

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Scottish Secondary Teacher' Association		
Year ended:	31 December 2022		
List no:	5020T		
Head or Main Office address:	West End House		
	141 West End Place		
	Edinburgh		
Postcode	EH11 2ED		
Website address (if available)			
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:

returns@certoffice.org

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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
	6,204				6,204
Total	6,204				A 6,204

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

6,204

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

Change of Officers

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

Position Held	Name of Officer ceasing to hold Office	Name of Officer Appointed	Date of change

State whether the union is:

a. A branch of another trade union?

Yes

No

☒

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

☒

If yes, state the number of affiliated unions:

and names:

Officers in post

(see note 12)

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

[illegible]

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		888,287
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		888,287
Investment income (as at page 12)		23,969
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	-47,152	
Total of other income (as at page 4)		-47,152
Total income		865,104
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		22,206
Administrative expenses (as at page 10)		991,272
Federation and other bodies (specify)		
STUC		12,711
Total expenditure Federation and other bodies		12,711
Taxation		
Total expenditure		1,026,189
Interfund Transfers OUT		
Surplus (deficit) for year		-161,085
Amount of general fund at beginning of year		1,813,825
Amount of general fund at end of year		1,652,740

(see notes 19 and 20)

P4

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation –		brought forward	22,206
Employment Related Issues		Advisory Services	
Legal representation			
Representation –		Other Cash Payments	
Non Employment Related Issues			
		Education and Training services	
Communications			
Members' diaries	12,510		
Members' training	9,696		
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
carried forward	22,206	Total (should agree with figure in General Fund)	22,206

(See notes 21 and 23)

Fund 2		Fund Account	
Name:	Benevolent Fund	£	£
Income			
	From members		
	Investment income (as at page 12)		2,513
	Other income (specify)		
	Gain / loss on investments		11,397
	Movement in gain on valuation of investments		2,025
	Total other income as specified		13,422
	Total Income		15,935
	Interfund Transfers IN		
Expenditure			
	Benefits to members		9,350
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		9,350
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		6,585
	Amount of fund at beginning of year		240,212
	Amount of fund at the end of year (as Balance Sheet)		246,797
	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		637,114
Salaries and Wages included in above	573,060	
Auditors' fees		24,840
Legal and Professional fees		
Occupancy costs		125,849
Stationery, printing, postage, telephone, etc.		16,894
Expenses of Executive Committee (Head Office)		3,771
Expenses of conferences		23,528
Other administrative expenses (specify)		
Annual Congress		73,981
IT Support		19,535
Committee and Ballots		16,472
Recruitment		14,607
Other Outgoings		
Interest payable - HP		920
Depreciation		20,868
Tax charge on investment gains		3,676
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Investment Management fees		9,217
tretert		
Total		991,272
Charged to:	General Fund (Page 3)	991,272
	Benevolent Fund	
Total		991,272

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)			23,969
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
			23,969
		Total investment income	23,969
Credited to:			
		General Fund (Page 3)	23,969
		Benevolent Fund	2,513
		Political Fund	
		Total Investment Funds	26,482

Balance sheet as at

(see notes 49 to 52)

Previous Year		£	£
546,295	Fixed Assets (at page 14)		525,427
	Investments (as per analysis on page 15)		
1,026,446	Quoted (Market value £ (980,814)		980,814
30,000	Unquoted		30,000
	Total Investments		1,010,814
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
498,053	Cash at bank and in hand		446,701
	Income tax to be recovered		
9,339	Stocks of goods		6,887
	Others (specify)		
	Total of other assets		453,588
2,110,133	Total assets		1,989,829
1,813,825	General fund (page 3)		1,652,740
240,212	Benevolent Fund		246,797
	Political Fund Account		
	Liabilities		
	Amount held on behalf of central trade union political fund		
	Trade creditors		3,984
£461	Corporation tax		3,676
£13,197	Other tax and SS		14,686
£13,686	Other creditors		17,057
£27,975	Accruals and deferred income		50,889
£777	HP lease obligations		
£56,096	Total liabilities		90,292
£2,110,133	Total assets		1,989,829

