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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Society of Chiropractors & Podiatrists	
Year ended:	31 December 2014	
List no:	574T	
Head or Main Office:	1 Fellmongers Path Tower Bridge Road London SE1 3LY	
Website address (if available)	www.feetforlife.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:	Ms Joanna Brown	
Telephone Number:	020 7234 8620	
Contact name for queries regarding	Mr Andrew Forrester	
Telephone Number:	020 7234 8623	
E-mail:	af@scpod.org	

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

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

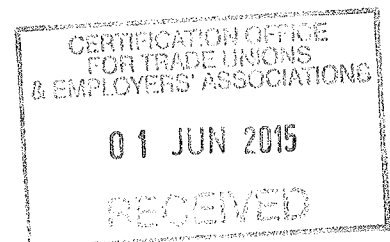
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

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

For Unions based in Scotland:

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



(Revised February 2011)

Annex to form AR21 for year ended 31 December 2014

Members of Council for the Society of Chiropodists and Podiatrists

Chairman of Council

David Dunning

Immediate Past Chairman

Alison Wishart

Vice-Presidents

Debora Delves

Michael Potter

Matthew Fitzpatrick

Neil Simmonite

Council

Robin Back

Stuart Baird

Alan Borthwick

Allister Campbell

Deborah Delves

George Dunn

David Dunning

Matthew Fitzpatrick

Gary Gibson

Peter Graham

Richard Handford

Graham Howell

Lorraine Jones

Thomas Kelly

Diane Nicholl

Michael O'Neill

Michael Potter

Paul Savage

Neil Simmonite

Anne Stephens

Emma Supple

Michael Townsend

Alison Wishart

RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	2,233	109	40	78	2,460
FEMALE	6,255	338	102	138	6,833
TOTAL	8,488	447	142	216	A 9,293

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

	43
Number of members at end of year contributing to the General Fund	9,293

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
Chairman of Council	Alison Wishart	David Dunning	28 June 2014
Immediate Past Chairman of Council	Vacant	Alison Wishart	28 June 2014
Vice Chairman	David Dunning	Vacant	28 June 2014
Member of Council	Pippa Bryans	Tom Kelly	28 June 2014
Member of Council	Janet McInnes	Richard Hanford	28 June 2014
Member of Council	Kevin Cole	Vacant	28 June 2014

State whether the union is:

a. A branch of another trade union?

Yes
No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes
No

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		3,820,756
From Members: Other income from members (specify)		
Member services	12,038	
		12,038
Total other income from members		12,038
Total of all income from members		3,832,794
Investment income (as at page 12)		108,545
Other Income		
Income from Federations and other bodies (as at page 4)	189,612	
Income from any other sources (as at page 4)	401,497	
		591,109
Total of other income (as at page 4)		591,109
	TOTAL INCOME	4,532,448
EXPENDITURE		
Benefits to members (as at page 5)		3,313,274
Administrative expenses (as at page 10)		636,237
Federation and other bodies (specify)		
Grant to College of Podiatry	544,011	
		544,011
Total expenditure Federation and other bodies		544,011
Taxation		
	TOTAL EXPENDITURE	4,493,524
		38,924
Surplus (deficit) for year		38,924
		4,035,721
Amount of general fund at beginning of year		4,035,721
		4,074,645
Amount of general fund at end of year		4,074,645

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
College of Podiatry	189,612	
TOTAL FEDERATION AND OTHER BODIES		189,612
Other income		
Society journal	134,454	
Sale of publications	2,064	
Union learning fund project	245,021	
Other	19,958	
TOTAL OTHER INCOME		401,497
TOTAL OF ALL OTHER INCOME		591,109

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Union activity	220,808	brought forward Education and Training services Society journal Publications Branches & regions	426,091 194,392 92 94,431
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Lobbying	50,020		
PR	132,373		
International affairs	22,890	Salary Costs	
		Wages & salaries	1,147,692
Advisory Services		Pension costs	89,528
		Other staff related costs	162,104
		Other Benefits and Grants (specify)	
		Members' insurance	1,173,202
Dispute Benefits		Members' legal protection insurance	25,742
Other Cash Payments			
carried forward	426,091	Total (should agree with figure in General Fund)	3,313,274

