

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	ASSOCIATION OF SCHOOL AND COLLEGE LEADERS		
Year ended:	31 December 2019		
List no:	564T		
Head or Main Office address:	130 REGENT ROAD		
	LEICESTER		
Postcode	LE1 7PG		
Website address (if available)	www.ascl.org.uk		
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	('X' in appropriate box)
General Secretary:	GEOFF BARTON		
Telephone Number:	0116 2991122		
Contact name for queries regarding the completion of this return	STEVE KIND		
Telephone Number:	0116 2991122		
E-mail:	steve.kind@ascl.org.uk		

Please follow the guidance notes in the completion of this return

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 0330 109 3602

You should send the annual return to the following email address stating the name of the union in subject:

For Unions based in England and Wales: returns@certoffice.org

For Unions based in Scotland: ymw@tcyoung.co.uk

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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	9,484	90		47	9,621
Female	9,452	96		35	9,583
Other					
Total	18,936	186		82	A 19,204

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

19,204

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

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
PRESIDENT	RICHARD SHERIFF	RACHAEL WARWICK	01.09.2019
VICE PRESIDENT	RACHAEL WARWICK	DAVID WAUGH	01.09.2019
IMMEDIATE PAST PRESIDENT	CARL WARD	RICHARD SHERIFF	01.09.2019

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:

Officers in post

(see note 12)

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

Name of Officer	Position held
RACHAEL WARWICK	PRESIDENT
DAVID WAUGH	VICE PRESIDENT
RICHARD SHERIFF	IMMEDIATE PAST PRESIDENT
ARWEL JONES	HON TREASURER
THEO NICKSON	HON SECRETARY
JULIA UPTON	MEMBERSHIP OFFICER

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		4,945,982
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		4,945,982
Investment income (as at page 12)		694,715
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	1,485,321	
Total of other income (as at page 4)		1,485,321
		1,485,321
		7,126,018
	Total income	
	Interfund Transfers IN	
Expenditure		
Benefits to members (as at page 5)		2,604,028
Administrative expenses (as at page 10)		3,683,422
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	Total expenditure	6,287,450
	Interfund Transfers OUT	
	Surplus (deficit) for year	838,568
Amount of general fund at beginning of year		3,729,361
Amount of general fund at end of year		4,567,929

Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
Federation and other bodies	
Total federation and other bodies	
Any Other Sources	
Fees and shared services	272,725
Annual Conference	532,482
Management Charge	130,805
Conference and commercial partnerships	450,689
Rents received	15,000
Other income	12,890
Communications	70,730
Total other sources	1,485,321
Total of all other income	1,485,321

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	157,642
		Advisory Services	
		Member Support salary costs	1,994,278
		Member Support travel expenses	113,168
Representation – Non Employment Related Issues		Other Cash Payments	
		Education and Training services	
		Conferences and seminars	213,159
Communications			
Publications and postage	78,202		
Leader magazine	62,988		
Mailings to members	16,452		
		Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
		Local Reps training and expenses	24,191
		Legal fees support for members	101,590
carried forward	157,642	Total (should agree with figure in General Fund)	2,604,028

(See notes 21 and 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		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	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		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	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 and 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		
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	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		
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	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 and 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		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	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		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	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 and 23)

Fund 8		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	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 9		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Interfund Transfers OUT		
	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 <u>Balance Sheet</u>)
	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 contribute to the political fund

Political fund account 2 To be completed by trade unions which act as components of a central trade union

Income	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects(specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of year	
		Amount remitted to central political	
		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	
Name of political party in relation to which money was expended	Total amount spent during the period £
Total	

Political fund account expenditure (d)

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.

Expenditure on the maintenance of any holder of political office	
Name of office holder	£
Total	

Political fund account expenditure (f)

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

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

Name of organisation or political party	£
Total	

**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		£

Total expenditure

(b) the name of each organisation to which money was paid (otherwise than for a particular cause of campaign), and the total amount paid to each one		£

Total expenditure

(c) the total amount of all other money expended		£

Total expenditure

Total of all expenditures

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	2,071,106
Salaries and Wages included in above	1,908,124
Auditors' fees	10,448
Legal and Professional fees	51,132
Occupancy costs	63,632
Stationery, printing, postage, telephone, etc.	116,306
Expenses of Executive Committee (Head Office)	
Expenses of conferences	399,281
Other administrative expenses (specify)	
National Meetings and Working Groups	427,280
Other (Note 5 to annual report and accounts)	396,562
Other Outgoings	
Depreciation	121,942
Outgoings on land and buildings (specify)	
Maintenance	25,733
Other outgoings (specify)	
tretert	
Total	3,683,422
Charged to: General Fund (Page 3)	3,683,422
Total	3,683,422

Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

Office held	Gross Salary	Employers N.I. contributions	Benefits			Total
			Pension Contributions	Other Benefits		
				Description	Value	
	£	£	£	£	£	
General Secretary	137,124	17,750	19,332			174,206