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	230,749		200,998			431,747
Charges for year	14,224		6,644			20,868
Disposals						
Revaluation/Transfers						
At end of year	244,973		207,642			452,615
Net book value at end of year	521,969		3,458			525,427
Net book value at end of previous year	536,193		10,102			546,295

Analysis of investments

(see notes 58 and 59)

Quoted		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares)		
	Shares	779,847	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	Bonds	200,967	
	Total quoted (as Balance Sheet)	980,814	
	Market Value of Quoted Investment	980,814	
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	888,287		888,287
From Investments	26,482		26,482
Other Income (including increases by revaluation of assets)	-33,730		-33,730
Total Income	881,039		881,039
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	1,035,539		1,035,539
Funds at beginning of year (including reserves)	2,054,037		2,054,037
Funds at end of year (including reserves)	1,899,537		1,899,537
Assets			
	Fixed Assets		525,427
	Investment Assets		1,010,814
	Other Assets		453,588
	Total Assets		1,989,829
Liabilities		Total Liabilities	90,292
Net Assets (Total Assets less Total Liabilities)			1,899,537

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?		<input type="button" value="Yes"/>															
If Yes How many ballots were held: <input style="width: 50px; text-align: center;" type="text" value="1"/>																	
For each ballot held please complete the information below:																	
<div> Ballot 1 </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Number of individual who were entitled to vote in the ballot</td> <td style="width: 10%;"></td> <td style="width: 50%; text-align: center;"><input style="width: 100%;" type="text" value="5,647"/></td> </tr> <tr> <td>Number of votes cast in the ballot</td> <td></td> <td style="text-align: center;"><input style="width: 100%;" type="text" value="3,519"/></td> </tr> <tr> <td>Number of Individuals answering "Yes" to the question</td> <td></td> <td style="text-align: center;"><input style="font-size: small; vertical-align: bottom;" type="text" value="3,158"/>¹</td> </tr> <tr> <td>Number of individuals answering "No" to the question</td> <td></td> <td style="text-align: center;"><input style="font-size: small; vertical-align: bottom;" type="text" value="357"/>²</td> </tr> <tr> <td>Number of invalid or otherwise spoiled voting papers returned</td> <td></td> <td style="text-align: center;"><input style="font-size: small; vertical-align: bottom;" type="text" value="4"/>³</td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> 1-3 should total "Number of votes cast" </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="float: right; border: 1px solid black; padding: 2px 10px; margin-top: 5px;">Yes</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="float: right; border: 1px solid black; padding: 2px 10px; margin-top: 5px;">Yes</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="float: right; border: 1px solid black; padding: 2px 10px; margin-top: 5px;">Yes</div> </div>			Number of individual who were entitled to vote in the ballot		<input style="width: 100%;" type="text" value="5,647"/>	Number of votes cast in the ballot		<input style="width: 100%;" type="text" value="3,519"/>	Number of Individuals answering "Yes" to the question		<input style="font-size: small; vertical-align: bottom;" type="text" value="3,158"/> ¹	Number of individuals answering "No" to the question		<input style="font-size: small; vertical-align: bottom;" type="text" value="357"/> ²	Number of invalid or otherwise spoiled voting papers returned		<input style="font-size: small; vertical-align: bottom;" type="text" value="4"/> ³
Number of individual who were entitled to vote in the ballot		<input style="width: 100%;" type="text" value="5,647"/>															
Number of votes cast in the ballot		<input style="width: 100%;" type="text" value="3,519"/>															
Number of Individuals answering "Yes" to the question		<input style="font-size: small; vertical-align: bottom;" type="text" value="3,158"/> ¹															
Number of individuals answering "No" to the question		<input style="font-size: small; vertical-align: bottom;" type="text" value="357"/> ²															
Number of invalid or otherwise spoiled voting papers returned		<input style="font-size: small; vertical-align: bottom;" type="text" value="4"/> ³															

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 ☒ 1 B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: 07 December 2022 to 08 December 2022

