

**Form AR21**  
**Trade Union and Labour Relations (Consolidation) Act 1992**

**Trade Union's details**

Name of Trade Union:

Sales Staff Association

Year ended:

31<sup>st</sup> December 2018

List number:

699T

Head or Main Office address:

36 Ploughmans Walk  
Bromsgrove  
B60 4NN

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

Yes

No



(Tick as appropriate)

Website address (if available)

General Secretary:

Mark M Malcolm

Telephone Number:

07966 764885

Contact name for queries regarding the completion of this return:

Mark M Malcolm

Telephone Number:

07966 764885

E-mail:

SSA.Secretary@jti.com

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.



## 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	134	5	0	0	139
Female	32	3	0	0	35
Total	166	8	0	0	<b>A</b> 174

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

174

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

0

## Change of officers

Please complete the following to record any changes of officers during the twelve months covered by this return.

Position held	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of change
Chairman		Mr Sukhminder Nandra	01/02/2018
Minutes Secretary		Mr Dylan Blake	01/02/2018
NEC Member		Mr Mubasher Ahmad	11/03/2018
NEC Member	Mr Paul Shear		31/12/2018
Trustee	Mr Darren Leyshon	Mr Darren Leyshon	14/03/2018
Trustee	Mr Kieron Grace	Mr Kieron Grace	14/03/2018

State whether the union is:

a. A branch of another trade union?

Yes ☐

No ☒

If yes, state the name of that other

b. A federation of trade unions?

Yes ☐

No ☒

If yes, state the number of affiliated

and names:

## Officers in post

(see note 12)

Please insert a complete list of all officers in post at the end of the year to which this return relates.

Name of Officer	Position held
Mr Mark M Malcolm	General Secretary
Mr Dinesh H Karadia	Treasurer
Mr Sukhminder Nandra	Chairman
Mr Dylan Blake	Minutes Secretary
Mr Stephen Hall	NEC Member
Mr Mubasher Ahmad	NEC Member
Mr Darren Leyshon	Trustee
Mr Kieron Grace	Trustee

Note: NEC Member – National Executive Committee Member

**General fund**  
(see notes 13 to 18)

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		10,470
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		10,470
<b>Investment income (as at page 12)</b>		(139)
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		
	<b>Total income</b>	10,331
<b>Expenditure</b>		
<b>Benefits to members (as at page 5)</b>		2,892
<b>Administrative expenses (as at page 10)</b>		13,191
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		(184)
	<b>Total expenditure</b>	15,899
<b>Surplus (deficit) for year</b>		(5,568)
<b>Amount of general fund at beginning of year</b>		137,272
<b>Amount of general fund at end of year</b>		131,704

**Analysis of income from federation and other bodies and other income**  
(see notes 19 and 20)

Description	£	£
Federation and other bodies		

## Analysis of benefit expenditure shown at general fund

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Legal fees	800	<b>brought forward</b>  Education and Training services	1,194
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications Member Surveys	319	Salary Costs	
Advisory Services		Other Benefits and Grants (specify) Gifts to members	1,698
Dispute Benefits			
Other Cash Payments Members quiz & other prizes	75		
<b>carried forward</b>	1,194	<b>Total (should agree with figure in General Fund)</b>	2,892

(see notes 21 to 23)

<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>		

Fund 3	Fund Account	
Name:	£	£
<b>Income</b>		
From members		
Investment income (as at page 12)		
Other income (specify)		
Total other income as specified		
<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 21 to 23)

<b>Fund 4</b>		<b>Fund Account</b>
<b>Name:</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 21 to 23)

Fund 6		Fund Account	
Name:		£	£
<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>		

Fund 7		Fund Account	
Name:		£	£
<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>		

## Political fund account

(see notes 24 to 33)

<b>Political fund account 1</b>		<b>To be completed by trade unions which maintain their own political fund</b>	
<b>Income</b>	<div style="padding-left: 20px;">Members contributions and levies</div> <div style="padding-left: 20px;">Investment income (as at page 12)</div> <div style="padding-left: 20px;">Other income (specify)</div>	<div style="padding-left: 10px;">£</div> <div style="padding-left: 10px;">£</div> <div style="padding-left: 10px;">£</div>	
	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			

<b>Political fund account 2</b>		<b>To be completed by trade unions which act as components of a central trade</b>	
<b>Income</b>	<div style="padding-left: 20px;">Contributions and levies collected from members on behalf of central political fund</div> <div style="padding-left: 20px;">Funds received back from central political fund</div> <div style="padding-left: 20px;">Other income (specify)</div>	<div style="padding-left: 10px;">£</div> <div style="padding-left: 10px;">£</div> <div style="padding-left: 10px;">£</div>	
	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		
	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			

**The following pages 9i to 9vii relate to the Political Fund Account Expenditure**

**Political fund account expenditure (a)**

**Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.**

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party

[illegible]

### Political fund account expenditure (b)

**Expenditure under section 72 (1) (b) of the Trade Union and Labour Relations (Consolidation) Act.**

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

**Expenditure of money on the provision of any services or property for use by or on behalf of any political party**

[illegible]

## Political fund account expenditure (c)

Expenditure under section 72 (1) (c) of the Trade Union and Labour Relations (Consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000  
during the period to which return relates.

