

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

Name of Trade Union:	Association of Educational Psychologists				
Year ended:	31 December 2021				
List no:					
Head or Main Office address:	4 Riverside Centre				
	Frankland Lane				
	Durham				
	County Durham				
Postcode	DH1 5TA				
Website address (if available)	<a href="https://www.aep.org.uk/">https://www.aep.org.uk/</a>				
Has the address changed during the year to which the return relates?	Yes		No	X	('X' in appropriate box)
General Secretary:	Kate Fallon				
Telephone Number:	0191 384 9512				
Contact name for queries regarding the completion of this return	Mary Gardner				
Telephone Number:	0191 384 9512				
E-mail:	mary.gardner@aep.org.uk				

### Please follow the guidance notes in the completion of this return

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 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](mailto:returns@certoffice.org)

For Unions based in Scotland: [ymw@tcyoung.co.uk](mailto: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
	3,535	102	5	10	3,652
<b>Total</b>	3,535	102	5	10	A 3,652

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

3,652

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	D Collingwood	D Hughes	30 November 2021
Vice President	D Hughes	D Collingwod	30 November 2021

State whether the union is:

a. A branch of another trade union?

Yes

No

**X**

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

**X**

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 and date elected
D Hughes	President
D Collingwood	Vice-President
D Webster	Honorary Treasurer
J Drewicz	Association Secretary
D Beaumont	NEC Member
C O'Flaherty	NEC Member
L Mackey	NEC Member
B Tubbs	NEC Member
S Ungar	NEC Member
J Suchy	NEC Member
C Lowther	NEC Member
A Alway	NEC Member
J Russell	NEC Member
B Cairns	NEC Member
D Wiggett	NEC Member
E Mercer	NEC Member
L O'Connor	NEC Member
J Herod	NEC Member - appointed 16 December 2021
G Rayat	NEC Member - appointed 16 December 2021
E Smith	NEC Member - appointed 16 December 2021
F Schulz	NEC Member - appointed 1 December 2021

# General Fund

(see notes 13 to 18)

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		832,051
<b>From Members:</b> Other income from members (specify)		
Publicity Sales		2,000
Royalty Income		13,216
<b>Total other income from members</b>		15,216
<b>Total of all income from members</b>		847,267
<b>Investment income (as at page 12)</b>		
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		
<b>Total income</b>		847,267
<b>Interfund Transfers IN</b>		
<b>Expenditure</b>		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		512,202
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
<b>Total expenditure</b>		512,202
<b>Interfund Transfers OUT</b>		335,065
<b>Surplus (deficit) for year</b>		335,065
<b>Amount of general fund at beginning of year</b>		
<b>Amount of general fund at end of year</b>		

# Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
<b>Federation and other bodies</b> 	
<b>Total federation and other bodies</b>	
<b>Any Other Sources</b> 	
<b>Total other sources</b>	
<b>Total of all other income</b>	

# Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

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

(See notes 21 and 23)

Fund 2		Fund Account	
Name:	Development Fund	£	£
<b>Income</b>			
	From members		233,549
	Investment income (as at page 12)		1,416
	Other income (specify)		
	Training Application Process Revenue		47,910
	<b>Total other income as specified</b>		47,910
	<b>Total Income</b>		282,875
	Interfund Transfers IN		240,384
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		217,753
	<b>Total Expenditure</b>		217,753
	Interfund Transfers OUT		11,592
	<b>Surplus (Deficit) for the year</b>		65,122
	<b>Amount of fund at beginning of year</b>		1,699,808
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		1,993,722
	<b>Number of members contributing at end of year</b>		3,652

Fund 3		Fund Account	
Name:	Legal Expenses Reserve Fund	£	£
<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>		
	Interfund Transfers IN		94,681
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		94,681
	<b>Total Expenditure</b>		94,681
	Interfund Transfers OUT		
	<b>Surplus (Deficit) for the year</b>		-94,681
	<b>Amount of fund at beginning of year</b>		200,000
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		200,000
	<b>Number of members contributing at end of year</b>		



(See notes 21 and 23)

Fund 4		Fund Account	
Name:	Conference Fund	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		5,935
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		5,935
	Interfund Transfers IN		11,592
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		17,527
	<b>Total Expenditure</b>		17,527
	Interfund Transfers OUT		
	<b>Surplus (Deficit) for the year</b>		-11,592
	<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 5		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>		
	Interfund Transfers IN		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<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 and 23)

Fund 6		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<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:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<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 and 23)