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)			43,603
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			572
Other investment income (specify)			
Unrealised gain on investment			650,540
			694,715
		Total investment income	694,715
		Credited to:	
		General Fund (Page 3)	694,715
		Political Fund	
		Total Investment Funds	694,715

Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
Cost or Valuation						
At start of year	1,420,470		1,184,704			2,605,174
Additions			148,310			148,310
Disposals						
Revaluation/Transfers						
At end of year	1,420,470		1,333,014			2,753,484
Accumulated Depreciation						
At start of year	394,074		997,311			1,391,385
Charges for year	21,666		100,276			121,942
Disposals						
Revaluation/Transfers						
At end of year	415,740		1,097,587			1,513,327
Net book value at end of year	1,004,730		235,427			1,240,157
Net book value at end of previous year	1,026,396		187,393			1,213,789

Analysis of investments

(see notes 58 and 59)

Quoted	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)	3,418,153	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Cash on deposit	625,575	
Total quoted (as Balance Sheet)	4,043,728	
Market Value of Quoted Investment	4,043,728	
Unquoted		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Investment in ASCL PD Limited	25,000	
Total unquoted (as Balance Sheet)	25,000	
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 checked="" type="checkbox"/>	No <input type="checkbox"/>
-----------------------------------------	-----------------------------

If YES name the relevant companies:

Company name	Company registration number (if not registered in England & Wales, state where registered)
ASCL Professional Development Ltd	02484662

Are the shares which are controlled by the union registered in the names of the union's trustees?

Yes <input checked="" 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)

	All funds except Political Funds	Political Funds £	Total Funds £
Income			
From Members	4,945,982		4,945,982
From Investments	694,715		694,715
Other Income (including increases by revaluation of assets)	1,485,321		1,485,321
Total Income	7,126,018		7,126,018
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	6,287,450		6,287,450
Funds at beginning of year (including reserves)	3,729,361		3,729,361
Funds at end of year (including reserves)	4,567,929		4,567,929
Assets			
Fixed Assets			1,240,157
Investment Assets			4,068,728
Other Assets			405,864
		Total Assets	5,714,749
Liabilities		Total Liabilities	1,146,820
Net Assets (Total Assets less Total Liabilities)			4,567,929

Ballots & Industrial Action- If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

(see notes 74 to 80)

<p>Did the union hold any ballots in respect of industrial action during the return period? <input style="width: 50px; height: 15px;" type="text"/></p>	
<p>If Yes How many ballots were held: <input style="width: 50px; height: 15px;" type="text"/></p>	
<p>For each ballot held please complete the information below:</p>	
<p>Ballot 1</p>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px; height: 15px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px; height: 15px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px; height: 15px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px; height: 15px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px; height: 15px;" type="text"/> ³
1-3 should total "Number of votes cast"	
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	<input style="width: 60px; height: 15px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px; height: 15px;" type="text"/>
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	<input style="width: 60px; height: 15px;" type="text"/>
<p>Ballot 2</p>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px; height: 15px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px; height: 15px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px; height: 15px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px; height: 15px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px; height: 15px;" type="text"/> ³
1-3 should total "Number of votes cast"	
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	<input style="width: 60px; height: 15px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px; height: 15px;" type="text"/>
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	<input style="width: 60px; height: 15px;" type="text"/>
<p>Ballot 3</p>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px; height: 15px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px; height: 15px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px; height: 15px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px; height: 15px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px; height: 15px;" type="text"/> ³
1-3 should total "Number of votes cast"	
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	<input style="width: 60px; height: 15px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px; height: 15px;" type="text"/>
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	<input style="width: 60px; height: 15px;" type="text"/>

Ballots & Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

Ballot 4

Number of individual 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"

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

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

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

Ballot 5

Number of individual 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"

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

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

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

Ballot 6

Number of individual 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"

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

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

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

Ballots and Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

(see note 81)

***Categories of Nature of Trade Dispute**

- A: terms and conditions of employment, or the physical conditions in which any workers require 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: to

3. Number of days of industrial action:

4. Nature of industrial action.

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: to

3. Number of days of industrial action:

4. Nature of industrial action.

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: to

3. Number of days of industrial action:

4. Nature of industrial action.

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: to

3. Number of days of industrial action:

4. Nature of industrial action.

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: to

3. Number of days of industrial action:

4. Nature of industrial action.

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: to

3. Number of days of industrial action:

4. Nature of industrial action.

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: to

3. Number of days of industrial action:

4. Nature of industrial action.

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: to

3. Number of days of industrial action:

4. Nature of industrial action.

Ballots & Industrial Action- If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

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 refer to Note 1 in the enclosed annual report and accounts for all accounting policies.