3. Number of days of industrial action: 1

4. Nature of industrial action. Strike 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.

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:	Elaine Henderson	Name:	Seamus Searson
Date:	19 May 2023	Date:	19 May 2023

Checklist

(see notes 88 to 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	<input checked="" type="checkbox"/>	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	<input checked="" type="checkbox"/>	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes		No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes		No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes		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		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:
P8 Signed Auditors' Report

Signature(s) of auditor or auditors:

Signature attached on separate
document "P8 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
FINANCE COMMITTEE MEMBERS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

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SCOTTISH SECONDARY TEACHERS' ASSOCIATION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE ASSOCIATION, ITS FINANCE COMMITTEE MEMBERS AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2022

Finance Committee members

Office Bearers:

Catherine Nicol, President
Stuart Hunter, Vice-President
John Guidi, Immediate Past President
Seamus Searson, General Secretary
Elaine Henderson, General Treasurer
Alan Taylor, Minutes Secretary
James How, Elected Member
Andy Sinclair, Elected Member
David Scott, Elected Member
Karen Dickson, Elected Member

Principal office

West End House
14 West End Place
Edinburgh
EH11 2ED

Independent auditor

Anderson Anderson & Brown Audit LLP
Citypoint 2
25 Tyndrum Street
Glasgow
G4 0JY

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

FINANCE COMMITTEE MEMBERS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

The Finance Committee members present their annual report together with the audited financial statements of the Scottish Secondary Teachers' Association for the year 1 January 2022 to 31 December 2022.

Structure, governance and management

a. 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.

Objectives and activities

a. Objects

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

b. Membership

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

Achievements and performance

a. Main achievements of the Association

2022 saw the Association begin to return to our previous position of face to face meetings. Although the introduction of virtual meetings as a result of the Covid-19 pandemic has now become part of our working practices. Many of our Committee Meetings are now hybrid which has benefits; it enables more members to attend without the commitment of travelling to Edinburgh and also reduces the direct cost. 2022 was also the year when the Association was able to attend Initial Teacher Education and Probationer events. This will hopefully bear fruit over the next few years as more students and newly qualified teachers become members of the Association. Recruitment of members remains a key focus and essential to the long term sustainability of the Association.

At the end of 2022, Association has an overall working deficit of £154,500.

Overall income decreased by 2.52% and in particular, income from subscriptions decreased by 1.86%. This is similar to 2021 which there was a slight but steady decline in income. The decrease in subscription income is accounted for by the decrease in membership, in particular the loss of members through retirement and the reduction in Associate Members moving to full membership. Maintaining and increasing membership remains key to the long term stability of the Association and its finances. Once again, we are indebted to our active members, School Reps, District Secretaries, Professional Officer and Secretariat who work tirelessly to ensure that we are known presence in Secondary Schools the length and breadth of the country. A first positive contact has a great impact on our ability to recruit new members and provide a crucial and lasting positive impression of the SSTA. The lack of face to face contact in previous years continues to have an impact on our work towards retaining associate members as full members;

Overall expenditure in 2022 increased by £139,295 (15.5%), this increase arose as the Association began to return to normal, an increase in face to face meetings, in particular Congress, improvements to Head Office and reflects the general rise in the cost of living we have all been experiencing. Congress was significantly over budget, one of the main causes was an increase in the cost of our audio visual production; this although expensive improved the quality of the experience for delegates in particular those attending virtually and resulted in a very professional public face. The building at West End Place is one of our main assets and to maintain it is good condition we replaced the carpets throughout. Further improvements are planned for 2023 with a upgrade to more efficient and environmentally friendly lighting. Included in the expenditure is the cost of the Ballot which was undertaken as a result of the pay dispute. This is in the region of £16,000 and a statutory requirement before industrial action can commence.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

FINANCE COMMITTEE MEMBERS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Achievements and performance (continued)

Overall our running costs came in just over budget, with a number of individual items of expenditure adding to this. 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 £1,026,447. From then onwards our investment portfolio continued to reflect the general trend of the Stock Exchange; it peaked in May 2022 before dropping, rising again in November before finishing the year at £980,814. Income from the share portfolio amounted to £26,482 which is an increase on previous years, above the target income of £20,000 and up 18% on 2021. The Association continues to meet regularly 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.

