

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

Name of Trade Union:	Association of Educational Psychologists		
Year ended:	31 December 2023		
List no:			
Head or Main Office address:	4 Riverside Centre		
	Frankland Lane		
	Durham		
	County Durham		
Postcode	DH1 5TA		
Website address (if available)	<a href="https://www.aep.org.uk/">https://www.aep.org.uk/</a>		
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	('X' in appropriate box)
General Secretary:	Cath Lowther		
Telephone Number:	0191 384 9512		
Contact name for queries regarding the completion of this return	Mary Gardner		
Telephone Number:	0191 384 9512		
E-mail:	mary.gardner@aep.org.uk		

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

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

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

[returns@certoffice.org](mailto:returns@certoffice.org)

# Contents

Trade Union's details.....	1
Return of members .....	2
Change of officers.....	2
Officers in post.....	2a
General fund.....	3
Analysis of income from federation and other bodies and other income.....	4
Analysis of benefit expenditure shown at general fund .....	5
Accounts other than the revenue account/general fund .....	6-8a
Political fund account.....	9-9vii
Analysis of administrative expenses.....	10
Analysis of officials' salaries and benefits .....	11
Analysis of investment income.....	12
Balance sheet as at .....	13
Fixed assets account.....	14
Analysis of investments .....	15
Analysis of investment income (controlling interests) .....	16
Summary Sheet.....	17
Summary sheet (Only for Incorporated Bodies).....	17a
Information on Industrial action ballots .....	18-19
Information on Industrial action.....	20-21
Notes to the accounts.....	22
Accounting policies.....	23
Signatures to the annual return.....	23
Checklist.....	23
Checklist for auditor's report.....	24
Auditor's report (continued) .....	25
Membership audit certificate.....	i-iii
Guidance on completion.....	26

# Return of Members

(see notes 10 and 11)

Number of members at the end of the year					
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	Totals
	3,995	110	11	22	4,138
<b>Total</b>	3,995	110	11	22	A 4,138

Number of members at end of year contributing to the General Fund	4,138
Number of members included in totals box 'A' above for whom no home or authorised address is held:	5

## Change of Officers

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

Position Held	Name of Officer ceasing to hold Office	Name of Officer Appointed	Date of change
President	D Hughes	D Collingwood	01 December 2023
Vice-President	D Collingwood	L O'Connor	01 December 2023
Honorary Treasurer	D Webster	D Beaumont	01 December 2023
General Secretary	K Fallon	C Lowther	01 February 2023

State whether the union is:

a. A branch of another trade union?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes, state the name of that other union:

b. A federation of trade unions?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes, state the number of affiliated unions:

and names:

## Officers in post

(see note 12)

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

Name of Officer	Position held and date elected
D Collingwood	Vice-President (until 30 November 2023 / President fro
L O'Connor	Vice-President (from 1 December 2023)
D Beaumont	Honorary Treasurer (from 1 December 2023)
J Drewicz	Association secretary
C O'Flaherty	NEC Member
D Webster	Honorary Treasurer (until 30 November 2023)
L Mackey	NEC Member
B Tubbs	NEC Member
S Ungar	NEC Member
D Hughes	President (until 30 November 2023 / NEC member fro
A Alway	NEC Member
D Wiggett	NEC Member
J Herod	NEC Member
E Smith	NEC Member
F Schulz	NEC Member
B Cairns	NEC Member
N Lakhani	NEC Member
J Redburn	NEC Member
C Paxton	NEC Member
J Reichardt	NEC Member
L Taylor	NEC Member
J Robertson	NEC Member (Appointed 1 December 2023)
J Mcloughlin	NEC Member (Appointed 1 December 2023)
R Morgan	NEC Member (Appointed 1 December 2023)
S Golding	NEC Member (Appointed 1 December 2023)
M Modeste	NEC Member (Appointed 1 December 2023)

# General Fund

(see notes 13 to 18)

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		897,593
<b>From Members:</b> Other income from members (specify)		
Publicity Sales		3,706
Royalty income		15,668
<b>Total other income from members</b>		19,374
<b>Total of all income from members</b>		916,967
<b>Investment income (as at page 12)</b>		
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		
	<b>Total income</b>	916,967
	<b>Interfund Transfers IN</b>	
<b>Expenditure</b>		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		677,853
<b>Federation and other bodies</b> (specify)		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>Total expenditure</b>	677,853
	<b>Interfund Transfers OUT</b>	239,114
	Surplus (deficit) for year	239,114
	Amount of general fund at beginning of year	
	Amount of general fund at end of year	

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

(see notes 19 and 20)

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

# Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

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

(See notes 21 and 23)

