

- 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:

Association of Educational Psychologists

Year ended:

31 December 2015

List no:

706T

Head or Main Office:

4 Riverside Centre  
Frankland Lane  
Durham  
DH1 5TA

Website address (if available)

[www.aep.org.uk](http://www.aep.org.uk)

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

Yes

☐

No

☒

(Click the appropriate box)

General Secretary:

Kate Fallon

Telephone Number:

0191 384 9512

Contact name for queries  
regarding

Mary Gardner

Telephone Number:

0191 384 9512

E-mail:

[mary.gardner@aep.org.uk](mailto:mary.gardner@aep.org.uk)

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

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

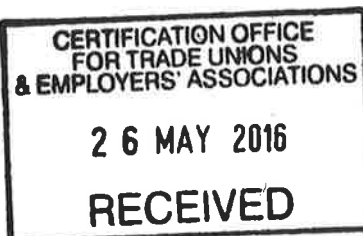
The address to which returns and other documents should be sent are:

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

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

**For Unions based in Scotland:**

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



(Revised February 2011)

| <b>Title of Office</b> | <b>Name</b>     | <b>Left</b> | <b>Replaced by</b> |
|------------------------|-----------------|-------------|--------------------|
| President              | Sean O'Donoghue | 30/11/2015  | Carole Adair       |
| Vice-President         | Carole Adair    | 30/11/2015  | Lisa O'Connor      |
| Association Secretary  | John Drewicz    | Remaining   |                    |
| Honorary Treasurer     | David Webster   | Remaining   |                    |
| Chair of PPSC          | Mary Jenkin     | 30/11/2015  | Dewi Hughes        |
| Chair of EPSC          | David Beaumont  | Remaining   |                    |

\*regional vacancies filled by General members

**Members at 31/12/15**

# 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   | 648                                      | 12               | 0              | 4  | 664    |
| FEMALE | 2555                                     | 107              | 5              | 12   | 2679   |
| TOTAL  | 3203                                     | 119              | 5              | 16   | A 3343 |

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

0

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

3343

## 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       |
|-----------------|--|---------------------------|------------|
| President       | Sean O'Donoghue                        | Carole Adair              | 30/11/2015 |
| Vice- President | Carole Adair                           | Lisa O'Connor             | 30/11/2015 |
| Chair of PPSC   | Mary Jenkin                            | Dewi Hughes               | 30/11/2015 |
|                 |  |                           |            |
|                 |  |                           |            |
|                 |  |                           |            |

State whether the union is:

a. A branch of another trade union?

Yes ☐

No ☒

If yes, state the name of that other union:

b. A federation of trade unions?

Yes ☐

No ☒

If yes, state the number of affiliated unions:

and names:

# GENERAL FUND

(see notes 13 to 18)

|  | £      | £        |
|--|--------|----------|
| <b>INCOME</b>  |        |          |
| <b>From Members:</b> Contributions and Subscriptions     |        | 770,516  |
| <b>From Members:</b> Other income from members (specify) |        |          |
| Publicity Sales  | 3,820  |          |
| Royalty Income   | 11,146 |          |
| <b>Total other income from members</b>                   |        | 785,482  |
| <b>Total of all income from members</b>                  |        | -        |
| <b>Investment income (as at page 12)</b>                 |        | -        |
| <b>Other Income</b>                                      |        |          |
| Income from Federations and other bodies (as at page 4)  | -      |          |
| Income from any other sources (as at page 4)             | -      |          |
| <b>Total of other income (as at page 4)</b>              |        | -        |
| <b>TOTAL INCOME</b>                                      |        | 785,482  |
| <b>EXPENDITURE</b>                                       |        |          |
| <b>Benefits to members (as at page 5)</b>                |        | -        |
| <b>Administrative expenses (as at page 10)</b>           |        | 648,425  |
| <b>Federation and other bodies (specify)</b>             |        |          |
| <b>Total expenditure Federation and other bodies</b>     |        | -        |
| <b>Taxation</b>  |        | -        |
| <b>TOTAL EXPENDITURE</b>                                 |        | 648,425  |
| Surplus (deficit) for year                               |        | 137,057  |
| Transfer to legal expense fund                           |        | (74,317) |
| Transfer to development fund                             |        | (62,740) |
| Amount of general fund at beginning of year              |        | -        |
| Amount of general fund at end of year                    |        | -        |