b. Key performance indicators

The Finance & General Purposes Committee considered and approved budget figures for 2023. The Committee looked at all areas of spending in light of increasing costs across the board, identifying areas where cuts may be possible. It was agreed to set a tight budget, which the Committee acknowledged will still result in a deficit next year. Council approved an increase of 60 pence per month in the rate of subscription. The Committee acknowledged that this is a significant increase, 3.7%, in light of the lack of pay deal (at the time of writing). However, it is well below the current rate of inflation and although it may be unpalatable, it is incumbent upon us all to keep the Association financially sustainable in order to continue to support and care for our membership.

That would mean that the subscription rate would be increased to £184.25.

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

Financial review

a. Going concern

After making appropriate enquiries, the Finance Committee members have a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

FINANCE COMMITTEE MEMBERS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Statement of Finance Committee members' 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 accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in 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.

Disclosure of information to auditor


Each of the persons who are Finance Committee members at the time when this Finance Committee members' report is approved has confirmed that:

- so far as that Finance Committee member is aware, there is no relevant audit information of which the association's auditor is unaware, and
- that Finance Committee member has taken all the steps that ought to have been taken as a Finance Committee member in order to be aware of any relevant audit information and to establish that the association's auditor is aware of that information.

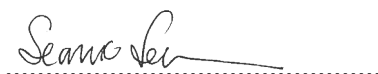
Auditor

The auditor, Anderson Anderson & Brown Audit LLP, has indicated his willingness to continue in office. The designated Finance Committee members will propose a motion reappointing the auditor at a meeting of the Annual congress.

Approved by order of the members of the board of Finance Committee members and signed on their behalf by:



Elaine Henderson



Seamus Searson

Date: 19 May 2023

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SCOTTISH SECONDARY TEACHERS' ASSOCIATION

Opinion

We have audited the financial statements of Scottish Secondary Teachers' Association (the 'Association') for the year ended 31 December 2022 which comprise the Statement of financial activities, the Balance sheet and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the association's affairs as at 31 December 2022 and of its incoming resources and application of resources 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 the Trade Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the association in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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 Finance Committee members' 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 association'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 Finance Committee members with respect to going concern are described in the relevant sections of this report.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SCOTTISH SECONDARY TEACHERS' ASSOCIATION (CONTINUED)

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 Finance Committee members are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. 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.

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.

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

- the information given in the Finance Committee members' report is inconsistent in any material respect with the financial statements; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Finance Committee members' responsibilities statement, the Finance Committee members are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Finance Committee members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Finance Committee members are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Finance Committee members either intend to liquidate the association or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SCOTTISH SECONDARY TEACHERS' ASSOCIATION (CONTINUED)

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.

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 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.

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.

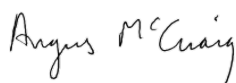
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's report.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SCOTTISH SECONDARY TEACHERS' ASSOCIATION (CONTINUED)

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 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 organisation and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.



Angus McCuaig, Senior Statutory Auditor

for and on behalf of Anderson Anderson & Brown Audit LLP
Statutory Auditors
Citypoint 2

25 Tyndrum Street

Glasgow

G4 0JY

Date: 29 May 2023

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	General Fund 2022 £	Benevolent Fund 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Income from activities	3	921,700	13,910	935,610	959,785
Total income		<u>921,700</u>	<u>13,910</u>	<u>935,610</u>	<u>959,785</u>
Expenditure on:					
Expenditure	4				
Benefits to members		22,206	-	22,206	29,786
Professional & educational		113,991	-	113,991	61,760
Administrative costs		886,316	-	886,316	801,548
Payments to members		-	9,350	9,350	3,150
Tax charge		3,676	-	3,676	-
Total expenditure		<u>1,026,189</u>	<u>9,350</u>	<u>1,035,539</u>	<u>896,244</u>
Net (expenditure)/income before net (losses)/gains on investments		<u>(104,489)</u>	<u>4,560</u>	<u>(99,929)</u>	<u>63,541</u>
Unrealised investment movement		(56,596)	2,025	(54,571)	78,366
Net movement in funds		<u>(161,085)</u>	<u>6,585</u>	<u>(154,500)</u>	<u>141,907</u>
Reconciliation of funds:					
Total funds brought forward		1,813,825	240,212	2,054,037	1,912,130
Net movement in funds		(161,085)	6,585	(154,500)	141,907
Total funds carried forward		<u>1,652,740</u>	<u>246,797</u>	<u>1,899,537</u>	<u>2,054,037</u>

