

FORM AR21

FOR TRADE UNIONS WITH A FULL REPORTING YEAR AS OF 1 MARCH 2017

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

The Society of Chiropractors and Podiatrists

Year ended:

31 December 2017

List no:

5477 5747

Head or Main Office address:

Quartz House, 207 Providence Square, Mill Street,
London SE1 2EW

Website address (if available)

www.scpod.org

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

Yes

No

(Check the appropriate box)

General Secretary:

Steve Jamieson

Telephone Number:

020 7234 8630

Contact name for queries regarding
the completion of this return:

Mark Sargeant

Telephone Number:

020 7234 8623

E-mail:

Mark.Sargeant@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: 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 March 2018)

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	2,217	113	52	90	2,472
FEMALE	6,375	355	163	134	7,027
TOTAL	8,592	468	215	224	A 9,499

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

9,499

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

OFFICERS IN POST

(see note 12)

Please attach as an annex 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
Member of Council	David Dunning	Martin Nunn	01.07.17
Member of Council	Graham Howell	Christopher Morriss-Roberts	01.07.17
Member of Council	Richard Handford	Robert Peat	01.07.17
Member of Council	Gary Gibson	N/A	01.07.17
Member of Council	Neil Simmonite	N/A	01.07.17

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

Not applicable

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

Not applicable

The Society of Chiropodists and Podiatrists

Administrative information

Registered company number:

400709

Registered office

Quartz House, 207 Providence Square,
Mill Street, London SE1 2EW

Company Secretary

Steve Jamieson

Quartz House, 207 Providence Square,
Mill Street, London SE1 2EW

Auditors

RSM UK Audit LLP

Chartered Accountants

25 Farringdon Street, London EC4A 4AB

Bankers

Unity Trust Bank plc

Nine Brindleyplace, Birmingham B1 2HB

Solicitors

Russell-Cooke LLP

2 Putney Hill, London SW15 6AB

Thompsons

Congress House, Great Russell Street,
London WC1B 3LW

Principal activities of the Society

The Society is the professional body and recognised trade union for chiropodists and podiatrists. It is a company limited by guarantee, registered number 400709 incorporated in England and Wales. The Society is established for the promotion and regulation of the profession of chiropody and podiatry and of all matters affecting chiropodists and podiatrists.

Directors

The members of Council, who are not remunerated, are the directors of the Society. All those holding the position of director during the year ended 31 December 2017 are shown opposite.

Members of the Council of The Society of Chiropodists and Podiatrists

Chairman of Council

Debbie Delves

Past Chairman

Alison Wishart

Vice-Presidents

Alan Borthwick

Thomas Kelly

Michael Stephenson

Emma Supple

Council

Helen Baillie-Gutteridge

Stuart Baird

Alan Borthwick

John Callaghan

Allister Campbell

Debbie Delves (Chairman)

George Dunn

David Dunning (resigned 01/7/2017)

Matthew Fitzpatrick

Gary Gibson (resigned 01/7/2017)

Richard Handford (resigned 01/7/2017)

Graharn Howell (resigned 01/7/2017)

Thomas Kelly

Emma McConnachie

Christopher Morriss-Roberts (appointed 01/07/2017)

Martin Nunn (appointed 01/07/2017)

Michael O'Neill

Robert Peat (appointed 01/07/2017)

Karen Reed

Paul Savage

Jacqueline Schofield

Michelle Scott

Neil Simmonite (resigned 01/7/2017)

