

# 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 2023		
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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>	('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](mailto: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
	5,929				5,929
<b>Total</b>	5,929				A 5,929

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

5,800

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

25

## 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	Catherine Nicol	Stuart Hunter	11 May 2023
Vice President	Stuart Hunter	Monique Dreon-Goold	11 May 2023

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:



# General Fund

(see notes 13 to 18)

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		838,990
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		838,990
<b>Investment income (as at page 12)</b>		18,864
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	36,986	
<b>Total of other income (as at page 4)</b>		36,986
<b>Total income</b>		894,840
<b>Interfund Transfers IN</b>		
<b>Expenditure</b>		
Benefits to members (as at page 5)		12,840
Administrative expenses (as at page 10)		1,047,535
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
<b>Total expenditure</b>		1,060,375
<b>Interfund Transfers OUT</b>		
Surplus (deficit) for year		-165,535
Amount of general fund at beginning of year		1,652,740
Amount of general fund at end of year		1,487,205

## 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>	
Gain/loss on investments	-10,076
Misc income	1,060
Movement in gain on valuation of investments	46,002
<b>Total other sources</b>	<b>36,986</b>
<b>Total of all other income</b>	<b>36,986</b>

## Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		<b>brought forward</b>	12,840
		Advisory Services	
Representation – Non Employment Related Issues		Other Cash Payments	
		Education and Training services	
Communications			
Members' diaries	11,875		
Members' training	965		
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
<b>carried forward</b>	12,840	<b>Total (should agree with figure in General Fund)</b>	12,840

(See notes 21 and 23)

Fund 2		Fund Account	
Name:	Benevolent Fund	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		9,880
	Other income (specify)		
	Gain loss on investments		-5,962
	Movement in gain on valuation of investments		-6,510
	<b>Total other income as specified</b>		-12,472
	<b>Total Income</b>		-2,592
	Interfund Transfers IN		
<b>Expenditure</b>			
	Benefits to members		3,750
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		3,750
	Interfund Transfers OUT		
	<b>Surplus (Deficit) for the year</b>		-6,342
	<b>Amount of fund at beginning of year</b>		246,797
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		240,455
	<b>Number of members contributing at end of year</b>		

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



(See notes 21 and 23)

Fund 4		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 5		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
	Interfund Transfers IN		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

(See notes 21 and 23)

Fund 6		Fund Account	
Name:		£	£
<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 7		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	





### **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

Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see 33(iii))	£
<b>Total</b>			









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

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

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

Total expenditure

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

£


Total expenditure

£

(c) the total amount of all other money expended


Total expenditure

**Total of all expenditures**

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

(see notes 34 and 35)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		713,160
Salaries and Wages included in above	545,907	
Auditors' fees		27,029
Legal and Professional fees		13,583
Occupancy costs		126,438
Stationery, printing, postage, telephone, etc.		13,542
Expenses of Executive Committee (Head Office)		3,380
Expenses of conferences		19,624
Other administrative expenses (specify)		
Annual congress		61,268
IT support		7,940
Recruitment		4,074
Ballot		11,023
STUC		12,568
<b>Other Outgoings</b>		
Depreciation		18,694
Tax charge on investment gains		6,207
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Investment manager fees		9,005
<b>Total</b>		<b>1,047,535</b>
Charged to:	General Fund (Page 3)	1,047,535
	Benevolent Fund	
<b>Total</b>		<b>1,047,535</b>



# Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			18,864
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
			18,864
		Total investment income	18,864
		Credited to:	
		General Fund (Page 3)	18,864
		Benevolent Fund	9,880
		Political Fund	
		Total Investment Funds	28,744



## 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	766,942		211,100			978,042
Additions	15,568					15,568
Disposals						
Revaluation/Transfers						
At end of year	782,510		211,100			993,610
<b>Accumulated Depreciation</b>						
At start of year	244,973		207,642			452,615
Charges for year	15,624		3,070			18,694
Disposals						
Revaluation/Transfers						
At end of year	260,597		210,712			471,309
<b>Net book value at end of year</b>	521,913		388			522,301
<b>Net book value at end of previous year</b>	521,969		3,458			525,427



# Analysis of investments

(see notes 58 and 59)