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 3		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 24 and 25)

FUND 4		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

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

(See notes 24 and 25)

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

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

(see notes 26 to 31)

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

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

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

(see notes 32 and 33)

	£
Administrative Expenses	
Remuneration and expenses of staff	
Salaries and Wages included in above	£
Auditors' fees	26,282
Legal and Professional fees	16,981
Occupancy costs	153,297
Stationery, printing, postage, telephone, etc.	135,830
Expenses of Executive Committee (Head Office)	76,126
Expenses of conferences	
Other administrative expenses (specify)	
Bank charges	8,667
Council elections	53
Other	34,659
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	105,030
Taxation	79,314
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Total	636,239
Charged to:	
General Fund (Page 3)	636,239
Fund (Account)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Total	636,239

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contributions £	Other Benefits		
				Description	Value £	
Chairman of Council	Nil	Nil	Nil	Nil	Nil	Nil
Other members of Council	Nil	Nil	Nil	Nil	Nil	Nil
General Secretary/Chief Executive	84,635	10,589	6,771	Nil	Nil	101,995

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			101,466
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			7,079
Other investment income (specify)			
		Total investment income	108,545
Credited to:			
		General Fund (Page 3)	108,545
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	108,545

BALANCE SHEET as at 31 December 2014

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		1,861,850
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted	672,490	
	Total Investments	672,490	1,861,850
	Other Assets		
	Loans to other trade unions		
	Sundry debtors	298,611	
	Cash at bank and in hand	1,517,266	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		1,815,877
	TOTAL ASSETS		4,350,217
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		(275,572)
	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		(275,572)
	TOTAL ASSETS		4,074,645

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
	£	£				
Cost or Valuation						
At start of year	2,122,364		425,280			2,547,644
Additions			29,124			29,124
Disposals						
Revaluation/Transfers						
At end of year	2,122,364		454,404			2,576,768
Accumulated Depreciation						
At start of year	346,859		263,028			609,887
Charges for year	26,011		79,020			105,031
Disposals						
Revaluation/Transfers						
At end of year	372,870		342,048			714,918
Net book value at end of year						
	1,749,494		112,356			1,861,850
Net book value at end of previous year						
	1,775,505		162,252			1,937,757

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)		
Market Value of Quoted Investment		
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Unity Trust Bank	120	
Other unquoted investments (to be specified)		
Mangrove Insurance	672,370	
TOTAL UNQUOTED (as Balance Sheet)	672,490	
Market Value of Unquoted Investments	672,490	

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES X	NO <input type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Association & Society of European Podiatrists	2301577	All companies	
Association of Chief Chiropody Officers Ltd	3588017		
College of Chiropodists & Podiatrists	2642012		
College of Podiatric Medicine	2641870		
College of Podiatry	2836276	Limited	
College of Podiatrists	2641867		
College of Podiatrists & Chiropodists	2836274		
College of Podologists	2835992		
Podiatry Association	3588020	By	
Society of Chiropodists	2642012		
Society of Podiatric Medicine	2642016		
Society of Podiatrists	2642019		
Society of Podiatrists & Chiropodists	2836270	Guarantee	
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES X	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	3,832,794		3,832,794
From Investments	108,545		108,545
Other Income (including increases by revaluation of assets)	591,109		591,109
Total Income	4,532,448		4,532,448
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	(4,493,524)		(4,493,524)
Funds at beginning of year (including reserves)	4,035,721		4,035,721
Funds at end of year (including reserves)	4,074,645		4,074,645
ASSETS			
Fixed Assets			1,861,850
Investment Assets			672,490
Other Assets			1,815,877
		Total Assets	4,350,217
LIABILITIES		Total Liabilities	(275,572)
NET ASSETS (Total Assets less Total Liabilities)			4,074,645

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

The Society of Chiropractors and Podiatrists
Notes to the Accounts (continued)
Year ended 31 December 2014

