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- PRINT ON ONE SIDE ONLY

# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	NATIONAL SOCIETY FOR EDUCATION IN ART AND DESIGN	
Year ended:	30 SEPTEMBER 2015	
List no:	680T	
Head or Main Office:	3 MASONS WHARF POTLEY LANE CORSHAM WILTSHIRE SN13 9FY	
Website address (if available)	www.nsead.org	
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	LESLEY BUTTERWORTH	
Telephone Number:	01225 810134	
Contact name for queries regarding	ANNE INGALL	
Telephone Number:	01225 810134	
E-mail:	info@nsead.org	

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

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

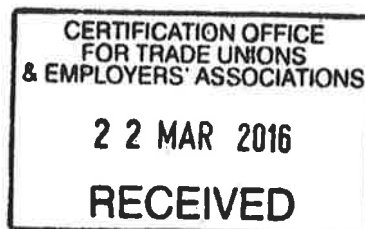
The address to which returns and other documents should be sent are:

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

Certification Office for Trade Unions and Employers' Associations  
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)

## **NSEAD COUNCIL**

### **Finance & General Purposes Committee as at 30 September 2015**

**Ged Gast** (President)

**Susan Coles** (Past-President)

**Peter Gregory** (Vice-President)

**Marlene Wylie** (Vice- President)

**John Childs** (Honorary Treasurer)

**Lesley Butterworth** (General Secretary)

# 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	The society makes no distinction between male and female members				
FEMALE					
<b>TOTAL</b>	1,977	17	6	33	A <b>2,033</b>

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

	8
Number of members at end of year contributing to the General Fund	1,699

## 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	S Coles	G Gast	01/01/2015
President-Elect	G Gast	-	01/01/2015
Vice-President	M Wylie	M Wylie	01/01/2015
Vice-President	-	P Gregory	01/01/2015
Past-President	-	S Coles	01/01/2015
Hon Treasurer	J Childs	J Childs	01/01/2015

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: Contributions and Subscriptions</b>		208,852
<b>From Members: Other income from members (specify)</b>		
 <b>Total other income from members</b>		
<b>Total of all income from members</b>		208,852
<b>Investment income (as at page 12)</b>		
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)	52,925	
Income from any other sources (as at page 4)	9,659	
 <b>Total of other income (as at page 4)</b>		62,584
		<b>TOTAL INCOME</b>
		271,436
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		31,345
<b>Administrative expenses (as at page 10)</b>		169,386
<b>Federation and other bodies (specify)</b>		
Publications	5,886	
CPD	20,576	
AD magazine expenses	22,624	
iJADE	8,915	
CfSA	1,342	
 <b>Total expenditure Federation and other bodies</b>		59,343
<b>Taxation</b>		0
		<b>TOTAL EXPENDITURE</b>
		260,074
		Surplus (deficit) for year
		11,362
		Amount of general fund at beginning of year
		67,243
		Amount of general fund at end of year
		78,605

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		
Publications	2,080	
CPD	21,520	
AD magazine	3,271	
iJADE	21,937	
CfSA	4,117	
<b>TOTAL FEDERATION AND OTHER BODIES</b>		52,925
<b>Other income</b>		
Miscellaneous income	1,891	
Dividends	8	
Website income	535	
Rent received	7,225	
<b>TOTAL OTHER INCOME</b>		9,659
<b>TOTAL OF ALL OTHER INCOME</b>		62,584

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	31,345
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications Membership activity & communication costs (see note 8 to the accounts)	31,345	Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>	31,345	<b>Total (should agree with figure in General Fund)</b>	31,345

(See notes 24 and 25)

<b>FUND 2</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>		

<b>FUND 3</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)

<b>FUND 4</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>	

<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 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>	
		<b>£</b>	<b>£</b>
<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	

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>	
		<b>£</b>	<b>£</b>
<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	122,588
Salaries and Wages included in above	£113,375
Auditors' fees	10,038
Occupancy costs	
Stationery, printing, postage, telephone, etc.	2,872
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify)	
Bank charges	3,452
Irrecoverable VAT	3,520
Write offs	1,315
Sundry expenses	761
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	5,914
Mortgages	
Other loans	
Depreciation	7,727
Taxation	
Outgoings on land and buildings (specify)	
Rates, gas and electricity	2,491
Insurance	1,341
Repairs and maintenance	4,216
Other outgoings (specify)	
Equipment hire	1,154
Office and software maintenance	1,530
Waste disposal	467
<b>Total</b>	<b>169,386</b>
Charged to:	169,386
General Fund (Page 3)	169,386