Quoted	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Shares	599,042	
Government Securities (Gilts)		
Bonds	404,598	
Other quoted securities (to be specified)		
Total quoted (as Balance Sheet)	1,003,640	
Market Value of Quoted Investment		
Unquoted		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Nationla 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 £
<b>Income</b>			
From Members	838,990		838,990
From Investments	28,744		28,744
Other Income (including increases by revaluation of assets)	24,514		24,514
<b>Total Income</b>	892,248		892,248
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	1,064,125		1,064,125
<b>Funds at beginning of year</b> (including reserves)	1,899,537		1,899,537
<b>Funds at end of year</b> (including reserves)	1,727,660		1,727,660
<b>Assets</b>			
Fixed Assets			522,301
Investment Assets			1,033,640
Other Assets			276,295
		<b>Total Assets</b>	1,832,236
<b>Liabilities</b>		<b>Total Liabilities</b>	104,576
<b>Net Assets (Total Assets less Total Liabilities)</b>			1,727,660

# Summary sheet

(see notes 62 to 73)

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

(see notes 74 to 80)

<b>Did the union hold any ballots in respect of industrial action during the return period?</b>	<input type="text" value="No"/>
If Yes How many ballots were held: <input style="width: 50px;" type="text"/>	
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 style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<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 style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
<b>Ballot 2</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<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 style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
<b>Ballot 3</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<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 style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>

**Ballot 4**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

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

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

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

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

**Ballot 5**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

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

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

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

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

**Ballot 6**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

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

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

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

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

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

(see note 81)

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

- A: terms and conditions of employment, or the physical conditions in which any workers require to work;
- B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;
- C: allocation of work or the duties of employment between workers or groups of workers;
- D: matters of discipline;
- E: a worker's membership or non-membership of a trade union;
- F: facilities for officials of trade unions;
  
- G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

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

Yes

If **YES**, for each industrial action taken please complete the information below:

**Industrial Action 1**

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 2**

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 3**

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**use a continuation page if necessary**

**Industrial Action 4**

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 5**

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 6**

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 7**

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 8**

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

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



## Notes to the accounts

(see notes 82 and 83)

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

## 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 costs convention.

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

Fixed assets - Depreciation has been provided at rates over the useful lives of the assets.

## 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**

Treasurer's Signature:	#VALUE!	Secretary's Signature:	#VALUE!
			(or other official whose position should be stated)
Name:	Elaine Henderson	Name:	Seamus Searson
Date:	31 May 2024	Date:	31 May 2024

## 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	<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)

Attached as separate document: P8 signed audit 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):

133 Finnieston Street

Glasgow

Postcode

G3 8HB

Date

30-May-24

Contact name for inquiries and telephone number:

Angus Mc Cuaig 0141 739 7713

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 2023**

# 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 2023

#### **Finance Committee members**

##### Office Bearers:

Catherine Nicol, President (resigned 11 May 2023)  
Stuart Hunter, Vice-President (resigned 11 May 2023)  
John Guidi, Immediate Past President (resigned 11 May 2023)  
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  
Stuart Hunter, President (appointed 11 May 2023)  
Monique Dreon-Goold, Vice-President (appointed 11 May 2023)  
Catherine Nicol, Immediate Past President (appointed 11 May 2023)  
Mark Devlin, Elected Member (appointed 11 May 2023)  
John Guidi, Elected Member (appointed 11 May 2023)

#### **Principal office**

West End House  
14 West End Place  
Edinburgh  
EH11 2ED

#### **Independent auditors**

Anderson Anderson & Brown Audit LLP  
133 Finnieston Street  
Glasgow  
G3 8HB

## **SCOTTISH SECONDARY TEACHERS' ASSOCIATION**

### **FINANCE COMMITTEE MEMBERS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2023**

The Finance Committee members present their annual report together with the audited financial statements of the Scottish Secondary Teachers' Association for the 1 January 2023 to 31 December 2023.

#### **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**

The start of 2023 saw the Association continuing the campaign to agree a pay settlement for teachers along with the other professional associations. Any form of industrial dispute can cause tensions between colleagues and the Association found itself balancing the various points of view to determine our course of action. Naturally not everyone was happy with decisions made and revoked their subscription. The Association is always disappointed to lose members but prides itself on being a democratic organisation and the majority view. We will now work hard to encourage these members back and recruit new members. We are proud of the service we provide with the members being only one call or email away from our professional staff at Head Office. Committee Meetings are now a hybrid of virtual and face to face which enables more members to attend without the commitment of travelling to Edinburgh and also reduces the direct cost. In 2023 the Association was able to attend more Initial Teacher Education and Probationer events. Maintaining this initial contact remains a priority to ensure that 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 2023, Association has an overall working deficit of £171,877.

