

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Scottish Secondary Teachers' Association		
Year ended:	31 December 2021		
List no:	5020T		
Head or Main Office address:	West End House		
	14 West End Place		
	Edinburgh		
Postcode	EH11 2ED		
Website address (if available)	www.ssta.org.uk		
Has the address changed during the year to which the return relates?	Yes	No	X ('X' in appropriate box)
General Secretary:	Seamus Searson		
Telephone Number:	0131 313 7300		
Contact name for queries regarding the completion of this return	Elaine Henderson		
Telephone Number:	0131 313 7300		
E-mail:	ElaineH@ssta.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
	6,146				6,146
Total	6,146				A 6,146

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

5,755

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

43

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	John Guidi	Catherine Nicol	02 October 2021
Vice President	Catherine Nicol	Stuart Hunter	02 October 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.

[illegible]

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		905,123
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		905,123
Investment income (as at page 12)		18,614
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	82,417	
Total of other income (as at page 4)		82,417
Total income		1,006,154
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		29,786
Administrative expenses (as at page 10)		850,823
Federation and other bodies (specify)		
STUC		12,024
Total expenditure Federation and other bodies		12,024
Taxation		461
Total expenditure		893,094
Interfund Transfers OUT		
Surplus (deficit) for year		113,060
Amount of general fund at beginning of year		1,700,765
Amount of general fund at end of year		1,813,825

(see notes 19 and 20)

P4

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation –		brought forward	29,786
Employment Related Issues		Advisory Services	
Legal representation	16,614		
Representation –		Other Cash Payments	
Non Employment Related Issues			
		Education and Training services	
		Members' training	
Communications			
Members' diaries	13,172		
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
carried forward	29,786	Total (should agree with figure in General Fund)	29,786

(See notes 21 and 23)

Fund 2		Fund Account	
Name:	Benevolent Fund	£	£
Income			
	From members		
	Investment income (as at page 12)		3,985
	Other income (specify)		
	Gain on investments		8,102
	Movement in gain on valuation of investments		19,910
	Total other income as specified		28,012
	Total Income		31,997
	Interfund Transfers IN		
Expenditure			
	Benefits to members		3,150
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		3,150
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		28,847
	Amount of fund at beginning of year		211,365
	Amount of fund at the end of year (as Balance Sheet)		240,212
	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.

[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

[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	£
Total	

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	£
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

[illegible]

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

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

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	£

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		619,733
Salaries and Wages included in above	543,934	
Auditors' fees		18,000
Legal and Professional fees		
Occupancy costs		105,504
Stationery, printing, postage, telephone, etc.		10,650
Expenses of Executive Committee (Head Office)		11
Expenses of conferences		11,762
Other administrative expenses (specify)		
Annual congress		37,963
Committees & ballots		
IT Support		16,144
Other Outgoings		
Interest payable - HP		440
Depreciation		21,667
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Investment management fees		8,949
Total		850,823
Charged to:	General Fund (Page 3)	850,823
	Benevolent Fund	
Total		850,823

Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

[illegible]

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			18,157
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			4,437
Bank and Building Societies			
Other investment income (specify)			
National Savings Bonds			5
			22,599
		Total investment income	22,599
		Credited to:	
		General Fund (Page 3)	18,614
		Benevolent Fund	3,985
		Political Fund	
		Total Investment Funds	22,599

Balance sheet as at

31 December 2021

(see notes 49 to 52)

Previous Year		£	£
567,962	Fixed Assets (at page 14)		546,295
	Investments (as per analysis on page 15)		
929,864	Quoted (Market value £ (1,026,446)		1,026,446
30,000	Unquoted		30,000
959,864	Total Investments		1,056,446
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
425,697	Cash at bank and in hand		498,053
	Income tax to be recovered		
7,995	Stocks of goods		9,339
	Others (specify)		
433,692	Total of other assets		507,392
1,961,518	Total assets		2,110,133
1,700,765	General fund (page 3)		1,813,825
211,365	Benevolent Fund		240,212
	Political Fund Account		
	Liabilities		
	Amount held on behalf of central trade union political fund		
£2,684	Tax payable		461
£17,175	Accrued expenses		27,975
£13,771	Provisions		13,686
£15,758	Other liabilities		13,974
£49,388	Total liabilities		56,096
£1,961,518	Total assets		2,110,133