# BALANCE SHEET as at 30 SEPTEMBER 2015

(see notes 47 to 50)

Previous Year		£	£
274,003	<b>Fixed Assets</b> (at page 14)		266,276
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £ )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		
7,117	Sundry debtors	7,146	
20,167	Cash at bank and in hand	32,163	
	Income tax to be recovered		
16,429	Stocks of goods	11,073	
	Others (specify)		
43,713	<b>Total of other assets</b>		50,382
317,716	<b>TOTAL ASSETS</b>		316,658
67,243	Fund (Account 1)		78,605
	Fund (Account )		
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
201,188	Loans: Other		190,969
	Bank overdraft		
	Tax payable		
22,427	Sundry creditors		17,507
9,403	Accrued expenses		10,382
	Provisions		
17,455	Other liabilities: Subscriptions in advance		19,195
250,473	<b>TOTAL LIABILITIES</b>		238,053
317,716	<b>TOTAL ASSETS</b>		316,658

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year		290,486	43,421			333,907
Additions						
Disposals						
Revaluation/Transfers						
At end of year		290,486	43,421			333,907
<b>Accumulated Depreciation</b>						
At start of year		25,845	34,059			59,904
Charges for year		5,810	1,917			7,727
Disposals						
Revaluation/Transfers						
At end of year		31,655	35,976			67,631
<b>Net book value at end of year</b>		258,831	7,445			266,276
<b>Net book value at end of previous year</b>		264,641	9,362			274,003

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

<b>QUOTED</b>	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
<b>TOTAL QUOTED (as Balance Sheet)</b>		
Market Value of Quoted Investment		
<b>UNQUOTED</b>		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
<b>TOTAL UNQUOTED (as Balance Sheet)</b>		
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 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 £
<b>INCOME</b>			
From Members	208,852		208,852
From Investments			
Other Income (including increases by revaluation of assets)	62,584		62,584
<b>Total Income</b>	<b>271,436</b>		<b>271,436</b>
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	<b>260,074</b>		<b>260,074</b>
<b>Funds at beginning of year</b> (including reserves)	67,243		67,243
<b>Funds at end of year</b> (including reserves)	78,605		78,605
<b>ASSETS</b>			
Fixed Assets			266,276
Investment Assets			
Other Assets			50,382
		<b>Total Assets</b>	<b>316,658</b>
<b>LIABILITIES</b>		<b>Total Liabilities</b>	<b>238,053</b>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>78,605</b>

# NOTES TO THE ACCOUNTS

(see notes 72 and 73)

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

See attached notes to the financial statements.

# ACCOUNTING POLICIES


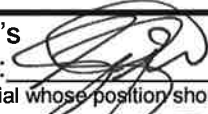
(see notes 74 and 75)

See attached notes to the financial statements.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>LESLEY BUTTERWORTH</u> Date: <u>11 March 2016</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>LESLEY BUTTERWORTH</u> Date: <u>11 March 2016</u>
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## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSE D	<input type="checkbox"/>	TO FOLLOW	<input checked="" type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

# AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?  
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES

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

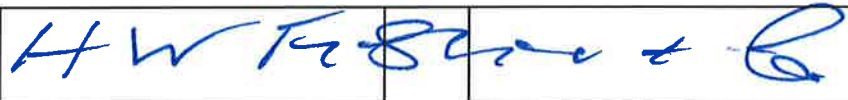
3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting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

YES

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 Auditor's Report.

# AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	HW Fisher & Company	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	Acre House 11-15 William Road London NW1 3ER United Kingdom	
Date:	16 November	2016
Contact name and telephone number:	Sailesh Mehta 020 7388 7000	

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

## **INDEPENDENT AUDITORS' REPORT**

### **TO THE MEMBERS OF THE NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN**

We have audited the financial statements of the National Society for Education in Art & Design for the year ended 30 September 2015, set out on pages 3 to 11. 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 Society's members, as a body. 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 the Society's Council and auditors**

As explained more fully in the Statement of Responsibilities of the Council on page 1, the Council of the Society is responsible for the preparation of financial statements which 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 Ethical Standards for Auditors.

#### **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 Society's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Society's Council; and the overall presentation of the financial statements.

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

In our opinion the financial statements give a true and fair view of the state of the Society's affairs as at 30 September 2015 and of its income and expenditure for the year then ended.