Fund 2		Fund Account	
Name:	Development fund	£	£
<b>Income</b>			
	From members		273,392
	Investment income (as at page 12)		25,561
	Other income (specify)		
	Training Application Process Revenue		61,462
		<b>Total other income as specified</b>	61,462
		<b>Total Income</b>	360,415
		Interfund Transfers IN	111,785
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		627,540
		<b>Total Expenditure</b>	627,540
		Interfund Transfers OUT	2,564
		<b>Surplus (Deficit) for the year</b>	-267,125
		<b>Amount of fund at beginning of year</b>	2,146,707
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	1,988,803
		<b>Number of members contributing at end of year</b>	

Fund 3		Fund Account	
Name:	Legal Fund	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		<b>Total other income as specified</b>	
		<b>Total Income</b>	
		Interfund Transfers IN	127,329
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		127,329
		<b>Total Expenditure</b>	127,329
		Interfund Transfers OUT	
		<b>Surplus (Deficit) for the year</b>	-127,329
		<b>Amount of fund at beginning of year</b>	200,000
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	200,000
		<b>Number of members contributing at end of year</b>	







(See notes 21 and 23)

Fund 8		Fund Account		
Name:		£	£	
<b>Income</b>	From members			
	Investment income (as at page 12)			
	Other income (specify)			
		<b>Total other income as specified</b>		
		<b>Total Income</b>		
		Interfund Transfers IN		
<b>Expenditure</b>	Benefits to members			
	Administrative expenses and other expenditure (as at page 10)			
			<b>Total Expenditure</b>	
			Interfund Transfers OUT	
		<b>Surplus (Deficit) for the year</b>		
		<b>Amount of fund at beginning of year</b>		
		<b>Amount of fund at the end of year (as Balance Sheet)</b>		
		<b>Number of members contributing at end of year</b>		

Fund 9		Fund Account		
Name:		£	£	
<b>Income</b>	From members			
	Investment income (as at page 12)			
	Other income (specify)			
		<b>Total other income as specified</b>		
		<b>Total Income</b>		
		Interfund Transfers IN		
<b>Expenditure</b>	Benefits to members			
	Administrative expenses and other expenditure (as at page 10)			
			<b>Total Expenditure</b>	
			Interfund Transfers OUT	
		<b>Surplus (Deficit) for the year</b>		
		<b>Amount of fund at beginning of year</b>		
		<b>Amount of fund at the end of year (as Balance Sheet)</b>		
		<b>Number of members contributing at end of year</b>		

## Political fund account

(see notes 24 to 33)

£

£

<b>Political fund account 1</b>		<b>To be completed by trade unions which maintain their own political fund</b>	
	<b>Income</b>		
	Members contributions and levies		
	Investment income (as at page 12)		
Other income (specify)			
		Total other income as specified	
		Total income	
<b>Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period</b>			
	<b>Expenditure A</b> (as at page i)		
	<b>Expenditure B</b> (as at page ii)		
	<b>Expenditure C</b> (as at page iii)		
	<b>Expenditure D</b> (as at page iv)		
	<b>Expenditure E</b> (as at page v)		
	<b>Expenditure F</b> (as at page vi)		
	<b>Non-political expenditure</b> (as at page vii)		
		Total expenditure	
		Surplus (deficit) for year	
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as <u>Balance Sheet</u> )	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not contribute to the political fund	
<b>Political fund account 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>	
<b>Income</b>	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
		Total other income as specified	
		Total income	
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects(specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of year	
		Amount remitted to central political	
		Amount held on behalf of central political fund at end of year	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	















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

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

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

Total expenditure

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

Total expenditure

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

Total expenditure

**Total of all expenditures**

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

(see notes 34 and 35)

	£
<b>Administrative Expenses</b>	
Remuneration and expenses of staff	481,248
Salaries and Wages included in above	434,935
Auditors' fees	12,937
Legal and Professional fees	135,742
Occupancy costs	39,337
Stationery, printing, postage, telephone, etc.	8,395
Expenses of Executive Committee (Head Office)	20,601
Expenses of conferences	10,250
Other administrative expenses (specify)	
- Equipment maintenace	11,399
- Consultancy	60,329
- Website expenses	27,979
- Professional indemnity	7,454
- Sundry expenses	33,440
- Death in service	3,075
- Training and recruitment	9,098
- Financial admin	24,000
- Bank charges	3,539
- Subscriptions	41,514
<b>Other Outgoings</b>	
Depreciation	6,499
Amortisation	12,372
Taxation	49,115
VAT adjustment	26,146
Journal costs	40,957
Property Impairment	377,546
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
tretert	
<b>Total</b>	<b>1,442,972</b>
Charged to:	
General Fund (Page 3)	677,853
Development fund	627,540
Legal Fund	127,329
Conference Fund	10,250
<b>Total</b>	<b>1,442,972</b>

### Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

Office held	Gross Salary	Employers N.I. contributions	Benefits			Total
			Pension Contributions	Other Benefits		
				Description	Value	
	£	£	£	£	£	
General Secretary	68,973	8,220	8,239		85,433	
General secretary (outgoing)	12,512	1,507	893		14,912	

# Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			7,686
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			25,561
Other investment income (specify)			
			33,247
		Total investment income	33,247
		Credited to:	
		General Fund (Page 3)	
		Development fund	25,561
		Legal Fund	
		Conference Fund	7,686
		Political Fund	
		Total Investment Funds	33,247

# Balance sheet as at

31 December 2023

(see notes 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		417,410
	Investments (as per analysis on page 15)		
	Quoted (Market value £ (            ) )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		
	Sundry debtors		72,913
	Cash at bank and in hand		1,866,360
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		1,939,273
	<b>Total assets</b>		2,356,683
2,146,707	General fund (page 3)		
200,000	Development fund		1,988,803
	Legal Fund		200,000
	Conference Fund		
	Political Fund Account		
	<b>Liabilities</b>		
	Amount held on behalf of central trade union political fund		
	Trade creditors		9,728
	Accruals		51,149
	HMRC		97,146
	Other creditors		9,857
	<b>Total liabilities</b>		167,880
	<b>Total assets</b>		2,356,683

## Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year		727,546	224,840			952,386
Additions			3,212			3,212
Disposals						
Revaluation/Transfers						
At end of year		727,546	228,052			955,598
<b>Accumulated Depreciation</b>						
At start of year			141,771			141,771
Charges for year		377,546	18,871			396,417
Disposals						
Revaluation/Transfers						
At end of year		377,546	160,642			538,188
<b>Net book value at end of year</b>		350,000	67,410			417,410
<b>Net book value at end of previous year</b>		727,546	83,069			810,615







# Summary sheet

(see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
<b>Income</b>			
From Members	1,190,359		1,190,359
From Investments	33,247		33,247
Other Income (including increases by revaluation of assets)	61,462		61,462
<b>Total Income</b>	1,285,068		1,285,068
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	1,442,972		1,442,972
<b>Funds at beginning of year</b> (including reserves)	2,346,707		2,346,707
<b>Funds at end of year</b> (including reserves)	2,188,803		2,188,803
<b>Assets</b>			
Fixed Assets			417,410
Investment Assets			
Other Assets			1,939,273
		<b>Total Assets</b>	2,356,683
<b>Liabilities</b>		<b>Total Liabilities</b>	167,880
<b>Net Assets (Total Assets less Total Liabilities)</b>			2,188,803

# Summary sheet

(see notes 62 to 73)

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

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

(see notes 74 to 80)

<b>Did the union hold any ballots in respect of industrial action during the return period?</b>		<input type="text" value="Yes"/>
If Yes How many ballots were held: <input type="text" value="2"/>		
For each ballot held please complete the information below:		
<b>Ballot 1</b>		
Number of individual who were entitled to vote in the ballot	<input type="text" value="1,988"/>	
<b>Number of votes cast in the ballot</b>	<input type="text" value="1,386"/>	
Number of Individuals answering "Yes" to the question	<input style="font-size: small; vertical-align: top; margin-left: 5px;" type="text" value="1,101"/>	
Number of individuals answering "No" to the question	<input style="font-size: small; vertical-align: top; margin-left: 5px;" type="text" value="276"/>	
Number of invalid or otherwise spoiled voting papers returned	<input style="font-size: small; vertical-align: top; margin-left: 5px;" type="text" value="9"/>	
		<b>1-3 should total "Number of votes cast"</b>
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 type="text" value="Yes"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?		<input type="text" value="No"/>
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 type="text"/>
<b>Ballot 2</b>		
Number of individual who were entitled to vote in the ballot	<input type="text" value="1,988"/>	
<b>Number of votes cast in the ballot</b>	<input type="text" value="1,386"/>	
Number of Individuals answering "Yes" to the question	<input style="font-size: small; vertical-align: top; margin-left: 5px;" type="text" value="1,253"/>	
Number of individuals answering "No" to the question	<input style="font-size: small; vertical-align: top; margin-left: 5px;" type="text" value="114"/>	
Number of invalid or otherwise spoiled voting papers returned	<input style="font-size: small; vertical-align: top; margin-left: 5px;" type="text" value="19"/>	
		<b>1-3 should total "Number of votes cast"</b>
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 type="text" value="Yes"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?		<input type="text" value="No"/>
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 type="text"/>
<b>Ballot 3</b>		
Number of individual who were entitled to vote in the ballot	<input type="text"/>	
<b>Number of votes cast in the ballot</b>	<input type="text"/>	
Number of Individuals answering "Yes" to the question	<input style="font-size: small; vertical-align: top; margin-left: 5px;" type="text"/>	
Number of individuals answering "No" to the question	<input style="font-size: small; vertical-align: top; margin-left: 5px;" type="text"/>	
Number of invalid or otherwise spoiled voting papers returned	<input style="font-size: small; vertical-align: top; margin-left: 5px;" type="text"/>	
		<b>1-3 should total "Number of votes cast"</b>
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 type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?		<input 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 type="text"/>