Accounting policies

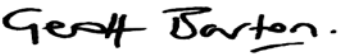

(see notes 84 and 85)



Signatures to the annual return

(see notes 86 & 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:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Geoff Barton	Name:	Steve Kind FCCA
Date:	May 2020	Date:	May 2020

Checklist

(see notes 88 to 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	<input checked="" type="checkbox"/>	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	<input checked="" type="checkbox"/>	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	<input checked="" type="checkbox"/>	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	<input checked="" type="checkbox"/>	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	<input checked="" type="checkbox"/>	No	
A member statement is: (see Note 80)	Enclosed	<input checked="" type="checkbox"/>	To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	<input checked="" type="checkbox"/>	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	<input checked="" type="checkbox"/>	No	

Checklist for auditor's report

(see notes 90 and 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 related? (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)

AUDITORS REPORT CONTAINED WITHIN ANNUAL REPORT AND ACCOUNTS

Signature(s) of auditor or auditors:

S. Atkins

Name(s):

SIMON ATKINS FCA

Profession(s) or Calling(s):

FCA

Address(es):

COOPER PARRY GROUP

SKY VIEW

ARGOSY ROAD

CASTLE DONNINGTON

Postcode

DE74 2SA

Date

27 MAY 2020

Contact name for inquiries and telephone number:

SIMON ATKINS

N.B. When notes to the account 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 reportign period proceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

Yes

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

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

Yes

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)

PLEASE REFER TO ENCLOSED CERTIFICATE

Signature of assurer



Name

Simon Hearn

Address

Civica Election Services, 33 Clarendon Road, London N8 ONW

Date

06/04/2020

Contact name and
telephone number

Simon Hearn, Managing Director, 0208 365 8909

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:

N/A

Signature	
Name	
Office held	
Date	

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS
FINANCIAL STATEMENTS
31 DECEMBER 2019

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

GENERAL INFORMATION

Officers

Rachael Warwick, President
Richard Sheriff, Immediate Past President
David Waugh, Vice President (appointed 1 September 2019)
Arwel Jones, Honorary Treasurer (appointed 1 September 2019)
Julia Upton, Membership Officer (appointed 1 September 2019)
Theo Nickson, Honorary Secretary
Geoff Barton, General Secretary

Trustees

Ian Bauckham, CBE
Allan Foulds
Jane Lees, CBE
Dame Joan McVittie
Sir Michael Griffiths

Bankers

National Westminster Bank Plc
1 Granby Street
Leicester
LE1 6EJ

Auditors

Cooper Parry Group Ltd
Chartered Accountants and Statutory Auditor
Sky View
Argosy Road
East Midlands Airport
Castle Donnington
DE74 2SA

Investment Managers

Veritas Asset Management (UK) Ltd
90 Long Acre
London
WC2E 9RA

Registered Office

130 Regent Road
Leicester
LE1 7PG

Solicitors

Browne Jacobson
Mowbray House
Castle Meadow Road
Nottingham
NG2 1BJ

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

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Income and Expenditure Account	6
Balance Sheet	7
Notes to the Financial Statements	8-19

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

REPORT OF THE OFFICERS YEAR ENDED 31 DECEMBER 2019

The Association of School and College Leaders is a professional association and a registered trade union serving the leaders of secondary schools and colleges.

Statement of Officers' Responsibilities

The constitution requires the officers to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association of School and College Leaders and of the income and expenditure of the Association for that period. The financial statements have been prepared in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". In preparing those financial statements, the officers are required to:

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

The Officers are 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 of School and College Leaders and to enable them to ensure that the financial statements comply with accounting standards. They are also responsible for safeguarding the assets of the Association of School and College Leaders and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and the maintenance of appropriate internal controls.

The Officers are responsible for the maintenance and integrity of the corporate and financial information included on the Association of School and College Leaders' website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

So far as each of the officers are aware at the time the report is approved:

- there is no relevant audit information of which the auditors are unaware; and
- the officers have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Honorary Treasurer's Report

Support for our members remains the keystone of the Association. The budget has again enabled a very broad range of activities, advice, guidance and direct member support to be undertaken. In addition, we continue to influence and shape national education policies for the benefit of members and provide high quality CPD through national and regional information conferences across the UK.

The 2019 year was another one of financial consolidation with the Association reporting a record overall surplus. However, the demands placed upon our resources continue to increase, particularly in the area of our member support services. During the 2019 year, we invested considerable resource into a new employer engagement team and a substantial sum into creating and launching a new website for the benefit of members from September 2019.

Total expenditure on direct support for members during the year (including legal fees, solicitors, regional and field officers and hotline) was £2.7m (2018: £2.8m) which was 42% (2018: 43%) of our total expenditure. This figure excludes annual conference costs and the work of the Policy team in representing the membership at government level together with the guidance and publications issued as part of the overall membership service.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

REPORT OF THE OFFICERS – continued

YEAR ENDED 31 DECEMBER 2019

Honorary Treasurer's Report (continued)

The audited accounts for 2019 depicted an operating surplus for the year of £188,028 (2018: £18,745 deficit). Realised and unrealised gains on the investment portfolio of £650,540 (2018: £20,895) took the total net movement on funds to a net surplus of £838,568 (2018: £2,150 surplus) for the year. The total assets carried forward amounted to £4,567,929 (2018: £3,729,361) which incorporates the provision of a pensions' creditor in accordance with the accounting requirements of FRS 102.