	2014 £	2013 £
6 Trade union activities		
Trade union direct expenditure	169,214	243,866
Other employment relations direct expenditure	42,161	42,571
Private Practice Committee direct expenditure	9,433	7,303
	<u>220,808</u>	<u>293,740</u>
7 Other expenses		
Expenses for Council and Chairman	34,690	46,044
Compensation to employer of Council Chairman	27,784	32,916
AGM expenses	13,652	19,671
Professional conduct	945	148
CEO office expenditure	18,982	14,575
Insignia	2,309	602
Subscriptions, donations, and Conference fees	1,102	1,046
VAT disallowed	79,314	49,050
Election of Council	53	8,818
International affairs	22,890	37,739
Provision for bad debts	1,742	14,862
Student Association	-	10,293
Meeting room expenses	8,786	3,529
Other	793	-
	<u>213,042</u>	<u>239,292</u>

8 Company limited by guarantee

The Society of Chiropractors and Podiatrists is a company limited by guarantee, the guarantors being every member of the Society, whose liability is limited to one pound.

	Freehold property £	Computers and furniture £	Total £
9 Tangible assets			
Cost			
1 January 2014	2,122,364	425,280	2,547,644
Additions	-	29,124	29,124
Disposals	-	-	-
31 December 2014	<u>2,122,364</u>	<u>454,404</u>	<u>2,576,768</u>
Depreciation			
1 January 2014	346,859	263,028	609,887
Charge for the year	26,011	79,020	105,031
Disposals	-	-	-
31 December 2014	<u>372,870</u>	<u>342,048</u>	<u>714,918</u>
Net book value			
31 December 2014	<u>1,749,494</u>	<u>112,356</u>	<u>1,861,850</u>
31 December 2013	<u>1,775,505</u>	<u>162,252</u>	<u>1,937,757</u>

A short-term opportunity has arisen that has valued the Society's offices for sale as residential property at £3,800,000. Council agreed to take advantage of this opportunity and to sell Fellmongers Path and move to new offices. Sale was agreed in January 2015 and Council will seek to maximise this windfall, ensuring the Society has a presence and head office that is in keeping with its status and is fit for purpose.

The Society of Chiropractors and Podiatrists
Notes to the Accounts (continued)
Year ended 31 December 2014

10 Investments

The Society holds 40 Ordinary Shares in Unity Trust Bank plc at a cost of £120 (2013: £120) and £672,370 in the Society's captive insurance scheme (2013: £nil).

11 Debtors

Trade debtors
VAT due
Loan to The College of Podiatry
The College of Podiatry
Sundry debtors and prepayments

	2014 £	2013 £
Trade debtors	72,671	102,401
VAT due	8,636	11,214
Loan to The College of Podiatry	-	100,000
The College of Podiatry	-	42,390
Sundry debtors and prepayments	217,304	80,621
	<u>298,611</u>	<u>336,626</u>

12 Creditors: amounts falling due within one year

Trade creditors
Taxation and Social Security
The College of Podiatry
Accruals and deferred income

Trade creditors	93,837	66,899
Taxation and Social Security	39,701	43,266
The College of Podiatry	14,729	-
Accruals and deferred income	127,305	143,339
	<u>275,572</u>	<u>253,504</u>

13 Funds

1 January 2014
Transfers
Surplus of income for the year
Transfer to/(from) under Article 75
31 December 2014

	Accumulated fund £	Fixed asset fund £	Reserve fund £	Branch fund £	Total £
1 January 2014	893,398	1,937,757	789,000	415,566	4,035,721
Transfers					
Surplus of income for the year	38,924	-	-	-	38,924
Transfer to/(from) under Article 75	(12,442)	(75,907)	81,900	6,449	-
31 December 2014	<u>919,880</u>	<u>1,861,850</u>	<u>870,900</u>	<u>422,015</u>	<u>4,074,645</u>

Under Article 75 of the Society's memorandum and Articles of Association, Council is requested each year to set aside the equivalent of two and a half per cent of membership subscriptions received in the year into a reserve fund, a transfer of £81,900 for 2014. The branch financing fund represents the balances held by the branches at 31 December 2014. The purpose of the transfer from the fixed asset fund to the accumulated fund of £75,907 is to maintain the alignment of the reported value of the former with the net book value of the underlying assets as shown in note 9.