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see note 33(iii))	£
<b>Total</b>			

### Political fund account expenditure (d)

**Expenditure under section 72 (1) (d) of the Trade Union and Labour Relations (consolidation) Act.**

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

[illegible]

### Political fund account expenditure (e)

**Expenditure under section 72 (1) (e) of the Trade Union and Labour Relations (consolidation) Act.**

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party

[illegible]

### Political fund account expenditure (f)

Expenditure under section 72 (1) (f) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

On the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate

[illegible]



**Expenditure from the political fund not falling within section 72(1) of the trade union & labour relations (consolidation) act 1992**

**For expenditure not falling within section 72(1) the required information is-**

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	<b>£</b>
Total	
Total expenditure	
(b) the name of each organisation to which money was paid (otherwise than for a particular cause or campaign), and the total amount paid to each one	<b>£</b>
Total	
Total expenditure	
(c ) the total amount of all other money expended	<b>£</b>
Total	
Total expenditure	

# **Analysis of administrative expenses and other outgoings excluding amounts charged to political fund accounts**

(see notes 34 and 35)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		
Salaries and Wages included in above	£Nil	
Auditors' fees		3,300
Legal and Professional fees		5,821
Occupancy costs		
Stationery, printing, postage, telephone, etc.		58
Expenses of Executive Committee (Head Office)		
Expenses of conferences		3,796
Other administrative expenses (specify)		
Bank charges		99
Travelling		112
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		5
Taxation		(184)
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
<b>Total</b>		<b>13,007</b>
Charged to:		
General Fund (Page 3)		13,007
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
<b>Total</b>		<b>13,007</b>

## Analysis of officials' salaries and benefits

(see notes 36 to 46)

[illegible]

# **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			110
Other investment income (specify)			
Unrealised losses on listed investments			(249)
		Total investment income	(139)
Credited to:			
		General Fund (Page 3)	(139)
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	(139)

# Balance sheet as at

31 December 2018

(see notes 49 to 52)

Previous Year		£	£
25	<b>Fixed Assets</b> (at page 14)		20
	<b>Investments</b> (as per analysis on page 15)		
11,067	Quoted (Market value £10,818)	10,818	
	Unquoted		
11,067	<b>Total Investments</b>		10,818
	<b>Other Assets</b>		
	Loans to other trade unions		
	Sundry debtors	190	
131,751	Cash at bank and in hand	130,132	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
131,751	<b>Total of other assets</b>		130,322
142,843	<b>Total assets</b>		141,160
137,272	General Fund		131,704
	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		
	Bank overdraft		
20	Tax payable		
	Sundry creditors		960
4,398	Accrued expenses		7,507
1,153	Provisions		989
	Other liabilities		
142,843	<b>Total liabilities</b>		141,160
142,843	<b>Total assets</b>		141,160

## Fixed assets account

(see notes 53 to 57)

	Land and Buildings Freehold    Leasehold £                £		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
<b>Cost or Valuation</b>						
At start of year			6,605			6,605
Additions						
Disposals						
Revaluation/Transfers						
At end of year			6,605			6,605
<b>Accumulated Depreciation</b>						
At start of year			6580			6580
Charges for year			5			5
Disposals						
Revaluation/Transfers						
At end of year			6,585			6,585
<b>Net book value at end of year</b>			20			20
<b>Net book value at end of previous year</b>			25			25

## Analysis of investments

(see notes 58 and 59)

Quoted		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	Aberdeen Global – Select Global Investment Bond Fund	10,818	
	<b>Total quoted (as Balance Sheet)</b>	10,818	
	Market Value of Quoted Investment	10,818	
Unquoted	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	<b>Total unquoted (as Balance Sheet)</b>		
	Market Value of Unquoted Investments		

## Analysis of investment income (controlling interests)

(see notes 60 and 61)

<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 62 to 73)