Fixed assets account

(see notes 53 to 57)

	Land and Buildings Freehold Leasehold		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	£	£	£	£	£	£
Cost or Valuation						
At start of year	766,942		211,100			978,042
Additions						
Disposals						
Revaluation/Transfers						
At end of year	766,942		211,100			978,042
Accumulated Depreciation						
At start of year	216,525		193,555			410,080
Charges for year	14,224		7,443			21,667
Disposals						
Revaluation/Transfers						
At end of year	230,749		200,998			431,747
Net book value at end of year	536,193		10,102			546,295
Net book value at end of previous year	550,417		17,545			567,962

Analysis of investments

(see notes 58 and 59)

Quoted		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares)		
	Shares	867,378	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	Bonds	159,068	
	Total quoted (as Balance Sheet)	1,026,446	
	Market Value of Quoted Investment	1,026,446	
Unquoted	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	National Savings Income Bond	30,000	
	Total unquoted (as Balance Sheet)	30,000	
	Market Value of Unquoted Investments	30,000	

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 £
Income			
From Members	905,123		905,123
From Investments	22,599		22,599
Other Income (including increases by revaluation of assets)	110,429		110,429
Total Income	1,038,151		1,038,151
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	896,244		896,244
Funds at beginning of year (including reserves)	1,912,130		1,912,130
Funds at end of year (including reserves)	2,054,037		2,054,037
Assets			
	Fixed Assets		546,295
	Investment Assets		1,056,446
	Other Assets		507,392
	Total Assets		2,110,133
Liabilities		Total Liabilities	56,096
Net Assets (Total Assets less Total Liabilities)			2,054,037

Summary sheet

(see notes 62 to 73)

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

(see notes 74 to 80)

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

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

Yes

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: 24 October 2016 to 31 December 2021

3. Number of days of industrial action: Continuous

4. Nature of industrial action. Action Short of a Strike

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.

Obligations under finance leases and hire purchase contracts

Amounts payable:

within one year	777
within two to five years	0
Total	777

A finance lease is held for the purchase of a telephone system.

The finance lease is held over a fixed period with a fixed monthly payment and will be fully repaid within one year.

Reserves

The Benevolent fund was established in 1964 to assist in cases of necessity.

It is a registered charity and separate accounts are prepared and are publicly available.

The association does not maintain any political fund.

Accounting policies

(see notes 84 and 85)

Basis of preparing the financial statements - The financial statements have been prepared in accordance with applicable United Kingdom Accounting Standards, including Financial Reporting Standard 102 Section 1A - The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102). The format of the financial statements has been adapted from that prescribed by the Companies Act 2006 to better reflect the nature of the Association's activities.

Accounting convention - The accounts have been prepared under the historical cost convention.


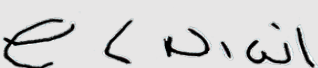
Subscriptions income - Subscriptions income is included in the financial statements in the year in which it is receivable.

Tangible Fixed Assets - Depreciation has been provided at the following rates in order to write off the assets over their estimated

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:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Seamus Searson	Name:	Catherine Nicol (President)
Date:	26 May 2022	Date:	26 May 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	X	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	X	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	X	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	X	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	X	No	
A member statement is: (see Note 80)	Enclosed		To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	X	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes		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)

Attached on separate document:
P25 Signed Auditors' Report

Signature(s) of auditor or auditors:

Signature attached on separate
document "P25 Signed Auditors'
Report"

Name(s):

Angus McCuaig (for and on behalf of
Anderson Anderson Brown Audit
LLP)

Profession(s) or Calling(s):

Senior Statutory Auditor

Address(es):

Citypoint 2

25 Tyndrum Street

Glasgow

Postcode

G4 0JY

Date

Contact name for inquiries and
telephone number:

Angus McCuaig 0141 331 9600

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



SCOTTISH SECONDARY TEACHERS' ASSOCIATION

Report of The Finance Committee and
Financial Statements

31 December 2021

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Report of the Finance Committee and Financial Statements

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SCOTTISH SECONDARY TEACHERS' ASSOCIATION

Finance Committee members and their responsibilities

Finance Committee members

Office Bearers:

President	Catherine Nicol
Vice-President	Stuart Hunter
Immediate Past President	John Guidi
General Secretary	Seamus Searson
General Treasurer	Elaine Henderson
Minutes Secretary	Alan Taylor

Elected Member	James How
Elected Member	Andy Sinclair
Elected Member	David Stott
Elected Member	Karen Dickson

Structure

The Scottish Secondary Teachers' Association is a trade union governed by the Trade Union and Labour Relations (Consolidation) Act 1992 (amended 2016) and its constitution.

Objects

The objects of the Association are to advance education, particularly secondary education in Scotland.

Membership

Membership is open to all registered teachers engaged in post-primary education in Scotland.

Finance Committee's responsibilities

The Finance Committee is responsible for preparing the report and accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The Finance Committee is responsible for preparing accounts for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus and deficit for that period. In preparing those accounts, the Finance Committee is required to:

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

The Finance Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association. It is also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Finance Committee members and their responsibilities

Disclosure of information to auditors


Each person who was a member of the Finance Committee at the time this report was approved confirms that:

- so far as each member is aware, there is no relevant audit information of which the Association's auditor is unaware; and
- each member has taken all steps that they ought to have taken in order to make themselves aware of any relevant audit information and to establish that the Association's auditor is aware of that information.

Auditors

A resolution to reappoint Anderson Anderson & Brown Audit LLP as auditors will be put to members at the Annual Congress.

This report was approved by the Finance Committee on



Catherine Nicol
President

Date 11 June 2022

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

Report of the Finance Committee

Once again, 2021 was a year as the consequences of the Covid-19 pandemic continued to impact on the Association in particular being able to meet face to face with Students in Initial Teacher Education and newly qualified teachers entering the profession. This impacts on our ability to recruit new members to the Association. However, the Association finished 2021 with a surplus of approximately £63,500.

Overall income decreased by 2.09% and in particular, income from subscriptions decreased by 1.64%. This is return to the pattern of previous years which have noted a slight but steady decline in income. The decrease in subscription income is accounted for by the slight decrease in membership. Maintaining and increasing membership is key to the long term stability of the Association and its finances. Once again, we are indebted to our active members and School Reps who work tirelessly to ensure that we are known presence in Secondary Schools the length and breadth of the country. This first contact, and it is usually positive, and continues to be challenging with the remote working for most teaching staff in the initial part of 2021. Our District Secretaries and School Reps have a great impact on our ability to recruit new members and provide a crucial and positive impression of the SSTA. The lack of face to face contact has had an impact on our work towards retaining associate members as full members; this continues to be our challenge to ensure the future of our association which is unique in its sole dedication to the Secondary Sector of Education in Scotland. Once again, we are grateful for the hard work and dedication of School and District Representatives, for their continued efforts in encouraging student teachers and new entrants to the profession to take up or continue membership of the Association. This hard work and warm welcome both in schools and at Head Office is the signature of the Association across the country.

Overall expenditure in 2021 increased by £10,397 (0.1%), largely due to the increase in audit and accountancy fees this year. This increase was minimised due to the lack of face to face meetings for Committees, Council and Executive. However, we did manage to hold our Annual Congress albeit a hybrid meeting. Overall our running costs came in under budget, although a few individual items of expenditure were over budget. Our thanks go to Andrew Brown, Office Manager and his staff for their part in managing the budget. As in previous years, Salaries remain the highest individual budget heading within the budget. However, although significant, this enables the Association to support our members to the highest standard.

