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# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Year ended:

List no:

Head or Main Office:

Website address (if available)

Has the address changed during the year to which the return relates?  Yes  No *(Click the appropriate box)*

General Secretary:

Telephone Number:

Contact name for queries regarding

Telephone Number:

E-mail:

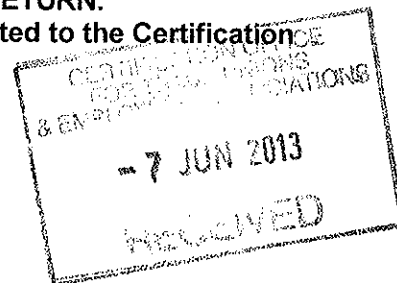
**PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.**

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

The address to which returns and other documents should be sent are:

For Unions based in England and Wales:  
Certification Office for Trade Unions and Employers' Associations  
22<sup>nd</sup> Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:  
Certification Office for Trade Unions and Employers' Associations  
Melrose House, 69a George Street, Edinburgh EH2 2JG



(Revised February 2011)

# 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
MALE	1,834	160	0	13	<b>2,007</b>
FEMALE	5,103	320	6	16	<b>5,445</b>
TOTAL	6,937	480	6	29	A <b>7,452</b>

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

377
<b>7,452</b>

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

## OFFICERS IN POST

(see note 12)

**Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.**

## RETURN OF CHANGE OF OFFICERS

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

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
<i>No CHANGE</i>			XX/XX/XXXX

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:



**advance**  
YOUR VOICE AT WORK

General Secretary	Linda Rolph
Deputy General Secretary	Rose O'Neill
Assistant General Secretary	Jim Leonard
Assistant General Secretary	Gerry Moloney
<i>NEC</i>	
Area 1 – Branches South West	Caroline Stevens PBA
Area 2 – Branches North	VACANT
Area 3 – Branches London & South East	Barbara Adams CSA
Area 4 – Branches Central & East	Annette McColgan PBA
Area 5 – Branches North-West & Yorkshire	Susan Grundy CSA
Area 6 Branches Wales & West	VACANT
Area 7 – Head Office Sites	Joann O'Neill
Area 8 – Contact Sites	Cathy Kelly
Area 9 – Geoban	Linda Bartle
Area 10 – Santander UK Global Business	VACANT

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		539,858
<b>From Members:</b> Other income from members (specify)		
Lottery	39,076	
<b>Total other income from members</b>		39,076
<b>Total of all income from members</b>		578,934
<b>Investment income (as at page 12)</b>		19,525
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	120,762	
<b>Total of other income (as at page 4)</b>		120,762
		<b>TOTAL INCOME</b>
		719,221
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		76,423
<b>Administrative expenses (as at page 10)</b>		425,579
<b>Federation and other bodies (specify)</b>		
TUC £19,902	19,902	
Other £4,614	4,614	
<b>Total expenditure Federation and other bodies</b>		24,516
<b>Taxation</b>		
		<b>TOTAL EXPENDITURE</b>
		526,518
		Surplus (deficit) for year
		192,703
		Amount of general fund at beginning of year
		1,043,064
		Amount of general fund at end of year
		1,235,767

# 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>Other income</b>		
VAT recovered	5,052	
Management expense recovered	115,500	
Sundry income	210	
<b>TOTAL OTHER INCOME</b>		120.762
<b>TOTAL OF ALL OTHER INCOME</b>		120,762

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	62,073
Legal representation	1,740	Education and Training services	
		Training	1,185
		Library publications	623
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Magazine Costs	40,198		
Postage	6,449	Salary Costs	
Advisory Services			
Telephone	13,686	Other Benefits and Grants (specify)	
		Membership recruitment	12,511
Dispute Benefits		Election	31
Other Cash Payments			
<b>carried forward</b>	<b>62,073</b>	<b>Total (should agree with figure in General Fund)</b>	<b>76,423</b>

(See notes 24 and 25)

<b>FUND 2</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<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>		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<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>		

<b>FUND 3</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<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>		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<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 24 and 25)

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>		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<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>		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<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 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>	
		<b>£</b>	<b>£</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</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 of political fund at beginning of year		
	Amount of political fund at the end of year (as Balance Sheet)		
	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		