	<b>All funds except Political Funds £</b>	<b>Political Funds £</b>	<b>Total Funds £</b>
<b>Income</b>			
From Members	10,470		10,470
From Investments	110		110
Other Income (including increases by revaluation of assets)	(249)		(249)
<b>Total Income</b>	10,331		10,331
<b>Expenditure</b> (including decreases by revaluation of assets)	15,899		15,899
<b>Total Expenditure</b>	15,899		15,899
<b>Funds at beginning of year</b> (including reserves)	137,272		137,272
<b>Funds at end of year</b> (including reserves)	131,704		131,704
<b>Assets</b>			
Fixed Assets			20
Investment Assets			10,818
Other Assets			130,322
<b>Total Assets</b>			141,160
<b>Liabilities</b>			
<b>Total Liabilities</b>			9,456
<b>Net assets (Total Assets less Total Liabilities)</b>			131,704

## Information on Industrial action ballots

(see notes 74 to 80)

Did the union hold any ballots in respect of industrial action during the return period?

~~YES~~    NO

If Yes How many ballots were held:

For each ballot held please complete the information below:

### Ballot 1

Number of individuals who were entitled to vote in the ballot

#### Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question  1

Number of Individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

**\* 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot  Y /  N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?  Y /  N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot  Y /  N

### Ballot 2

Number of individuals who were entitled to vote in the ballot

#### Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question  1

Number of Individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

**\* 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot  Y /  N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?  Y /  N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot  Y /  N

For additional ballots please continue on next page

**Ballot 3**

Number of individuals who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of Individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

**\* 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y / N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y / N

**Ballot 4**

Number of individuals who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of Individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

**\* 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y / N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y / N

**Ballot 5**

Number of individuals who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of Individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

**\* 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y / N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y / N

**Use a continuation sheet if necessary**

## Information on Industrial action

(see note 81)

### \*Categories of Nature of Trade Dispute :

A: terms and conditions of employment, or the physical conditions in which any workers are required to work;

B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;

C: allocation of work or the duties of employment between workers or groups of workers;

D: matters of discipline;

E: a worker's membership or non-membership of a trade union;

F: facilities for officials of trade unions;

G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

### Did Union members take industrial action during the return period in response to any inducement on the part of the Union? YES / NO

If YES, for each industrial action taken please complete the information below:

#### Industrial Action 1

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

#### Industrial Action 2

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

#### Industrial Action 3

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

use a continuation page if necessary

**Industrial Action 4**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Industrial Action 5**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Industrial Action 6**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Industrial Action 7**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Industrial Action 8**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

3. Number of days of industrial action:

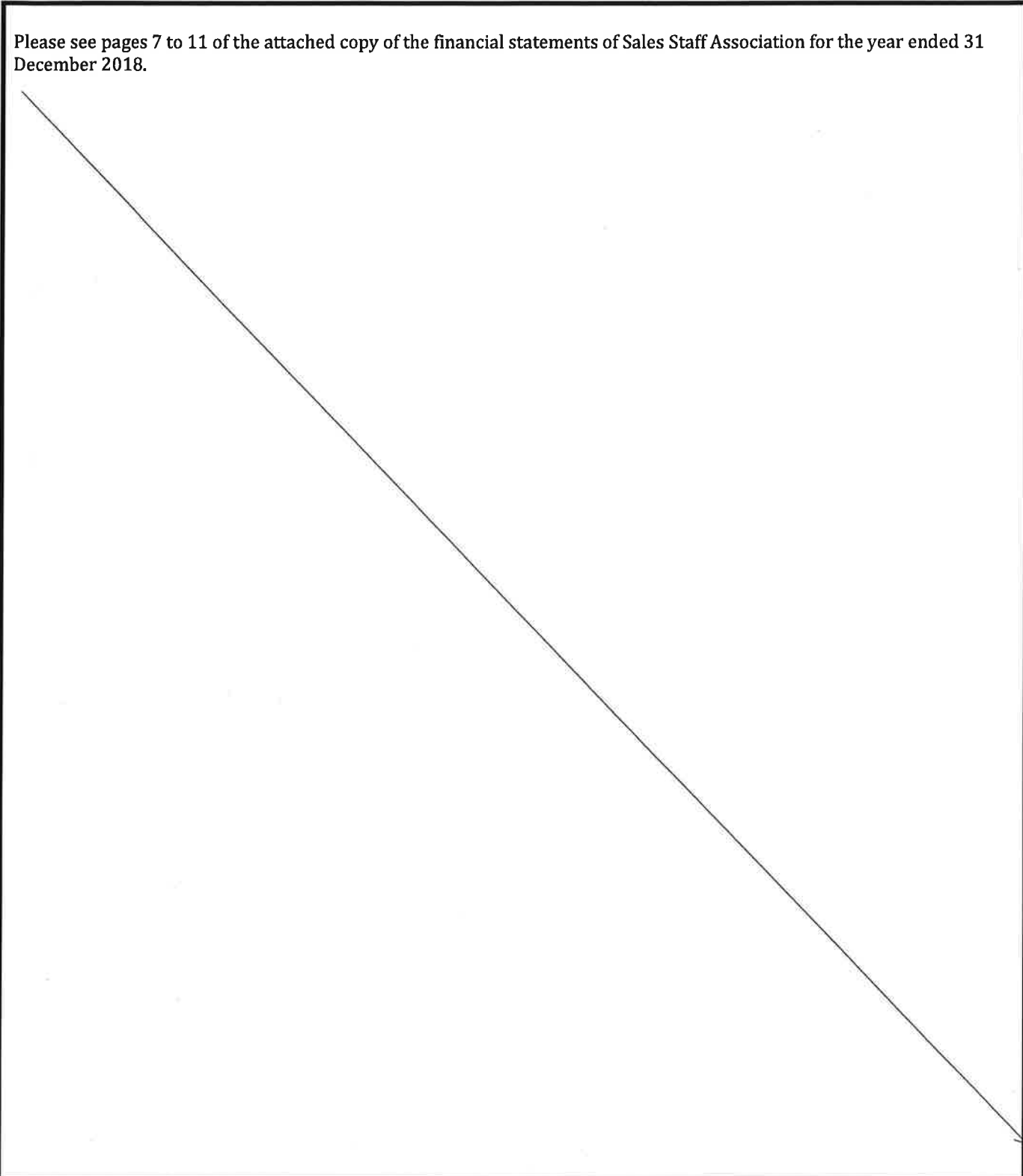
4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

