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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 2017
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: 0330 109 3602

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  
Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

**For Unions based in Scotland:**

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



(Revised November 2017)

## NSEAD COUNCIL AND FORUM MEMBERS 2017

Name
<b>Finance And General Purposes Committee</b>
Lesley Butterworth
Ged Gast
Liz MacFarlane
John Childs
Dr Peter Gregory
Dr Rachel Payne
Sophie Leach
<b>NSEAD Council</b>
Maria Keki
David Farrow
Sue Ogier
Dr Emese Hall
Ian Thompson
Mo Coade
Maryanne Flanagan
Patricia Brown
Susan Coles
Norah Jardine
Ruth Robinson
Petra Matthews Crowe
<b>NSEAD FORUM</b>
Dr Jeff Adams
Dr Mike Jarvis
Traci Cain
Simon Column
Dr Richard Hickman
Dan Firth-Powell
David Farrow
Susan Cox
Dr Sandra Hiett
Dr Maddy Sclater
Nathan Nugent
Suzy Tutchell
Orla Crean
Ian Lightfoot
Peter Corkish
Amanda Duke
Pat Saunders
Stephanie Cubbin
Siobhan Tate

# 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>	1882	18	10	55	A	<b>1965</b>

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

1516

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

9

## 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 person's 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	G Gast	Dr P Gregory	01/01/2017
President-Elect			
Vice President	M Wylie	L Macfarlane	01/01/2017
Vice President	R Payne	R Payne	01/01/2017
Past President	-	G Gast	01/01/2017
Honorary Treasurer	J Childs	J Childs	01/01/2017

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		198,078
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		198,078
<b>Investment income (as at page 12)</b>		
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	74,982	
<b>Total of other income (as at page 4)</b>		74,982
	<b>TOTAL INCOME</b>	<b>273,060</b>
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		35,521
<b>Administrative expenses (as at page 10)</b>		232,358
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		267,879
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	<b>267,879</b>
Surplus (deficit) for year		5,181
Amount of general fund at beginning of year		74,583
Amount of general fund at end of year		79,764

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

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
<b>Other income</b>		
Sale of publications	468	
CPD	17,040	
AD magazine	2,464	
iJade	21,486	
Miscellaneous income	24,143	
Website income	481	
Rent received	8,900	
<b>TOTAL OTHER INCOME</b>		<b>74,982</b>
<b>TOTAL OF ALL OTHER INCOME</b>		

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	35,521
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Membership activity and Communication costs (see note 8 to The accounts)	35,521	Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>	35,521	<b>Total (should agree with figure in General Fund)</b>	35,521

(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 24 and 25)

<b>FUND 6</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 7</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	120,727
Salaries and Wages included in above	£120,526
Auditors' fees	16,815
Legal and Professional fees	
Occupancy costs	
Stationery, printing, postage, telephone, etc.	5,048
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify)	
Bank charges	3,134
Pension administration	99
Sundry expenses	2,990
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	4,546
Mortgages	
Other loans	
Depreciation	7,531
Taxation	
Outgoings on land and buildings (specify)	
Rates, gas and electricity	1,995
Insurance	1,318
Repairs and maintenance, etc.	1,575
Other outgoings (specify)	
Equipment hire and computer running costs	9,458
Other operating expenditure (note 11 to the accounts)	57,122
<b>Total</b>	232,258
Charged to:	
General Fund (Page 3)	232,358
<b>Total</b>	232,358

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits		Total £	
			Pension Contributions s £	Other Benefits		
				Description		Value £
General secretary	45,450	5,152			50,602	

# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

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

# BALANCE SHEET as at

(see notes 47 to 50)

Previous Year		£	£
	<b>Fixed Assets</b> (at page 14)		250,873
	<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		
	Sundry debtors	16,872	
	Cash at bank and in hand	25,046	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		41,918
	<b>TOTAL ASSETS</b>		292,791
	Fund (Account )		
	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		
	Loans: Other		168,981
	Bank overdraft		
	Tax payable		
	Sundry creditors		14,907
	Accrued expenses		15,277
	Provisions		
	Other liabilities: subscriptions in advance		13,862
	<b>TOTAL LIABILITIES</b>		213,027

**TOTAL ASSETS**

292,791

## FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold old £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year		290,486	43,421			333,907
Additions			249			249
Disposals			(2,100)			(2,100)
Revaluation/Transfers						
At end of year		290,486	41,570			332,056
<b>Accumulated Depreciation</b>						
At start of year		37,465	38,287			75,752
Charges for year		5,810	1,721			7,531
Disposals			(2,100)			(2,100)
Revaluation/Transfers						
At end of year		43,275	37,908			81,183
<b>Net book value at end of year</b>		247,211	3,662			250,873
<b>Net book value at end of previous year</b>		253,021	5,134			258,155