Fund 8		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<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 9		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<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>	Members contributions and levies			
		Investment income (as at page 12)			
Other income (specify)					
		Total other income as specified			
		Total income			
<b>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</b>					
		<b>Expenditure A</b> (as at page i)			
		<b>Expenditure B</b> (as at page ii)			
		<b>Expenditure C</b> (as at page iii)			
		<b>Expenditure D</b> (as at page iv)			
		<b>Expenditure E</b> (as at page v)			
		<b>Expenditure F</b> (as at page vi)			
		<b>Non-political expenditure</b> (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			
<b>Political fund account 2 To be completed by trade unions which act as components of a central trade union</b>					
<b>Income</b>	Contributions and levies collected from members on behalf of central political fund				
	Funds received back from central political fund				
	Other income (specify)				
		Total other income as specified			
		Total income			
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)				
	Administration expenses in connection with political objects(specify)				
	Non-political expenditure				
		Total expenditure			
		Surplus (deficit) for year			
		Amount held on behalf of trade union political fund at beginning of year			
		Amount remitted to central political			
		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) (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 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) (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 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

[illegible]

### 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	£
<b>Total</b>	



**Political fund account expenditure (e)**

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.

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

Name of political party	£
<b>Total</b>	

### **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	£
<b>Total</b>	

**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)

	£
<b>Administrative Expenses</b>	
Remuneration and expenses of staff	367,570
Salaries and Wages included in above	336,125
Auditors' fees	8,833
Legal and Professional fees	100,964
Occupancy costs	42,861
Stationery, printing, postage, telephone, etc.	9,341
Expenses of Executive Committee (Head Office)	1,916
Expenses of conferences	17,527
Other administrative expenses (specify)	
Equipment Maintenance	18,648
Consultancy costs	69,795
Website Expenses	20,458
Professional Indemnity Insurance	7,510
Sundry Expenses	4,888
Death in Service Costs	2,884
Training and recruitment costs	2,036
Financial administration	16,679
Bank charges	2,233
Subscriptions	32,020
<b>Other Outgoings</b>	
Depreciation	7,101
Amortisation	8,486
Taxation	38,213
VAT Adjustment	24,360
Journal Costs	37,840
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
trert	
<b>Total</b>	<b>842,163</b>
Charged to:	
General Fund (Page 3)	512,202
Development Fund	217,753
Legal Expenses Reserve Fund	94,681
Conference Fund	17,527
<b>Total</b>	<b>842,163</b>

## Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

[illegible]

## Analysis of investment income

(see notes 47 and 48)

[illegible]

# Balance sheet as at

(see notes 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		808,227
	Investments (as per analysis on page 15)		
	Quoted (Market value £ (       ) )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		79,069
	Sundry debtors		1,440,247
	Cash at bank and in hand		
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		1,519,316
	<b>Total assets</b>		2,327,543
1,699,808 200,000	General fund (page 3)		
	Development Fund		1,993,722
	Legal Expenses Reserve Fund		200,000
	Conference Fund		
	Political Fund Account		
	<b>Liabilities</b>		
	Amount held on behalf of central trade union political fund		
	Trade Creditors		-7,078
	Accruals and Deferred Income		-43,899
	HMRC - Taxation		-49,359
	HMRC - PAYE		-11,519
	HMRC - VAT		-13,451
	Other Creditors		-8,515
	<b>Total liabilities</b>		-133,821
	<b>Total assets</b>		2,327,543

## Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold				
	£	£	£	£	£	£
<b>Cost or Valuation</b>						
At start of year		727,546	173,437			900,983
Additions			30,094			30,094
Disposals						
Revaluation/Transfers						
At end of year		727,546	203,531			931,077
<b>Accumulated Depreciation</b>						
At start of year			107,263			107,263
Charges for year			15,587			15,587
Disposals						
Revaluation/Transfers						
At end of year			122,850			122,850
Net book value at end of year		727,546	80,681			808,227
Net book value at end of previous year		727,546	66,174			793,720



## 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)		
	Total quoted (as Balance Sheet)		
	Market Value of Quoted Investment		
Unquoted	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	Total unquoted (as Balance Sheet)		
	Market Value of Unquoted Investments		

# Analysis of investment income (controlling interests)

(see notes 60 and 61)

**Does the union, or any constituent part of the union, have a controlling interest in any limited company?**

Yes

☐

No

☒

If YES name the relevant companies:

Company name	Company registration number (if not registered in England & Wales, state where registered)

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

Yes

☐

No

☐

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 £
<b>Income</b>			
From Members	1,080,816		1,080,816
From Investments	7,351		7,351
Other Income (including increases by revaluation of assets)	47,910		47,910
<b>Total Income</b>	1,136,077		1,136,077
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	842,163		842,163
<b>Funds at beginning of year</b> (including reserves)	1,899,808		1,899,808
<b>Funds at end of year</b> (including reserves)	2,193,722		2,193,722
<b>Assets</b>			
Fixed Assets			808,227
Investment Assets			
Other Assets			1,519,316
		<b>Total Assets</b>	2,327,543
<b>Liabilities</b>		<b>Total Liabilities</b>	133,821
<b>Net Assets (Total Assets less Total Liabilities)</b>			2,193,722

# Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>Income</b>			
From Members			
From Investments			
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>			
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>			
<b>Funds at beginning of year</b> (including reserves)			
<b>Funds at end of year</b> (including reserves)			
<b>Assets</b>			
	Fixed Assets		
	Investment Assets		
	Other Assets		
	<b>Total Assets</b>		
<b>Liabilities</b>	<b>Total Liabilities</b>		
<b>Net Assets (Total Assets less Total Liabilities)</b>			

(see notes 74 to 80)

<b>Did the union hold any ballots in respect of industrial action during the return period?</b>		<div style="border: 1px solid black; padding: 2px 5px;">No</div>
If Yes How many ballots were held: <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div>		
For each ballot held please complete the information below:		
<div> <div><b>Ballot 1</b></div> <div>                     Number of individual who were entitled to vote in the ballot                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div> <b>Number of votes cast in the ballot</b> <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div>                     Number of Individuals answering "Yes" to the question                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> <span style="font-size: small; margin-left: 5px;">1</span> </div> <div>                     Number of individuals answering "No" to the question                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> <span style="font-size: small; margin-left: 5px;">2</span> </div> <div>                     Number of invalid or otherwise spoiled voting papers returned                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> <span style="font-size: small; margin-left: 5px;">3</span> </div> <div style="text-align: right; margin-top: 10px;"> <b>1-3 should total "Number of votes cast"</b> </div> <div style="margin-top: 10px;">                     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                     <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div style="margin-top: 10px;">                     Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?                     <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div style="margin-top: 10px;">                     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                     <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> </div>		
<div> <div><b>Ballot 2</b></div> <div>                     Number of individual who were entitled to vote in the ballot                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div> <b>Number of votes cast in the ballot</b> <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div>                     Number of Individuals answering "Yes" to the question                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> <span style="font-size: small; margin-left: 5px;">1</span> </div> <div>                     Number of individuals answering "No" to the question                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> <span style="font-size: small; margin-left: 5px;">2</span> </div> <div>                     Number of invalid or otherwise spoiled voting papers returned                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> <span style="font-size: small; margin-left: 5px;">3</span> </div> <div style="text-align: right; margin-top: 10px;"> <b>1-3 should total "Number of votes cast"</b> </div> <div style="margin-top: 10px;">                     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                     <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div style="margin-top: 10px;">                     Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?                     <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div style="margin-top: 10px;">                     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                     <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> </div>		
<div> <div><b>Ballot 3</b></div> <div>                     Number of individual who were entitled to vote in the ballot                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div> <b>Number of votes cast in the ballot</b> <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div>                     Number of Individuals answering "Yes" to the question                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> <span style="font-size: small; margin-left: 5px;">1</span> </div> <div>                     Number of individuals answering "No" to the question                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> <span style="font-size: small; margin-left: 5px;">2</span> </div> <div>                     Number of invalid or otherwise spoiled voting papers returned                     <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block; margin-left: 10px;"></div> <span style="font-size: small; margin-left: 5px;">3</span> </div> <div style="text-align: right; margin-top: 10px;"> <b>1-3 should total "Number of votes cast"</b> </div> <div style="margin-top: 10px;">                     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                     <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div style="margin-top: 10px;">                     Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?                     <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> <div style="margin-top: 10px;">                     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                     <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block; margin-left: 10px;"></div> </div> </div>		

**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 return ed

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 th is ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to th e 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 return ed

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 th is ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to th e 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 return ed

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 th is ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to th e 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**

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.

See notes to accounts included in signed accounts.

## Accounting policies

(see notes 84 and 85)

See accounting policies included in signed accounts.

## Signatures to the annual return

(see notes 86 & 87)

Including the accounts and balance sheet contained in the return. Please copy and paste your electronic signature here

Secretary's Signature:	<u>Kate Fallon</u> <small>Kate Fallon (Apr 20, 2022 09:35 GMT+1)</small>	Chairman's Signature:	<u>Dewi Hughes</u> <small>Dewi Hughes (Apr 20, 2022 13:25 GMT+1)</small>
			(or other official whose position should be stated)
Name:	Kate Fallon	Name:	Dewi Huges (President)
Date:	Apr 20, 2022	Date:	Apr 20, 2022

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

See audit report included in signed accounts.