## 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.

Please see pages 7 to 11 of the attached copy of the financial statements of Sales Staff Association for the year ended 31 December 2018.



## Accounting policies

(see notes 84 and 85)

Please see pages 7 to 8 of the attached copy of the financial statements of Sales Staff Association for the year ended 31 December 2018.

## Signatures to the annual return

(see notes 86 and 87)

including the accounts and balance sheet contained in the return. Please send the return with the original signatures. Copies will not be accepted.

Secretary's Signature:



Name: Mark M Malcolm

Date: 24 May 2019

Treasurer's Signature:

(or other official whose position should be stated)



Name: Dinesh H Karadia

Date: 24 May 2019

## Checklist

(see notes 88 and 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	✓	No	
Has the list of officers in post been completed? (see Page 2a and Note 12)	Yes	✓	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	✓	No	
Has the auditor's report been completed? (see Pages 24 and 25 and Notes 2 and 92)	Yes	✓	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	✓	No	
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	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 to 103)	Yes	✓	No	

## **Checklist for auditor's report**

(see notes 90 to 96)

The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.

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)

Please explain in your report overleaf or attached.

2. 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)

Please explain in your report overleaf or attached.

3. Your auditors or auditor must include in their report the following wording:

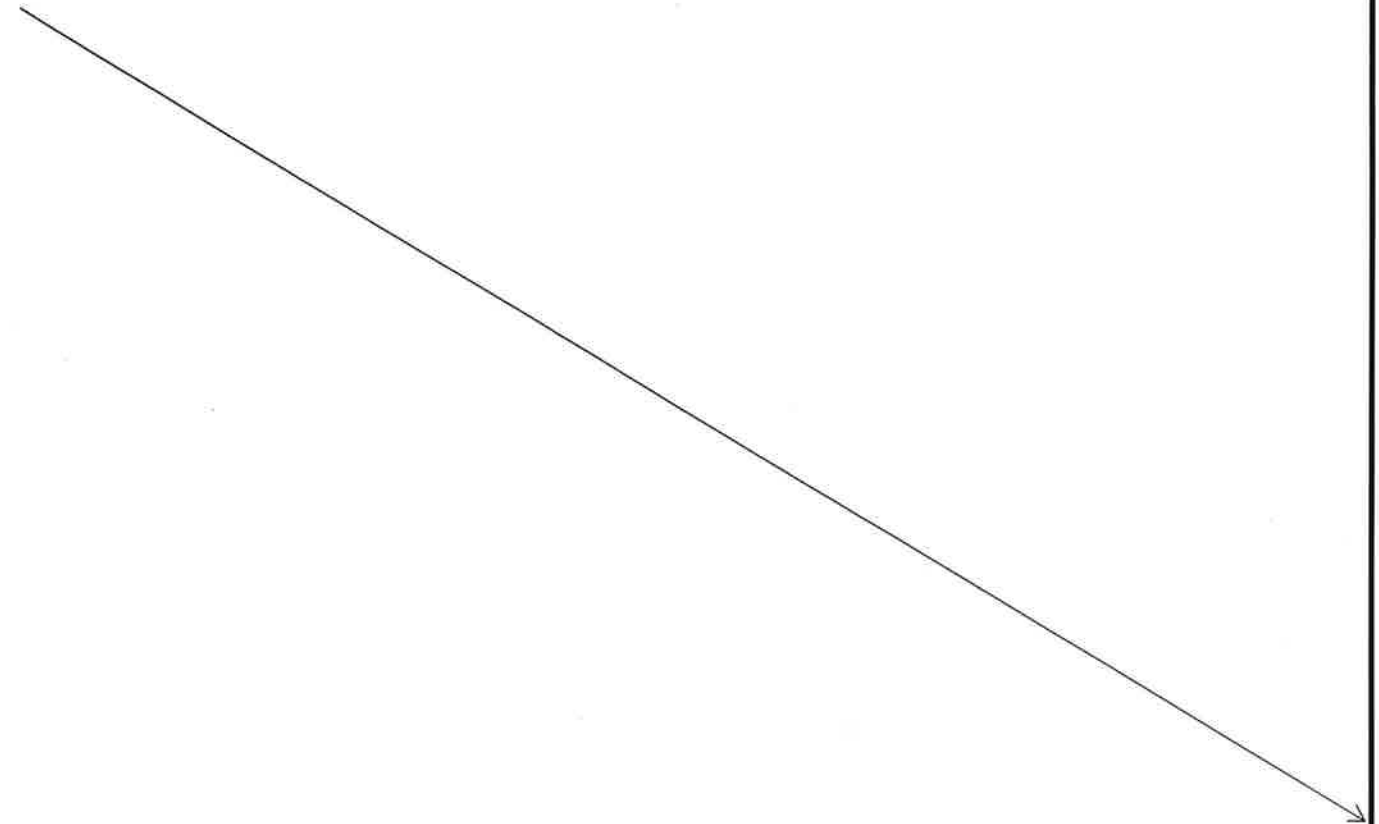
**In our opinion the financial statements:**

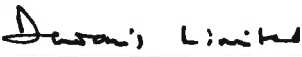
- give a true and fair view of the matters to which they relate to.
- have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.