(see notes 19 and 20)

4

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

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

(See notes 24 and 25)

| <b>FUND 2</b>      |   | <b>Fund Account</b> |           |
|--------------------|---|---------------------|-----------|
| <b>Name:</b>       | <b>Development Fund</b>                                       | <b>£</b>            | <b>£</b>  |
| <b>Income</b>      |   |                     |           |
|                    | From members (Broadsheet)                                     |                     | 188,046   |
|                    | Investment income (as at page 12)                             |                     | 2,537     |
|                    | Other income (specify)  |                     |           |
|                    | Training application process revenue                          | 39,227              |           |
|                    | <b>Total other income as specified</b>                        |                     | 39,227    |
|                    | <b>Total Income</b>   |                     | 229,810   |
| <b>Expenditure</b> |   |                     |           |
|                    | Benefits to members   |                     |           |
|                    | Administrative expenses and other expenditure (as at page 10) |                     | 184,370   |
|                    | <b>Total Expenditure</b>                                      |                     | 184,370   |
|                    | <b>Surplus (Deficit) for the year</b>                         |                     | 45,440    |
|                    | Net effect of transfers to/from general and conference funds  |                     | 59,801    |
|                    | <b>Amount of fund at beginning of year</b>                    |                     | 1,039,725 |
|                    | <b>Amount of fund at the end of year (as Balance Sheet)</b>   |                     | 1,144,966 |
|                    | <b>Number of members contributing at end of year</b>          |                     | 3343      |

| <b>FUND 3</b>      |   | <b>Fund Account</b> |          |
|--------------------|---|---------------------|----------|
| <b>Name:</b>       | <b>Legal Expenses Reserve Fund</b>                            | <b>£</b>            | <b>£</b> |
| <b>Income</b>      |   |                     |          |
|                    | From members  | -                   |          |
|                    | Investment income (as at page 12)                             | -                   |          |
|                    | Other income (specify)  | -                   |          |
|                    | <b>Total other income as specified</b>                        |                     | -        |
|                    | <b>Total Income</b>   |                     | -        |
| <b>Expenditure</b> |   |                     |          |
|                    | Benefits to members   | -                   |          |
|                    | Administrative expenses and other expenditure (as at page 10) | 74,317              |          |
|                    | <b>Total Expenditure</b>                                      |                     | 74,317   |
|                    | <b>Surplus (Deficit) for the year</b>                         |                     | (74,317) |
|                    | Transfer from general fund                                    |                     | 74,317   |
|                    | <b>Amount of fund at beginning of year</b>                    |                     | 200,000  |
|                    | <b>Amount of fund at the end of year (as Balance Sheet)</b>   |                     | 200,000  |
|                    | <b>Number of members contributing at end of year</b>          |                     | 3343     |

(See notes 24 and 25)

| <b>FUND 4</b>      |   | <b>Fund Account</b> |          |
|--------------------|---|---------------------|----------|
| <b>Name:</b>       | <b>Course Fund</b>  | <b>£</b>            | <b>£</b> |
| <b>Income</b>      |   |                     |          |
|                    | From members  |                     |          |
|                    | Investment income (as at page 12)                             |                     |          |
|                    | Other income (specify)  |                     |          |
|                    | Fees Receivable   | 898                 |          |
|                    | Rental Income   | 7,810               |          |
|                    | <b>Total other income as specified</b>                        |                     | 8,708    |
|                    | <b>Total Income</b>   |                     | 8,708    |
| <b>Expenditure</b> |   |                     |          |
|                    | Benefits to members   | -                   |          |
|                    | Administrative expenses and other expenditure (as at page 10) | 11,647              |          |
|                    | <b>Total Expenditure</b>                                      |                     | 11,647   |
|                    | <b>Surplus (Deficit) for the year</b>                         |                     | (2,939)  |
|                    | <b>Transfer from development fund</b>                         |                     | 2,939    |
|                    | <b>Amount of fund at beginning of year</b>                    |                     | -        |
|                    | <b>Amount of fund at the end of year (as Balance Sheet)</b>   |                     | -        |
|                    | <b>Number of members contributing at end of year</b>          |                     | 3343     |

