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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

Year ended:

31 DECEMBER 2013

List no:

7067

Head or Main Office:

4 THE RIVERSIDE CENTRE
FRANKLAND LANE
DURHAM
DH1 5TA

Website address (if available)

www.aep.org.uk

Has the address changed during
the
year to which the return relates?

Yes

No

(Click the appropriate box)

General Secretary:

KATE FALLON

Telephone Number:

0191 384 9512

Contact name for queries
regarding

MARY GARDNER

Telephone Number:

0191 384 9512

E-mail:

mary.gardner@aep.org.uk

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

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

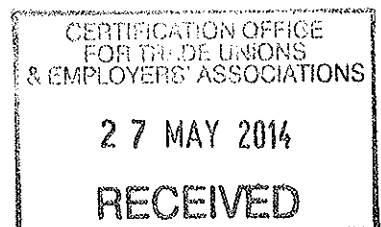
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
22nd 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)

Title of Office	Name	Left	Replaced by
President	John Drewicz	1.12.2013	Sean O'Donoghue
Vice-President	Sean O'Donoghue	1.12.2013	Carole Adair
Association Secretary	Eric Page	Deceased 1.3.2013	John Drewicz
Honorary Treasurer	David Webster	Remaining	
Chair of PPSC	Mary Jenkin	Remaining	
Chair of EPSC	Lynn Ambler	1.12.2013	Vacancy
National Member	Stephanie James	Remaining	
National Member	Angela Pratten	Remaining	

CERTIFICATION OFFICE
 FOR TRADE UNIONS
 & EMPLOYERS' ASSOCIATIONS
 27 MAY 2014
 RECEIVED

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	667	18	0	3	688
FEMALE	2,483	111	5	10	2,609
TOTAL	3,150	129	5	13	A 3,297

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

0
3,297

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
PRESIDENT	JOHN DREWICZ	SEAN O'DONOGHUE	1/12/2013
VICE-PRESIDENT	SEAN O'DONOGHUE	CAROLE ADAIR	1/12/2013
ASSOCIATION SECRETARY	ERIC PAGE	JOHN DREWICZ	1/12/2013
CHAIR OF EPSC	LYNN AMBLER	NONE - VACANCY	1/12/2013

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:

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies N/A		
TOTAL FEDERATION AND OTHER BODIES		
Other income N/A		
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

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

(See notes 24 and 25)

FUND 2		Fund Account	
Name: LEGAL EXPENSES RESERVE FUND		£	£
Income			
	From members	—	
	Investment income (as at page 12)	—	
	Other income (specify)	—	
	Total other income as specified		—
	Total Income		—
Expenditure			
	Benefits to members	—	
	Administrative expenses and other expenditure (as at page 10)	241,963	
	Total Expenditure		241,963
	TRANSFER FROM GENERAL FUNDS		241,963
	Surplus (Deficit) for the year		(241,963)
	Amount of fund at beginning of year		200,000
	Amount of fund at the end of year (as Balance Sheet)		200,000
	Number of members contributing at end of year		3,297

FUND 3		Fund Account	
Name: CONFERENCE FUND		£	£
Income			
	From members	—	
	Investment income (as at page 12)	—	
	Other income (specify) FEE RECEIVABLE	10,112	
	Total other income as specified		10,112
	Total Income		10,112
Expenditure			
	Benefits to members	—	
	Administrative expenses and other expenditure (as at page 10)	8,530	
	Total Expenditure		8,530
	TRANSFER TO DEVELOPMENT FUNDS		(1,582)
	Surplus (Deficit) for the year		1,582
	Amount of fund at beginning of year		—
	Amount of fund at the end of year (as Balance Sheet)		—
	Number of members contributing at end of year		3,297

(See notes 24 and 25)

FUND 4		Fund Account	
Name: DEVELOPMENT FUND		£	£
Income			
From members	BROADSHEET	107,430	
Investment income (as at page 12)		2,344	
Other income (specify)		—	
		Total other income as specified	—
		Total Income	109,774
Expenditure			
Benefits to members		—	
Administrative expenses and other expenditure (as at page 10)		124,310	
		Total Expenditure	124,310
			(173,496)
		Surplus (Deficit) for the year	(14,536)
		Amount of fund at beginning of year	1,148,692
		Amount of fund at the end of year (as Balance Sheet)	960,660
		Number of members contributing at end of year	3,297

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

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund	
		£	£
Income	Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
			Total expenditure
		Surplus (deficit) for year	
		Amount 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	

POLITICAL FUND ACCOUNT 2		To be completed by trade unions which act as components of a central trade union	
		£	£
Income	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
			Total expenditure
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of year	
		Amount remitted to central political 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)