The portfolio started the year with a value of £929,864. From then onwards our investment portfolio continued to reflect the general trend of the Stock Exchange overcoming the significant slump at the start of the pandemic the previous year. A steady rise over the course of 2021 meant that the fund finished the year with a value of £1,026,446, and impressive increase of over £96,000 (9.4%) from the January 1st figure. Income from the share portfolio amounted to £22,599 which again down on previous years, this time by 15.1% on 2020 but still above the target income of £20,000. The Association continues to meet regularly, albeit virtually, with our Investment Advisors to ensure that our investment portfolio and resulting income is as profitable as the Stock Market allows. The Finance Committee, on behalf of the Association extends our thanks to Barclays Wealth for their work on our behalf.

The Finance & General Purposes Committee agreed that expenditure was likely to return to pre-pandemic levels as, hopefully, life within the Association begins to return to normal. This along with the increasing costs in day to day expenses in particular energy costs has meant that the annual subscription should be set at £177.65. The Finance & General Purposes Committee set a tight budget for 2022 which they acknowledged might result in a small deficit next year.

My thanks and appreciation for their help and advice go to the Secretariat, Office Staff, Finance Committee, Area/District Treasurers, Tindell Grant & Co and our Auditors, Anderson Anderson & Brown Audit LLP.



Elaine Henderson
General Treasurer



Seamus Searson
General Secretary

Date 11 June 2022

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

Independent auditors' report

to the members of SCOTTISH SECONDARY TEACHERS' ASSOCIATION

Opinion

We have audited the financial statements of the Scottish Secondary Teachers Association for the year ended 31 December 2021 which comprise the statement of income and expenditure, the balance sheet and notes to the financial statements, including a summary of 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 2021 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993.

Basis of opinion

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

Conclusions relating to going concern

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

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

Other information

The Finance Committee is responsible for the other information. The other information comprises the information in the Report of the Finance Committee, but does not include the financial statements and our Report of the Auditors thereon. Our Report of the Auditors does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, 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.

Opinion on other matters prescribed by the Trade Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993

In our opinion, based on the work undertaken in the course of the audit:

- The Association has kept proper accounting records in accordance with the requirements of Section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993 and has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
- the financial statements agree with the accounting records.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993 require us to report to you if, in our opinion:

- Proper books of account have not been kept by the Union in accordance with the requirements of the legislation;
- A satisfactory system of control over transactions has not been maintained by the Union in accordance with the requirements of the legislation
- the statement of income and expenditure to which our report relates, and the balance sheet are not in agreement with the books of account of the union; and
- We have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the Finance Committee

As more fully explained in the Finance Committee's responsibilities statement, the Finance 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 Finance 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 Finance Committee is 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 Finance Committee 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 misstatements, whether due to fraud or error, and to issue a Report of the Auditors 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.

Extent to which the audit is capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations – this responsibility lies with management with the oversight of the Finance Committee.

Based on our understanding of the Association and industry, discussions with management and directors we identified financial reporting standards as having a direct effect on the amounts and disclosures in the financial statements.

As part of the engagement team discussion about how and where the Association's financial statements may be materially misstated due to fraud, we did not identify any areas with an increased risk of fraud.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

Our audit procedures included:

- completing a risk-assessment process during our planning for this audit that specifically considered the risk of fraud;
- enquiry of management about the Association's policies, procedures and related controls regarding compliance with laws and regulations and if there are any known instances of non-compliance;
- examining supporting documents for all material balances, transactions and disclosures;
- review, where applicable, of the Finance Committees' minutes;
- enquiry of management, about litigations and claims and inspection of relevant correspondence
- analytical procedures to identify any unusual or unexpected relationships;
- specific audit testing on and review of areas that could be subject to management override of controls and potential bias, most notably around the key judgements and estimates, including the carrying value of fixed assets and accruals;
- considering management override of controls outside of the normal operating cycles including testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements including evaluating the business rationale of significant transactions, outside the normal course of business;

Owing to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements of the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK).

The potential effects of inherent limitations are particularly significant in the case of misstatement resulting from fraud because fraud may involve sophisticated and carefully organised schemes designed to conceal it, including deliberate failure to record transactions, collusion or intentional misrepresentations being made to us.

