER:

1200

AUDITORS:

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

SOCIETY OF LOCAL COUNCIL CLERKS

REPORT OF THE NATIONAL EXECUTIVE COUNCIL for the Year Ended 31 DECEMBER 2014

The National Executive Council present their report with the financial statements of the company for the year ended 31 December 2014.

PRINCIPAL ACTIVITY

The Society of Local Council Clerks (SLCC) is the professional body for local council clerks, providing member benefits to 3,800 individual officers working for local councils across England and Wales. The Society's principal activities comprise:-

- Training - Induction (ILCA), Continuing Professional Development courses and a sector-specific discounted bookshop
- Conferences - National, Regional and Specialist
- Education & Qualifications - CiLCA and Community Governance
- Representation with Central Government - Sector stakeholders to provide practitioners' perspective
- Employment Support - including discussion of Terms & Conditions and representation
- Sector Professional Advice & Support - through a network of regional advisors together with specialists in legal, finance, VAT and planning matters
- Communications - including a bi-monthly professional magazine, regular e-newsletters and a continually updated website
- Networking & Mentoring Opportunities - through a nationwide branch structure

REVIEW OF BUSINESS

Important developments and achievements during the year include:-

- Development of the new CiLCA qualification together with sector partners and successfully securing £55,000 of grant aid from the Department for Communities and Local Government.
- Positive engagement with and influence of Central Government in such policy areas as Council Tax Referendums and the Sector-led Audit Body and of the Welsh Government in relation to Reforming Local Government.
- Provision of successful National, Practitioners, Larger Councils and Joint-Welsh conferences together with 8 Regional conferences and over 40 CPD events.
- Launching the new digital version of 'The Clerk' Magazine.
- Upgrading IT infrastructure in preparation for improvements to the Society's membership database
- Maintaining positive working relationships with our sponsors and in particular Came & Co as our principal sponsor.

MEMBERSHIP

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

At 31 December 2014 membership stood at 3,707 representing 4,644 authorities. Membership of the Institute of Local Council Managers (ILCM) totalled 275.

SOCIETY OF LOCAL COUNCIL CLERKS

REPORT OF THE NATIONAL EXECUTIVE COUNCIL for the Year Ended 31 DECEMBER 2014

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
29 April 2015

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 2014 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.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the National Executive Council to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion

In our opinion the financial statements give a true and fair view of the state of the Society's affairs at 31 December 2014 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 FCA (Senior Statutory Auditor)
for and on behalf of Wallace Crooke
Chartered Accountants
& Registered Auditors
College House
St. Leonards Close
Bridgnorth
Shropshire
WV16 4EJ

29 April 2015

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

INCOME AND EXPENDITURE ACCOUNT for the Year Ended 31 DECEMBER 2014

	Notes	2014 £	2013 £
TURNOVER	1	719,518	621,221
Membership support	2	<u>367,421</u>	<u>303,436</u>
GROSS SURPLUS		352,097	317,785
Administrative expenses			
Establishment costs	3	301,271	286,394
Marketing	4	4,342	6,260
Other	5	15,017	18,311
Finance costs	6	<u>40</u>	<u>127</u>
		<u>320,670</u>	<u>311,092</u>
		31,427	6,693
Other operating income	7	<u>25,000</u>	<u>25,000</u>
OPERATING SURPLUS		56,427	31,693
Finance income	8	<u>1,873</u>	<u>1,242</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		58,300	32,935
Taxation	5	<u>375</u>	<u>248</u>
SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION		<u>57,925</u>	<u>32,687</u>

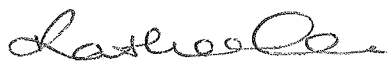
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SOCIETY OF LOCAL COUNCIL CLERKS

BALANCE SHEET 31 DECEMBER 2014

	Notes	2014 £	2013 £
FIXED ASSETS			
Tangible assets	6	46,598	7,399
Investments	7	<u>280,000</u>	<u>280,000</u>
		326,598	287,399
CURRENT ASSETS			
Stocks	8	148	34
Debtors	9	32,475	30,460
Cash at bank and in hand	10	<u>265,781</u>	<u>187,918</u>
		298,404	218,412
CREDITORS			
Amounts falling due within one year	11	<u>426,096</u>	<u>364,830</u>
NET CURRENT LIABILITIES		(127,692)	(146,418)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>198,906</u>	<u>140,981</u>
RESERVES			
Infrastructure reserve fund	13	28,000	-
Income and expenditure account	13	<u>170,906</u>	<u>140,981</u>
		<u>198,906</u>	<u>140,981</u>

The financial statements were approved by the National Executive Board on 29 April 2015 and were signed on its behalf by:



Mrs K Owen, Chairman



Mr S J E Alison, Head of Finance and Facilities

The notes form part of these financial statements

SOCIETY OF LOCAL COUNCIL CLERKS

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 DECEMBER 2014

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Exemption from preparing a cash flow statement

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

Related party exemption

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

Turnover

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

Tangible fixed assets

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

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

Stocks

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

Deferred tax

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

Hire purchase and leasing commitments

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

Pension costs and other post-retirement benefits

The company operates a defined 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.