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

**Ballot 4**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

**1-3 should total "Number of votes cast"**

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

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

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

**Ballot 5**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

**1-3 should total "Number of votes cast"**

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

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

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

**Ballot 6**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

**1-3 should total "Number of votes cast"**

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

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

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

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

(see note 81)

**\*Categories of Nature of Trade Dispute**

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

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

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

D: matters of discipline;

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

F: facilities for officials of trade unions;

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

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

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: 15 November 2023 to 15 November 2023

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: 06 November 2023 to 27 November 2023

3. Number of days of industrial action: 21

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

**Industrial Action 3**

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

use a continuation page if necessary

### Industrial Action 4

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

### Industrial Action 5

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

### Industrial Action 6

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

### Industrial Action 7

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

### Industrial Action 8

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

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



## Notes to the accounts

(see notes 82 and 83)

All notes to the accounts must be entered on or attached to this part of the return.

See notes to the accounts included in the signed financial statements

# Accounting policies



(see notes 84 and 85)

See accounting policies included in the signed financial statements

## 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:	
			<small>(or other official whose position should be stated)</small>
Name:	Cath Lowther	Name:	David Collingwood
Date:	21/05/24	Date:	21/05/24

## Checklist

(see notes 88 to 89)

(please tick as appropriate)

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

# Checklist for auditor's report

(see notes 90 and 96)

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

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they related? (See section 36(1) and (2) of the 1992 Act and notes 92 and 93)

Please explain in your report overleaf or attached.

2. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:

- a. kept proper accounting records with respect to its transactions and its assets and liabilities; and
- b. established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances. (See section 36(4) of the 1992 Act set out in note 92)

Please explain in your report overleaf or attached

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

**In our opinion the financial statements:**

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

## Auditor's report (continued)

See audit report included in the signed financial statements

Signature(s) of auditor or auditors:

LUCY ROBSON

Name(s):

Lucy Robson

Profession(s) or Calling(s):

Chartered Accountant

Address(es):

RSM UK Audit LLP

1 St James Gate

Newcastle upon Tyne

Postcode

NE1 4AD

Date

23/05/24

Contact name for inquiries and telephone number:

Lucy Robson  
0191 255 7016

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

**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**  
**AUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**RSM UK Tax and Accounting Limited**

Chartered Accountants  
1 St James' Gate  
Newcastle upon Tyne  
NE1 4AD

# ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

## NATIONAL EXECUTIVE COMMITTEE AND PROFESSIONAL ADVISERS

---

<b>National Executive Committee</b>	D Collingwood	- President from 1 December 2023
	L O'Connor	- Vice-President from 1 December 2023
	D Beaumont	- Honorary Treasurer from 1 December 2023
	J Drewicz	- Association Secretary
	C O'Flaherty	
	D Webster	- Honorary Treasurer until 30 November 2023
	L Mackey	
	B Tubbs	
	S Ungar	
	J Suchy	- Resigned 30 November 2023
	D Hughes	- President until 30 November 2023
	A Alway	
	J Russell	- Resigned 30 November 2023
	D Wiggett	
	J Herod	
	E Smith	
	F Schulz	
	B Cairns	
	R Hurley	- Resigned 30 November 2023
	N Lakhani	
	J Redburn	
	C Paxton	
	J Reichardt	
L Taylor		
J Robertson	- Appointed 1 December 2023	
J Mcloughlin	- Appointed 1 December 2023	
RF Morgan	- Appointed 1 December 2023	
S Golding	- Appointed 1 December 2023	
M Modeste	- Appointed 1 December 2023	

**General Secretary**  
K Fallon (Resigned 31 January 2023)  
C Lowther (Appointed 1 February 2023)

**Registered Office**  
4 Riverside Centre  
Frankland Lane  
Durham  
DH1 5TA

**Accountants**  
RSM UK Tax and Accounting Limited  
Chartered Accountants  
1 St. James' Gate  
Newcastle upon Tyne  
NE1 4AD

**Auditor**  
RSM UK Audit LLP  
Chartered Accountants  
1 St. James' Gate  
Newcastle upon Tyne  
NE1 4AD

## ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

### NATIONAL EXECUTIVE COMMITTEE AND PROFESSIONAL ADVISERS

---

#### **Bankers**

National Westminster Bank Plc  
66 Vicar Lane  
Leeds  
LS1 7TQ

Unity Trust Bank Plc  
Nine Brindley Place  
Birmingham  
B1 2HB

Virgin Money  
131 – 135 Northumberland Street  
Newcastle upon Tyne  
NE1 7AG

## **ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

### **STATEMENT BY THE NATIONAL EXECUTIVE COMMITTEE**

---

The National Executive Committee present the audited financial statements for the year ended 31 December 2023.