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/audit-responsibilities. This description forms part of our Report of the Auditors.

Use of our report

This report is made solely to the Association's Finance Committee, as a body, in accordance with Chapter 3 Section 33 of the Trade Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993. 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 a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the organisation and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

Anderson Anderson & Brown Audit LLP

Angus McCuaig, Senior Statutory Auditor

for and on behalf of Anderson Anderson & Brown Audit LLP

Statutory Auditors

Chartered Accountants

Citypoint 2

25 Tyndrum Street

Glasgow G4 0JY

Date

21 June 2022

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Income and Expenditure Account
for the year ended 31 December 2021

		SC011074			
	Notes	General fund	Benevolent fund	2021	2020
		£	£	£	£
Income					
Subscriptions		905,123	-	905,123	920,264
Income from investments		18,614	3,985	22,599	26,626
Gain/(loss) on investments		13,461	8,102	21,563	11,213
Income from pensions		9,204	-	9,204	8,765
Miscellaneous income		1,296	-	1,296	2,602
		<u>947,698</u>	<u>12,087</u>	<u>959,785</u>	<u>969,470</u>
Expenditure					
Benefits to members					
Legal representation		16,614	-	16,614	1,620
Members' diaries		13,172	-	13,172	12,313
Members' training		-	-	-	181
Professional & educational					
Executive Committee expenses		11	-	11	5,065
Conference expenses		11,762	-	11,762	15,551
Annual congress		37,963	-	37,963	-
Committees & ballots		-	-	-	2,071
STUC		12,024	-	12,024	12,091
Administrative costs					
Staff costs	2	551,571	-	551,571	570,473
Pension contributions	2	67,811	-	67,811	69,171
Recruitment		351	-	351	1,782
Auditors' remuneration		12,300	-	12,300	3,600
Auditors' other services		5,700	-	5,700	4,200
Property costs		65,458	-	65,458	50,638
Marketing		1,228	-	1,228	1,059
Stationery, printing, postages & telecom		9,422	-	9,422	21,931
IT support		16,144	-	16,144	16,942
Miscellaneous expenses		40,046	-	40,046	59,485
Loan interest		-	-	-	383
HP interest & charges		440	-	440	440
Depreciation		21,667	-	21,667	21,667
Taxation on investment income & gains		461	-	461	2,684
Investment management fees		8,949	-	8,949	8,000
Payments to members		-	3,150	3,150	4,500
		<u>893,094</u>	<u>3,150</u>	<u>896,244</u>	<u>885,847</u>
Operating surplus	3	<u>54,604</u>	<u>8,937</u>	<u>63,541</u>	<u>83,623</u>
Movement in gain/(loss) on valuation of investments	5	<u>58,456</u>	<u>19,910</u>	<u>78,366</u>	<u>(49,053)</u>
Surplus for the year		<u>113,060</u>	<u>28,847</u>	<u>141,907</u>	<u>34,570</u>

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Balance Sheet
As at 31 December 2021

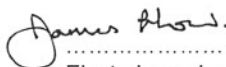
	Notes	2021 £	2020 £
Fixed assets			
Tangible fixed assets	4	546,295	567,962
Investments	5	1,056,446	959,864
		<u>1,602,741</u>	<u>1,527,826</u>
Current assets			
Stock of stationery		9,339	7,995
Bank & cash		<u>498,053</u>	<u>425,697</u>
		<u>507,392</u>	<u>433,692</u>
Current liabilities			
Hire purchase	6	777	777
Accruals		27,975	17,175
Tax payable		461	2,684
PAYE		13,197	14,203
Honoraria		<u>13,686</u>	<u>13,771</u>
		<u>56,096</u>	<u>48,610</u>
Net current assets/(liabilities)		451,296	385,082
Long term liabilities			
Hire purchase	6	-	778
		-	<u>778</u>
Net assets		<u>2,054,037</u>	<u>1,912,130</u>
Represented by			
General fund		1,813,825	1,700,765
Benevolent fund		<u>240,212</u>	<u>211,365</u>
	7	<u>2,054,037</u>	<u>1,912,130</u>

The Finance Committee has taken advantage of special exemptions conferred by FRS102 Section 1A applicable to small companies in the preparation of the financial statements and have done so on the grounds that, in their opinion, the Association qualifies as a small reporting entity.