Overall, total membership increased by 1.2% during 2019 to 19,204 (2018: 18,970) and whilst recruitment of new members was yet again buoyant, we experienced a record high volume of member resignations and retirements during the year. The early trend for 2020 has again been encouraging with total membership having increased by 1.4% to a record high of 19,468 as at 31 March 2020.

The Association continues to strive to give a first-class service to its members whilst embracing on-going technological improvements to enhance both efficiencies and performance.

Covid-19

At the date of signing these financial statements, the officers have considered the effect on the Association with the information available to it, and do not believe it will affect the Association's ability to continue to trade for the foreseeable future. As with most organisations there will be short term practical difficulties which we have addressed and are managing. See note 1.2 for further details.

Auditors

Cooper Parry Group Ltd have indicated their willingness to continue in office.

This report was approved by the Council on 25 June 2020 and signed on its behalf by:

.....

G Barton
General Secretary

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

INDEPENDENT AUDITOR'S REPORT TO MEMBERS OF THE ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

We have audited the financial statements of the Association of School and College Leaders ("the Association") for the year ended 31 December 2019 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes 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 2019 and of its surplus for the year ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- 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 auditor's 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.

Emphasis of matter

We draw attention to the going concern accounting policy in note 1.2, which refers to the global Coronavirus pandemic. Our opinion is not modified in respect of this matter.

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 officers' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the officers 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 officers are responsible for the other information. The other information comprises the information included in the Report of the Officers, other than the financial statements and our audit 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.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

INDEPENDENT AUDITOR'S REPORT TO MEMBERS OF THE ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

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

In the light of our knowledge and understanding of the Association and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Officers.

We have nothing to report in respect of the following matters in relation to which the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the Association, or returns adequate for our audit have not been received from branches not visited by us; or
- the Association's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of officers' remuneration specified by law are not made; or
- a satisfactory system of control over transactions has not been maintained throughout the year; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of officers

As explained more fully in the Statement of Officers' Responsibilities set out on page 1, the officers 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 officers 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 officers 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 officers either intend to liquidate the Association 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 from material misstatement, whether due to fraud or error, and to issue an auditor's 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditresponsibilities. This description forms part of our Auditor's report.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

INDEPENDENT AUDITOR'S REPORT TO MEMBERS OF THE ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

Use of our report

This report is made solely to the Association's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

COOPER PARRY GROUP LIMITED

Chartered Accountants
Statutory Auditors

Date:

Sky View
Argosy Road
East Midlands Airport
Castle Donington
DE74 2SA

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	2019 £	2018 £
Income			
Subscriptions		4,945,982	4,810,854
Conferencing and partnerships	3	450,689	460,432
Communications	3	70,730	81,300
Annual Conference		532,482	543,452
Investment income	3	44,175	43,542
Rent received		15,000	15,000
Fees and shared services		272,725	259,775
Management charge		130,805	112,543
Other income		12,890	42,502
		<hr/>	<hr/>
Total incoming resources		6,475,478	6,369,400
		<hr/>	<hr/>
Expenditure			
Staff costs	4	3,902,402	3,721,927
HQ and central services	5	296,607	306,915
Equipment, supplies and materials	5	210,210	230,120
Other central expenses	5	289,990	308,444
Support for members	5	609,750	795,465
National meetings	5	427,280	480,851
Annual conference costs		399,281	399,402
Depreciation	6	121,942	116,961
ASCL FE costs		29,988	28,060
		<hr/>	<hr/>
Total resources expended		6,287,450	6,388,145
		<hr/>	<hr/>
Net incoming/ (outgoing) resources before other recognised gains and losses		188,028	(18,745)
Other recognised gains			
Realised and unrealised gains on investments	7	650,540	20,895
		<hr/>	<hr/>
Net movement on funds		838,568	2,150
Reconciliation of funds:			
Funds brought forward at 1 January 2019		3,729,361	3,727,211
		<hr/>	<hr/>
Funds carried forward at 31 December 2019		4,567,929	3,729,361
		<hr/> <hr/>	<hr/> <hr/>

Incoming resources and resources expended relate to continuing operations.

There were no other gains and losses for the year other than those recognised above.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

BALANCE SHEET AS AT 31 DECEMBER 2019

	Note	31 December 2019		31 December 2018	
		£	£	£	£
Fixed assets					
Tangible assets	6		1,240,157		1,213,789
Investments at market value	7		4,043,728		3,395,140
Investment in subsidiary	8		25,000		25,000
			<hr/>		<hr/>
			5,308,885		4,633,929
Current assets					
Cash at bank and in hand		61,368		20,156	
Debtors	9	344,496		339,195	
			<hr/>		<hr/>
		405,864		359,351	
Creditors: amounts falling due within one year					
Creditors	10	(1,014,512)		(1,088,072)	
			<hr/>		<hr/>
Net current liabilities			(608,648)		(728,721)
Creditors: due after more than one year	10		(29,308)		(48,847)
Provision for liabilities and charges	11		(103,000)		(127,000)
			<hr/>		<hr/>
Total assets			4,567,929		3,729,361
			<hr/> <hr/>		<hr/> <hr/>
Funds employed					
Fixed asset fund			1,240,157		1,213,789
General fund			930,772		242,572
ASCL reserve fund			2,500,000		2,400,000
Pension reserve			(103,000)		(127,000)
			<hr/>		<hr/>
Total funds	12		4,567,929		3,729,361
			<hr/> <hr/>		<hr/> <hr/>