| <b>FUND 5</b>      |   | <b>Fund Account</b> |          |
|--------------------|---|---------------------|----------|
| <b>Name:</b>       |   | <b>£</b>            | <b>£</b> |
| <b>Income</b>      |   |                     |          |
|                    | From members  |                     |          |
|                    | Investment income (as at page 12)                             |                     |          |
|                    | Other income (specify)  |                     |          |
|                    | <b>Total other income as specified</b>                        |                     |          |
|                    | <b>Total Income</b>   |                     |          |
| <b>Expenditure</b> |   |                     |          |
|                    | Benefits to members   |                     |          |
|                    | Administrative expenses and other expenditure (as at page 10) |                     |          |
|                    | <b>Total Expenditure</b>                                      |                     |          |
|                    | <b>Surplus (Deficit) for the year</b>                         |                     |          |
|                    | <b>Amount of fund at beginning of year</b>                    |                     |          |
|                    | <b>Amount of fund at the end of year (as Balance Sheet)</b>   |                     |          |
|                    | <b>Number of members contributing at end of year</b>          |                     |          |

(See notes 24 and 25)



| FUND 6  |   | Fund Account |   |
|---|---|--------------|---|
| Name:   |   | £            | £ |
| <b>Income</b>   |   |              |   |
| From members  |   |              |   |
| Investment income (as at page 12)                             |   |              |   |
| Other income (specify)  |   |              |   |
|   |   |              |   |
|   | <b>Total other income as specified</b>                      |              |   |
|   | <b>Total Income</b>   |              |   |
| <b>Expenditure</b>  |   |              |   |
| Benefits to members   |   |              |   |
| Administrative expenses and other expenditure (as at page 10) |   |              |   |
|   | <b>Total Expenditure</b>                                    |              |   |
|   |   |              |   |
|   | <b>Surplus (Deficit) for the year</b>                       |              |   |
|   | <b>Amount of fund at beginning of year</b>                  |              |   |
|   | <b>Amount of fund at the end of year (as Balance Sheet)</b> |              |   |
|   |   |              |   |
|   | <b>Number of members contributing at end of year</b>        |              |   |

| FUND 7  |   | Fund Account |   |
|---|---|--------------|---|
| Name:   |   | £            | £ |
| <b>Income</b>   |   |              |   |
| From members  |   |              |   |
| Investment income (as at page 12)                             |   |              |   |
| Other income (specify)  |   |              |   |
|   |   |              |   |
|   | <b>Total other income as specified</b>                      |              |   |
|   | <b>Total Income</b>   |              |   |
| <b>Expenditure</b>  |   |              |   |
| Benefits to members   |   |              |   |
| Administrative expenses and other expenditure (as at page 10) |   |              |   |
|   | <b>Total Expenditure</b>                                    |              |   |
|   |   |              |   |
|   | <b>Surplus (Deficit) for the year</b>                       |              |   |
|   | <b>Amount of fund at beginning of year</b>                  |              |   |
|   | <b>Amount of fund at the end of year (as Balance Sheet)</b> |              |   |
|   |   |              |   |
|   | <b>Number of members contributing at end of year</b>        |              |   |

(see notes 26 to 31)

| POLITICAL FUND ACCOUNT 1  |   | To be completed by trade unions which maintain their own fund               |   |
|---|---|---|---|
|   |   | £   | £ |
| <b>Income</b>   | Members contributions and levies  |   |   |
|   | Investment income (as at page 12)   |   |   |
|   | Other income (specify)  |   |   |
|   |   | Total other income as specified   |   |
|   |   | Total income  |   |
| <b>Expenditure</b>  | Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify) |   |   |
|   | Administration expenses in connection with political objects (specify)                                  |   |   |
|   | Non-political expenditure   |   |   |
|   | Total expenditure   |   |   |
|   |   | Surplus (deficit) for year  |   |
|   |   | Amount of political fund at beginning of year                               |   |
|   |   | Amount of political fund at the end of year (as Balance Sheet)              |   |
|   |   |   |   |
|   |   | Number of members at end of year contributing to the political fund         |   |
|   |   | Number of members at end of the year not contributing to the political fund |   |
| Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund |   |   |   |