Approved by the Finance Committee on 11 June 2022



.....
Elected member



.....
Elected member

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Notes to the Financial Statements
for the year ended 31 December 2021

1 Accounting policies

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards, including Financial Reporting Standard 102 Section 1A – The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102). The format of the financial statements has been adapted from that prescribed by the Companies Act 2006 to better reflect the nature of the Association's activities.

Accounting Convention

The accounts have been prepared under the historical cost convention.

Turnover represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Tangible Fixed Assets

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives:

Buildings	2% straight line
Office Equipment	15% straight line
Computers	25% straight line

Stock

Stock is stated at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Cash

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the Association anticipates it will pay to settle the debt.

Investments

Quoted investments are stated at market value. Movements in market value are included in the income and expenditure account.

Taxation

A current liability is recognised for the tax payable on investment interest received and chargeable events from investment disposals.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Notes to the Financial Statements
for the year ended 31 December 2021

Leased assets

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. All other leases are classified as operating leases. The rights of use and obligations under finance leases are initially recognised as assets and liabilities at amounts equal to the fair value of the leased assets or, if lower, the present value of the minimum lease payments. Minimum lease payments are apportioned between the finance charge and the reduction in the outstanding liability using the effective interest rate method. The finance charge is allocated to each period during the lease so as to produce a constant periodic rate of interest on the remaining balance of the liability. Leased assets are depreciated in accordance with the company's policy for tangible fixed assets. If there is no reasonable certainty that ownership will be obtained at the end of the lease term, the asset is depreciated over the lower of the lease term and its useful life. Operating lease payments are recognised as an expense on a straight line basis over the lease term.

Pensions

The association operates a defined contribution pension scheme. Contributions are included in the financial statements as they become payable.

2 Salaries of officials

Included in staff costs and pensions are:

	Gross salary £	Employer's NI £	Employer's pension £	2021 £	2020 £
President	2,935	-	-	2,935	2,935
Vice President	-	-	-	-	-
General Secretary	103,457	13,058	17,992	134,507	133,192
General Treasurer	6,843	-	-	6,843	6,888
Minutes Secretary	6,843	-	-	6,843	6,888
	<u>120,078</u>	<u>13,058</u>	<u>17,992</u>	<u>151,128</u>	<u>149,903</u>

	2021	2020
Average number of employees	<u>13</u>	<u>14</u>

3 Operating surplus

This is stated after charging:

	2021 £	2020 £
Depreciation of owned fixed assets	21,084	21,084
Depreciation of fixed assets held under finance leases	583	583
Operating lease rentals - plant and machinery	3,463	3,463
Auditors' remuneration for audit services	12,300	3,600
Auditors' remuneration for other services	5,700	4,200

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Notes to the Financial Statements
for the year ended 31 December 2021

4 Tangible fixed assets

	Buildings £	Office Equipment £	Computers £	Total £
Cost				
At 1 January 2021	766,942	139,724	71,376	978,042
At 31 December 2021	766,942	139,724	71,376	978,042
Depreciation				
At 1 January 2021	216,525	137,587	55,968	410,080
Charge for the year	14,224	583	6,860	21,667
At 31 December 2021	230,749	138,170	62,828	431,747
Net book value				
At 31 December 2021	536,193	1,554	8,548	546,295
At 31 December 2020	550,417	2,137	15,408	567,962
			2021 £	2020 £
Net book value of plant and machinery included above held under finance leases and hire purchase contracts			1,554	2,137

