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FORM AR21

To be used for reporting years starting on or after 6 April 2015

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 2016
List no:	706T
Head or Main Office:	4 The Riverside Centre Frankland Lane Durham DH1 5TA
Website address (if available)	www.aep.org.uk
Has the address changed during the year to which the return relates?	<div>Yes <input type="checkbox"/></div> <div>No <input checked="" type="checkbox"/></div> <div>(Click the appropriate box)</div>
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

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 2017)

<i>Title of Office</i>	<i>Name</i>	<i>Left</i>	<i>Replaced by</i>	
President	Carole Adair	Remaining		
Vice-President	Lisa O'Connor	Remaining		
Association Secretary	John Drewicz	Remaining		
Honorary Treasurer	David Webster	Remaining		
Chair of PPSC	Dewi Hughes	Remaining		
Chair of EPSC	David Beaumont	Remaining		

Members at 31/12/16

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	649	11	0	2	662
FEMALE	2606	106	5	15	2732
TOTAL	3255	117	5	17	A 3394

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

3394

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

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:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		764227
From Members: Other income from members (specify)		
Publicity sales	3555	
Royalty income	12955	
Total other income from members		
Total of all income from members		764227
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	16550	
Total of other income (as at page 4)		16550
	TOTAL INCOME	780777
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		
Federation and other bodies (specify)		665390
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	665390
Surplus (deficit) for year		115387
Amount of general fund at beginning of year		0
Transfer to legal fund		(148388)
Transfer from Development fund		33001
Amount of general fund at end of year		0

(see notes 19 and 20)

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ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

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

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	Development Fund	£	£
Income	From members		180635
	Investment income (as at page 12)		2448
	Other income (specify)		
	Training Application Process Revenue	40478	
	Total other income as specified		40478
	Total Income		223561
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	188213	
	Total Expenditure		188213
	Surplus (Deficit) for the year		35348
	Amount of fund at beginning of year		1144966
	Transfer to general fund		(33001)
	Transfer to Conference fund		(6424)
	Amount of fund at the end of year (as Balance Sheet)		1140889
	Number of members contributing at end of year		3394

FUND 3		Fund Account	
Name:	Legal Expense Fund	£	£
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)	148388	
	Total Expenditure		148338
	Surplus (Deficit) for the year		(148388)
	Amount of fund at beginning of year		200000
	Transfer from general fund		148388
	Amount of fund at the end of year (as Balance Sheet)		200000
	Number of members contributing at end of year		

(See notes 24 and 25)

FUND 4		Fund Account	
Name:	Conference Fund	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Fees Receivable	500	
	Rental Income	6525	
	Total other income as specified		7025
	Total Income		7025
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	13449	
	Total Expenditure		13449
	Surplus (Deficit) for the year		(6424)
	Amount of fund at beginning of year		0
	Transfer from development fund		6424
	Amount of fund at the end of year (as Balance Sheet)		0
	Number of members contributing at end of year		3394

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		

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		508304
Salaries and Wages included in above	£440725	
Auditors' fees		4500
Legal and Professional fees		95126
Occupancy costs		43961
Stationery, printing, postage, telephone, etc.		15221
Expenses of Executive Committee (Head Office)		55340
Expenses of conferences		13449
Other administrative expenses (specify)		
Equipment Maintenance, Website expenses, financial admin, donations & subscriptions		73468
Prof indemnity insurance, business meetings, sundry expenses, & LA representative expenses		45873
Training & recruitment, VAT adjustments, consultancy fees & research projects		86305
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans (Bank charges)		2067
Depreciation		11058
Taxation		21247
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Journal Costs		39521
	Total	1015440
Charged to:	General Fund (Page 3)	665390
	Development Fund	188213
	Legal Fund	148388
	Conference Fund	13449
	Fund (Account)	
	Total	1015440

(see notes 34 to 44 below)

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(see notes 45 and 46)

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BALANCE SHEET as at 31 December 2016

(see notes 47 to 50)

Previous Year		£	£
777581	Fixed Assets (at page 14)		776025
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
60820	Sundry debtors	67306	
641214	Cash at bank and in hand	642566	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		709872
	TOTAL ASSETS		1485897
1144966	General Fund		1140889
200000	Development Fund		200000
	Legal Fund		
	Conference Fund		
	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		
29317	Tax payable		24799
55561	Sundry creditors		70287
32373	Accrued expenses		31538
	Provisions		
17398	Other liabilities		18384
	TOTAL LIABILITIES		1485897
	TOTAL ASSETS		1485897

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment	Website	Not used for union business	Total
	Freehold	Leasehold	£	£	£	£
Cost or Valuation						
At start of year		727546	64098	46510		838154
Additions			9502			9502
Disposals						
Revaluation/Transfers						
At end of year		727546	73600	46510		847656
Accumulated Depreciation						
At start of year			54242	6331		60573
Charges for year			6407	4651		11058
Disposals						
Revaluation/Transfers						
At end of year			60649	10982		71631
Net book value at end of year		727546	12951	35528		776025
Net book value at end of previous year		727546	9856	40179		777581