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>	
		<b>£</b>	<b>£</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 fund		
	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		

# ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

	£
<b>Administrative Expenses</b>	
Remuneration and expenses of staff	147,475
Salaries and Wages included in above	£147,475
Auditors' fees	12,340
Legal and Professional fees	373
Occupancy costs	31,701
Stationery, printing, postage, telephone, etc.	44,248
Expenses of Executive Committee (Head Office)	4,196
Expenses of conferences	
Other administrative expenses (specify)	
Lottery Prizes £30,166 & Charitable Donations £7,977	38,143
Other committee & area meetings £14,112 & Sundries £975	15,087
Motor expenses	9,251
Management expenses	49,783
Bookkeeping	15,939
<b>Other Outgoings</b>	
Interest payable:	
Bank charges and HP interest	3,870
Mortgages	
Other loans	
Depreciation	44,381
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Investment managers fees	8,792
<b>Total</b>	425,579
Charged to:	
General Fund (Page 3)	425,579
<b>Total</b>	425,579



# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £	Other Fund(s) £
Rent from land and buildings		
Dividends (gross) from:		
Equities (e.g. shares)		15,309
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		11,764
Other investment income (specify)		
(Loss) / Gain on investments (shares)		(7,548)
<b>Total investment income</b>		<b>19,525</b>
Credited to:		
General Fund (Page 3)		19,525
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
Political Fund		
<b>Total Investment Income</b>		<b>19,525</b>

# BALANCE SHEET as at 31 December 2012

(see notes 47 to 50)

Previous Year		£	£
81,336	<b>Fixed Assets</b> (at page 14)		80,199
	<b>Investments</b> (as per analysis on page 15)		
371,108	Quoted (Market value £489,047)		422,357
306,177	Unquoted (Market value £412,875)		390,661
677,285	<b>Total Investments</b>		813,018
	<b>Other Assets</b>		
	Loans to other trade unions		
27,440	Sundry debtors		30,539
325,701	Cash at bank and in hand		382,367
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
353,141	<b>Total of other assets</b>		412,906
1,111,762	<b>TOTAL ASSETS</b>		1,306,123
1,043,064	Fund (Account 1)		1,235,767
	Fund (Account 2)		
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
68,698	Sundry creditors		70,356
	Accrued expenses		
	Provisions		
	Other liabilities		
1,111,762	<b>TOTAL LIABILITIES</b>		1,306,123
1,111,762	<b>TOTAL ASSETS</b>		1,306,123

## FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	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			149,949	51,508		201,457
Additions			13,248	29,996		43,244
Disposals				(16,853)		(16,853)
Revaluation/Transfer s						
At end of year			163,197	64,651		227,848
<b>Accumulated Depreciation</b>						
At start of year			103,268	16,853		120,121
Charges for year			28,219	16,162		44,381
Disposals				(16,853)		(16,853)
Revaluation/Transfer s						
At end of year			131,487	16,162		147,649
<b>Net book value at end of year</b>			31,710	48,489		80,199
<b>Net book value at end of previous year</b>			46,681	34,655		81,336

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)	422,357	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	422,357	
Market Value of Quoted Investment	489,047	
UNQUOTED Equities	259,580	
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies	131,081	
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	390,661	
Market Value of Unquoted Investments	412,875	



# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		YES	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		YES <input checked="" type="checkbox"/>	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 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	578,934		578,934
From Investments	19,525		19,525
Other Income (including increases by revaluation of assets)	120,762		120,762
<b>Total Income</b>	719,221		719,221
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	526,518		526,518
<b>Funds at beginning of year</b> (including reserves)	1,043,064		1,043,064
<b>Funds at end of year</b> (including reserves)	1,235,767		1,235,767
<b>ASSETS</b>			
Fixed Assets			80,199
Investment Assets			813,018
Other Assets			412,906
		<b>Total Assets</b>	1,306,123
<b>LIABILITIES</b>		<b>Total Liabilities</b>	(70,356)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			1,235,767

# NOTES TO THE ACCOUNTS

(see notes 72 and 73)

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

Please see attached

# ACCOUNTING POLICIES


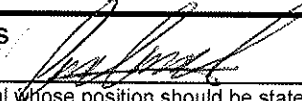
(see notes 74 and 75)

See Attached

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>LINDA FOURN</u> Date: <u>23<sup>rd</sup> May 2013</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>JIM LEONARD</u> Date: <u>23<sup>rd</sup></u>
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## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	<input checked="" type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

# AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

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 relate?  
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES  NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
  - (c) whether the accounts to which the report relates agree with the accounting records?  
(See section 36(3) of the 1992 Act, set out in note 83)

YES  NO

If "No" please explain below.