	£
Administrative Expenses	
Remuneration and expenses of staff	411,135
Salaries and Wages included in above	£373,212
Auditors' fees	4,800
Legal and Professional fees	245,883
Occupancy costs	40,080
Stationery, printing, postage, telephone, etc.	21,624
Expenses of Executive Committee (Head Office)	63,016
Expenses of conferences	8,530
Other administrative expenses (specify)	
EQUIPMENT MAINTENANCE	15,907
FINANCIAL ADMINISTRATION	11,988
DONATIONS + SUBSCRIPTIONS	31,196
PROFESSIONAL INDEMNITY INSURANCE	3,200
WEB DESIGN	283
CONSULTANCY FEES	37,758
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	—
Mortgages	—
Other loans BANK CHARGES	1,457
Depreciation	6,740
Taxation	2,294
Outgoings on land and buildings (specify)	
BUSINESS MEETINGS	181
SUNDRY EXPENSES	1,686
LA REPRESENTATIVE EXPENSES	30,395
TRAINING + RECRUITMENT	1,487
Other outgoings (specify)	
VAT ADJUSTMENT	57,069
RESEARCH PROJECTS	7,889
Total	1,004,598
Charged to:	
General Fund (Page 3)	629,795
LEGAL EXPENSE RESERVE Fund (Account 2)	241,963
CONFERENCE Fund (Account 3)	8,530
DEVELOPMENT Fund (Account 4)	124,310
Fund (Account)	
Total	1,004,598

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)	—		—
Interest (gross) from:			
Government securities (Gilts)	—		—
Mortgages	—		—
Local Authority Bonds	—		—
Bank and Building Societies	—		2,344
Other investment income (specify)	—		—
	—		2,344
Total investment income			2,344
Credited to:			
	General Fund (Page 3)		—
LEGAL EXPENSE RESERVE	Fund (Account 2)		—
CONFERENCE	Fund (Account 3)		—
DEVELOPMENT	Fund (Account 4)		2,344
	Fund (Account)		
	Fund (Account)		
	Political Fund		
Total Investment Income			2,344

BALANCE SHEET as at 31 DECEMBER 2013

(see notes 47 to 50)

Previous Year		£	£
732,306	Fixed Assets (at page 14)	731,980	
—	Investments (as per analysis on page 15)		
—	Quoted (Market value £)	—	
—	Unquoted	—	
	Total Investments		731,980
	Other Assets		
—	Loans to other trade unions	—	
41,400	Sundry debtors	28,877	
673,905	Cash at bank and in hand	514,869	
—	Income tax to be recovered	—	
—	Stocks of goods	—	
—	Others (specify)	—	
	Total of other assets		543,746
	TOTAL ASSETS		1,275,726
—	GENERAL Fund (Account 1)	—	
200,000	LEGAL EXPENSE RESERVE Fund (Account 2)	200,000	
—	CONFERENCE Fund (Account 3)	—	
	Superannuation Fund (Account)	—	
	Political Fund (Account)	—	
	Revaluation Reserve		
1,148,692	LIABILITIES DEVELOPMENT FUND (ACCOUNT 4)	960,660	
—	Amount held on behalf of central trade union political fund	—	
—	Loans: From other trade unions	—	
—	Loans: Other	—	
—	Bank overdraft	—	
377	Tax payable	2,294	
22,373	Sundry creditors	19,172	
66,123	Accrued expenses	85,126	
—	Provisions	—	
8,444	Other liabilities PAYE/MIC	8,474	
1,602	VAT	—	
	TOTAL LIABILITIES		1,275,726
	TOTAL ASSETS		1,275,726

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
	£	£				
	LEASEHOLD					
Cost or Valuation						
At start of year	—	725,006	45,697	—	—	770,703
Additions	—	—	6,414	—	—	6,414
Disposals	—	—	—	—	—	—
Revaluation/Transfer s	—	—	—	—	—	—
At end of year		725,006	52,111	—	—	777,117
Accumulated Depreciation						
At start of year	—	—	38,397	—	—	38,397
Charges for year	—	—	6,740	—	—	6,740
Disposals	—	—	—	—	—	—
Revaluation/Transfer s	—	—	—	—	—	—
At end of year	—	—	45,136	—	—	45,136
Net book value at end of year	—	725,006	6,975	—	—	731,981
Net book value at end of previous year	—	725,006	7,300	—	—	732,306