Overall income decreased by 8.9% and in particular, income from subscriptions decreased by 6%. This is similar to previous years which show 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 during the difficult times throughout the pay campaign. 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 2023 increased by £28,186 (2.7%), this increase arose as the Association felt the impact of the increase in the cost of living, the successful culmination of the pay campaign, increased Law Defence costs and improvements to Head Office. The building at West End Place is one of our main assets and to maintain it is good condition as planned for 2023 we upgraded to more efficient and environmentally friendly lighting. We were granted an interest free loan and a cashback payment for this work from the Energy Saving Trust. Included in the expenditure is the cost of the Ballot which was undertaken to fulfil statutory regulations for



## **SCOTTISH SECONDARY TEACHERS' ASSOCIATION**

### **FINANCE COMMITTEE MEMBERS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023**

#### **Achievements and performance (continued)**

the election of the Vice President. This is in the region of £9,000, the cost of democracy is high, but most disappointing of all is the low turnout for the ballot.

Overall our running costs were over budget, with a number of individual items of expenditure adding to this. 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. Our thanks go to Andrew Brown, Office Manager and his staff for their part in managing the budget.

The portfolio started the year with a value of £980,814. From then onwards our investment portfolio continued to reflect the general trend of the Stock Exchange; it peaked in January 2023 before dropping, and then fluctuating around the £960,000 mark before finishing the year at the value of £1,003,639. This is an overall increase of £22,774 (2.3%). Income from the share portfolio amounted to £28,744 which is an increase on previous years, well above the target income of £20,000 and up 14.3% on 2022.

During the last quarter of the financial year, the Finance & General Purposes decided to change the investment policy from a medium-high risk strategy to a medium risk strategy. Although there may be less growth in the capital value of the fund, it is hoped that the income generated will remain stable.

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 & General Purposes Committee, on behalf of the Association extends our thanks to Barclays Wealth for their work on our behalf.

After lengthy discussion, the Finance & General Purposes Committee considered and approved budget figures for 2024. It was agreed to set a tight budget, which the committee acknowledged would result in a deficit next year. Although it was deemed important to make cuts which did not impact on our service to members. Council approved an increase of £1.25 per month or 7.5% in the rate of subscription. This will mean that the subscription rate will be increased to £198.00 for annual payers. For those who choose to pay monthly, this will mean payments changing to £18.00 per month. The Committee acknowledge that the increase in the subscription is regrettable but it is important to stress the quality of service that we provide to members and will continue to look at every possible avenue to make savings, including consideration of the building and staffing. It remains incumbent upon us all to keep the Association financially sustainable in order to continue to support and care for our membership.

My thanks and appreciation for their help and advice go to the Secretariat, Office Staff, Finance & General Purposes Committee, Area/District Treasurers and our Auditors, Anderson, Anderson & Brown

#### **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 2023**

**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 auditors**


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 auditors are 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 auditors are aware of that information.

**Auditors**

The auditors, Anderson Anderson & Brown Audit LLP, have indicated their willingness to continue in office. The designated Finance Committee members will propose a motion reappointing the auditors 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:

  
.....  
**Seamus Searson**

  
.....  
**Elaine Henderson**

Date: 23 May 2024

## **SCOTTISH SECONDARY TEACHERS' ASSOCIATION**

### **INDEPENDENT AUDITORS' 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 2023 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 2023 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 Auditors' 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 AUDITORS' 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 Auditors' 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.

## SCOTTISH SECONDARY TEACHERS' ASSOCIATION

### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTISH SECONDARY TEACHERS' ASSOCIATION (CONTINUED)

#### **Auditors' 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 Auditors' 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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

## SCOTTISH SECONDARY TEACHERS' ASSOCIATION

### INDEPENDENT AUDITORS' 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 Auditors' 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.

*Anderson Anderson & Brown Audit LLP*

**Angus McCuaig**  
**Senior Statutory Auditor**

for and on behalf of Anderson Anderson & Brown Audit LLP  
Statutory Auditors  
133 Finnieston Street