Michael Stephenson

Emma Supple

Robert Wallen

Alison Wishart

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		4,148,328
From Members: Other income from members (specify)		
Membership Services	13,291	
Total other income from members		13,291
Total of all income from members		4,161,619
Investment income (as at page 12)		-
Other Income		
Income from Federations and other bodies (as at page 4)	193,489	
Income from any other sources (as at page 4)	212,161	
Total of other income (as at page 4)		405,650
		TOTAL INCOME
		4,567,269
EXPENDITURE		
Benefits to members (as at page 5)		3,587,476
Administrative expenses (as at page 10)		891,809
Federation and other bodies (specify)		
	564,888	
Total expenditure Federation and other bodies		564,888
Taxation		(3,900)
		TOTAL EXPENDITURE
		5,048,073
		Surplus (deficit) for year
		(480,804)
		Amount of general fund at beginning of year
		5,203,841
		Amount of general fund at end of year
		4,723,037

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
College of Podiatry	193,489	
TOTAL FEDERATION AND OTHER BODIES		193,489
Other income		
Society Magazine (Pod Now)	132,250	
Sale of Publications	906	
Conference Income	70,524	
Royalties	3,122	
Interest	5,359	
TOTAL OTHER INCOME		212,161
TOTAL OF ALL OTHER INCOME		405,650

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	241,894	brought forward	430,700
		Education and Training services	124,287
			74,626
			97,118
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Lobbying	56,006		
Public Relations	112,417		
International	20,383	Salary Costs	
Advisory Services			1,493,607
		Other Benefits and Grants (specify)	
		Members Insurance	1,269,680
Dispute Benefits		Members Legal Protection	97,458
Other Cash Payments			
carried forward	430,700	Total (should agree with figure in General Fund)	3,587,476

(See notes 21 to 23)

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 21 to 23)

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 21 to 23)

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		

POLITICAL FUND ACCOUNT

(see notes 24 to 33)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own political fund	
Income	Members contributions and levies	£	
	Investment income (as at page 12)	£	
	Other income (specify)	£	
	Total other income as specified		
	Total income		
Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period			
Expenditure A	(as at page i)	£	
Expenditure B	(as at page ii)	£	
Expenditure C	(as at page iii)	£	
Expenditure D	(as at page iv)	£	
Expenditure E	(as at page v)	£	
Expenditure F	(as at page vi)	£	
Non-political expenditure	(as at page vii)	£	
	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		
	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 34 and 35)

		£
Administrative Expenses		
Remuneration and expenses of staff		
Salaries and Wages included in above	£	
Auditors' fees		23,500
Legal and Professional fees		21,406
Occupancy costs		139,274
Stationery, printing, postage, telephone, etc.		172,649
Expenses of Executive Committee (Head Office)		151,855
Expenses of conferences		11,945
Other administrative expenses (specify)		
Bank Charges		2,213
Meeting Room Expenses		6,143
Election of Council		9,103
VAT Disallowed		126,617
Other		1,593
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		225,511
Taxation		-
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		891,809
Charged to:	General Fund (Page 3)	
	Fund (Account)	
	Fund (Account)	
Total		891,809

ANALYSIS OF OFFICIALS' SALARIES AND BENEFITS

(see notes 36 to 46)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contributions £	Other Benefits		
				Description	Value £	
CHAIRMAN OF COUNCIL	NIL					
OTHER MEMBERS OF COUNCIL	NIL					
GENERAL SECRETARY / CHIEF EXECUTIVE	129,298	3,434	2,154			134,886

ANALYSIS OF INVESTMENT INCOME

(see notes 47 and 48)

	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 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		2,895,749
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		120
	Total Investments		2,895,869
	Other Assets		
	Loans to other trade unions		
	Sundry debtors	459,115	
	Cash at bank and in hand	1,545,874	
	Income tax to be recovered		
	Stocks of goods		
	Captive Insurance Deposit	1,261,544	
	Total of other assets		3,266,533
	TOTAL ASSETS		6,162,402
	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	1,439,365	
	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		1,439,365
	TOTAL ASSETS		4,723,037