Fund accounting

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

Infrastructure fund

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

2. TURNOVER

The Society's turnover represents the income, excluding value added tax, of services and goods provided during the year. Total income for the year amounted to £746,391(2013 - £647,463).

SOCIETY OF LOCAL COUNCIL CLERKS

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 DECEMBER 2014

3. STAFF COSTS

	Salary £	Pension £	2014 Total £	2013 Total £
Chairman	2,000	-	2,000	2,000
Vice Chairman	1,000	-	1,000	1,000
Chief executive officer	67,954	10,988	78,942	66,870
Deputy Chief Executive officer	-	-	-	10,613
Head of Finance & Administration	44,352	7,333	51,685	49,867
Specialist and regional advisors	93,211	6,927	100,138	87,000
National training manager and officers	-	-	-	5,470
External affairs officer	5,090	-	5,090	6,524
National officer for Wales	4,800	-	4,800	3,344
Chief verifier and CiLCA support	20,754	1,376	22,130	17,433
Academic lead and tutors	13,021	-	13,021	12,817
Secretary to ILCM board	4,938	206	5,144	10,887
Regional training managers	6,240	-	6,240	7,077
Mentoring officer	4,136	-	4,136	4,030
Honoraria to branch secretaries	6,504	-	6,504	7,410
Head office staff	<u>65,310</u>	<u>8,569</u>	<u>73,879</u>	<u>68,425</u>
	<u>339,310</u>	<u>35,399</u>	<u>374,709</u>	<u>360,767</u>

Pension costs relate to employer's pension contributions. Pension costs included in the 2013 total amounted to £32,761.

4. OPERATING SURPLUS

The operating surplus is stated after charging:

	2014 £	2013 £
Depreciation - owned assets	6,812	6,377
Auditors remuneration	<u>2,190</u>	<u>2,040</u>

5. TAXATION

Analysis of the tax charge

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

	2014 £	2013 £
Current tax:		
UK corporation tax	<u>375</u>	<u>248</u>
Tax on surplus on finance income	<u>375</u>	<u>248</u>

SOCIETY OF LOCAL COUNCIL CLERKS

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 DECEMBER 2014

6. TANGIBLE FIXED ASSETS

	Improvements to property £	Office equipment £	Totals £
COST			
At 1 January 2014	27,792	29,415	57,207
Additions	-	46,011	46,011
Disposals	-	(1,056)	(1,056)
At 31 December 2014	<u>27,792</u>	<u>74,370</u>	<u>102,162</u>
DEPRECIATION			
At 1 January 2014	27,792	22,016	49,808
Charge for year	-	6,812	6,812
Eliminated on disposal	-	(1,056)	(1,056)
At 31 December 2014	<u>27,792</u>	<u>27,772</u>	<u>55,564</u>
NET BOOK VALUE			
At 31 December 2014	<u>-</u>	<u>46,598</u>	<u>46,598</u>
At 31 December 2013	<u>-</u>	<u>7,399</u>	<u>7,399</u>

7. FIXED ASSET INVESTMENTS

	2014 £	2013 £
Shares in group undertakings	10,000	10,000
Other investments	<u>270,000</u>	<u>270,000</u>
	<u>280,000</u>	<u>280,000</u>

Additional information is as follows:

	Shares in group undertakings £
COST	
At 1 January 2014 and 31 December 2014	<u>10,000</u>
NET BOOK VALUE	
At 31 December 2014	<u>10,000</u>
At 31 December 2013	<u>10,000</u>

Investments (neither listed nor unlisted) were as follows:

	2014 £	2013 £
Julian Hodge Bank - fixed rate bond	85,000	85,000
CCLA Investments	<u>185,000</u>	<u>185,000</u>
	<u>270,000</u>	<u>270,000</u>

SOCIETY OF LOCAL COUNCIL CLERKS

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 DECEMBER 2014

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	2014	2013
Ordinary	100.00	£	£
Aggregate capital and reserves		143,895	123,752
Profit for the year		<u>20,143</u>	<u>21,806</u>

8. STOCKS

	2014	2013
	£	£
Franking machine stock	<u>148</u>	<u>34</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Trade debtors	854	1,405
Amounts owed by group undertakings	20,251	19,026
Prepayments and accrued income	<u>11,370</u>	<u>10,029</u>
	<u>32,475</u>	<u>30,460</u>