Glasgow

G3 8HB

Date: 30 May 2024

**SCOTTISH SECONDARY TEACHERS' ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Note	General Fund 2023 £	Benevolent Fund 2023 £	Total funds 2023 £	Total funds 2022 £
<b>Income from:</b>					
Income from activities	3	848,838	3,918	852,756	935,610
<b>Total income</b>		<u>848,838</u>	<u>3,918</u>	<u>852,756</u>	<u>935,610</u>
<b>Expenditure on:</b>					
Expenditure	4				
Benefits to members		19,988	-	19,988	22,206
Professional & educational		96,840	-	96,840	113,991
Administrative costs		937,340	-	937,340	886,316
Payments to members		-	3,750	3,750	9,350
Tax charge		6,207	-	6,207	3,676
<b>Total expenditure</b>		<u>1,060,375</u>	<u>3,750</u>	<u>1,064,125</u>	<u>1,035,539</u>
<b>Net (expenditure)/income before net gains/(losses) on investments</b>		<u>(211,537)</u>	<u>168</u>	<u>(211,369)</u>	<u>(99,929)</u>
Unrealised investment movement		46,002	(6,510)	39,492	(54,571)
<b>Net movement in funds</b>		<u>(165,535)</u>	<u>(6,342)</u>	<u>(171,877)</u>	<u>(154,500)</u>
<b>Reconciliation of funds:</b>					
Total funds brought forward		1,652,740	246,797	1,899,537	2,054,037
Net movement in funds		(165,535)	(6,342)	(171,877)	(154,500)
<b>Total funds carried forward</b>		<u>1,487,205</u>	<u>240,455</u>	<u>1,727,660</u>	<u>1,899,537</u>

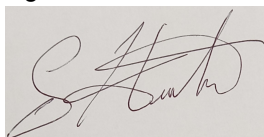
The notes on pages 11 to 22 form part of these financial statements.

**SCOTTISH SECONDARY TEACHERS' ASSOCIATION**  
**REGISTERED NUMBER: SC286333**

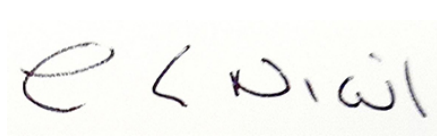
**BALANCE SHEET**  
**AS AT 31 DECEMBER 2023**

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	8	522,301	525,427
Investments	9	1,033,640	1,010,814
		<u>1,555,941</u>	<u>1,536,241</u>
<b>Current assets</b>			
Stocks		5,808	6,887
Cash at bank and in hand		270,487	446,701
		<u>276,295</u>	<u>453,588</u>
Creditors: amounts falling due within one year	10	(90,133)	(90,292)
		<u>186,162</u>	<u>363,296</u>
<b>Net current assets</b>			
		<u>1,742,103</u>	<u>1,899,537</u>
<b>Total assets less current liabilities</b>			
Creditors: amounts falling due after more than one year	11	(2,940)	-
Deferred Income	12	(11,503)	-
		<u>1,727,660</u>	<u>1,899,537</u>
<b>Total net assets</b>		<u><u>1,727,660</u></u>	<u><u>1,899,537</u></u>
<b>Represented by</b>			
Benevolent Fund	13	240,455	246,797
General Fund	13	1,487,205	1,652,740
		<u>1,727,660</u>	<u>1,899,537</u>
<b>Total funds</b>		<u><u>1,727,660</u></u>	<u><u>1,899,537</u></u>

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



**Stuart Hunter**



**Catherine Nicol**

Date: 27 May 2024

The notes on pages 11 to 22 form part of these financial statements.



# SCOTTISH SECONDARY TEACHERS' ASSOCIATION

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

### 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.

## SCOTTISH SECONDARY TEACHERS' ASSOCIATION

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

#### 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

Liabilities and provisions are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

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 Pensions

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

##### 1.10 Extra accounting policy

Grants are accounted under the accruals model as permitted by FRS 102. Grants relating to expenditure on tangible fixed assets are credited to statement of financial activities at the same rate as the depreciation on the assets to which the grant relates. The deferred element of grants is included in creditors as deferred income.

Grants of a revenue nature are recognised in the Statement of Financial activities account in the same period as the related expenditure.

#### 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 2023

#### 3. Income from activities

	General Fund 2023 £	Benevolent Fund 2023 £	Total funds 2023 £	Total funds 2022 £
Subscriptions	838,990	-	838,990	888,287
Income from investments	18,864	9,880	28,744	26,482
Gain/(loss) on investments	(10,076)	(5,962)	(16,038)	14,665
Income from pensions	-	-	-	5,925
Miscellaneous income	1,060	-	1,060	251
	<u>848,838</u>	<u>3,918</u>	<u>852,756</u>	<u>935,610</u>