FIXED ASSETS ACCOUNT

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipmen t £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
Cost or Valuation						
At start of year		2,652,140	1,015,534			3,667,674
Additions			10,408			10,408
Disposals						
Revaluation/Transfers						
At end of year		2,652,140	1,025,942			3,678,082
Accumulated Depreciation						
At start of year		53,043	503,779			556,822
Charges for year		53,043	172,468			225,511
Disposals						
Revaluation/Transfers						
At end of year		106,086	676,247			782,333
Net book value at end of year		2,546,054	349,695			2,895,749
Net book value at end of previous year		2,599,097	511,755			3,110,852

ANALYSIS OF INVESTMENTS

(see notes 58 and 59)

		All Funds Except Political Funds £	Political Fund £
QUOTED			
	Equities (e.g. Shares)	120	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)	120	
	Market Value of Quoted Investment	120	
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 60 and 61)

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"/>
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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 type="checkbox"/>
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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 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	4,161,619		4,161,619
From Investments			
Other Income (including increases by revaluation of assets)	405,650		405,650
Total Income	4,567,269		4,567,269
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	5,048,073		5,048,073
Funds at beginning of year (including reserves)	5,203,841		5,203,841
Funds at end of year (including reserves)	4,723,037		4,723,037
ASSETS			
Fixed Assets			2,895,749
Investment Assets			120
Other Assets			3,266,533
Total Assets			6,162,402
LIABILITIES			
Total Liabilities			1,439,365
NET ASSETS (Total Assets less Total Liabilities)			4,723,037

NOTES TO THE ACCOUNTS

(see notes 82 and 83)

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

A large, empty rectangular box with a black border, intended for the user to enter or attach notes to the accounts. The box occupies most of the page's vertical space below the instructions.

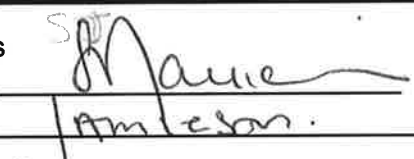

ACCOUNTING POLICIES

(see notes 84 and 85)

SIGNATURES TO THE ANNUAL RETURN

(see notes 86 and 87)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>Jameson</u> Date: <u>28/6/18</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>DEBORAH DELVES</u> Date: <u>29/6/18</u>
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CHECK LIST

(see notes 88 and 89)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	√	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	√	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 23 and 25 and Notes 86 and 95)	YES	√	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 24 and 25 and Notes 2 and 92)	YES	√	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 88)	YES	√	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 104)	ENCLOSED		TO FOLLOW	√
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 62)	YES	√	NO	<input type="checkbox"/>
HAS THE MEMBERSHIP AUDIT CERTIFICATE BEEN COMPLETED? (see Page i to iii and Notes 97 to 103)	YES	√	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 92 to 95)

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 92 and 93)

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 92)

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 note 92)

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 92)

AUDITOR'S REPORT (continued)

Financial statements of The Society of Chiropractors and Podiatrists ('the Trade Union') for the year ended 31 December 2017

Further to our audit report dated 26 July 2018 included in the Trade Union's financial statements for the year ended 31 December 2017, we have nothing to report in respect of the following matters where section 36 of Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- (a) the Trade union has not kept proper accounting records; or
- (b) the Trade Union has not maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; or
- (c) the Trade Union's accounts to which the report relates do not agree with the accounting records.

Yours faithfully

RSM UK Audit LLP
RSM UK Audit LLP

Signature(s) of auditor or auditors:	<i>RSM UK Audit LLP</i>	
Name(s):	RSM UK AUDIT LLP	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS	
Address(es):	25 FARRINGDON ST LONDON E4A 4AB	
Date:	26 July 2018	
Contact name and telephone number:	NICK SLADEN 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.

MEMBERSHIP AUDIT CERTIFICATE
made in accordance with section 24ZD of the
Trade Union and Labour Relations (Consolidation) Act 1992
(See notes 97 to 103)

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 (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

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	
Name	CLAIRE ANGUS
Office held	DIRECTOR MEMBERSHIP SERVICES
Date	27 JUNE 2018