Approved by the Council on 25 June 2020 and signed on their behalf by:

..... **HONORARY TREASURER**

..... **GENERAL SECRETARY**

The attached notes form an integral part of these financial statements.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

NOTES TO THE ACCOUNTS YEAR ENDED 31 DECEMBER 2019

1.1 General information

The Association of School and College Leaders is a professional association and a registered trade union and is domiciled in the United Kingdom. The address of the registered office is shown on the general information page.

The financial statements are prepared in sterling (£). The financial statements are for a period of 52 weeks ended 31 December 2019 (2018: 52 weeks ended 31 December 2018).

1.2 Coronavirus and going concern

Subsequent to the year end, there has been an outbreak of Coronavirus which has developed into a global pandemic. At this stage, the officers are assessing what impact this may have on the Association. There is a high level of uncertainty about the extent and the timeframe of the virus on the global economy, however they believe the Association will continue to trade for a period of at least 12 months from the date of signing these accounts.

The financial forecasts prepared by the officers show that the Association will be able to operate within the facilities available to it.

On that basis, the officers have prepared these financial statements on a going concern basis.

1.3 Accounting policies

The following accounting policies have been applied in dealing with items which are considered material in relation to the financial statements.

Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention as modified for the revaluation of certain fixed assets and investments and in accordance with Financial Reporting Standard 102 (FRS 102), the Financial Reporting Standard applicable in the UK and the Republic of Ireland (including section 1a of FRS 102) and the Trade Union and Labour Relations (Consolidation) Act 1992.

The preparation of financial statements in conformity with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgment in the process of applying the Association's accounting policies. The areas involving a higher degree of judgment or complexity or areas where assumptions and estimates are significant to the financial statements are disclosed in note 2.

a) Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Association and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding value added tax.

b) Fixed assets

Depreciation is charged on the freehold buildings in order to write off their valuation over their expected useful lives. The rate used is 2% on valuation. No depreciation is provided on land.

Depreciation on other tangible fixed assets is charged so as to write off their full cost less estimated residual value over their expected useful lives at the following rates:

Office furniture and equipment	- 20% of cost per annum
Computer equipment	- 33.3% of cost per annum

**ASSOCIATION OF SCHOOL AND COLLEGE LEADERS
NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2019**

Accounting policies (continued)

c) **Investments**

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains/(losses) on investments' in the Income and Expenditure Account if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

Current asset investments are short term highly liquid investments and are held at fair value. These include cash on deposit and cash equivalents with a maturity of less than one year.

d) **Finance leases**

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance leases are depreciated over the shorter of the lease term and their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the Association, obligations under such agreements are included in creditors net of the finance charge allocated to future periods which is charged to the Income and Expenditure account over the term of the lease.

e) **Pension costs and liabilities**

The amount charged to the Income and Expenditure Account as part of staff costs in respect the Association's pensions arrangements represents the employer's contributions due for the year. Please see note 19 for details of The Pensions Trust's Growth Plan.

f) **Debtors**

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

g) **Cash and cash equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible into known amounts of cash with insignificant risk of change in value.

h) **Financial instruments**

The Association enters into only basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

i) **Creditors**

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2. Judgements in applying accounting policies and key sources of estimation uncertainty

The Association makes estimates and assumptions concerning the future. Management are also required to exercise judgement in the process of applying the Association's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

NOTES TO THE ACCOUNTS YEAR ENDED 31 DECEMBER 2019

Judgements in applying accounting policies and key sources of estimation uncertainty (continued)

The estimates and assumptions that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

In preparing these financial statements, the officers have made the following judgements:

- Impairment of other assets – The Association reviews the carrying value of all other assets for indications of impairment at each period end. If indicators of impairment exist, the carrying value of the asset is subject to further testing to determine whether its carrying value exceeds its recoverable amount. This process will usually involve the estimation of future cash flows which are likely to be generated by the asset.
- A provision is recognised when the Association has a present legal or constructive obligation as a result of past event for which it is probable that an outflow of resources will be required to settle the obligation and the amount can be reliably estimated. If the effect is material, provisions are determined by discounting the expected future cash flow at a rate that reflects the time value of money and the risks specific to the liability.

Whether a present obligation is probable or not requires judgment. The nature and type of risks for these provisions differ and management's judgement is applied regarding the nature and extent of obligations in deciding if an outflow of resources is probable or not.

The following are the Association's key sources of estimation uncertainty:

Recoverability of trade debtors. Trade and other receivables are recognised to the extent that they are judged recoverable. Management reviews are performed to estimate the level of reserves required for irrecoverable debt. Provisions are made specifically against invoices where recoverability is uncertain.