#### 4. Analysis of expenditure on activities

##### Summary by fund type

	General Fund 2023 £	Benevolent Fund 2023 £	Total 2023 £	Total 2022 £
Benefits to members	26,423	-	26,423	22,206
Professional & educational	96,840	-	96,840	113,991
Administrative costs	937,112	-	937,112	889,992
Payments to Members	-	3,750	3,750	9,350
	<u>1,060,375</u>	<u>3,750</u>	<u>1,064,125</u>	<u>1,035,539</u>

#### 5. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Total funds 2023 £	Total funds 2022 £
Benefits to members	26,423	26,423	22,206
Professional & educational	96,840	96,840	113,991
Administrative costs	937,112	937,112	889,992
Payments to Members	3,750	3,750	9,350
	<u>1,064,125</u>	<u>1,064,125</u>	<u>1,035,539</u>

**SCOTTISH SECONDARY TEACHERS' ASSOCIATION**

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

**5. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	Benefits to members 2023 £	Professional & educational 2023 £	Administrativ e costs 2023 £	Payments to Members 2023 £	Total funds 2023 £	Total funds 2022 £
Staff costs	-	-	713,160	-	713,160	637,114
Depreciation	-	-	18,694	-	18,694	20,868
Legal representation	13,583	-	-	-	13,583	-
Members' diaries	11,875	-	-	-	11,875	12,510
Members' training	965	-	-	-	965	9,696
Executive Committee expenses	-	3,380	-	-	3,380	3,771
Conference expenses	-	19,624	-	-	19,624	23,528
Annual congress	-	61,268	-	-	61,268	73,981
Payments to members	-	-	-	3,750	3,750	9,350
STUC	-	12,568	-	-	12,568	12,711
Recruitment	-	-	4,074	-	4,074	14,607
Auditors' other services	-	-	11,429	-	11,429	11,640
Property costs	-	-	60,046	-	60,046	71,864
Marketing	-	-	-	-	-	(1,200)
Stationery, printing, postages & telecom	-	-	13,542	-	13,542	18,094
IT support	-	-	7,940	-	7,940	19,535
Miscellaneous expenses	-	-	66,392	-	66,392	53,985
Auditors' remuneration	-	-	15,600	-	15,600	13,200
HP interest & charges	-	-	-	-	-	920
Taxation on investment income & gains	-	-	6,207	-	6,207	3,676
Investment management fees	-	-	9,005	-	9,005	9,217
Ballot costs	-	-	11,023	-	11,023	16,472
	<u>26,423</u>	<u>96,840</u>	<u>937,112</u>	<u>3,750</u>	<u>1,064,125</u>	<u>1,035,539</u>

**SCOTTISH SECONDARY TEACHERS' ASSOCIATION**

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

**5. Analysis of expenditure by activities (continued)**

**Analysis of direct costs (continued)**

**6. Salaries of officials**

Included in staff costs and pensions are:

	Gross Salary	Employer's NI	Employer's Pension	2023	2022
	£	£	£	£	£
President	3,390	-	-	3,390	2,973
Vice President	-	-	-	-	-
General Secretary	114,274	14,454	20,165	148,893	140,021
General Treasurer	7,485	-	-	7,485	6,996
Minutes Secretary	7,485	-	-	7,485	6,996
	<u>132,634</u>	<u>14,454</u>	<u>20,165</u>	<u>167,253</u>	<u>156,986</u>

	2023	2022
Average number of employees	<u>13</u>	<u>13</u>

**7. Operating Surplus / (Deficit)**

This is stated after charging:

	2023	2022
	£	£
Depreciation of owned fixed assets	18,111	21,084
Depreciation of fixed assets under finance leases	583	583
Operating lease rentals - plant and machinery	1,826	3,463
Auditors' remuneration for audit services	15,600	13,200
Auditors' remuneration for other services	<u>9,600</u>	<u>7,200</u>

**SCOTTISH SECONDARY TEACHERS' ASSOCIATION**

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

**8. Tangible fixed assets**

	Buildings £	Office equipment £	Computer equipment £	Total £
<b>Cost or valuation</b>				
At 1 January 2023	766,942	139,724	71,376	978,042
Additions	15,568	-	-	15,568
At 31 December 2023	<u>782,510</u>	<u>139,724</u>	<u>71,376</u>	<u>993,610</u>
<b>Depreciation</b>				
At 1 January 2023	244,973	138,753	68,889	452,615
Charge for the year	15,624	583	2,487	18,694
At 31 December 2023	<u>260,597</u>	<u>139,336</u>	<u>71,376</u>	<u>471,309</u>
<b>Net book value</b>				
At 31 December 2023	<u>521,913</u>	<u>388</u>	<u>-</u>	<u>522,301</u>
At 31 December 2022	<u>521,969</u>	<u>971</u>	<u>2,487</u>	<u>525,427</u>
Net book value of plant and machinery included above held under finance leases and hire purchase contracts			<u>389</u>	<u>971</u>