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

We are required by the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) to report to you by exception in respect of the following matters if, in our opinion:

- A satisfactory system of control over transactions has not been maintained.
- The Society has not kept proper accounting records.
- The financial statements are not in agreement with the books of account.
- We have not received all the information and explanations we need for our audit.

We have nothing to report to you in respect of the above matters.

#### **H W FISHER & COMPANY**

*Chartered Accountants*

*Statutory Auditor*

*Acre House*

*11-15 William Road*

*London, NW1 3ER*

**Dated: 10 March 2016**

**NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN**

**ACCOUNTING POLICIES**

**YEAR ENDED 30 SEPTEMBER 2015**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and follow all applicable Accounting Standards.

**Subscriptions**

Subscriptions are accounted for on an accruals basis.

**Donations and Income**

Donations and grants are accounted for on a receivable basis.

**Stocks**

Stocks are valued at the lower of cost and net realisable value. Cost includes all direct costs incurred in bringing the stocks to their present location and condition.

**Depreciation**

Depreciation is provided on all tangible fixed assets at rates estimated to write off the cost of each asset on a straight line basis over its expected useful life as follows:

Land and buildings	-	2% Straight line
Computer equipment	-	33% Straight line
Office furniture and equipment	-	10% Straight line

**Operating Leases**

Rental payments in respect of operating leases are charged to the income and expenditure account.



NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2015

1 PUBLICATIONS

	2015		2014
	£		£
<b>Income</b>			
Sale of publications	1,951		5,648
Royalties received	129		265
	<u>2,080</u>		<u>5,913</u>
<b>Less: expenses</b>			
Printing and purchases:			
Opening stock	16,429		17,712
Purchases	(211)		1,685
Closing stock	<u>(11,073)</u>		<u>(16,429)</u>
	5,145		2,968
Printing, postage and carriage	371		707
Van expenses	370		2,406
	<u>5,886</u>		<u>6,081</u>
<b>Deficit for the year</b>	<u>(3,806)</u>		<u>(168)</u>

2 CPD

	2015		2014
	£		£
<b>Income</b>			
Conferences	21,520		19,948
Artswork - Kent	-		8,500
	<u>21,520</u>		<u>28,448</u>
<b>Less: expenses</b>			
Conference expenses	14,955		14,188
Miscellaneous	5,621		2,271
Artswork - Kent	-		8,885
Ernest Cook funded expenses	-		3,800
	<u>20,576</u>		<u>29,144</u>
<b>Surplus/(deficit) for the year</b>	<u>944</u>		<u>(696)</u>

**NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 30 SEPTEMBER 2015**

**3 SKILLS IN THE MAKING**

	2015 £	2014 £
<b>Income</b>		
Event booking fees	-	1,140
	<u>-</u>	<u>1,140</u>
<b>Less: expenses</b>		
Co-ordinator fee	-	332
Co-ordinator expenses	-	247
Other expenses	-	348
	<u>-</u>	<u>927</u>
<b>Surplus for the year</b>	<u>-</u>	<u>213</u>

The Skills in the Making project was concluded in 2014.

**4 AD MAGAZINE**

	2015 £	2014 £
<b>Income</b>		
Book Sales	2,220	3,718
Advertising income	1,051	1,025
	<u>3,271</u>	<u>4,743</u>
<b>Less: expenses</b>		
Postage and printing	22,624	21,808
	<u>22,624</u>	<u>21,808</u>
<b>Deficit for the year</b>	<u>(19,353)</u>	<u>(17,065)</u>

NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2015

<b>5 ijADE</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Share of royalties	21,937	21,467
	<u>21,937</u>	<u>21,467</u>
<b>Less: expenses</b>		
Publication costs	8,596	8,424
Other expenses	319	112
	<u>8,915</u>	<u>8,536</u>
<b>Surplus for the year</b>	<u>13,022</u>	<u>12,931</u>
<b>6 CfSA</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Rent received	2,500	2,500
Miscellaneous income	1,617	241
	<u>4,117</u>	<u>2,741</u>
<b>Less: expenses</b>		
Fees and expenses	1,342	79
	<u>1,342</u>	<u>79</u>
<b>Surplus for the year</b>	<u>2,775</u>	<u>2,662</u>
<b>7 OTHER INCOME</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Miscellaneous income	1,891	965
Dividends	8	11
Website income	535	2,670
Rent received	7,225	7,225
Grants received	-	3,092
Donations	-	60
	<u>9,659</u>	<u>14,023</u>