5 Investments

	General fund £	Benevolent fund £	Total £
Quoted Investments			
Cost			
At 1 January 2021	705,317	234,422	939,739
Additions	348,063	80,377	428,440
Disposals	(338,577)	(71,647)	(410,224)
At 31 December 2021	714,803	243,152	957,955
Gain/(loss) on valuation at 1 January 2021	28,567	(38,442)	(9,875)
Movement in gain/(loss) on valuation in the year	58,456	19,910	78,366
Market Value of Quoted Investments			
At 31 December 2021	801,826	224,620	1,026,446
At 31 December 2020	733,884	195,980	929,864
Unquoted Investments			
Cost			
At 31 December 2021	-	30,000	30,000
At 31 December 2020	-	30,000	30,000
Total investments	801,826	254,620	1,056,446

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
Notes to the Financial Statements
for the year ended 31 December 2021

6 Obligations under finance leases and hire purchase contracts	2021	2020
	£	£
Amounts payable:		
Within one year	777	777
Within two to five years	-	778
	<u>777</u>	<u>1,555</u>

A finance lease is held for the purchase of a telephone system. The finance lease is held over a fixed period with a fixed monthly payment and will be fully repaid within one year.

7 Reserves

	General fund £	Benevolent fund £	Total £
At 1 January 2021	1,700,765	211,365	1,912,130
Surplus/(deficit)	<u>113,060</u>	<u>28,847</u>	<u>141,907</u>
At 31 December 2021	<u>1,813,825</u>	<u>240,212</u>	<u>2,054,037</u>

The Benevolent fund was established in 1964 to assist in cases of necessity. It is a registered charity and separate accounts are prepared and are publicly available.

The association does not maintain any political fund.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

List of investments

As at 31 December 2021

Benevolent fund

£30,000	National Savings	Income Bond
41809.14	Barclays	Global Access Global High Yield Bond (GBP)
40945.45	JO Hambro Capital Management Umbrella Fund	UK Equity Income Y (GBP)
4929.79	GS Quartix Modif Strategy on the Bdg	Commodity Index TR Prtfl R Unhedged (GBP)
3240	Fidelity Investment Funds	Asian Fund W (GBP)
4074	L&G	Multi-Strategy Enhanced Commodities UCITS ETF

General fund

11747.76	JP Morgan Asset Management UK	US Equity Income Fund C (GBP)
25408.71	Artemis	Income Fund I (GBP)
212.31	Robeco QI	Emerging Conservative Equities G (GBP)
1341	Vanguard	FTSE 100 UCITS ETF
12165.16	Barclays Multi-Manager	Global Access Global Corporate Bond M (GBP)
15006	BlackRock	Continental European Income D (GBP)
1690.17	Barclays Portfolios	Liquid Alternative Strategies R (GBP)
1097	iShares	Core MSCI Emerging Markets IMI UCITS ETF
677	Vanguard	S&P 500 UCITS ETF
506	iShares	Core MSCI World UCITS ETF
38721.72	Barclays Multi Manager	Global Access Emerging Market Debt M (GBP)
46533.37	Barclays	Global Access Emerging Markets Equity M (USD)
64155.37	Barclays	Global Access Emerging Market Local Currency Debt M (USD)
46808	Man UK	Man GLG Income Fund D (GBP)
41388	Barclays Multi-Manager	Global Access Glb Eqty Income Fund M (USD)
277	Natixis Int Fds (Lux)	Loomis Sayles US Growth Equity Fund SN1 (GBP)
57391.71	Henderson Investment Fund	Janus Henderson Global Equity Fund G (GBP)
1577	Janus Henderson Fund	Absolute Return Fund G1 (GBP)
1902	iShares	Global Corp Bond UCITS ETF Hedged
792	Pimco Funds GIS	Global Real Return Fund INS Hedged (GBP)
440	Xtrackers II	Global Government Bond UCITS ETF 2D Hedged
4385	iShares	USD High Yield Corp Bond UCITS ETF Hedged
191	iShares	\$ Ultrashort Bond UCITS ETF

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?

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 inforamation 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

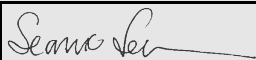
Section two

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	
Name	Seamus Searson
Office held	General Secretary
Date	26/05/2022