## Auditor's report (continued)

Please see our Independent Auditors' Report to the members of Sales Staff Association dated 24 May 2019 contained on pages 3 and 4 of the attached copy of Financial Statements of Sales Staff Association for the year ended 31 December 2018.



Signature(s) of auditor or auditors:		
Name(s):	Dewanis Limited	
Profession(s) or Calling(s):	Chartered Accountants & Statutory Auditors	
Address(es):	Coronation Parade 42 Cannon Lane Pinner Middlesex HA5 1HW	
Date:	24 May 2019	
Contact name for enquiries and telephone number:	Ragesh Dewani 020 8429 3636	

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	

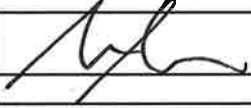
**Membership audit certificate**  
**Section two**

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	Mark M Malcolm
Office held	General Secretary
Date	24 May 2019

Report of the National Executive Committee and  
Financial Statements  
for the Year Ended  
31 December 2018  
for  
Sales Staff Association

Dewanis Limited  
Chartered Accountants & Statutory Auditors  
Coronation Parade  
42 Cannon Lane  
Pinner  
Middlesex  
HA5 1HW

**Sales Staff Association**

**Contents of the Annual Report  
for the Year Ended 31 December 2018**

	<b>Page</b>
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<b>The following pages do not form part of the audited financial statements</b>	
<b>Detailed General Fund</b>	<b>12</b>

**Sales Staff Association**  
**General Information**  
**for the Year Ended 31 December 2018**

**NATIONAL EXECUTIVE COMMITTEE:** M M Malcolm (General Secretary)  
D H Karadia (Treasurer)  
S Hall  
D Blake (Minutes Secretary)  
S Nandra (Chairman)  
M Ahmad

**TRUSTEES:** D Leyshon  
K Grace

**REGISTERED OFFICE:** 36 Ploughmans Walk  
Bromsgrove  
B60 4NN

**LIST NUMBER:** 699T

**AUDITORS:** Dewanis Limited  
Chartered Accountants & Statutory Auditors  
Coronation Parade  
42 Cannon Lane  
Pinner  
Middlesex  
HA5 1HW

## Sales Staff Association

### Report of the National Executive Committee for the Year Ended 31 December 2018

The National Executive Committee present their report with the financial statements of the association for the year ended 31 December 2018.