14 Officials' salaries and other benefits

(i) Each member of the executive
(ii) The President
(iii) General Secretary
Gross salary
Employer's National Insurance contributions
Benefits – superannuation

	2014 £	2013 £
(i) Each member of the executive	Nil	Nil
(ii) The President	Nil	Nil
(iii) General Secretary		
Gross salary	84,635	83,635
Employer's National Insurance contributions	10,589	10,489
Benefits – superannuation	6,771	6,691
	<u>101,995</u>	<u>100,815</u>

15 Staffing

The average number of full-time equivalents

The average number of employees employed within the following categories:

Services to members
Support staff

	2014	2013
The average number of full-time equivalents	27	27
The average number of employees employed within the following categories:		
Services to members	18	18
Support staff	9	9

The Society of Chiropractors and Podiatrists
Notes to the Accounts (continued)
Year ended 31 December 2014

16 Operating lease

The Society is committed to making annual payments of £5,221 (2013: £5,221) to the Chartered Society of Physiotherapists in respect of an operating lease for the sub-tenancy of room C, 49 North Castle Street, Edinburgh expiring in December 2017.

17 Pension commitments

The Society contributes to employee pension schemes. The assets of the scheme are held separately from those of the Society, being invested with insurance companies. Contributions to the schemes are charged to the income and expenditure account as shown in note 3.

18 Related party transactions

The Society has two subsidiaries:

The College of Podiatry, a charity registered in England and Wales, number 1145855, and Scotland, number SC043965. The charity had a surplus of £111,310 which has been designated in reserves.

The Benevolent Fund of The Society of Chiropractors, a charity registered in England and Wales, number 205684. The net movement on the fund was an increase of £34,668 giving a total reserve of £1,049,208.

The Benevolent Fund of The Society of Chiropractors

The Trustees of The Benevolent Fund of The Society of Chiropractors are appointed by Council, and include two directors of the Society. The management, administration, and support costs of the Benevolent Fund are borne by the Society. At the end of the year under review, an amount of £767 was owed to the Benevolent Fund by the Society in respect of donation income and commission from the Society credit card. The amount is reported within the accruals and deferred income figure disclosed in note 12 above.

The College of Podiatry

The Society of Chiropractors and Podiatrists is the sole member under the Companies Act 2006 of The College of Podiatry. The Society agreed to convert the interest-free loan of £100,000 for the College into a grant designated for the purpose of establishing a sufficient capital reserve for the charity. Further financial support for the work of the charity was provided by the Society in the year in the form of a grant of £444,011 (2013: £457,473):

	2014 £	2013 £
Contribution paid by the Society to the College	444,011	457,473
Conversion of loan to grant by the Society to the College	100,000	-
Rent charged by the Society to the College	50,000	36,538
Overhead and staff support charged by the Society to the College	189,612	207,789

19 Educational activities

From 1 January 2013, activities relating to education have been transferred to The College of Podiatry (see note 18).

The Society of Chiropractors and Podiatrists

Notes to the Accounts

Year ended 31 December 2014

The accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards. The financial statements have been prepared on a going concern basis as discussed in the Report of Council on page 26.

1 Accounting policies

a) Membership subscription

Membership subscriptions are stated at the amount received for the year.

b) Depreciation

Depreciation is provided on all tangible fixed assets above £1,000 in value to write off the cost, less estimated residual value of each asset over its expected useful life. The estimated useful lives are as follows:

Land – Nil

Freehold property – 50 years

Computers and furniture – 4 years

Website – 5 years

c) Investments

Investments are valued at cost.

d) Branches

Branch results are included in these accounts by recognising within income the amount raised locally by branches netted against the balance of expenditure incurred locally in running branch programmes not otherwise covered by centrally allocated funding.

In 2014, branches generated income of £144,379 and spent £161,492 by drawing on reserves. Branches also received centrally allocated funds of £95,680 in the year, of this £64,905 was spent locally running the branches.