3. 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 rule 83)

YES  NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 85)

SEE ATTACHED SHEET

# AUDITOR'S REPORT (continued)

SEE ATTACHED SHEET

Signature(s):

*H W Fisher & Co*

Name(s):

**H W Fisher & Company**

Profession(s) or Calling(s):

**Chartered Accountants  
Statutory Auditor**

Address(es):

**Acre House  
11 - 15 William Road  
London NW1 3ER  
United Kingdom**

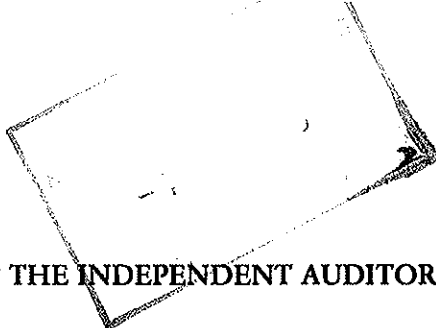
Date:

*4 June 2013*

Contact name and telephone number:

**Sailesh P Mehta  
020 7388 7000**

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



**HW Fisher & Company**

CHARTERED ACCOUNTANTS

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF ADVANCE**

We have audited the accounts of the Advance for the year ended 31 December 2012, set out on pages 3 to 10. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Union's members, as a body. 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.

**Respective responsibilities of the National Executive Committee and auditors**

As explained more fully in the Statement of Responsibilities of the National Executive Committee on page 1, the National Executive Committee is responsible for the preparation of financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Union's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Union's National Executive Committee; and the overall presentation of the financial statements.

**Opinion on financial statements**

In our opinion the financial statements give a true and fair view of the state of the Union's affairs as at 31 December 2012 and of its income and expenditure for the year then ended.

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

We are required by the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) to report to you by exception in respect of the following matters if, in our opinion:

- A satisfactory system of control over transactions has not been maintained.
- The Association has not kept proper accounting records.
- The financial statements are not in agreement with the books of account.
- We have not received all the information and explanations we need for our audit.

We have nothing to report to you in respect of the above matters.

*HW Fisher & Company*

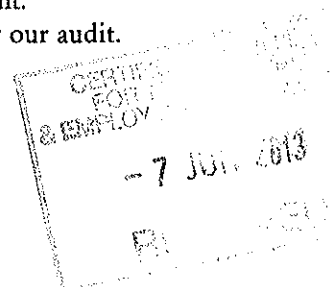
**H W FISHER & COMPANY**

*Chartered Accountants*

*Registered Auditor*

Dated: *9 May 2013*

Acre House  
11-15 William Road  
London NW1 3ER  
United Kingdom



ADVANCE  
ACCOUNTING POLICIES  
YEAR ENDED 31 DECEMBER 2012

**Accounting Convention**

The accounts have been prepared under the historical cost convention.

**Subscriptions**

Subscriptions are accounted for on an accruals basis.

**Taxation**

Corporation tax is payable on all interest receivable after relief for any expenditure on provident benefits.

**Depreciation**

Depreciation is provided on all tangible fixed assets at rates estimated to write-off the cost, less residual value, of each asset on a straight line basis over its expected useful life. The rates used are as follows:

Fixtures, fittings & equipment	25% - 50%
Motor vehicles	33%

**Investments**

Investments, which are held for long-term investment, are stated at cost. No provision is made for any diminution in value.



ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2012

1	OTHER INCOME	2012	2011
		£	£
	Bank interest	11,764	9,168
	Dividend income	15,309	10,788
	Draws and lotteries:		
	Draw income	39,076	41,894
	Prizes awarded	(30,166)	(32,174)
	Management expenses allowance	115,500	110,000
	Sundry income	210	1,680
		<u>151,693</u>	<u>141,356</u>
2	SERVICES TO MEMBERS	2012	2011
		£	£
	Magazine costs	40,198	40,428
	Legal & professional	1,740	246
	Membership supplies and recruitment	12,511	13,732
	Postage	6,449	6,892
	Telephone and fax	13,686	11,791
	Training and support	1,185	2,462
	Library publications	623	464
	Election	31	-
		<u>76,423</u>	<u>76,015</u>
3	COMMITTEE AND MEETING COSTS	2012	2011
		£	£
	National Executive Committee	4,196	7,139
	External committee costs	24,516	49,662
	Management expenses	49,783	50,444
	Other committee and area meetings	14,112	9,517
		<u>92,607</u>	<u>116,762</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2012

4	ADMINISTRATION EXPENSES	2012	2011
		£	£
	Audit and accountancy	12,340	10,740
	Bookkeeping	15,939	19,164
	Legal and professional	373	5,804
	Bank charges and hire purchase interest	3,870	3,886
	Donations	7,977	4,686
	Printing and stationery	6,161	10,784
	Sundry expenses	975	1,469
	Investment management fee	8,792	7,227
		<u>56,427</u>	<u>63,760</u>
5	PREMISES COSTS	2012	2011
		£	£
	Cleaning	2,174	1,744
	Rent, rates and insurance	21,672	20,567
	Repairs & maintenance	6,355	4,730
	Utilities	1,500	1,115
		<u>31,701</u>	<u>28,156</u>
6	EQUIPMENT COSTS	2012	2011
		£	£
	Maintenance and leasing:		
	Motor	9,251	21,469
	Office equipment and computer	38,087	38,214
	Loss on sale of fixed assets	-	135
		<u>47,338</u>	<u>59,818</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2012

7 TANGIBLE FIXED ASSETS

	Motor Vehicles £	Fixtures, fittings & equipment £	Total £
<b>COST</b>			
At 1 January 2012	51,508	149,949	201,457
Additions	29,996	13,248	43,244
Disposals	(16,853)		(16,853)
At 31 December 2012	<u>64,651</u>	<u>163,197</u>	<u>227,848</u>
<b>ACCUMULATED DEPRECIATION</b>			
At 1 January 2012	16,853	103,268	120,121
Charge for the year	16,162	28,219	44,381
Relating to disposals	(16,853)	-	(16,853)
At 31 December 2012	<u>16,162</u>	<u>131,487</u>	<u>147,649</u>
<b>NET BOOK VALUE</b>			
At 31 December 2012	<u>48,489</u>	<u>31,710</u>	<u>80,199</u>
At 31 December 2011	<u>34,655</u>	<u>46,681</u>	<u>81,336</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2012

8 INVESTMENTS

(a) Movement in year

COST	Quoted Securities £	Unquoted Securities £	Deposits £	Total £
At 1 January 2012	371,108	215,764	90,413	677,285
Movement in year	51,249	43,816	40,668	135,733
At 31 December 2012	<u>422,357</u>	<u>259,580</u>	<u>131,081</u>	<u>813,018</u>

(b)

	Cost or realisable value £	Market value £
Quoted	<u>422,357</u>	<u>489,047</u>
Unquoted	<u>259,580</u>	<u>281,794</u>
Deposits		
Bank deposits	119,317	119,317
Accrued interest	<u>11,764</u>	<u>11,764</u>
	<u>131,081</u>	<u>131,081</u>
	<u>813,018</u>	<u>901,922</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2012

9 OPERATING LEASE COMMITMENTS

At 31 December 2012 there were annual commitments under non-cancellable operating leases as set out below:

	Land and buildings		Other	
	2012	2011	2012	2011
	£	£	£	£
Operating leases which expire:				
Within one year	-	-	-	6,327
In the second to fifth years inclusive	11,000	11,000	4,208	4,208
After five years	-	-	-	-
	<u>11,000</u>	<u>11,000</u>	<u>4,208</u>	<u>10,535</u>