Management makes allowance for doubtful debts based on an assessment of the recoverability of debtors. Allowances are applied to debtors where events or changes in circumstances indicate that the carrying amounts may not be recoverable. Management specifically analyse historical bad debts, making a judgment to evaluate the adequacy of the provision for doubtful debts. Where the expectation is different from the original estimate, such difference will impact the carrying value of debtors and the charge in the income and expenditure account.

Depreciation and residual values. The Officers have reviewed the asset lives and associated residual values of all fixed asset classes, and in particular, the useful economic life and residual values of fixtures and fittings and have concluded that asset lives and residual values are appropriate.

The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation, product life cycles and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projects disposal values.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

**NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2019**

	2019	2018
	£	£
3 Income		
<i>Conferencing and Partnership income</i>		
Conferences and seminars	220,116	233,176
Partnership income	230,573	227,256
	450,689	460,432
	450,689	460,432
<i>Communications</i>		
Leader	38,800	45,440
Website charges	25,330	25,960
Mailings	6,600	9,900
	70,730	81,300
	70,730	81,300
<i>Investment income</i>		
Dividends from investments	43,603	43,319
Bank interest	572	223
	44,175	43,542
	44,175	43,542

	2019	2018
	Number	Number
4 Staff Costs		
The average monthly number of persons employed during the year was as follows:		
Member Support	38	39
Policy and Specialists	14	11
General Secretariat and Public Relations	6	7
Operations and administration	18	20
	76	77
	76	77

The full time equivalent (FTE) number of staff for the year was 63 (2018: 64).

	2019	2018
	£	£
Staff costs for the above persons:		
Wages and salaries	3,128,021	2,970,165
Social security costs	343,033	321,094
Other pension costs	425,902	405,584
	3,896,956	3,696,843
Contracted out staffing services	5,446	25,084
	3,902,402	3,721,927
	3,902,402	3,721,927

Key management personnel comprise members of the Leadership Group of ASCL. During the year, a total of £628,946 related to the above total staff costs was paid to these individuals (2018: £508,037) which included an additional two personnel for the 2019 year.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

**NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2019**

5 Expenditure	2019 £	2018 £
<i>Headquarters and central services</i>		
Bank charges	20,340	20,871
Rates, light, heating and cleaning	63,632	59,473
Building maintenance	25,733	16,267
Staff training and development	47,486	43,240
HQ travel expenses	67,197	75,572
Insurance	32,791	30,801
Staff recruitment costs	28,971	50,648
Business continuity costs	10,457	10,043
	<hr/>	<hr/>
	296,607	306,915
	<hr/> <hr/>	<hr/> <hr/>
<i>Equipment, supplies and materials</i>		
Hire and maintenance of equipment	76,543	102,596
Postage, telephone and mobile connectivity	97,028	88,432
Website and IT purchases	17,461	16,604
General printing, stationery and books	19,178	22,488
	<hr/>	<hr/>
	210,210	230,120
	<hr/> <hr/>	<hr/> <hr/>
<i>Other central expenses</i>		
Audit, legal and professional fees	62,580	56,771
Investment fund management fees	45,554	41,161
Database support and training	46,702	48,982
Donation to ASCL Benevolent Fund	15,787	15,512
Affiliation fees and subscriptions	17,545	16,401
Media and communications	16,518	12,367
Sundry expenses	3,758	2,974
PR and Policy strategy and manifesto costs	19,529	8,798
Member recruitment and advertising	37,675	51,212
Exhibition costs	11,228	17,381
Party political conferences	7,186	19,558
Hospitality and sundry expenses	2,725	2,347
Northern Hub costs	3,203	14,980
	<hr/>	<hr/>
	289,990	308,444
	<hr/> <hr/>	<hr/> <hr/>
<i>Support for members</i>		
Conferences and seminars – direct costs	213,159	243,491
Legal support for members	101,590	232,863
Publications and postage	78,202	84,363
Leader magazine	62,988	75,753
Mailings to members	16,452	13,657
Member support travel and expenses	113,168	117,139
Local Representatives training and expenses	24,191	28,199
	<hr/>	<hr/>
	609,750	795,465
	<hr/> <hr/>	<hr/> <hr/>

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

**NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2019**

5	Expenditure: continued	2019 £	2018 £		
	<i>National meetings and working groups</i>				
	Presidential support	144,035	173,687		
	Council meetings (accommodation and travel)	105,277	118,335		
	Panels and working groups	12,996	15,999		
	Subscriptions – ICP and ESHA	10,765	13,818		
	Travel expenses	50,219	53,596		
	Specialists travel expenses	94,885	92,033		
	National and district elections	9,103	13,383		
		427,280	480,851		
		427,280	480,851		
6	Fixed Assets				
		Freehold land & buildings £	Computer equipment £	Office furniture & equipment £	Total £
	Cost or Valuation				
	At 1 January 2019	1,420,470	958,355	226,349	2,605,174
	Additions	-	136,392	11,918	148,310
		1,420,470	1,094,747	238,267	2,753,484
	At 31 December 2019	1,420,470	1,094,747	238,267	2,753,484
	Depreciation				
	At 1 January 2019	394,074	783,783	213,528	1,391,385
	Charge for the year	21,666	95,021	5,255	121,942
		415,740	878,804	218,783	1,513,327
	At 31 December 2019	415,740	878,804	218,783	1,513,327
	Net book value				
	At 31 December 2019	1,004,730	215,943	19,484	1,240,157
	At 31 December 2018	1,026,396	174,572	12,821	1,213,789
		1,004,730	215,943	19,484	1,240,157
		1,026,396	174,572	12,821	1,213,789