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)	—	—
Government Securities (Gilts)	—	—
Other quoted securities (to be specified)	—	—
TOTAL QUOTED (as Balance Sheet)	—	—
Market Value of Quoted Investment	—	—
UNQUOTED		
Equities	—	—
Government Securities (Gilts)	—	—
Mortgages	—	—
Bank and Building Societies	—	—
Other unquoted investments (to be specified)	—	—
TOTAL UNQUOTED (as Balance Sheet)	—	—
Market Value of Unquoted Investments	—	—

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	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)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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 £
INCOME			
From Members	716,236	—	716,236
From Investments	2,344	—	2,344
Other Income (including increases by revaluation of assets)	132,151	—	132,151
Total Income	850,731	—	850,731
EXPENDITURE (including decreases by revaluation of	1,038,763	—	1,038,763
Total Expenditure	1,038,763	—	1,038,763
Funds at beginning of year (including reserves)	1,348,692	—	1,348,692
Funds at end of year (including reserves)	1,160,660	—	1,160,660
ASSETS			
	Fixed Assets		731,980
	Investment Assets		—
	Other Assets		543,746
	Total Assets		1,275,726
LIABILITIES		Total Liabilities	115,066
NET ASSETS (Total Assets less Total Liabilities)			1,160,660

1. ACCOUNTING POLICIES

Basis of Accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards.

Income

Income consists of:

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

Cash flow statement

The National Executive Committee have taken advantage of the exemption in Financial Reporting Standard No.1 (revised) from including a cash flow statement in the financial statements on the grounds that the Association is small.

Fixed Assets and Depreciation

Fixed assets are capitalised at cost.

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

Fixtures, fittings and equipment	25% per annum straight line
----------------------------------	-----------------------------

Leasehold buildings are depreciated to write down the cost less estimated residual value over their remaining useful life by equal annual instalments. Where buildings are maintained to such a standard that their residual value is not less than their cost or valuation, no depreciation is charged as it is not material.

Pension costs

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

Funds

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

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

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

1. ACCOUNTING POLICIES *(continued)*

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

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

2. FIXED ASSETS

	Leasehold Property £	Fixtures, Fittings & Equipment £	Total £
Cost or valuation			
As at 1 January 2013	725,006	45,697	770,703
Additions	–	6,414	6,414
Disposals	–	–	–
As at 31 December 2013	725,006	52,111	777,117
Depreciation			
As at 1 January 2013	–	38,397	38,397
Provided for year	–	6,740	6,740
On disposal	–	–	–
As at 31 December 2013	–	45,137	45,137
Net Book Value			
As at 31 December 2013	<u>725,006</u>	<u>6,974</u>	<u>731,980</u>
As at 31 December 2012	<u>725,006</u>	<u>7,300</u>	<u>732,306</u>

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

3. TAXATION	2013	2012
	£	£
UK corporation tax based on the taxable results for the year (Over)/under provision of taxation in the prior year	2,294	377
	<u>—</u>	<u>—</u>
	<u>2,294</u>	<u>377</u>
	<u><u>2,294</u></u>	<u><u>377</u></u>
4. ESTABLISHMENT EXPENSES	2013	2012
	£	£
Rent and rates	13,172	12,056
Insurance	1,924	1,529
Light and heat	4,439	4,090
Maintenance and cleaning	<u>13,318</u>	<u>11,102</u>
	32,853	28,777
	<u><u>32,853</u></u>	<u><u>28,777</u></u>
5. ADMINISTRATION EXPENSES – DEVELOPMENT FUND	2013	2012
	£	£
Equipment maintenance	15,907	15,243
Depreciation office equipment	6,740	8,586
Sundry expenses	<u>—</u>	<u>—</u>
	<u>22,647</u>	<u>23,829</u>
	<u><u>22,647</u></u>	<u><u>23,829</u></u>

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

6. ADMINISTRATION EXPENSES - GENERAL FUND	2013	2012
	£	£
Executive committee - meetings expenses	49,081	43,678
Executive representational duty	13,935	6,664
Secretarial wages and NIC	148,930	134,610
Regional Officers wages and NIC	87,637	86,792
Regional Officers expenses	22,927	23,756
General Secretary wages and NIC	58,486	63,538
General Secretary intra association duties	3,786	3,631
General Secretary external representational duties	10,570	10,348
General Secretary pension	6,793	6,717
Staff pension fund	22,213	21,737
Printing, stationery and duplicating	5,950	5,593
Website development	283	1,584
Books and publications	609	1,210
Telephone and postage including officers	9,489	9,013
Financial administration	11,988	12,612
Bank charges	1,457	1,376
Audit and accountancy fees	4,800	4,365
Donations	200	372
Subscriptions	10,048	8,384
GFTU subscriptions	2,603	2,621
TUC subscriptions	8,790	9,040
UTU subscriptions	9,555	15,103
Professional indemnity insurance	3,200	3,392
Tax enquiry insurance	401	395
Business meetings	181	1,301
Sundry income	(2,632)	(548)
Sundry expenses	3,917	4,946
LA representative expenses	30,395	25,204
Training and recruitment costs	1,487	4,315
VAT adjustment	57,069	43,602
Consultancy fees	37,758	31,163
Research projects	7,889	-
	<u>629,795</u>	<u>586,514</u>