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

The Trade Union and Labour Relations (Consolidation) Act 1992 requires the National Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs and of the surplus or deficit for that period. In preparing these financial statements the National Executive Committee is required to:

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

The National Executive Committee is responsible for keeping proper accounting records that are necessary to give a true and fair view of the state of affairs of the Association and to explain its transactions and to enable them to ensure the financial statements comply with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for the system of internal control, for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the National Executive Committee are, individually, aware:

- there is no relevant audit information of which the Association's auditor is unaware; and
- the National Executive Committee have taken all steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

#### **Members' rights**

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

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

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he may apply for material assistance from the Commissioner for the Rights of Trade Union Members and should, in any case, consider obtaining independent legal advice.



**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**  
**STATEMENT BY THE NATIONAL EXECUTIVE COMMITTEE**

---

**Auditor**

A resolution to reappoint RSM UK Audit LLP, Chartered Accountants, as auditor will be put to the members.

By order of the National Executive Committee



.....  
D Collingwood – President

Date: 15/04/24

## **ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

---

#### **Opinion**

We have audited the financial statements of the Association of Educational Psychologists (the 'Union') for the year ended 31 December 2023 which comprise the Balance Sheet, four Income and Expenditure Accounts, Statement of Total Results and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2023 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared to meet the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

#### **Basis for opinion**

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

#### **Conclusions relating to going concern**

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

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

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

## **ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

---

#### **Other information**

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

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

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

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

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

As explained more fully in the Statement by the National Executive Committee, set out on page 3, the National Executive Committee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the National Executive Committee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

#### **Auditor's responsibilities for the audit of the financial statements**

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

## ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

---

#### **The extent to which the audit was considered capable of detecting irregularities, including fraud**

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

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

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

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

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

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

The most significant laws and regulations that have an indirect impact on the financial statements are those in relation to GDPR. We performed audit procedures to inquire of management whether the union is in compliance with these law and regulations and inspected correspondence with regulatory authorities.

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

## ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

---

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

#### **Use of our report**

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

*Lucy Robson*

LUCY ROBSON (Senior Statutory Auditor)  
For and on behalf of RSM UK AUDIT LLP, Statutory Auditors  
Chartered Accountants  
1 St James' Gate  
Newcastle upon Tyne  
NE1 4AD

Date: 15/04/24

**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**BALANCE SHEET AS AT 31 DECEMBER 2023**

Notes	2023		2022	
	£	£	£	£
	<b>FIXED ASSETS</b>			
2		58,041		70,413
3		<u>359,369</u>		<u>740,202</u>
		417,410		810,615
	<b>CURRENT ASSETS</b>			
	29,740		22,019	
	42,173		42,571	
	1,865,858		1,650,915	
8	402		3,883	
	100		203	
	<u>1,000</u>		<u>1,000</u>	
	1,939,273		1,720,591	
	<b>CREDITORS: amounts falling due within one year</b>			
	9,728		3,529	
	51,149		79,876	
	70,345		52,874	
	12,853		21,714	
	13,948		13,697	
	<u>9,857</u>		<u>12,809</u>	
	167,880		184,499	
	<b>NET CURRENT ASSETS</b>		<b>NET CURRENT ASSETS</b>	
		<u>1,771,393</u>		<u>1,536,092</u>
	<b>NET ASSETS</b>		<b>NET ASSETS</b>	
		<u>2,188,803</u>		<u>2,346,707</u>
	<b>REPRESENTED BY:</b>			
	Development fund (page 10)	1,988,803		2,146,707
	General fund (page 11)	-		-
	Conference fund (page 12)	-		-
	Legal expenses reserve fund (page 13)	<u>200,000</u>		<u>200,000</u>
		<u>2,188,803</u>		<u>2,346,707</u>

Approved by the National Executive Committee on 15/04/24



D Collingwood – President

and signed on its behalf by:

**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023**

Notes	2023		2022	
	£	£	£	£
<b>DEVELOPMENT FUND</b>				
<b>Broadsheet Revenue</b>				
Net income for year		273,392		247,719
<u>Less: Associated expenditure</u>				
Wages	77,254		78,571	
Printing and stationery	269		420	
Heat and light	297		299	
Telephone and postage	5,172		5,432	
Establishment expenses	7,226		7,791	
Staff expenses	873		253	
Professional costs	<u>8,413</u>		<u>5,906</u>	
		<u>(99,504)</u>		<u>(98,672)</u>
Surplus for the year		173,888		149,047
<b>Training Application Process Revenue</b>				
Net income		61,462		52,888
<u>Less: Associated expenditure</u>				
Wages		<u>(38,994)</u>		<u>(38,505)</u>
Surplus for year		22,468		14,383
<b>Investment Income</b>				
Bank account interest		<u>25,561</u>		<u>4,648</u>
<b>Total Income</b>		221,917		168,078
<b>Expenditure</b>				
4 Taxation	49,115		34,248	
5 Establishment expenses	32,111		33,281	
6 Administration expenses	<u>407,816</u>	<u>(489,042)</u>	<u>33,265</u>	<u>(100,794)</u>
Deficit / surplus for the year		(267,125)		67,284
Transfer from general fund		111,785		127,168
Transfer to conference fund		(2,564)		(41,467)
Surplus brought forward		<u>2,146,707</u>		<u>1,993,722</u>
Surplus carried forward		<u>1,988,803</u>		<u>2,146,707</u>

The notes on pages 15 to 21 form part of these financial statements

**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023**

Notes	2023		2022	
	£	£	£	£
<b>GENERAL FUND</b>				
<b>Income</b>				
Subscriptions				
Full members	843,422		808,877	
Affiliate members	8,996		8,901	
Student members	22,739		18,888	
Assistant members	10,350		6,240	
Retired members	<u>12,086</u>	<u>897,593</u>	<u>11,918</u>	<u>854,824</u>
Publicity sales	3,706		2,590	
Royalty income				
Journal royalty	<u>15,668</u>	<u>19,374</u>	<u>12,809</u>	<u>15,399</u>
		916,967		870,223
<b>Expenditure</b>				
Journal costs				
Editor fee and expenses	11,011		10,655	
Editorial board expenses	2,446		2,702	
Journal publishers' fees	<u>27,500</u>		<u>27,500</u>	
	<u>40,957</u>		<u>40,857</u>	
7 Administration expenses	<u>636,896</u>	<u>(677,853)</u>	<u>590,766</u>	<u>(631,623)</u>
Surplus for the year		239,114		238,600
Transfer to legal expenses reserve account		(127,329)		(111,432)
Transfer to development fund		(111,785)		(127,168)
Fund brought forward		-		-
Fund carried forward		-		-

The notes on pages 15 to 21 form part of these financial statements.



**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023**

Notes	2023		2022	
	£	£	£	£
<b>CONFERENCE FUND</b>				
<b>Income</b>				
Rental income	<u>7,686</u>		<u>8,240</u>	
	7,686		8,240	
<b>Expenditure</b>				
Course presenter fees and expenses	500		44,332	
Entertaining, telephone, postage, printing and stationery	<u>9,750</u>	<u>10,250</u>	<u>5,375</u>	<u>49,707</u>
Deficit for the year		(2,564)		(41,467)
Transfer from development fund		2,564		41,467
Fund brought forward		—		—
Fund carried forward		—		—

The notes on pages 15 to 21 form part of these financial statements

**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023**

---

Notes	2023 £	2022 £
<b>LEGAL EXPENSES RESERVE FUND</b>		
<b>Income</b>		
Reimbursement of legal expenses	-	-
<b>Expenditure</b>		
Wages	89,712	87,135
Legal and professional expenses	<u>37,617</u>	<u>24,297</u>
Deficit for the year	(127,329)	(111,432)
Transfer from general fund	127,329	111,432
Fund brought forward	<u>200,000</u>	<u>200,000</u>
Fund carried forward	<u>200,000</u>	<u>200,000</u>

The notes on pages 15 to 21 form part of these financial statements

**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**STATEMENT OF TOTAL RESULTS FOR THE YEAR ENDED 31 DECEMBER 2023**

---

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Surplus/(deficit) for the year (before fund transfers):</b>		
Development fund	(267,125)	67,284
General fund	239,114	238,600
Conference fund	(2,564)	(41,467)
Legal expenses reserve fund	<u>(127,329)</u>	<u>(111,432)</u>
Total recognised result relating to the financial year	(157,904)	152,985
	<u>=====</u>	<u>=====</u>

The notes on pages 15 to 21 form part of these financial statements

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The accounts have been prepared under the historical cost convention and in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK & Republic of Ireland" (FRS 102), as applied to smaller entities by the adoption of section 1A of FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the association. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

**Going concern**

The financial statements have been prepared on a going concern basis. In applying this basis the National Executive Committee have considered available cash reserves and forecast activity for the next twelve months from the date the financial statements have been approved. The National Executive Committee are confident that despite the uncertain economic environment, there is a reasonable expectation that the Association can continue in operation existence for the foreseeable future.