# 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)		
TOTAL QUOTED (as Balance Sheet)		
Market Value of Quoted Investment		
<b>UNQUOTED</b> Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		



# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		YES <input type="checkbox"/>	NO <input 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	198,078		198,078
From Investments			
Other Income (including increases by revaluation of assets)	74,982		74,982
<b>Total Income</b>	273,060		273,060
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	267,879		267,879
<b>Funds at beginning of year</b> (including reserves)	74,583		74,583
<b>Funds at end of year</b> (including reserves)	79,764		79,764
<b>ASSETS</b>			
Fixed Assets			250,873
Investment Assets			
Other Assets			41,918
<b>Total Assets</b>			292,791
<b>LIABILITIES</b>			
<b>Total Liabilities</b>			213,027
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			79,764

# 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><i>Cesley Butterworth</i></u> Name: <u>CESELY BUTTERWORTH</u> Date: <u>28 FEB 2018</u>	Chairman's Signature: <u><i>Peter Gregory</i></u> (or other official whose position should be stated) Name: <u>PETER GREGORY</u> Date: <u>1 MAR 2018</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)	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"/>
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

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 attached Independent Auditors' Report

# AUDITOR'S REPORT (section one)

Signature(s) of auditor or auditors:	<i>HW Fisher &amp; Co</i>	<i>[Signature]</i>
Name(s):	HW Fisher & Company	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	Acre House 11-15 William Road London NW1 3ER	
Date:	<i>21 March 2018</i>	
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.

# 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?

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

Signature	
Name	Lesley Butterworth
Office held	General Secretary
Date	28 FEB 2018



**INDEPENDENT AUDITORS' REPORT**  
**TO THE MEMBERS OF THE NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN**

**Opinion**

We have audited the financial statements of The National Society for Education in Art & Design (the 'Society') for the year ended 30 September 2017 which comprise the Income and Expenditure Account, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Society's affairs as at 30 September 2017 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.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

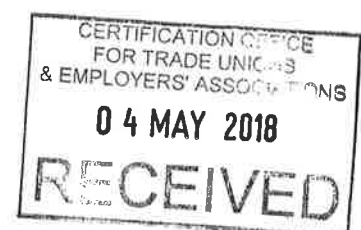
We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Council's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Council has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Society's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The Council is responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.



**INDEPENDENT AUDITORS' REPORT**  
**TO THE MEMBERS OF THE NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN (Continued)**

The Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) requires us to report to you 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 in this regard.

**Responsibilities of The Council**

As explained more fully in the Statement of Responsibilities of the Council, the Council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Council determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intends to liquidate the Society or to cease operations, or have no realistic alternative but to do so.

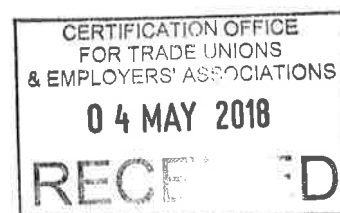
**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

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.

H W FISHER & COMPANY  
Chartered Accountants  
Statutory Auditor  
Acre House  
11-15 William Road  
London, NW1 3ER

Dated: 21 March 2018



NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 30 SEPTEMBER 2017

<b>6 OTHER OPERATING INCOME</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Sale of publications	468	1,316
CPD	17,040	13,714
AD magazine	2,464	3,995
ijADE	21,486	22,220
	<u>41,458</u>	<u>41,245</u>

**7 EMPLOYEES**

The average monthly number of persons (including officers) employed by the society during the year was:

	<b>2017</b>	<b>2016</b>
	<b>Number</b>	<b>Number</b>
Total	<u>4</u>	<u>4</u>

**8 MEMBERSHIP ACTIVITY AND COMMUNICATION COSTS**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Legal fees	7,450	7,712
F & GP and Council expenses	13,099	11,496
PD Board expenses	-	115
Curriculum Board expenses	-	236
Publications Board expenses	-	77
General Secretary's expenses	6,844	6,887
Assistant General Secretary's expenses	755	734
Staff expenses	57	131
Printing, postage and stationery	854	1,739
Telephone, fax and email	3,367	2,944
Website costs	984	847
Books, subscriptions and donations	-	-
TU adviser	-	174
Sundry expenses	-	-
All-Party Parliamentary Group expenses	757	671
Kent Art Teachers	-	150
PGCE Visit Expense	1,354	674
	<u>35,521</u>	<u>34,587</u>