#### **PRINCIPAL ACTIVITY**

The principal activity of the association is to maintain and protect the interests and improve terms and working conditions of employment for its members.

#### **NATIONAL EXECUTIVE COMMITTEE**

The members shown below have held office during the whole of the period from 1 January 2018 to the date of this report.

M M Malcolm  
D H Karadia  
S Hall  
D Blake  
S Nandra

Other changes in members holding office are as follows:

P Shear - resigned 31 December 2018  
M Ahmad - appointed 11 March 2018

#### **STATEMENT OF NATIONAL EXECUTIVE COMMITTEE'S RESPONSIBILITIES**

The National Executive Committee is responsible for preparing the Report of the National Executive Committee and the financial statements in accordance with applicable law and regulations.

The Trade Union and Labour Relations (Consolidation) Act 1992 requires the National Executive Committee to prepare financial statements for each financial year. The National Executive Committee have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Trade union law the National Executive Committee must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the association and of the transactions of the association for that period. In preparing these financial statements, the National Executive Committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the association will continue in operation.

The National Executive Committee is responsible for keeping proper accounting records that are sufficient to show and explain the association's transactions and disclose with reasonable accuracy at any time the financial position of the association, to establish and maintain a satisfactory system of control over its records and transactions, to prepare an Annual Return for the Certification Officer and to provide the members of the association with a Statement in order to comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the members of the National Executive Committee are aware, there is no relevant audit information of which the association's auditors are unaware, and each member has taken all the steps that he ought to have taken as a member in order to make himself aware of any relevant audit information and to establish that the association's auditors are aware of that information.

#### **ON BEHALF OF THE NATIONAL EXECUTIVE COMMITTEE:**

M M Malcolm – General Secretary

24 May 2019



**Independent Auditors' Report to the Members of  
Sales Staff Association**

**Opinion**

We have audited the financial statements of Sales Staff Association (the 'association') for the year ended 31 December 2018 which comprise the Statement of General Fund and Retained Surplus, 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 association's affairs as at 31 December 2018 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

**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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the association 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 National Executive Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the National Executive Committee have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the association'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 National Executive Committee are responsible for the other information. The other information comprises the information included in the Report of the National Executive Committee, other than the financial statements and our Auditors' Report thereon.

Our opinion on the financial statements does not cover the other information and, 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. We have nothing to report in this regard.

**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 requires us to report to you if, in our opinion:

- proper accounting records have not been kept in accordance with the requirements of the legislation; or
- a satisfactory system of control over its transactions have not been maintained by the association in accordance with the requirements of the legislation; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations necessary for the purposes of our audit.

**Responsibilities of National Executive Committee**

As explained more fully in the Statement of National Executive Committee's Responsibilities set out on page two, the National Executive Committee are 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 National Executive Committee determine 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 National Executive Committee are responsible for assessing the association'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 National Executive Committee either intend to liquidate the association or to cease operations, or have no realistic alternative but to do so.

**Independent Auditors' Report to the Members of  
Sales Staff Association**

**Auditors' 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 from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the National Executive Committee.
- Conclude on the appropriateness of the National Executive Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditors' Report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditors' Report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Use of our report**

This report is made solely to the association's members, as a body, in accordance with S36 of 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 Auditors' 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 and the association's members as a body, for our audit work, for this report, or for the opinions we have formed.

Dewanis Limited  
Chartered Accountants & Statutory Auditors  
Coronation Parade  
42 Cannon Lane  
Pinner  
Middlesex  
HA5 1HW

24 May 2019

**Sales Staff Association**

**Statement of General Fund and Retained Surplus**  
**for the Year Ended 31 December 2018**

	Notes	31/12/18 £	31/12/17 £
<b>INCOME</b>		10,470	11,205
Administrative expenses		<u>16,083</u>	<u>10,836</u>
		(5,613)	369
(Loss)/Gain on revaluation of investments		<u>(249)</u>	<u>252</u>
		(5,862)	621
Legal fees	5	<u>-</u>	<u>11,267</u>
		(5,862)	(10,646)
Interest receivable and similar income		<u>110</u>	<u>27</u>
<b>DEFICIT BEFORE TAXATION</b>	6	(5,752)	(10,619)
Tax on deficit	7	<u>(184)</u>	<u>53</u>
<b>DEFICIT FOR THE FINANCIAL YEAR</b>		(5,568)	(10,672)
General fund at beginning of year		137,272	147,944
<b>GENERAL FUND AT END OF YEAR</b>		<u>131,704</u>	<u>137,272</u>