| POLITICAL FUND ACCOUNT 2  |   | To be completed by trade unions which act as components of a central trade union |   |
|---|---|--|---|
|   |   | £  | £ |
| <b>Income</b>   | Contributions and levies collected from members on behalf of central political fund                     |  |   |
|   | Funds received back from central political fund   |  |   |
|   | Other income (specify)  |  |   |
|   |   | Total other income as specified  |   |
|   |   | Total income   |   |
| <b>Expenditure</b>  | Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify) |  |   |
|   | Administration expenses in connection with political objects (specify)                                  |  |   |
|   | Non-political expenditure   |  |   |
|   | Total expenditure   |  |   |
|   |   | Surplus (deficit) for year   |   |
|   |   | Amount held on behalf of trade union political fund at beginning of year         |   |
|   |   | Amount remitted to central political fund  |   |
|   |   | Amount held on behalf of central political fund at end of year                   |   |
|   |   | Number of members at end of year contributing to the political fund              |   |
|   |   | Number of members at end of the year not contributing to the political fund      |   |
| Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund |   |  |   |

# ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

|  | £        |
|--|----------|
| <b>Administrative Expenses</b>                 |          |
| Remuneration and expenses of staff             | 443,175  |
| Salaries and Wages included in above           | £406,779 |
| Auditors' fees                                 | 4,822    |
| Legal and Professional fees                    | 78,495   |
| Occupancy costs                                | 38,202   |
| Stationery, printing, postage, telephone, etc. | 13,587   |
| Expenses of Executive Committee (Head Office)  | 66,104   |
| Expenses of conferences                        | 11,647   |
| Other administrative expenses (specify)        |          |
| Equipment Maintenance                          | 18,319   |
| Financial Admin                                | 12,775   |
| Donations and Subscriptions                    | 36,436   |
| Professional Indemnity Insurance               | 3,883    |
| Web Design                                     | 5,309    |
| Consultancy Fees                               | 41,584   |
| <b>Other Outgoings</b>                         |          |
| Interest payable:                              |          |
| Bank loans (including overdrafts)              |          |
| Mortgages                                      |          |
| Other loans – bank charges                     | 2,432    |
| Depreciation                                   | 9,334    |
| Taxation                                       | 25,213   |
| Outgoings on land and buildings (specify)      |          |
| Other outgoings (specify)                      |          |
| Business Meetings                              | 571      |
| Sundry Expenses                                | 3,380    |
| LA Representative Expenses                     | 25,287   |
| Training and Recruitments                      | 6,945    |
| VAT Adjustments                                | 33,677   |

|                   |  |         |
|-------------------|--|---------|
| Research Projects |  | 396     |
| Journal Costs     |  | 37,186  |
|                   | <b>Total</b>                           | 918,759 |
| Charged to:       | General Fund (Page 3)                  | 648,425 |
|                   | Development Fund (Account 2)           | 184,370 |
|                   | Legal Expense Reserve Fund (Account 3) | 74,317  |
|                   | Course Fund (Account 4)                | 11,647  |
|                   | <b>Total</b>                           | 918,759 |

(see notes 34 to 44 below)

12

# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

|                                   | Political<br>Fund<br>£ |  | Other<br>Fund(s)<br>£ |
|-----------------------------------|------------------------|--|-----------------------|
| Rent from land and buildings      |                        |  | 7,810                 |
| Dividends (gross) from:           |                        |  |                       |
| Equities (e.g. shares)            |                        |  |                       |
| Interest (gross) from:            |                        |  |                       |
| Government securities (Gilts)     |                        |  |                       |
| Mortgages                         |                        |  |                       |
| Local Authority Bonds             |                        |  |                       |
| Bank and Building Societies       |                        |  | 2,537                 |
| Other investment income (specify) |                        |  |                       |
|                                   |                        |  | 10,347                |
|                                   |                        |  |                       |
|                                   |                        | Total investment income                | 10,347                |
|                                   |                        |  |                       |
|                                   |                        | Credited to:                           |                       |
|                                   |                        | General Fund (Page 3)                  | -                     |
|                                   |                        | Development Fund (Account 2)           | 2,537                 |
|                                   |                        | Legal Expense Reserve Fund (Account 3) | 7,810                 |
|                                   |                        | Course Fund (Account 4)                |                       |
|                                   |                        | Fund (Account )                        |                       |
|                                   |                        | Fund (Account )                        |                       |
|                                   |                        | Political Fund                         |                       |
|                                   |                        |  |                       |
|                                   |                        | Total Investment Income                | 10,347                |