Signature(s) of auditor or auditors:

Name(s):

Profession(s) or Calling(s):

Address(es):

Postcode

Date

Contact name for inquiries and  
telephone number:

Lucy Robson

Chartered Accountant

RSM UK Audit LLP

1 St James' Gate

Newcastle upon Tyne

NE1 4AD

Lucy Robson  
0191 255 7016

N.B. When notes to the account are referred to in the auditor's report a copy of those notes must accompany this return.



## **ANNUAL ACCOUNTS 2021**

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### **STATEMENT TO MEMBERS ISSUED IN CONNECTION WITH THE UNION'S ANNUAL RETURN FOR PERIOD ENDED 31/12/2021**

As required by Section 32a of the Trade Union and Labour Relations (Consolidation) Act 1992

#### **Income and Expenditure**

The total income of the union for the period was £1,136,077. This amount included payments of £832,051 in respect of membership of the union. The union's total expenditure for the period was £842,163. The union does not maintain a political fund.

#### **Salary paid to and other benefits provided to the General Secretary, President and members of the National Executive Committee**

The General Secretary of the union was paid £74,121 in respect of salary and £8,894 in respect of benefits.

#### **Irregularity statement**

A member who is concerned that some irregularity may be occurring, or has occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of the rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he or she should consider obtaining independent legal advice.

#### **Auditor's report**

*We have audited the financial statements of the Association of Educational Psychologists (the 'Union') for the year ended 31 December 2021 which comprise the balance sheet, income and expenditure accounts for the development fund, general fund, conference fund and legal expenses reserves fund, statement of total results and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 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 Union's affairs as at 31 December 2021 and of its income and expenditure for the year then ended;*
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and*
- have been prepared to meet 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 Union 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**

In auditing the financial statements, we have concluded that the National Executive Committee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Union's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the National Executive Committee with respect to going concern are described in the relevant sections of this report.

### **Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The National Executive Committee are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, we do not express any form of assurance conclusion thereon.

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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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 in relation to which 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 section 28;
- or
- a satisfactory system of control over its transactions has not been maintained in accordance with the requirements of that section; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations for which, to the best of our knowledge and belief, we consider necessary for our audit.

### **Responsibilities of the National Executive Committee**

As explained more fully in the National Executive Committee's responsibilities statement set out on page 3, the National Executive Committee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the National Executive Committee determines 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 National Executive Committee is responsible for assessing the Union'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 Union 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.

The extent to which the audit was considered capable of detecting irregularities, including fraud  
Irregularities are instances of non-compliance with laws and regulations. The objectives of our audit are to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements, to perform audit procedures to help identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements, and to respond appropriately to identified or suspected non-compliance with laws and regulations identified during the audit.

In relation to fraud, the objectives of our audit are to identify and assess the risk of material misstatement of the financial statements due to fraud, to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud through designing and implementing appropriate responses and to respond appropriately to fraud or suspected fraud identified during the audit.

However, it is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud, the audit engagement team:

- obtained an understanding of the nature of the industry and sector, including the legal and regulatory framework that the Union operates in and how the Union is complying with the legal and regulatory framework;
- inquired of management, and those charged with governance, about their own identification and assessment of the risks of irregularities, including any known actual, suspected or alleged instances of fraud;
- discussed matters about non-compliance with laws and regulations and how fraud might occur including assessment of how and where the financial statements may be susceptible to fraud.

As a result of these procedures we consider the most significant laws and regulations that have a direct impact on the financial statements are FRS 102, the Trade Union and Labour Relations (Consolidation) Act 1992 and tax compliance regulations. We performed audit procedures to detect non-compliances which may have a material impact on the financial statements which included reviewing financial statement disclosures, inspecting correspondence with local tax authorities and inquiries of management.

The most significant laws and regulations that have an indirect impact on the financial statements are those in relation to employment and data protection. We performed audit procedures to inquire of management whether the Union is in compliance with these law and regulations.

The audit engagement team identified the risk of management override of controls and depreciation of leasehold investment property as the areas where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed included but were not limited to testing manual journal entries and other adjustments and evaluating the business rationale in relation to significant, unusual transactions and transactions entered into outside the normal course of business.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities> This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the Union'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 Union'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 Union and the Union's members as a body, for our audit work, for this report, or for the opinions we have formed.*

*RSM UK AUDIT LLP, Statutory Auditors  
Chartered Accountants  
1 St James' Gate  
Newcastle upon Tyne  
NE1 4AD*

**A full copy of the audited accounts is available to view on the AEP Website. Copies will also be available at the Annual General Meeting.**



John Drewicz  
Association Secretary



## 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?

**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

If "No" Please explain below:

Signature	David Webster
Name	David Webster
Office held	Honorary Treasurer
Date	Apr 20, 2022