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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 Teachers and Lecturers
Year ended:	31 December 2012
List no:	584T
Head or Main Office:	7 Northumberland Street London WC2N 5RD
Website address (if available)	www.atl.org.uk
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	Dr Mary Bousted
Telephone Number:	020 7782 1500
Contact name for queries regarding	Philip Clark
Telephone Number:	020 7509 9305
E-mail:	pclark@cudfk.com

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

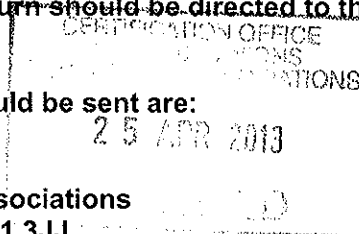
The address to which returns and other documents should be sent are:

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)

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	51,746	1,125	134	343	53,348
FEMALE	151,328	3,109	433	626	155,496
TOTAL	203,074	4,234	567	969	A 208,844

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

1,003
128,023

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	A Robinson	H Roberts	1 September 2012
Senior Vice President	H Roberts	A Sherratt	1 September 2012
Junior Vice President	A Sherratt	M Baker	1 September 2012
Immediate Past President	A Brown	A Robinson	1 September 2012

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

OFFICERS IN POST AT 31 DECEMBER 2012

Officer	Position
National Officers	
Hank Roberts	President
Alison Sherratt	Senior Vice President
Mark Baker	Junior Vice President
Alice Robinson	Immediate Past President
Shelagh Hirst	Honorary Secretary
John Puckrin	Honorary Secretary
Stephen Buck	Honorary Treasurer
Caroline Kolek	Honorary Treasurer
Members	
Julia Neal Mick Wood	AMiE
Veronica Rodriguez	Avon
John Laidlaw	Bedfordshire
Helen Porter	Berkshire
Ashraf Ghouse	Birmingham
Sarah Stephens	Buckinghamshire
Niamh Sweeney	Cambridgeshire
Stephen Sidgwick	Cumbria
Cathy Tattersfield	Derbyshire
Roger Lister	Dorset
Brenda Walters	Dudley, Sandwell, Walsall, Wolverhampton
Louise Davies	East Sussex
Robin Bevan Geoff Pye	Essex
Alan Porter	Gloucestershire
Jean Roberts Jovan Trkulja Graham Edwards Kim Knappett	Greater London
Barry Lingard Rob Rochford	Greater Manchester
Helen Thompson Peter Shreeve	Hampshire, Isle of Wight
Eric Stroud Phillipa Kearns	Hertfordshire
Colin Cranmer	Humberside
Julie Huckstep John Paul	Kent
Kathy Eagar Andrew Shipley	Lancashire, Isle of Man
Tom Bright	Leeds, Bradford
Ken Wheatley	Leicestershire
Garry Monger	Lincolnshire
Zoe Fail	Norfolk
Adam Van Asch	Northamptonshire
Fiona Barclay	North Yorkshire & York
John Pollock Anne Millis	Northern Ireland

Debbie Polwarth	Northumberland, Newcastle, North Tyneside, Gateshead
Ralph Surman	Nottinghamshire
Allison Barnes	Oxfordshire
Alastair MacPherson	Scotland
Patrick O'Donoghue	Sheffield, Rotherham, Doncaster, Barnsley
Stephen Baker Ellen Ferguson	Shropshire, Hereford, Worcester
Clare Kellett	Somerset
Susan Coates Rebecca Matthews	South Tyneside, Durham, Sunderland, Teesside & District
Beatrice Harvey	Staffordshire & Stoke on Trent
Michael Everett	Suffolk
John Clark Tamsin Honeybourne	Surrey, Guernsey, Jersey
Malcolm St John-Smith	Wakefield, Kirklees, Calderdale
Gareth Lewis Alec Clark	Wales
Avie Kaur	Warwickshire, Coventry, Solihull
Tim Farmer	West Sussex
Stella Jales	Wiltshire, Swindon

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		15,647,000
From Members: Other income from members (specify)		
	0	
	0	
	0	
Total other income from members		0
Total of all income from members		15,647,000
Investment income (as at page 12)		136,000
Other Income		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	490,000	
Total of other income (as at page 4)		490,000
		TOTAL INCOME
		16,273,000
EXPENDITURE		
Benefits to members (as at page 5)		4,870,000
Administrative expenses (as at page 10)		11,692,000
Federation and other bodies (specify)		
TUC	369,000	
Education International	144,000	
Other	24,000	
Total expenditure Federation and other bodies		537,000
Taxation		0
		TOTAL EXPENDITURE
		17,099,000
Surplus (deficit) for year		(826,000)
Amount of general fund at beginning of year		6,300,000
Amount of general fund at end of year		5,474,000