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

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**YEAR ENDED 30 SEPTEMBER 2017**

**9 PREMISES AND EQUIPMENT COSTS**

	2017	2016
	£	£
Rates, gas and electricity	1,995	1,899
Insurance	1,318	1,276
Equipment hire	1,223	1,019
Repairs and maintenance	624	571
Computer running costs	6,375	5,371
Database maintenance	1,860	1,530
Depreciation	7,531	8,121
Waste Disposal	702	565
Fire protection	249	518
	<b>21,877</b>	<b>20,870</b>

**10 ADMINISTRATION EXPENSES**

	2017	2016
	£	£
Printing, postage and stationery	5,048	4,702
Audit and accountancy	16,815	8,858
Bank charges	3,134	2,820
Irrecoverable VAT	-	3,974
Write offs	-	-
Pension administration	99	716
Sundry expenses	2,990	2,360
	<b>28,086</b>	<b>23,430</b>

The 'audit and accountancy' expense has increased in the year ended 30 September 2017 due to an under-accrual in the prior year and the fact that the expense now includes VAT as the Society is no longer VAT registered.

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

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**YEAR ENDED 30 SEPTEMBER 2017**

**11 OTHER OPERATING EXPENDITURE**

	2017	2016
	£	£
Publications	11,245	90
CPD	12,251	20,753
AD magazine expenses	24,488	23,732
iJADE	9,138	8,097
	57,122	52,672

**12 OTHER INCOME**

	2017	2016
	£	£
Miscellaneous income	24,143	355
Dividends	-	-
Website income	481	625
Rent received	8,900	7,800
	33,524	8,780

NATIONAL SOCIETY FOR EDUCATION IN ART & DESIGN

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 30 SEPTEMBER 2017

13 TANGIBLE FIXED ASSETS

	Land and buildings (long leasehold) £	Computer Equipment £	Office furniture and equipment £	Total £
Cost				
As at 1 October 2016	290,486	12,371	31,050	333,907
Additions	-	-	249	249
Disposals	-	(2,100)	-	(2,100)
<b>As at 30 September 2017</b>	<b>290,486</b>	<b>10,271</b>	<b>31,299</b>	<b>332,056</b>
Depreciation				
As at 1 October 2016	37,465	12,174	26,113	75,752
Charge for year	5,810	197	1,524	7,531
Disposal	-	(2,100)	-	(2,100)
<b>As at 30 September 2017</b>	<b>43,275</b>	<b>10,271</b>	<b>27,637</b>	<b>81,183</b>
<b>Net book value</b>				
<b>As at 30 September 2017</b>	<b>247,211</b>	<b>-</b>	<b>3,662</b>	<b>250,873</b>
As at 30 September 2016	253,021	197	4,937	258,155

14 STOCKS

	2017 £	2016 £
Finished goods and goods for resale	-	11,133

15 DEBTORS AND PREPAYMENTS

	2017 £	2016 £
<b>Amounts falling due within one year:</b>		
Trade debtors	2,468	3,356
Other debtors	51	54
Prepayments and accrued income	14,353	3,098
	<b>16,872</b>	<b>6,508</b>

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

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**YEAR ENDED 30 SEPTEMBER 2017**

**16 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017	2016
	£	£
Bank loans	10,953	10,899
Trade creditors	7,885	8,556
Other taxes and social security costs	2,696	3,017
Other creditors	4,326	4,094
Accruals	15,277	12,365
Subscriptions in advance	13,862	16,103
	54,999	55,034

**17 CREDITORS: AMOUNTS FALLING DUE IN GREATER THAN ONE YEAR**

	2017	2016
	£	£
Bank loans	158,028	169,451
	158,028	169,451

**18 BORROWINGS**

	2017	2016
	£	£
<b>Bank loan maturity analysis</b>		
Repayable by instalments which fall due as follows:		
Within one year	10,953	10,899
Between two and five years	46,632	46,137
In greater than five years	111,396	123,314
	168,981	180,350

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

**19 FINANCIAL COMMITMENTS**

At the balance sheet date the Society had outstanding commitments for future payments under non-cancellable operating leases, which fall due as follows:

	2017	2016
	£	£
<b>Office equipment</b>		
Within one year	1,060	1,060
Between two and five years	530	1,590
	1,590	2,650

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

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**YEAR ENDED 30 SEPTEMBER 2017**

**20 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 received a one-off donation of £17,837 (2016: £nil) from The Athene Trust, a registered charity of which the Society's general secretary is one of the trustees, upon the closure of said charity. This amount is included within other income. These monies will be used to achieve the charity's charitable aims of promoting and supporting art, craft and design in all stages of learning.