Grants received includes amounts received from Ernest Cook Trust in 2014

**NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 30 SEPTEMBER 2015**

**8 MEMBERSHIP ACTIVITY AND COMMUNICATION COSTS**

	2015	2014
	£	£
Printing, postage and stationery	2,214	1,174
Telephone, Fax & Email	2,237	3,160
F & GP and Council expenses	8,873	5,860
General Secretary's expenses	5,838	6,803
Assistant General Secretary's expenses	973	303
Sundry	152	166
Website costs	2,083	2,238
PD Board expenses	77	107
Curriculum Board expenses	1,332	1,114
Publications Board expenses	169	109
Books, subscriptions & donations	94	89
TU adviser	1,385	1,345
Legal and professional	4,837	2,790
Ballots	-	1,517
APPG	477	70
T.E.A	-	11
Staff expenses	80	530
Kent Art Teachers	(831)	831
PGCE Visit Expense	1,355	-
	<u>31,345</u>	<u>28,217</u>

**9 PREMISES AND EQUIPMENT COSTS**

	2015	2014
	£	£
Rates, gas and electricity	2,491	3,563
Insurance	1,341	1,168
Equipment hire	1,154	2,750
Repairs and maintenance	4,216	4,360
Bank loan interest	5,914	6,212
Depreciation	7,727	7,727
Office and software maintenance	1,530	-
Waste Disposal	467	-
	<u>24,840</u>	<u>25,780</u>

**10 ADMINISTRATION EXPENSES**

	2015	2014
	£	£
Printing, postage and stationery	2,872	5,908
Audit and accountancy	10,038	8,325
Bank charges	3,452	3,407
Irrecoverable VAT	3,520	4,501
Write offs	1,315	-
Sundry expenses	761	87
	<u>21,958</u>	<u>22,228</u>

NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2015

11 TANGIBLE FIXED ASSETS

	Land and buildings (long leasehold) £	Computer Equipment £	Office furniture and equipment £	Total £
Cost				
As at 1 October 2014	290,486	12,371	31,050	333,907
Additions	-	-	-	-
<b>As at 30 September 2015</b>	<b>290,486</b>	<b>12,371</b>	<b>31,050</b>	<b>333,907</b>
Depreciation				
As at 1 October 2014	25,845	10,994	23,065	59,904
Charge for year	5,810	393	1,524	7,727
<b>As at 30 September 2015</b>	<b>31,655</b>	<b>11,387</b>	<b>24,589</b>	<b>67,631</b>
<b>Net book value</b>				
<b>As at 30 September 2015</b>	<b>258,831</b>	<b>984</b>	<b>6,461</b>	<b>266,276</b>
As at 30 September 2014	264,641	1,377	7,985	274,003

12 BANK LOAN

	2015 £	2014 £
Due within one year	10,549	10,238
Due in greater than one year	180,420	190,950
	<b>190,969</b>	<b>201,188</b>
<b>Loan maturity analysis</b>		
Less than one year	10,549	10,238
Within one to two years	10,721	10,405
Within two to five years	34,132	33,126
Greater than five years	135,567	147,419
	<b>190,969</b>	<b>201,188</b>

Secured by way of a fixed charge over the Society's Land and Buildings. Repayable in monthly instalments over a period of 20 years. Interest is payable at 2.5% above the Unity Trust Bank base rate.

**NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 30 SEPTEMBER 2015**

**13 FINANCIAL COMMITMENTS**

At 30 September 2015 the Society had annual commitments under non-cancellable leases as follows:

	2015 £	2014 £
<b>Office equipment</b>		
Expiry date:		
Between two and five years	<u>1,060</u>	<u>1,060</u>
	<u>1,060</u>	<u>1,060</u>

**14 SALARY COSTS**

	2015 £	2014 £
Officers	86,956	84,549
Staff	35,632	35,366
	<u>122,588</u>	<u>119,915</u>

**15 RELATED PARTY TRANSACTIONS**

The President and the members of the Council do not receive any salary from the Society or any benefits. The President and the members of the Council are reimbursed for any expenditure incurred by them in the performance of their duties on behalf of the Society, as is the General Secretary. Separately, due to the specialist skills and experience held by the Society's Council members, the Society will, when the need arises, engage these individuals to perform work on its behalf. During the year the Society engaged the Past President to provide specialist services, the cost of which are presented within "Conference expenses" in Note 2 to the accounts.