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		
	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)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		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)		
Are the shares which are controlled by the union registered in the names of the union's trustees?			
		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 Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	764227		764227
From Investments	8973		8973
Other Income (including increases by revaluation of assets)	238163		238163
Total Income	1011363		1011363
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	1015440		1015440
Funds at beginning of year (including reserves)	1344966		1344966
Funds at end of year (including reserves)	1340889		1340889
ASSETS			
Fixed Assets			776025
Investment Assets			0
Other Assets			709872
Total Assets			1485897
LIABILITIES			
Total Liabilities			145008
NET ASSETS (Total Assets less Total Liabilities)			1340889

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 Attachment

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES

Basis of Accounting

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

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

First time adoption of FRS 102

These financial statements are the first financial statements of Association of Educational Psychologists prepared in accordance with Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102), as applied to smaller entities by the adoption of Section 1A of FRS 102. The financial statements of Association of Educational Psychologists for the year ended 31 December 2015 were prepared in accordance with previous UK GAAP.

Some of FRS 102 recognition, measurement, presentation and disclosure requirements and accounting policy choices differ from the previous UK GAAP. Consequently, the members have amended certain accounting policies to comply with FRS 102. The members have also taken advantage of certain exemptions from the requirements of FRS 102 permitted by FRS 102 Chapter 35 'Transition to this FRS'.

In addition, disclosure of the exemptions taken may be given but it is not required unless such disclosure is necessary to show a true and fair view.

Comparative figures have been restated to reflect the adjustments made, except to the extent that the members have taken advantage of exemptions to retrospective application of FRS 102 Chapter 35 'Transition to this FRS'. Adjustments are recognised directly in retained earnings at the transition date.

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 advantages of the exemption in FRS 102 of including a cash flow statement in the financial statements on the grounds that the Association is small.

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES *(continued)*

Intangible Fixed Assets

Intangible assets are initially recognised at cost and are subsequently measured at cost less accumulated amortisation.

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

Intangible assets are amortised to profit or loss on a straight line basis over their useful lives, as follows:

Website	10% per annum straight line
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Tangible Fixed Assets and Depreciation

Fixed assets are capitalised at cost.

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
----------------------------------	-----------------------------

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.

Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised when the company becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include trade and other debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the financial asset is measured at the present value of the future receipts discounted at a market rate of interest.

Impairment of financial assets

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in profit or loss. If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in profit or loss.

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES *(continued)*

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the company transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including trade and other creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when, and only when, the company's contractual obligations are discharged, cancelled, or they expire.

Taxation

The tax expense represents the sum of the current tax expense. Current tax assets are recognised when tax paid exceeds the tax payable.

Current tax is based on taxable profit for the year. Current tax assets and liabilities are measured using tax rates that have been enacted or substantively enacted by the reporting period.

Current tax is charged or credited to profit or loss, except when it relates to items charged or credited to other comprehensive income, when the tax follows the transaction or event it relates to and is also charged or credited to other comprehensive income.

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.

Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the lease asset are consumed.

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES *(continued)*

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.

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. INTANGIBLE FIXED ASSETS

	Website £
Cost or valuation	
As at 1 January 2016	46,510
Additions	-
Disposals	-
As at 31 December 2016	46,510
Depreciation	
As at 1 January 2016	6,331
Provided for year	4,651
On disposal	-
As at 31 December 2016	10,982
Net Book Value	
As at 31 December 2016	<u>35,528</u>
As at 31 December 2015	<u>40,179</u>

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

3. TANGIBLE FIXED ASSETS

	Leasehold property £	Fixtures, fittings & equipment £	Total £
Cost or valuation			
As at 1 January 2016	727,546	64,098	791,644
Additions	-	9,502	9,502
Disposals	-	-	-
As at 31 December 2016	727,546	73,600	801,146
Depreciation			
As at 1 January 2016	-	54,242	54,242
Provided for year	-	6,407	6,407
On disposal	-	-	-
As at 31 December 2016	-	60,649	60,649
Net Book Value			
As at 31 December 2016	<u>727,546</u>	<u>12,951</u>	<u>740,497</u>
As at 31 December 2015	<u>727,546</u>	<u>9,856</u>	<u>737,402</u>

4. TAXATION

	2016 £	2015 £
UK corporation tax based on the taxable results for the year	24,799	25,213
Over provision of taxation in the prior year	<u>(3,552)</u>	-
	<u>21,247</u>	<u>25,213</u>

5. ESTABLISHMENT EXPENSES

	2016 £	2015 £
Rent and rates	18,724	13,842
Insurance	2,699	1,631
Light and heat	3,525	3,388
Maintenance and cleaning	<u>9,538</u>	<u>11,842</u>
	<u>34,486</u>	<u>30,703</u>