**Income**

Income consists of:

- (1) Broadsheet revenue – accounted for when invoiced, exclusive of value added tax;
- (2) Subscription income – accounted for when receivable;
- (3) Publicity sales - accounted for when invoiced, exclusive of value added tax;
- (4) Royalty income - accounted for when receivable, exclusive of value added tax;
- (5) Course fees - accounted for when receivable;
- (6) Training application revenue – accounted for when receivable; and
- (7) Rental income – accounted for when receivable.

**Cash flow statement**

The National Executive Committee have taken advantage of the exemption in FRS 102 of including a cash flow statement in the financial statements on the grounds that the Association is small.

**Intangible fixed assets**

Intangible assets are initially recognised at cost and are subsequently measured at cost less accumulated amortisation.

Costs in relation to the development of the website have been capitalised at cost as they give rise to future economic benefits.

# ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

---

### 1. ACCOUNTING POLICIES *(continued)*

Intangible assets are amortised to profit or loss on a straight-line basis over their useful lives, as follows:

Website and database systems	10% per annum straight line
------------------------------	-----------------------------

#### **Tangible fixed assets and depreciation**

Fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset, as follows:

Fixtures, fittings, and equipment	25% per annum straight line
Leasehold property	2% per annum straight line

The Association's leasehold property is maintained by a programme of repair and refurbishment such that the residual value is deemed to be at least equal to the book value. The residual value would be sufficiently high to make any depreciation charge in the current period and accumulated depreciation, immaterial. The land that is part of the leasehold site is not depreciated.

At each reporting date, the association reviews the carrying amounts of its tangible fixed assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **Financial instruments**

The Association has elected to apply the provisions of Section 11 'Basic Financial Instruments' of FRS 102 to all of its financial instruments. Financial instruments are recognised when the Association becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include trade and other debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the financial asset is measured at the present value of the future receipts discounted at a market rate of interest.

#### **Impairment of financial assets**

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting end date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in income and expenditure. If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in income and expenditure.

1. **ACCOUNTING POLICIES** *(continued)*

***Derecognition of financial assets***

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the Association transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

***Classification of financial liabilities***

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the Association after deducting all of its liabilities.

***Basic financial liabilities***

Basic financial liabilities, including trade and other creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when, and only when, the Association's contractual obligations are discharged, cancelled, or they expire.

**Taxation**

The tax expense represents the sum of the current tax expense. Current tax assets are recognised when tax paid exceeds the tax payable.

Current tax is based on taxable profit for the year. Current tax assets and liabilities are measured using tax rates that have been enacted or substantively enacted by the reporting period.

Current tax is charged or credited to income and expenditure, except when it relates to items charged or credited to other comprehensive income, when the tax follows the transaction or event it relates to and is also charged or credited to other comprehensive income.

**Pension costs**

The Association operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the Association. The annual contributions payable are charged to the income and expenditure account.

**Leases**

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the lease asset are consumed.

# ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

---

### 1. ACCOUNTING POLICIES *(continued)*

#### Funds

**Development Fund** – this fund includes the broadsheet revenue and associated costs, investment income, the training application process income and expenditure, establishment expenses and associated administration expenses. Also included is the corporation tax liability on the development fund surplus and investment income.

**General Fund** – this fund includes the subscription income, publicity sales and journal income and expenditure. Also included are all related administration expenses relating to this income.

**Conference Fund** – this fund includes conference income and related expenditure and also the cost of study days.

**Legal Expenses Reserve Fund** – this fund is maintained at £200,000 and all legal and professional fees (with the exception of the Association's head office legal and professional fees which are charged to either the development or general fund depending upon their specific nature) are charged against this fund.

#### Accounting estimates

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 value of assets and liabilities within the next financial year are discussed below.

The recoverable amount of the leasehold property is based on the Executive Committee's assessment of existing market conditions for the sale of similar property, after obtaining advice from suitably qualified professionals and interrogating available market evidence.