The notes form part of these financial statements

**Sales Staff Association**

**Balance Sheet**  
**31 December 2018**

	Notes	31/12/18 £	£	31/12/17 £	£
<b>FIXED ASSETS</b>					
Tangible assets	8		20		25
Investments	9		<u>10,818</u>		<u>11,067</u>
			10,838		11,092
<b>CURRENT ASSETS</b>					
Debtors	10	190		-	
Cash at bank	11	<u>130,132</u>		<u>131,751</u>	
		130,322		131,751	
<b>CREDITORS</b>					
Amounts falling due within one year	12	<u>8,467</u>		<u>4,418</u>	
<b>NET CURRENT ASSETS</b>			<u>121,855</u>		<u>127,333</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			132,693		138,425
<b>PROVISIONS FOR LIABILITIES</b>	13		<u>989</u>		<u>1,153</u>
<b>NET ASSETS</b>			<u>131,704</u>		<u>137,272</u>
<b>RESERVES</b>					
General fund	14		<u>131,704</u>		<u>137,272</u>
			<u>131,704</u>		<u>137,272</u>

The financial statements were approved by the National Executive Committee on 24 May 2019 and were signed on its behalf by:

M M Malcolm – General Secretary

D H Karadia - Treasurer

The notes form part of these financial statements

## Sales Staff Association

### Notes to the Financial Statements for the Year Ended 31 December 2018

#### 1. STATUTORY INFORMATION

Sales Staff Association is a Trade Union included on the official list of trade unions in England & Wales and Northern Ireland. The List Number and Registered Office address of the Association can be found on the General Information on page one.

The presentation currency of the financial statements is £ Sterling.

#### 2. STATEMENT OF COMPLIANCE

Trade Unions are governed by the Trade Union and Labour Relations (Consolidation) Act 1992. Under that Act the financial statements of Trade Unions are required to give a true and fair view. Therefore the financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities". As the Association is not a company the disclosures under the Financial Reporting Standard 102 Section 1A "Small Entities" have been adapted as considered necessary to ensure that the financial statements give a true and fair view.

#### 3. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets.

##### **Income**

Income consists of Member subscriptions which are recognised in the period to which they relate. Any arrears/overpayments of member subscriptions are shown in debtors/creditors payable within one year. Any refund of member subscriptions are charged to administrative expenses.

Interest income is recognised as interest is received.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 33% on cost

##### **Fixed asset investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price (where applicable). The General Fund includes the net gains and losses arising on revaluation and disposals during the year.

##### **Taxation**

Taxation for the year comprises current and deferred tax. Tax is recognised in the General Fund, except to the extent that it relates to items recognised in Other Comprehensive Income. Current or deferred taxation assets and liabilities are not discounted. Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

##### **Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable surpluses.

**Sales Staff Association**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2018**

**3. ACCOUNTING POLICIES - continued**

**Cash and cash equivalents**

Cash and cash equivalents are represented by cash in hand and deposits held at call with financial institutions and other short term highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

**Short term debtors and creditors**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the General Fund in administrative expenses.

**Going concern**

After making enquiries and reviewing association's available information, the National Executive Committee has a reasonable expectation that the association has adequate resources to continue in operational existence for the foreseeable future. The association therefore continues to adopt the going concern basis in preparing its financial statements.

**4. EMPLOYEES**

The average number of employees during the year was NIL (2017 - NIL).

The members of the National Executive Committee are responsible for managing the affairs of the Association. There are no salaries or benefits paid to the General Secretary or any other member of the National Executive Committee. They are reimbursed for any expenditure incurred by them in the performance of their duties on behalf of the Association.

**5. EXCEPTIONAL ITEMS**

	31/12/18	31/12/17
	£	£
Legal fees	<u>-</u>	<u>(11,267)</u>

During the year, association incurred legal fees totalling £Nil (2017: £11,267) for legal advice received in respect of association members' employer pension scheme negotiations.