2 Annual Conference

The Annual Conference is now managed by The College of Podiatry. There was, however, income of £21,334 in relation to the 2012 conference which was in addition to the original estimated net surplus and was accounted for in the Society's financial results for 2013.

3 Staff and associated costs

Wages and salaries

Social Security costs

Pension costs

Total staff costs

Staff advertising and fees

Secondment and temporary staff

Staff training and staff welfare

4 Establishment costs

Rent and rates

Lighting, heating, cleaning, repairs, and insurance

Depreciation – computers and furniture

5 Administration expenses

Printing, postage, stationery, and photocopying

Telephone

Audit fee

Professional charges

Bank charges

	2014 £	2013 £
	1,147,692	1,080,925
	122,012	121,149
	89,528	86,879
	<u>1,359,232</u>	<u>1,288,953</u>
	14,131	14,745
	10,957	20,306
	15,004	18,294
	<u>1,399,324</u>	<u>1,342,298</u>
	39,134	45,704
	114,163	115,102
	79,020	81,199
	<u>232,317</u>	<u>242,005</u>
	120,154	104,169
	15,676	14,703
	26,282	26,362
	16,981	67,325
	8,667	2,821
	<u>187,760</u>	<u>215,380</u>

ACCOUNTING POLICIES

(see notes 74 and 75)

See attached note 1.

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u>Joanna Brown</u>	Chairman's Signature: <u>David Dunning</u> (or other official whose position should be stated)
Name: Joanna Brown	Name: David Dunning
Date: <u>28/5/2015</u>	Date: <u>28/5/2015</u>

CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

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

The Society of Chiropodists and Podiatrists

Notes to the Accounts

Year ended 31 December 2014

The accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards. The financial statements have been prepared on a going concern basis as discussed in the Report of Council on page 26.

1 Accounting policies

a) Membership subscription

Membership subscriptions are stated at the amount received for the year.

b) Depreciation

Depreciation is provided on all tangible fixed assets above £1,000 in value to write off the cost, less estimated residual value of each asset over its expected useful life. The estimated useful lives are as follows:

Land – Nil

Freehold property – 50 years

Computers and furniture – 4 years

Website – 5 years

c) Investments

Investments are valued at cost.

d) Branches

Branch results are included in these accounts by recognising within income the amount raised locally by branches netted against the balance of expenditure incurred locally in running branch programmes not otherwise covered by centrally allocated funding.

In 2014, branches generated income of £144,379 and spent £161,492 by drawing on reserves. Branches also received centrally allocated funds of £95,680 in the year, of this £64,905 was spent locally running the branches.

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	2014 £	2013 £
3 Staff and associated costs		
Wages and salaries	1,147,692	1,080,925
Social Security costs	122,012	121,149
Pension costs	89,528	86,879
Total staff costs	1,359,232	1,288,953
Staff advertising and fees	14,131	14,745
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Printing, postage, stationery, and photocopying	120,154	104,169
Telephone	15,676	14,703
Audit fee	26,282	26,362
Professional charges	16,981	67,325
Bank charges	8,667	2,821
	187,760	215,380

AUDITOR'S REPORT

(see notes 81 to 86)

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

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

YES/~~NO~~

If "No" please explain below.

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

YES/~~NO~~

If "No" please explain below.

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

YES/~~NO~~

If "No" please explain below.

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

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	<i>Baker Tilly UK Audit LLP</i>	
Name(s):	BAKER TILLY UK AUDIT LLP	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS	
Address(es):	25 FARRINGDON STREET LONDON E4A 4AB	
Date:	29.5.15	
Contact name and telephone number:	NICK SLADDEN 020 3201 8000	

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 AUDITOR'S REPORT TO THE MEMBERS OF THE SOCIETY OF CHIROPODISTS & PODIATRISTS

We have audited the financial statements on pages 29 to 34. 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 company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditor

As more fully explained in the Directors' Responsibilities Statement set out on page 27, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2014 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report or in preparing the directors' report

Nicholas Sladden FCA DChA (Senior Statutory Auditor)

For and on behalf of
BAKER TILLY UK AUDIT LLP
Statutory Auditor
Chartered Accountants
25 Farringdon Street
London
EC4A 4AB