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

6. ADMINISTRATION EXPENSES – DEVELOPMENT FUND	2016 £	2015 £
Equipment maintenance	19,205	18,319
Depreciation office equipment	6,407	5,066
Amortisation	4,651	4,268
Sundry expenses	-	178
	<u>30,263</u>	<u>27,831</u>
7. ADMINISTRATION EXPENSES - GENERAL FUND	2016 £	2015 £
Executive committee - meetings expenses	45,931	47,100
Executive representational duty	9,409	19,004
Secretarial wages and NIC	157,228	148,880
Regional Officers wages and NIC	86,807	89,134
Regional Officers expenses	20,392	22,845
General Secretary wages and NIC	58,240	58,288
General Secretary intra association duties	12,175	6,639
General Secretary external representational duties	3,755	6,912
General Secretary pension	7,040	6,992
Staff pension fund	22,857	23,724
Website expenses	4,073	1,804
Books and publications	869	617
Telephone and postage including officers	8,158	7,290
Financial administration	13,593	12,775
Bank charges	2,067	2,432
Audit and accountancy fees	4,500	4,822
Donations	698	319
Subscriptions	11,643	11,845
GFTU subscriptions	2,694	2,647
TUC subscriptions	9,200	8,972
UTU subscriptions	12,362	12,653
Professional indemnity insurance	5,288	3,883
Business meetings	806	571
Sundry income	-	(401)
Sundry expenses	5,243	3,603
LA representative expenses	34,536	25,287
Training and recruitment costs	2,080	6,945
VAT adjustment	35,139	33,677
Consultancy fees	47,074	41,584
Research projects	2,012	396
	<u>625,869</u>	<u>611,239</u>

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

8. BRANCH EXPENSES

	£		£
Cash and bank balances as at 1 January 2016	3,229	Study day and course expenses	-
Study day and course fees	-	Transfer	-
Other income	-	Cash and bank balances as at 31 December 2016	<u>3,229</u>
	<u>3,229</u>		<u>3,229</u>

9. OPERATING LEASE COMMITMENTS

The outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2016 £	2015 £
< 1 year	10,198	12,678
2-5 years	<u>17,726</u>	<u>27,924</u>
	<u>27,924</u>	<u>40,602</u>

10. TRANSITION TO FRS 102

There were no adjustments to the profit for the year ended 31 December 2015 as a result of transitioning to FRS 102.

The directors have elected to recognise website development costs as an intangible asset in line with paragraph 18.4 of FRS 102. Website development costs previously recognised as tangible fixed assets are now included under intangible fixed assets.

ACCOUNTING POLICIES

(see notes 74 and 75)

See Attachment

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

<p>Secretary's Signature: <u><i>Kate Fallon</i></u> Name: <u>KATE FALLON</u> Date: <u>12/5/17</u></p>	<p>Treasurer Chairman's Signature: <u><i>David Webster</i></u> (or other official whose position should be stated) Name: <u>DAVID WEBSTER</u> Date: _____</p>
---	---

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 (N/A)	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED (See Pages 23 and 24 and Notes 88 to 94)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

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

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

YES/NO

If "No" please explain below.

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

YES/NO

If "No" please explain below.

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

YES/NO

If "No" please explain below.

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

AUDITOR'S REPORT (section one)

See Attachment

Signature(s) of auditor or auditors:

RSM UK Andie LLP

Name(s):

RSM UK AUDIT LLP

Profession(s) or Calling(s):

STATUTORY AUDITORS

Address(es):

1 St. JAMES' GATE
NEWCASTLE UPON TYNE
NE1 4AD

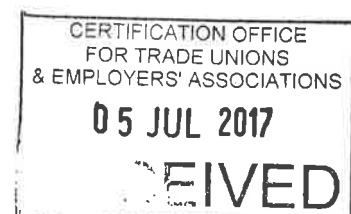
Date:

13 APRIL 2017

Contact name and telephone number:

ALISTAIR CUTTING
0191 255 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.



ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

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

Opinion on Financial statements

We have audited the financial statements of the Association for Educational Psychologists for the year ended 31 December 2016 which comprise the Balance Sheet, four Income and Expenditure Accounts, Statement of Total Recognised 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), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 December 2016 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.

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>

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.

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

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

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.

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.

RSM UK Andix LLP

RSM UK AUDIT LLP
Statutory Auditors
Chartered Accountants
1 ST James Gate
Newcastle upon Tyne
NE1 4AD

13 April 2017

MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

made in accordance with section 24ZD of the
Trade Union and Labour Relations (Consolidation) Act 1992.

At the end of the reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

YES/NO

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21.

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21.

MEMBERSHIP AUDIT CERTIFICATE SECTION ONE

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

1. In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

YES/NO

2. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

YES/NO

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) **send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.**

MEMBERSHIP AUDIT CERTIFICATE

SECTION TWO

For a trade union with no more than 10,000 members at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

☒ YES/NO

If "NO" Please explain below:

Signature

Kate Fallon

Name

KATE FALLON

Office held

GENERAL SECRETARY

Date

12/5/17