The notes on pages 11 to 21 form part of these financial statements.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION
REGISTERED NUMBER: SC286333

BALANCE SHEET
AS AT 31 DECEMBER 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	8	525,427	546,295
Investments	9	1,010,814	1,056,446
		<u>1,536,241</u>	<u>1,602,741</u>
Current assets			
Stocks		6,887	9,339
Cash at bank and in hand		446,701	498,053
		<u>453,588</u>	<u>507,392</u>
Creditors: amounts falling due within one year	10	(90,292)	(56,096)
Net current assets		<u>363,296</u>	<u>451,296</u>
Total assets less current liabilities		<u>1,899,537</u>	<u>2,054,037</u>
Total net assets		<u><u>1,899,537</u></u>	<u><u>2,054,037</u></u>
Represented by			
Benevolent Fund	11	246,797	240,212
General Fund	11	1,652,740	1,813,825
Total funds		<u><u>1,899,537</u></u>	<u><u>2,054,037</u></u>

The financial statements were approved and authorised for issue by the Finance Committee members and signed on their behalf by:



Catherine Nicol



Elaine Henderson

Date: 19 May 2023

The notes on pages 11 to 21 form part of these financial statements.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

1. Accounting policies

1.1 Basis of preparation of 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.

The accounts have been prepared under the historical cost convention.

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

1.2 Going concern

After making appropriate enquiries, the Finance Committee members have a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

1.3 Taxation

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

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Buildings	-	2%
Office equipment	-	15%
Computer equipment	-	25%

1.5 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Income and expenditure account..

1.6 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

1. Accounting policies (continued)

1.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.8 Liabilities and provisions

Liabilities 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.

Liabilities are recognised at the amount that the Association anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

1.9 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 association'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.

1.10 Pensions

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

2. Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The Association makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

3. Income from activities

	General Fund 2022 £	Benevolent Fund 2022 £	Total funds 2022 £	Total funds 2021 £
Subscriptions	888,287	-	888,287	905,123
Income from investments	23,969	2,513	26,482	22,599
Gain/(loss) on investments	3,268	11,397	14,665	21,563
Income from pensions	5,925	-	5,925	9,204
Miscellaneous income	251	-	251	1,296
	<u>921,700</u>	<u>13,910</u>	<u>935,610</u>	<u>959,785</u>

4. Analysis of expenditure on activities

Summary by fund type

	General Fund 2022 £	Benevolent Fund 2022 £	Total 2022 £	Total 2021 £
Benefits to members	22,206	-	22,206	29,786
Professional & educational	113,991	-	113,991	61,760
Administrative costs	889,992	-	889,992	801,548
Payments to Members	-	9,350	9,350	3,150
	<u>1,026,189</u>	<u>9,350</u>	<u>1,035,539</u>	<u>896,244</u>

5. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Total funds 2022 £	Total funds 2021 £
Benefits to members	22,206	22,206	29,786
Professional & educational	113,991	113,991	61,760
Administrative costs	889,992	889,992	801,548
Payments to Members	9,350	9,350	3,150
	<u>1,035,539</u>	<u>1,035,539</u>	<u>896,244</u>