**6. DEFICIT BEFORE TAXATION**

The deficit is stated after charging:

	31/12/18	31/12/17
	£	£
Depreciation - owned assets	5	6
Auditors remuneration	<u>3,300</u>	<u>2,700</u>

**7. TAXATION**

**Analysis of the tax (credit)/charge**

The tax (credit)/charge on the deficit for the year was as follows:

	31/12/18	31/12/17
	£	£
Current tax:		
UK corporation tax	(20)	5
Deferred tax	<u>(164)</u>	<u>48</u>
Tax on deficit	<u>(184)</u>	<u>53</u>

**Sales Staff Association**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2018**

**8. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 January 2018 and 31 December 2018	<u>810</u>	<u>5,795</u>	<u>6,605</u>
<b>DEPRECIATION</b>			
At 1 January 2018	785	5,795	6,580
Charge for year	<u>5</u>	<u>-</u>	<u>5</u>
At 31 December 2018	<u>790</u>	<u>5,795</u>	<u>6,585</u>
<b>NET BOOK VALUE</b>			
At 31 December 2018	<u>20</u>	<u>-</u>	<u>20</u>
At 31 December 2017	<u>25</u>	<u>-</u>	<u>25</u>

**9. FIXED ASSET INVESTMENTS**

	Listed investments £
<b>COST OR VALUATION</b>	
At 1 January 2018	11,067
Revaluations	<u>(249)</u>
At 31 December 2018	<u>10,818</u>
<b>NET BOOK VALUE</b>	
At 31 December 2018	<u>10,818</u>
At 31 December 2017	<u>11,067</u>

Cost or valuation at 31 December 2018 is represented by:

	Listed investments £
Valuation in 2014	5,000
Valuation in 2015	5,472
Valuation in 2016	342
Valuation in 2017	253
Valuation in 2018	<u>(249)</u>
	<u>10,818</u>

**Sales Staff Association**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2018**

**9. FIXED ASSET INVESTMENTS - continued**

If fixed asset investments had not been revalued they would have been included at the following historical cost:

	31/12/18	31/12/17
	£	£
Cost	<u>5,000</u>	<u>5,000</u>
Aggregate provisions	<u>5,818</u>	<u>6,067</u>

Fixed asset investments were valued on closing quoted market price basis on 31 December 2018 by the National Executive Committee.

Market value of listed investments at 31 December 2018 - £10,818 (2017 - £11,067).

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/12/18	31/12/17
	£	£
Prepayments	<u>190</u>	<u>-</u>

**11. CASH AT BANK**

	31/12/18	31/12/17
	£	£
Bank current account	19,647	21,376
Bank deposit account	<u>110,485</u>	<u>110,375</u>
	<u>130,132</u>	<u>131,751</u>

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/12/18	31/12/17
	£	£
Other creditors	960	-
Corporation tax	-	20
Accrued expenses	<u>7,507</u>	<u>4,398</u>
	<u>8,467</u>	<u>4,418</u>

**13. PROVISIONS FOR LIABILITIES**

	31/12/18	31/12/17
	£	£
Deferred tax		
Other timing differences	<u>989</u>	<u>1,153</u>

		Deferred tax £
Balance at 1 January 2018		1,153
Unrealised gains on listed investments		<u>(164)</u>
Balance at 31 December 2018		<u>989</u>



**Sales Staff Association**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2018**

**14. RESERVES**

	General fund £
At 1 January 2018	137,272
Deficit for the year	<u>(5,568)</u>
At 31 December 2018	<u>131,704</u>

**15. RELATED PARTY DISCLOSURES**

(i) Consultancy fees of £600 (2017: £1,200) were paid to a previous General Secretary of the Association in respect of consultancy services rendered by him to the association during the year.

(ii) During the year, a total amount of £200 (2017: £Nil) were given as gifts to former members of the National Executive Committee in appreciation of their past services rendered to the Association.

**Sales Staff Association**

**Detailed General Fund**  
**for the Year Ended 31 December 2018**

	31/12/18		31/12/17
	£	£	£
<b>Member subscriptions</b>		10,470	11,205
<b>Other income</b>			
Bank deposit interest		<u>110</u>	<u>27</u>
		10,580	11,232
<b>Gain/loss on revaluation of assets</b>			
(Loss)/gain on revaluation of investments		<u>(249)</u>	<u>252</u>
		10,331	11,484
<b>Expenditure</b>			
Post, stationery & advertising	58		68
Travelling	112		-
Hotels & subsistence	3,796		3,978
Members quiz & other prizes	75		100
Audit & accountancy	4,800		4,200
Legal fees	811		-
Professional fees	4,629		1,348
Gifts	<u>1,698</u>		<u>1,039</u>
		<u>15,979</u>	<u>10,733</u>
		(5,648)	751
<b>Finance costs</b>			
Bank charges		<u>99</u>	<u>97</u>
		(5,747)	654
<b>Depreciation</b>			
Fixtures and fittings		<u>5</u>	<u>6</u>
		(5,752)	648
<b>Exceptional items</b>			
Legal fees		<u>-</u>	<u>11,267</u>
<b>NET DEFICIT</b>		<u>(5,752)</u>	<u>(10,619)</u>

This page does not form part of the audited financial statements