# BALANCE SHEET as at 31 December 2015

(see notes 47 to 50)

| Previous Year |   | £       | £         |
|---------------|---|---------|-----------|
| 776,031       | <b>Fixed Assets</b> (at page 14)                            | 777,581 |           |
|               | <b>Investments</b> (as per analysis on page 15)             |         |           |
| -             | Quoted (Market value £ )                                    |         |           |
| -             | Unquoted  |         |           |
|               | <b>Total Investments</b>                                    |         | 777,581   |
|               | <b>Other Assets</b>   |         |           |
| -             | Loans to other trade unions                                 | -       |           |
| 50,104        | Sundry debtors  | 60,820  |           |
| 540,555       | Cash at bank and in hand                                    | 641,214 |           |
| -             | Income tax to be recovered                                  | -       |           |
| -             | Stocks of goods   | -       |           |
| -             | Others (specify)  | -       |           |
|               | <b>Total of other assets</b>                                |         | 702,034   |
|               | <b>TOTAL ASSETS</b>   |         | 1,479,615 |
| -             | General Fund (Account 1)                                    |         | -         |
| 1,089,725     | Development Fund (Account 2)                                |         | 1,144,966 |
| 200,000       | Legal Expense Reserve Fund (Account 3)                      |         | 200,000   |
| -             | Course Fund (Account 4)                                     |         | -         |
| -             | Political Fund (Account )                                   |         | -         |
| -             | Revaluation Reserve   |         | -         |
|               | <b>LIABILITIES</b>  |         |           |
|               | Amount held on behalf of central trade union political fund |         |           |
| -             | Loans: From other trade unions                              |         | -         |
| -             | Loans: Other  |         | -         |
| -             | Bank overdraft  |         | -         |
| 26,555        | Tax payable   |         | 29,317    |
| 53,432        | Sundry creditors  |         | 55,561    |
| 30,708        | Accrued expenses  |         | 32,373    |
| -             | Provisions  |         | -         |
| 16,270        | Other liabilities   |         | 17,398    |
|               | <b>TOTAL LIABILITIES</b>                                    |         | 1,479,615 |
|               | <b>TOTAL ASSETS</b>   |         | 1,479,615 |

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

|   | Land and Buildings<br>Freehold    Leasehold<br>£                    £ |         | Furniture<br>and<br>Equipment<br>£ | Website<br>£ | Not used for<br>union<br>business<br>£ | Total<br>£ |
|---|---|---------|------------------------------------|--------------|--|------------|
| <b>Cost or Valuation</b>                          |   |         |                                    |              |  |            |
| At start of year                                  |   | 727,546 | 60,874                             | 38,850       | -                                      | 827,270    |
| Additions   |   | -       | 3,224                              | 7,660        | -                                      | 10,884     |
| Disposals   |   | -       | -                                  | -            | -                                      | -          |
| Revaluation/Transfer<br>s                         |   | -       | -                                  | -            | -                                      | -          |
| At end of year                                    |   | 727,546 | 64,098                             | 46,570       | -                                      | 838,154    |
| <b>Accumulated<br/>Depreciation</b>               |   |         |                                    |              |  |            |
| At start of year                                  |   | -       | 49,176                             | 2,063        | -                                      | 51,239     |
| Charges for year                                  |   | -       | 5,066                              | 4,268        | -                                      | 9,334      |
| Disposals   |   | -       | -                                  | -            | -                                      | -          |
| Revaluation/Transfer<br>s                         |   | -       | -                                  | -            | -                                      | -          |
| At end of year                                    |   | -       | 54,242                             | 6,331        | -                                      | 60,573     |
| <b>Net book value at<br/>end of year</b>          |   | 727,546 | 9,856                              | 40,179       | -                                      | 777,581    |
| <b>Net book value at<br/>end of previous year</b> |   | 727,546 | 11,698                             | 36,787       | -                                      | 776,031    |



# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

| QUOTED   |  | All Funds<br>Except<br>Political<br>Funds<br>£ | Political Fund<br>£ |
|----------|--|--|---------------------|
|          | Equities (e.g. Shares)                       |  |                     |
|          | Government Securities (Gilts)                |  |                     |
|          | Other quoted securities (to be specified)    |  |                     |
|          | TOTAL QUOTED (as Balance Sheet)              |  |                     |
|          | Market Value of Quoted Investment            |  |                     |
| UNQUOTED | Equities                                     |  |                     |
|          | Government Securities (Gilts)                |  |                     |
|          | Mortgages                                    |  |                     |
|          | Bank and Building Societies                  |  |                     |
|          | Other unquoted investments (to be specified) |  |                     |
|          | TOTAL UNQUOTED (as Balance Sheet)            |  |                     |
|          | Market Value of Unquoted Investments         |  |                     |

# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

|  |  |                              |  |
|--|--|------------------------------|--|
| <b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b> |  | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| If YES name the relevant companies:  |  |                              |  |
| COMPANY NAME   | COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered) |                              |  |
|  |  |                              |  |
|  |  |                              |  |
|  |  |                              |  |
|  |  |                              |  |
|  |  |                              |  |
|  |  |                              |  |
|  |  |                              |  |

|  |                       |                              |  |
|--|-----------------------|------------------------------|--|
| <b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b> |                       | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| If NO, state the names of the persons in whom the shares controlled by the union are registered.         |                       |                              |  |
| COMPANY NAME   | NAMES OF SHAREHOLDERS |                              |  |
|  |                       |                              |  |
|  |                       |                              |  |
|  |                       |                              |  |
|  |                       |                              |  |
|  |                       |                              |  |
|  |                       |                              |  |
|  |                       |                              |  |

# SUMMARY SHEET

(see notes 60 to 71)

|   | All funds except<br>Political Funds<br>£ | Political<br>Funds<br>£ | Total<br>Funds<br>£ |
|---|--|-------------------------|---------------------|
| <b>INCOME</b>   |  | -                       |                     |
| From Members  | 770,516                                  | -                       | 770,516             |
| From Investments  | 10,347                                   | -                       | 10,347              |
| Other Income (including increases by<br>revaluation of assets)                    | 243,137                                  | -                       | 243,137             |
| <b>Total Income</b>   | 1,024,000                                | -                       | 1,024,000           |
| <b>EXPENDITURE</b><br>(including decreases by revaluation of<br>Total Expenditure |  |                         |                     |
|   | 918,759                                  | -                       | 918,759             |
| <b>Funds at beginning of year</b><br>(including reserves)                         | 1,239,725                                | -                       | 1,239,725           |
| <b>Funds at end of year</b><br>(including reserves)                               | 1,344,966                                | -                       | 1,344,966           |
| <b>ASSETS</b>   |  |                         |                     |
| Fixed Assets  |  |                         | 777,581             |
| Investment Assets   |  |                         | -                   |
| Other Assets  |  |                         | 702,034             |
| <b>Total Assets</b>   |  |                         | 1,479,615           |
| <b>LIABILITIES</b>  |  |                         |                     |
| <b>Total Liabilities</b>  |  |                         | 134,649             |
| <b>NET ASSETS (Total Assets less Total Liabilities)</b>                           |  |                         | 1,344,966           |

## 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.**

Refer attached

## ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

---

#### 1. ACCOUNTING POLICIES

##### **Basis of Accounting**

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

##### **Income**

Income consists of:

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

##### **Cash flow statement**

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

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

Fixed assets are capitalised at cost.