**9. Fixed asset investments**

	Listed investments £	Unlisted investments £	Total £
<b>Cost or valuation</b>			
At 1 January 2023	980,814	30,000	1,010,814
Additions	478,716	-	478,716
Disposals	(495,382)	-	(495,382)
Revaluations	39,492	-	39,492
At 31 December 2023	<u>1,003,640</u>	<u>30,000</u>	<u>1,033,640</u>
<b>Net book value</b>			
At 31 December 2023	<u>1,003,640</u>	<u>30,000</u>	<u>1,033,640</u>
At 31 December 2022	<u>980,814</u>	<u>30,000</u>	<u>1,010,814</u>

**SCOTTISH SECONDARY TEACHERS' ASSOCIATION**

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

**9. Fixed asset investments (continued)**

	<b>General Fund</b>	<b>Benevolent Fund</b>	<b>Total</b>
	£	£	£
<b>Quoted Investments</b>			
<b>Market value</b>			
At 1 January 2023	748,294	232,520	980,814
Additions	384,800	93,916	478,716
Disposals	(396,551)	(98,831)	(495,382)
At 31 December 2023	<u>736,543</u>	<u>227,605</u>	<u>964,148</u>
Movement in gain/(loss) on valuation in the year	46,002	(6,510)	39,492
<b>Market value of quoted investments</b>			
At 31 December 2023	<u>782,545</u>	<u>221,095</u>	<u>1,003,640</u>
At 31 December 2022	<u>748,294</u>	<u>232,520</u>	<u>980,814</u>
<b>Unquoted Investments</b>			
<b>Cost</b>			
As at 31 December 2023	<u>-</u>	<u>30,000</u>	<u>30,000</u>
As at 31 December 2022	<u>-</u>	<u>30,000</u>	<u>30,000</u>
<b>Total Investments at 31 December 2023</b>	<u>782,545</u>	<u>251,095</u>	<u>1,033,640</u>

The cost of investments as at 31 December 2023 for the general fund is £724,072 and £259,251 for the benevolent fund .

**10. Creditors: Amounts falling due within one year**

	2023	2022
	£	£
Other loans	486	-
Trade creditors	1,151	3,984
Corporation tax	6,207	3,676
Other taxation and social security	13,311	14,686
Other creditors	18,691	17,057
Accruals and deferred income	50,287	50,889
	<u>90,133</u>	<u>90,292</u>

## SCOTTISH SECONDARY TEACHERS' ASSOCIATION

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

#### 11. Creditors: Amounts falling due after more than one year

	2023 £	2022 £
Other loans	2,940	-

#### 12. Deferred Income

	2023 £	2022 £
Grants	11,503	-

Grant income received in relation to Fixed assets has been deferred and released in line with the depreciation policy.

	2023 £	2022 £
At 1 January 2023	-	-
Additions	11,738	-
Less: Released to Statement of Financial Activities	(235)	-
At 31 December 2023	11,503	-



**SCOTTISH SECONDARY TEACHERS' ASSOCIATION**

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

**13. Statement of funds**

**Statement of funds - current year**

	Balance at 1 January 2023 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2023 £
<b>Reserves</b>					
General Fund	1,652,740	848,838	(1,060,375)	46,002	1,487,205
Benevolent Fund	246,797	3,918	(3,750)	(6,510)	240,455
<b>Total of funds</b>	<b>1,899,537</b>	<b>852,756</b>	<b>(1,064,125)</b>	<b>39,492</b>	<b>1,727,660</b>

**SCOTTISH SECONDARY TEACHERS' ASSOCIATION**

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

**13. Statement of funds (continued)**

**Statement of funds - prior year**

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

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 2023**

**14. Capital commitments**

	2023 £	2022 £
<b>Contracted for but not provided in these financial statements</b>		
Acquisition of tangible fixed assets	-	15,568

**List of Investments**

**Benevolent Fund**

£30,000	National Savings	Income Bond
123099	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 2023

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 reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

**No**

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21

## Membership audit certificate

### Section one

*For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer*

- 1 In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

**Yes**

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

**Yes**

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

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

## Membership audit certificate (continued)

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]

Signature	#VALUE!
Name	Seamus Searson
Office held	General Secretary
Date	30-May-24