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

5. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Benefits to members 2022 £	Professional & educational 2022 £	Administrativ e costs 2022 £	Payments to Members 2022 £	Total funds 2022 £	Total funds 2021 £
Staff costs	-	-	637,114	-	637,114	619,382
Depreciation	-	-	20,868	-	20,868	21,667
Legal representation	-	-	-	-	-	16,614
Members' diaries	12,510	-	-	-	12,510	13,172
Members' training	9,696	-	-	-	9,696	-
Executive Committee expenses	-	3,771	-	-	3,771	11
Conference expenses	-	23,528	-	-	23,528	11,762
Annual congress	-	73,981	-	-	73,981	37,963
Payments to members	-	-	-	9,350	9,350	3,150
STUC	-	12,711	-	-	12,711	12,024
Recruitment	-	-	14,607	-	14,607	351
Auditors' other services	-	-	11,640	-	11,640	5,700
Property costs	-	-	71,864	-	71,864	65,458
Marketing	-	-	(1,200)	-	(1,200)	1,228
Stationery, printing, postages & telecom	-	-	18,094	-	18,094	9,422
IT support	-	-	19,535	-	19,535	16,144
Miscellaneous expenses	-	-	53,985	-	53,985	40,046
Auditors' remuneration	-	-	13,200	-	13,200	12,300
HP interest & charges	-	-	920	-	920	440
Taxation on investment income & gains	-	-	3,676	-	3,676	461
Investment management fees	-	-	9,217	-	9,217	8,949
Ballot costs	-	-	16,472	-	16,472	-
	<u>22,206</u>	<u>113,991</u>	<u>889,992</u>	<u>9,350</u>	<u>1,035,539</u>	<u>896,244</u>

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

6. Salaries of officials

Included in staff costs and pensions are:

	Gross Salary	Employer's NI	Employer's Pension	2022	2021
	£	£	£	£	£
President	2,973	-	-	2,973	2,935
Vice President	-	-	-	-	-
General Secretary	103,396	13,566	23,059	140,021	134,507
General Treasurer	6,996	-	-	6,996	6,843
Minutes Secretary	6,996	-	-	6,996	6,843
	<u>120,361</u>	<u>13,566</u>	<u>23,059</u>	<u>156,986</u>	<u>151,128</u>

	2022	2021
Average number of employees	<u>13</u>	<u>13</u>

7. Operating Surplus / (Deficit)

This is stated after charging:

	2022	2021
	£	£
Depreciation of owned fixed assets	20,285	21,084
Depreciation of fixed assets under finance leases	583	583
Operating lease rentals - plant and machinery	3,463	3,463
Auditors' remuneration for audit services	13,200	12,300
Auditors' remuneration for other services	<u>7,200</u>	<u>5,700</u>

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

8. Tangible fixed assets

	Buildings £	Office equipment £	Computer equipment £	Total £
Cost or valuation				
At 1 January 2022	766,942	139,724	71,376	978,042
At 31 December 2022	<u>766,942</u>	<u>139,724</u>	<u>71,376</u>	<u>978,042</u>
Depreciation				
At 1 January 2022	230,749	138,170	62,828	431,747
Charge for the year	14,224	583	6,061	20,868
At 31 December 2022	<u>244,973</u>	<u>138,753</u>	<u>68,889</u>	<u>452,615</u>
Net book value				
At 31 December 2022	<u>521,969</u>	<u>971</u>	<u>2,487</u>	<u>525,427</u>
At 31 December 2021	<u>536,193</u>	<u>1,554</u>	<u>8,548</u>	<u>546,295</u>
Net book value of plant and machinery included above held under finance leases and hire purchase contracts			<u>971</u>	<u>1,554</u>

9. Fixed asset investments

	Listed investments £	Unlisted investments £	Total £
Cost or valuation			
At 1 January 2022	1,026,447	30,000	1,056,447
Additions	122,985	-	122,985
Disposals	(114,047)	-	(114,047)
Revaluations	(54,571)	-	(54,571)
At 31 December 2022	<u>980,814</u>	<u>30,000</u>	<u>1,010,814</u>
Net book value			
At 31 December 2022	<u>980,814</u>	<u>30,000</u>	<u>1,010,814</u>
At 31 December 2021	<u>1,026,447</u>	<u>30,000</u>	<u>1,056,447</u>