Freehold land and buildings are included at fair value. The most recent valuation was carried out as at 31 December 2015 by Innes England, Leicester, on an open market basis as defined in the RICS Valuation – Professional Standards UK January 2014 (revised April 2015).

The Association has elected in accordance with s35.10(d) of FRS102, to use the fair value of freehold land and buildings at 1 January 2015, the date of transition of FRS102, as their deemed cost.

Included within fixed assets are assets held under operating leases with a net book value as at 31 December 2019 of £42,301 (2018: £69,473). Depreciation of £25,488 (2018: £8,683) was charged on these assets during the year.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

NOTES TO THE ACCOUNTS YEAR ENDED 31 DECEMBER 2019

7 Investments	2019 £	2018 £
Market value at 1 January 2019	3,395,140	3,372,100
Additions	400,614	751,024
Disposal proceeds	(460,527)	(759,356)
Movement in cash	57,961	10,477
Net investment gain	650,540	20,895
	4,043,728	3,395,140
	4,043,728	3,395,140

	2019 £	Market Value 2018 £	2019 £	Cost 2018 £
Other listed investments	3,418,153	2,706,673	2,012,685	1,802,983
Cash on deposit	625,575	688,467	625,575	688,467
	4,043,728	3,395,140	2,638,260	2,491,450
	4,043,728	3,395,140	2,638,260	2,491,450

During March 2020, World stock markets took a sharp decline as a result of the impact of the Coronavirus pandemic. As at 30 April 2020, the investment portfolio market value had decreased by 3.5% to £3.9m.

The fair value of listed investments is determined by reference to the quoted price for identical assets in an active market at the balance sheet date.

All investments are carried at their fair value. Investments in equities and fixed interest securities are all traded in quoted public markets, primarily the London Stock Exchange. Holdings in common investment funds, unit trusts and open-ended investment companies are at the bid price. The basis of fair value for quoted investments is equivalent to the market value, using the bid price. Asset sale and purchases are recognised at the date of trade at cost (that is their transaction value).

The main risk to the Association from financial instruments lies in the combination of uncertain investment markets and volatility in yield. Liquidity risk is anticipated to be low as all assets are traded. The Association's investments are mainly traded in markets with good liquidity and high trading volumes. The Association has no material investment holdings in markets subject to exchange controls or trading restrictions.

The Association manages these investment risks by retaining expert advisors and operating an investment policy that provides for a high degree of diversification of holdings within investment classes that are quoted on recognised stock exchanges.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

NOTES TO THE ACCOUNTS YEAR ENDED 31 DECEMBER 2019

8 Investment in subsidiary

The Association's investment at the balance sheet date in the share capital of unlisted companies is as follows:

Subsidiary Undertaking:	ASCL Professional Development Limited
Nature of business:	Provider of professional development for ASCL members and other members of school and college leadership teams
Class of shares held:	25,000 Ordinary shares
% held:	100%

Net assets as at 31 December 2019: £257,056 (2018: £235,377)

Result after tax for the year ended 31 December 2019: £21,675 profit (2018: £78,227 profit)

	2019	2018
	£	£
9 Debtors		
Trade debtors	59,985	55,362
Sundry debtors and prepayments	255,001	257,038
Accrued income	16,161	20,205
Amount due from ASCL Benevolent Fund	10,041	1,883
Amount due from ASCL Educational Development Trust	3,308	4,707
	<u>344,496</u>	<u>339,195</u>
10 Creditors – due within one year		
PAYE and NIC	102,073	97,555
SWPF and other pensions	55,997	55,545
Other sundry creditors, accruals and deferred income	565,501	659,534
Amount due to subsidiary undertaking	65,168	71,077
Subscriptions in advance	53,190	48,157
Subscriptions for lifetime members	61,506	60,192
Partnership commission in advance	52,158	51,391
Finance lease	19,539	19,539
VAT payable	39,790	25,082
Corporation tax	(410)	-
	<u>1,014,512</u>	<u>1,088,072</u>
Creditors – due after one year		
Finance leases	<u>29,308</u>	<u>48,847</u>

**ASSOCIATION OF SCHOOL AND COLLEGE LEADERS
NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2019**

11	Provision for liabilities and charges	2019	2018
		£	£
	Pension fund liability		
	As at 1 January 2019	127,000	145,000
	Movement in year through income and expenditure account	(24,000)	(18,000)
		<hr/>	<hr/>
	As at 31 December 2019	103,000	127,000
		<hr/> <hr/>	<hr/> <hr/>

In accordance with Financial Reporting Standard 102, the Association has recognised a provision for the future deficit contribution payments it is required to make under the terms of its membership of The Pensions Trust Growth Plan pension plan. Movements in the provision are recognised in the Income and Expenditure Account. (See note 19 for further detail of the Growth Plan).