10. CASH AT BANK AND IN HAND

	2014	2013
	£	£
General bank account balances	265,436	187,796
Cash in hand	<u>345</u>	<u>122</u>
	<u>265,781</u>	<u>187,918</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Trade creditors	89,973	77,841
Subscriptions paid in advance	272,928	273,685
Corporation Tax	375	248
Charitable foundation	11,410	10,996
Accruals and deferred income	20,960	2,040
Grants received in advance	<u>30,450</u>	<u>20</u>
	<u>426,096</u>	<u>364,830</u>

SOCIETY OF LOCAL COUNCIL CLERKS

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 DECEMBER 2014

12. OPERATING LEASE COMMITMENTS

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

	2014 £	2013 £
Expiring:		
Between one and five years	2,757	4,052
In more than five years	<u>30,125</u>	<u>30,125</u>
	<u>32,882</u>	<u>34,177</u>

13. RESERVES

	Income and expenditure account £	Infrastructure reserve fund £	Totals £
At 1 January 2014	140,981	-	140,981
Surplus for the year	57,925		57,925
Transfers to funds	<u>(28,000)</u>	<u>28,000</u>	<u>-</u>
At 31 December 2014	<u>170,906</u>	<u>28,000</u>	<u>198,906</u>

14. BRANCHES

At the year end £20,384 (2013 - £19,459) 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 2014
FOR
SOCIETY OF LOCAL COUNCIL CLERKS

SOCIETY OF LOCAL COUNCIL CLERKS
DETAILED INCOME AND EXPENDITURE ACCOUNT
for the Year Ended 31 DECEMBER 2014

	Notes	£ 2014	£ 2013
		£	£
TURNOVER	1	719,518	621,221
Membership support	2	<u>367,421</u>	<u>303,436</u>
GROSS SURPLUS		352,097	317,785
Administrative expenses			
Establishment costs	3	301,271	286,394
Marketing	4	4,342	6,260
Other	5	15,017	18,311
Finance costs	6	<u>40</u>	<u>127</u>
		<u>320,670</u>	<u>311,092</u>
		31,427	6,693
Other operating income	7	<u>25,000</u>	<u>25,000</u>
OPERATING SURPLUS		56,427	31,693
Finance income	8	<u>1,873</u>	<u>1,242</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		<u><u>58,300</u></u>	<u><u>32,935</u></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 2014

	2014 £	2013 £
1. TURNOVER		
Membership subscriptions	484,437	493,867
Training courses	67,234	28,716
CiLCA registration fees	116,115	47,680
Sponsorship	30,257	29,250
Institute	18,195	16,534
Miscellaneous income	<u>3,280</u>	<u>5,174</u>
	<u>719,518</u>	<u>621,221</u>
2. MEMBERSHIP SUPPORT		
Advisory services	123,198	106,543
Branch support	31,822	35,412
External affairs	22,874	21,203
Magazine costs	8,774	-
Training and academic costs	66,846	49,644
CiLCA administration	81,780	46,345
Website	2,700	1,004
Democracy	29,427	25,609
Institute costs	<u>-</u>	<u>17,676</u>
	<u>367,421</u>	<u>303,436</u>
3. ESTABLISHMENT COSTS		
Salaries	173,317	170,495
Pensions	26,959	26,031
Leased equipment	3,748	4,365
Administration	44,276	39,155
Rent	30,125	28,673
Insurance	3,890	1,524
Office equipment	2,830	1,407
Other costs	7,124	6,327
Auditors remuneration	2,190	2,040
Depreciation of tangible fixed assets	<u>6,812</u>	<u>6,377</u>
	<u>301,271</u>	<u>286,394</u>
4. MARKETING		
Leaflets	3,064	3,284
Postage	-	1,456
Other costs	<u>1,278</u>	<u>1,520</u>
	<u>4,342</u>	<u>6,260</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 2014

	2014 £	2013 £
5. OTHER		
Honoraria	3,564	4,422
Job advertising	2,899	700
Staff training	2,814	2,394
Officers meetings	5,740	6,771
Other costs	<u>-</u>	<u>4,024</u>
	<u>15,017</u>	<u>18,311</u>
6. FINANCE COSTS		
Bank charges	<u>40</u>	<u>127</u>
7. OTHER OPERATING INCOME		
Management charges	<u>25,000</u>	<u>25,000</u>
8. FINANCE INCOME		
Bank deposit interest	662	64
CCLA Interest Income	882	623
Julian Hodge treasury deposit	<u>329</u>	<u>555</u>
	<u>1,873</u>	<u>1,242</u>

This page does not form part of the statutory financial statements