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

7. BRANCH EXPENSES

	£		£
Cash and bank balances as at 1 January 2013	5,424	Study day and course expenses	1,242
Study day and course fees	178	Transfer	438
Other income	<u>—</u>	Cash and bank balances as at 31 December 2013	<u>3,922</u>
	<u>5,602</u>		<u>5,602</u>

8. OPERATING LEASE COMMITMENTS

	Equipment 2013 £	Equipment 2012 £
Amounts due under operating lease commitments:		
2-5 years	9,524	7,924
> 5 years	<u>—</u>	<u>—</u>
	<u>9,524</u>	<u>7,924</u>

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.

A large, empty rectangular box with a black border, intended for the taxpayer to enter their notes to the accounts. The box occupies most of the page below the instructions.

ACCOUNTING POLICIES

(see notes 74 and 75)

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u><i>Kate Fallon</i></u> Name: <u>KATE FALLON</u> Date: <u>10/5/2014</u>	Chairman's Signature: <u><i>David Webster</i></u> (or other official whose position should be stated) Name: <u>DAVID WEBSTER</u> Date: <u>10/5/14</u> <i>Treasurer</i>
---	--

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)	ENCLOSE D	<input checked="" type="checkbox"/>	TO FOLLOW	<input 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)

PLEASE SEE COPY OF AUDIT REPORT

Independent Auditor's Report to the Members of the Association of Educational Psychologists

We have audited the financial statements of the Association for Educational Psychologists for the period ended 31 December 2013 which comprise the Balance Sheet, four Income and Expenditure Accounts, Statement of Total Recognised Gains and Losses and the related notes. 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 Association's members, as a body. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Executive Committee and auditor

As explained more fully in the Statement of the National Executive Committee's Responsibilities on page 2 the National Executive Committee is responsible for the preparation of financial statements that 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 (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [http://www.frc.org.uk/our-work/codes-standards/audit-and-assurance/standards-and-guidance-for-auditors/scope-of-audit/uk-private-sector-entity-\(issued-1-december-2010\).aspx](http://www.frc.org.uk/our-work/codes-standards/audit-and-assurance/standards-and-guidance-for-auditors/scope-of-audit/uk-private-sector-entity-(issued-1-december-2010).aspx)

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 December 2013 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS** *(Continued)*

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

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

Baker Tilly UK Audit LLP

BAKER TILLY UK AUDIT LLP

Statutory Auditors
Chartered Accountants
Tenon House
Ferryboat Lane
Sunderland
SR5 3JN

Date: *23 MAY 2014*

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	Baker Tilly UK Audit LLP	
Name(s):	BAKER TILLY UK AUDIT LLP	
Profession(s) or Calling(s):	REGISTERED AUDITOR	
Address(es):	TENON HOUSE FERRYBONT LANE SUNDERLAND SR5 3JN	
Date:		
Contact name and telephone number:	LYNDSAY BLACK 0191 511 5000	

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

Respective responsibilities of the Executive Committee and auditor

As explained more fully in the Statement of the National Executive Committee's Responsibilities the National Executive Committee is responsible for the preparation of financial statements that 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 (APB's) Ethical Standards for Auditors.

Scope of the Audit of the Financial Statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [http://www.frc.org.uk/our-work/codes-standards/audit-and-assurance/standards-and-guidance-for-auditors/scope-of-audit/uk-private-sector-entity-\(issued-1-december-2010\).aspx](http://www.frc.org.uk/our-work/codes-standards/audit-and-assurance/standards-and-guidance-for-auditors/scope-of-audit/uk-private-sector-entity-(issued-1-december-2010).aspx)

Opinion

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 December 2013 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

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

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

Baker Tilly UK Audit LLP

Baker Tilly UK Audit LLP
Statutory Auditor
Chartered Accountants
Tenon House
Ferryboat Lane
Sunderland
SR5 3JN

A full copy of the audited accounts is available to view on the AEP Website. Copies will also be available at the Annual General Meeting.


John Drewicz
Association Secretary