12 Analysis of funds

	At 1.1.2019	Income	Expenditure	Transfers	Investment gain	At 31.12.2019
	£	£	£	£	£	£
Fixed Asset Fund	1,213,789	-	-	26,368	-	1,240,157
General Fund	242,572	6,475,478	(6,311,450)	(126,368)	650,540	930,772
Pension Liability Fund	(127,000)	-	24,000	-	-	(103,000)
ASCL Reserve Fund	2,400,000	-	-	100,000	-	2,500,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	3,729,361	6,475,478	(6,287,450)	-	650,540	4,567,929
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Fixed asset Fund

The purpose of this fund is to fund the future depreciation of fixed assets.

General Fund

The fund represents the accumulated un-earmarked reserves of the Association.

Pension Liability Fund

This fund matches the provisions in respect of deficit contribution payments due from the Association to the Pension Fund.

ASCL Reserve Fund

The purpose of this fund is to cover any extraordinary costs (including legal defence) that may arise in future years. The Officers have established a policy whereby the Fund should be maintained within a range of £2,225,000 and £2,500,000 with any shortfall or excess being transferred from or to the General Fund.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS
NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2019

13 Taxation

The Association is exempt from corporation tax on income which is not trading income.

14 Contingent liabilities

At 31 December 2019 there were no contingent liabilities.

15 Branch funds

These accounts exclude any funds relating to Branches of the Association. The known funds of these branches at 31 December 2019 are £23,235 (2018: £24,432).

16 Subsidiary undertaking

The Association has a 100% shareholding in ASCL Professional Development Limited, which is a private association registered in England.

17 Related party transactions

During the year, The Association paid for expenses on behalf of ASCL Professional Development Limited totalling £561,750 (2018: £589,761).

In addition, during the year net purchases of £105,550 (2018: £126,540) were made from ASCL Professional Development Limited.

The net balance due from the Association to ASCL Professional Development Limited as at the year ended 31 December 2019 was £65,168 (2018: £71,077 owed by the Association).

A number of the Association's officers are Trustees of the ASCL Benevolent Fund, from whom £10,041 (2018: £1,883) was due at the year end.

A number of the Association's officers are also Trustees of The ASCL Educational Development Trust, from whom £3,308 (2018: £4,707) was due at the year end.

18 Capital Commitments

The Association had capital commitments totalling £Nil as at 31 December 2019 (2018: £Nil).

19 Pensions Trust Growth Plan

The Association participates in the scheme, a multi-employer scheme which provides benefits to some 1,300 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the Association to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the Association is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

NOTES TO THE ACCOUNTS YEAR ENDED 31 DECEMBER 2019

19 Pensions Trust Growth Plan (continued)

A full actuarial valuation for the scheme was carried out at 30 September 2014. This valuation showed assets of £793m, liabilities of £970m and a deficit of £148m. To eliminate this funding shortfall, the Scheme Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum (payable monthly and increasing by 3% each on 1st April)
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From 1 April 2016 to 30 Sept 2028:	£54,560 per annum (payable monthly)
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Unless a concession has been agreed with the Trustees, the term to 2025 applies.

	Year Ended 31 December 2019 £000s	Year Ended 31 December 2018 £000s
Present value of provision	103	127

Recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and 2 scheme liabilities.

Where the scheme is in deficit and where the Association has agreed to a deficit funding arrangement the Association recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

ASSOCIATION OF SCHOOL AND COLLEGE LEADERS

NOTES TO THE ACCOUNTS YEAR ENDED 31 DECEMBER 2019

19 Pensions Trust Growth Plan (continued)

Reconciliation of Opening and Closing Provisions

	Year Ended 31 December 2019 £000s	Year Ended 31 December 2018 £000s
Provision at start of period	118	145
Unwinding of the discount factor (interest expense)	2	2
Deficit contribution paid	(19)	(18)
Re-measurements - impact of any change in assumptions	2	(1)
Re-measurements - amendments to the contribution schedule	-	(10)
Provision at end of period	103	118
Late adjustment per Pension Provider	-	9
Closing provision at end of period	103	127

Income and Expenditure Impact

	Year Ended 31 December 2019 £000	Year Ended 31 December 2018 £000s
Interest expense	2	2
Re-measurements – impact of any change in assumptions	2	(1)
Re-measurements – amendments to the contribution schedule	-	(10)
Contributions paid in respect of future service	-	-
Costs recognised in income and expenditure account	-	-

Assumptions

	31 December 2019 % per annum	31 December 2018 % per annum
Rate of discount	1.13	1.75

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

Employer contributions for the year payable into the Growth Plan amounted to £230,326 (2018: £218,138).