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

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

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

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

##### **Pension costs**

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

##### **Funds**

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

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

# ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

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

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

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

### 2. FIXED ASSETS

|                          | Leasehold<br>property<br>£ | Fixtures,<br>fittings &<br>equipment<br>£ | Website<br>£  | Total<br>£     |
|--------------------------|----------------------------|---|---------------|----------------|
| <b>Cost or valuation</b> |                            |   |               |                |
| As at 1 January 2015     | 727,546                    | 60,874                                    | 38,850        | 827,270        |
| Additions                | -                          | 3,224                                     | 7,660         | 10,884         |
| Disposals                | -                          | -   | -             | -              |
| As at 31 December 2015   | 727,546                    | 64,098                                    | 46,510        | 838,154        |
| <b>Depreciation</b>      |                            |   |               |                |
| As at 1 January 2015     | -                          | 49,176                                    | 2,063         | 51,239         |
| Provided for year        | -                          | 5,066                                     | 4,268         | 9,334          |
| On disposal              | -                          | -   | -             | -              |
| As at 31 December 2015   | -                          | 54,242                                    | 6,331         | 60,573         |
| <b>Net Book Value</b>    |                            |   |               |                |
| As at 31 December 2015   | <u>727,546</u>             | <u>9,856</u>                              | <u>40,179</u> | <u>777,581</u> |
| As at 31 December 2014   | <u>727,546</u>             | <u>11,698</u>                             | <u>36,787</u> | <u>776,031</u> |

**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015**

|  |               |               |
|--|---------------|---------------|
| <b>3. TAXATION</b>   | <b>2015</b>   | <b>2014</b>   |
|  | <b>£</b>      | <b>£</b>      |
| UK corporation tax based on the taxable results for the year | 25,213        | 26,555        |
| (Over)/under provision of taxation in the prior year         | -             | -             |
|  | <u>25,213</u> | <u>26,555</u> |
| <b>4. ESTABLISHMENT EXPENSES</b>                             | <b>2015</b>   | <b>2014</b>   |
|  | <b>£</b>      | <b>£</b>      |
| Rent and rates   | 13,842        | 18,147        |
| Insurance  | 1,631         | 1,784         |
| Light and heat   | 3,388         | 4,708         |
| Maintenance and cleaning                                     | <u>11,842</u> | <u>9,329</u>  |
|  | <u>30,703</u> | <u>33,968</u> |
| <b>5. ADMINISTRATION EXPENSES – DEVELOPMENT FUND</b>         | <b>2015</b>   | <b>2014</b>   |
|  | <b>£</b>      | <b>£</b>      |
| Equipment maintenance  | 18,319        | 17,415        |
| Depreciation office equipment                                | 9,334         | 6,102         |
| Sundry expenses  | <u>178</u>    | <u>-</u>      |
|  | <u>27,831</u> | <u>23,517</u> |

**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015**

| <b>6. ADMINISTRATION EXPENSES - GENERAL FUND</b>   | <b>2015<br/>£</b> | <b>2014<br/>£</b> |
|--|-------------------|-------------------|
| Executive committee - meetings expenses            | 47,100            | 44,046            |
| Executive representational duty                    | 19,004            | 8,222             |
| Secretarial wages and NIC                          | 148,880           | 130,829           |
| Regional Officers wages and NIC                    | 89,134            | 87,539            |
| Regional Officers expenses                         | 22,845            | 23,413            |
| General Secretary wages and NIC                    | 58,288            | 54,677            |
| General Secretary intra association duties         | 6,639             | 3,964             |
| General Secretary external representational duties | 6,912             | 8,770             |
| General Secretary pension                          | 6,992             | 7,255             |
| Staff pension fund                                 | 23,724            | 25,361            |
| Printing, stationery and duplicating               | -                 | 76                |
| Website development                                | 1,804             | 700               |
| Books and publications                             | 617               | 790               |
| Telephone and postage including officers           | 7,290             | 5,994             |
| Financial administration                           | 12,775            | 11,521            |
| Bank charges                                       | 2,432             | 1,290             |
| Audit and accountancy fees                         | 4,822             | 4,630             |
| Donations  | 319               | 356               |
| Subscriptions                                      | 11,845            | 10,382            |
| GFTU subscriptions                                 | 2,647             | 2,620             |
| TUC subscriptions                                  | 8,972             | 8,885             |
| UTU subscriptions                                  | 12,653            | 12,395            |
| Professional indemnity insurance                   | 3,883             | 3,781             |
| Tax enquiry insurance                              | -                 | 285               |
| Business meetings                                  | 571               | 334               |
| Sundry income                                      | (401)             | (217)             |
| Sundry expenses                                    | 3,603             | 4,156             |
| LA representative expenses                         | 25,287            | 22,254            |
| Training and recruitment costs                     | 6,945             | 3,823             |
| VAT adjustment                                     | 33,677            | 45,074            |
| Consultancy fees                                   | 41,584            | 37,966            |
| Research projects                                  | 396               | 1,808             |
|  | <u>611,239</u>    | <u>572,979</u>    |