### 2. INTANGIBLE FIXED ASSETS

	Website and database systems £
<b>Cost or valuation</b>	
As at 1 January 2023 and 31 December 2023	<u>123,722</u>
<b>Depreciation</b>	
As at 1 January 2023	53,309
Provided for year	<u>12,372</u>
As at 31 December 2023	65,681
<b>Net Book Value</b>	
As at 31 December 2023	<u>58,041</u>
As at 31 December 2022	<u>70,413</u>

**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023**

<b>3. TANGIBLE FIXED ASSETS</b>	<b>Leasehold property £</b>	<b>Fixtures, fittings &amp; equipment £</b>	<b>Total £</b>
<b>Cost or valuation</b>			
As at 1 January 2023	727,546	101,118	828,664
Additions	<u>-</u>	<u>3,212</u>	<u>3,212</u>
As at 31 December 2023	727,546	104,330	831,876
<b>Depreciation and impairment</b>			
As at 1 January 2023	-	88,462	88,462
Provided for year	-	6,499	6,499
Impairment losses	<u>377,546</u>	<u>-</u>	<u>377,546</u>
As at 31 December 2023	<u>377,546</u>	<u>94,961</u>	<u>472,507</u>
<b>Net Book Value</b>			
As at 31 December 2023	<u>350,000</u>	<u>9,369</u>	<u>359,369</u>
As at 31 December 2022	<u>727,546</u>	<u>12,656</u>	<u>740,202</u>

The carrying value of leasehold property reflects the Executive Committee's assessment of existing market conditions, for the sale of similar assets, after obtaining advice from appropriately qualified professionals.

<b>4. TAXATION</b>	<b>2023 £</b>	<b>2022 £</b>
UK corporation tax based on the taxable results for the year	54,291	33,981
Deferred tax	(2,839)	(77)
Over provision of taxation in the prior year	<u>(2,337)</u>	<u>344</u>
	<u>49,115</u>	<u>34,248</u>
<b>5. ESTABLISHMENT EXPENSES – DEVELOPMENT FUND</b>	<b>2023 £</b>	<b>2022 £</b>
Rent and rates	19,453	20,069
Insurance	2,106	3,035
Light and heat	1,680	1,692
Maintenance and cleaning	<u>8,872</u>	<u>8,485</u>
	<u>32,111</u>	<u>33,281</u>



**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023**

<b>6. ADMINISTRATION EXPENSES – DEVELOPMENT FUND</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Equipment maintenance	11,399	14,344
Depreciation office equipment	6,499	7,519
Impairment of leasehold property	377,546	-
Amortisation	<u>12,372</u>	<u>11,402</u>
	407,816	33,265
	<u>                    </u>	<u>                    </u>
<b>7. ADMINISTRATION EXPENSES - GENERAL FUND</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Executive committee - meetings expenses	14,610	17,998
Executive representational duty	9,293	4,149
Covid-19 related consultancy expenses	-	798
Secretarial wages and NIC	145,667	141,018
National Officers wages and NIC	99,207	101,451
National Officers expenses	5,118	3,744
General Secretary wages and NIC	63,821	66,663
General Secretary elect wages and NIC	9,992	9,932
General Secretary intra association duties	4,302	2,761
General Secretary external representational duties	8,258	1,667
General Secretary pension	6,060	7,099
General Secretary elect pension	1,064	1,064
Staff pension fund	17,336	14,784
Website Services	27,979	31,519
Books and publications	1,021	942
Telephone and postage including officers	1,636	1,364
Financial administration	24,000	16,349
Bank charges	3,539	2,951
Audit and accountancy fees	12,937	8,887
Subscriptions	25,816	19,690
GFTU subscriptions	3,855	3,732
TUC subscriptions	11,843	11,412
Professional indemnity insurance	7,454	6,946
Sundry expenses	8,373	5,703
Death in service costs	3,075	2,701
LA representative expenses	25,067	21,630
Training and recruitment costs	9,098	4,688
VAT adjustment	26,146	26,481
Consultancy fees	60,329	52,497
Research projects	<u>-</u>	<u>146</u>
	636,896	590,766
	<u>                    </u>	<u>                    </u>

**ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023**

**8. BRANCH EXPENSES**

	£		£
Cash and bank balances as at 1 January 2023	3,883	Study day and course expenses	3,481
Study day and course fees	-	Transfer	-
Other income	<u>-</u>	Cash and bank balances as at 31 December 2023	<u>402</u>
	<u>3,883</u>		<u>3,883</u>

**9. OPERATING LEASE COMMITMENTS**

The outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	<b>2023</b> £	<b>2022</b> £
Less than one year	2,151	2,151
Within two to five years	<u>1,614</u>	<u>3,765</u>
	<u>3,765</u>	<u>5,916</u>

## 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 information and explanations necessary for the performance of his/her functions?

**Yes / No**

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.

**Membership audit certificate (continued)**

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

## Membership audit certificate

### Section two


For a trade union with no **more than 10,000 members** at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

**Yes**

If "No" Please explain below:

[Large greyed-out area for explanation if "No" was selected]

Signature	
Name	D Beaumont
Office held	Honorary Treasurer
Date	22/05/24