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

	General Fund	Benevolent Fund	Total
	£	£	£
Quoted Investments			
Market value			
At 1 January 2022	801,826	224,620	1,026,446
Additions	100,442	22,543	122,985
Disposals	(97,378)	(16,668)	(114,046)
At 31 December 2022	804,890	230,495	1,035,385
 Movement in gain/(loss) on valuation in the year	(56,596)	2,025	(54,571)
 Market value of quoted investments			
At 31 December 2022	748,294	232,520	980,814
At 31 December 2021	801,826	224,620	1,026,446
 Unquoted Investments			
Cost			
As at 31 December 2022	-	30,000	30,000
As at 31 December 2021	-	30,000	30,000
 Total Investments at 31 December 2022	748,294	262,520	1,010,814

The cost of investments as at 31 December 2022 for the general fund is £717,866 and £249,028 for the benevolent fund .

10. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	3,984	-
Corporation tax	3,676	461
Other taxation and social security	14,686	13,197
Obligations under finance lease and hire purchase contracts	-	777
Other creditors	17,057	13,686
Accruals and deferred income	50,889	27,975
	90,292	56,096

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

11. Statement of funds

Statement of funds - current year

	Balance at 1 January 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2022 £
Reserves					
General Fund	1,813,825	921,700	(1,026,189)	(56,596)	1,652,740
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Benevolent Fund	240,212	13,910	(9,350)	2,025	246,797
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total of funds	<u>2,054,037</u>	<u>935,610</u>	<u>(1,035,539)</u>	<u>(54,571)</u>	<u>1,899,537</u>

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

11. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 January 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2021 £
Reserves					
General Fund	1,700,765	947,698	(893,094)	58,456	1,813,825
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
 Benevolent Fund	 211,365	 12,087	 (3,150)	 19,910	 240,212
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
 Total of funds	 1,912,130	 959,785	 (896,244)	 78,366	 2,054,037
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

12. Capital commitments

	2022 £	2021 £
Contracted for but not provided in these financial statements		
Acquisition of tangible fixed assets	15,568	-

List of Investments

Benevolent Fund

£30,000	National Savings	Income Bond
76714	Barclays	Global Access Global High Yield Bond (GBP)
3031	GSQuartix Modif Strategy on the Bdg	Commodity Index TR Prtfl R Unhedged (GBP)
3240	Fidelity Investment Funds	Asia Fund W (GBP)
4074	L&G	Multi-Strategy Enhanced Commodities UCITS ETF
39848	J O Hambro Capital Management Umbrella Fund	UK Equity Income (GBP)

General Fund

24728	Artemis	Fund Managers Income I Inc
38722	Barclays	Multi-Manager Global Access Emerging Market Debt
46533	Barclays	Multi-Manager Global Access Emerging Market Equity
65155	Barclays	Multi-Manager Global Access Emerging Market Loc C (USD)
12165	Barclays	Multi-Manager Global Access Global Corp Bond
41388	Barclays	Multi-Manager Global Access Glb Equity Income Fund
1690	Barclays	Portfolio Liquid Alternative Strategies R GBP
15006	Blackrock	Fund Managers Ltd Continental European Income D Units In
55842	Henderson Investment	Global Equity Income G
856	iShares	Core MSCI Emerging Markets IMI UCITS ETF
222	iShares	Core MSCI World UCITS (2)
1902	iShares	Global Corp Bond UCITS ETF
4385	iShares	USD High Yield Corp Bond UCITS ETF Hedged
9648	iShares	USD Treasury Bond 20+YR UCITS ETF
1577	Janus Henderson	UK Absolute Return Fund
11435	JP Morgan	US Equity Income Fund
46808	Man UK	UK Income Fund

SCOTTISH SECONDARY TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

270	Natixis	Int Fund (Lux) Loomis Sayles US Growth
879	Pimco Funds	Pimco Funds GIS Global Real Return Fund
212	Robeco Luxembourg SA	Growth Emerging Constv Equities GBP
396	SPDR Bloomberg	Emerging Markets Local Bond UCITS
1303	Vanguard	Investment Series FTSE 100 ETF
659	Vanguard	S&P 500 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	29-May-23