**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015**

**7. BRANCH EXPENSES**

|   | £          |   | £            |
|---|------------|---|--------------|
| Cash and bank balances as at 1 January 2015 | 2,914      | Study day and course expenses                 | 143          |
| Study day and course fees                   | -          | Transfer                                      | -            |
| Other income                                | <u>458</u> | Cash and bank balances as at 31 December 2015 | <u>3,229</u> |
|   | 3,372      |   | 3,372        |

**8. OPERATING LEASE COMMITMENTS**

|  | Equipment<br>2015<br>£ | Equipment<br>2014<br>£ |
|--|------------------------|------------------------|
| Amounts due under operating lease commitments: |                        |                        |
| < 1 year                                       | 1,000                  | 600                    |
| 2-5 years                                      | 9,628                  | 9,766                  |
| > 5 years                                      | <u>2,050</u>           | <u>-</u>               |
|  | 12,678                 | 10,366                 |

## ACCOUNTING POLICIES

(see notes 74 and 75)

Refer attached

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

|   |  |
|---|--|
| Secretary's<br>Signature: <u><i>Kate Fallon</i></u><br>Name: <u>KATE FALLON</u><br>Date: <u>13/5/2016</u> | Chairman's<br>Signature: <u><i>D Webb</i></u><br>(or other official whose position should be stated)<br>Name: <u>DAVID WEBSTER</u><br>Date: <u>13 / 5 / 2016</u> |
|---|--|

## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

|  |          |                                     |           |                          |
|--|----------|-------------------------------------|-----------|--------------------------|
| IS THE RETURN OF OFFICERS ATTACHED?<br>(see Page 2 and Note 12)                      | YES      | <input checked="" type="checkbox"/> | NO        | <input type="checkbox"/> |
| HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED?<br>(see Page 2 and Note 12)     | YES      | <input checked="" type="checkbox"/> | NO        | <input type="checkbox"/> |
| HAS THE RETURN BEEN SIGNED?<br>(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?<br>(see Pages 20 and 21 and Notes 2 and 77) | YES      | <input checked="" type="checkbox"/> | NO        | <input type="checkbox"/> |
| IS A RULE BOOK ENCLOSED?<br>(see Notes 8 and 78)                                     | YES      | <input checked="" type="checkbox"/> | NO        | <input type="checkbox"/> |
| A MEMBER'S STATEMENT IS:<br>(see Note 80)  | ENCLOSED | <input checked="" type="checkbox"/> | TO FOLLOW | <input type="checkbox"/> |
| HAS THE SUMMARY SHEET BEEN COMPLETED<br>(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)

See attached audit report

## AUDITOR'S REPORT (continued)

Refer attached

|                                      |  |  |
|--------------------------------------|--|--|
| Signature(s) of auditor or auditors: | Refer attached<br>audit report                     |  |
| Name(s):                             | RSM UK Audit LLP                                   |  |
| Profession(s) or Calling(s):         | Registered Auditor                                 |  |
| Address(es):                         | 1 St James' Gate<br>Newcastle upon Tyne<br>NE1 4AD |  |
| Date:                                | 23 May 2016  |  |
| Contact name and telephone number:   | Jennifer Todd<br>0191 255 7069                     |  |

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

## **ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

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

---

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

We have audited the financial statements of the Association for Educational Psychologists for the year ended 31 December 2015 which comprise the Balance Sheet, four Income and Expenditure Accounts, Statement of Total Results and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Association's members, as a body, in accordance with s36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

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

As explained more fully in the Statement of the National Executive Committee's Responsibilities on page 2 the National Executive Committee is responsible for the preparation of financial statements that give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

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

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

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 December 2015 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

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

---

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where The Trade Union and Labour Relations (Consolidation) Act 1992 require us to report to you if, in our opinion:

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

RSM UK Audit LLP

RSM UK AUDIT LLP (formerly Baker Tilly UK Audit LLP)

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

Date: 23 May 2016