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION AND OTHER BODIES		-
Other income		
Loss on disposal of investments	(10,000)	
Retained insurance rebates and commission	216,000	
Union Learning Fund	81,000	
Report Magazine	199,000	
Other income	4,000	
TOTAL OTHER INCOME		490,000
TOTAL OF ALL OTHER INCOME		490,000

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	1,140,000
	(61,000)	Education and Training services	121,000
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications	1,201,000	Salary Costs	3,456,000
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits		Insurance on behalf of members	153,000
Other Cash Payments			
carried forward	1,140,000	Total (should agree with figure in General Fund)	4,870,000

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	Dilapidation Reserve	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		0
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		0
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		150,000
	Amount of fund at the end of year (as Balance Sheet)		150,000
	Number of members contributing at end of year		N/A

FUND 3		Fund Account	
Name:	Revaluation Reserve	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		0
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		0
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		2,027,000
	Amount of fund at the end of year (as Balance Sheet)		2,027,000
	Number of members contributing at end of year		N/A

(See notes 24 and 25)

FUND 4		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		

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 24 and 25)

FUND 6		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		

FUND 7		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	6,081,000
Salaries and Wages included in above	£6,053,000
Auditors' fees	46,000
Legal and Professional fees	229,000
Occupancy costs	461,000
Stationery, printing, postage, telephone, etc.	1,447,000
Expenses of Regional Officials	243,000
Expenses of conferences	816,000
Other administrative expenses (specify)	
Travel & subsistence	523,000
Recruiters in the field	66,000
IT running expenses	500,000
VAT recovered	(282,000)
Offices expenses	124,000
Leasing equipment	88,000
Branch expenditure	381,000
Research	(2,000)
Net finance charge	(8,000)
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	137,000
Taxation	
Outgoings on land and buildings (specify)	
Building maintenance	67,000
Other outgoings (specify)	
AMiE	11,000

Ballots		61,000
Actuarial loss		866,000
Results from Trafalgar		(114,000)
Decrease in provision for diminution of investments		(49,000)
	Total	11,692,000
Charged to:	General Fund (Page 3)	11,692,000
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	11,692,000

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contribution s £	Other Benefits		
				Description	Value £	
M. Bousted – General secretary	116,340	15,036	22,344			153,720
A. Robinson_ President to August				Salary reimbursement	48,918	
				Clothing Allowance	500	49,418

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)			77,000
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			59,000
Other investment income (specify)			
		Total investment income	136,000
Credited to:			
		General Fund (Page 3)	136,000
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	136,000

BALANCE SHEET as at 31 December 2012

(see notes 47 to 50)

Previous Year		£	£
5,898,000	Fixed Assets (at page 14)		5,840,000
	Investments (as per analysis on page 15)		
3,239,000	Quoted (Market value £ 4,103,000)	3,318,000	
	Unquoted	0	
3,239,000	Total Investments		3,318,000
	Other Assets		
	Loans to other trade unions		
426,000	Sundry debtors	532,000	
2,233,000	Cash at bank and in hand	1,682,000	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
2,659,000	Total of other assets		2,214,000
11,796,000	TOTAL ASSETS		11,372,000
6,300,000	General Fund (Account)		5,474,000
150,000	Dilapidation Fund (Account)		150,000
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
2,027,000	Revaluation Reserve		2,027,000
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
1,278,000	Sundry creditors		875,000
1,276,000	Income in advance		1,298,000
533,000	Provisions		537,000
232,000	Other liabilities: net pension scheme liability		1,011,000
11,796,000	TOTAL LIABILITIES		11,372,000
11,796,000	TOTAL ASSETS		11,372,000

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
Cost or Valuation						
At start of year	5,930,000		555,000			6,485,000
Additions	-		79,000			79,000
Disposals	-		-			-
Revaluation/Transfers	-		-			-
At end of year	5,930,000		634,000			6,564,000
Accumulated Depreciation						
At start of year	171,000		416,000			587,000
Charges for year	51,000		86,000			137,000
Disposals	-		-			-
Revaluation/Transfers	-		-			-
At end of year	222,000		502,000			724,000
Net book value at end of year	5,708,000		132,000			5,840,000
Net book value at end of previous year	5,759,000		139,000			5,898,000

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)	2,854,000	
Government Securities (Gilts)	464,000	
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	3,318,000	
Market Value of Quoted Investment	4,103,000	
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 checked="" type="checkbox"/>	NO <input type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME Trafalgar Conferences Limited	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered) 06614122		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input checked="" type="checkbox"/>	NO <input 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	15,647,000		15,647,000
From Investments	136,000		136,000
Other Income (including increases by revaluation of assets)	490,000		490,000
Total Income	16,273,000		16,273,000
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	17,099,000		17,099,000
Funds at beginning of year (including reserves)	8,477,000		8,477,000
Funds at end of year (including reserves)	7,651,000		7,651,000
ASSETS			
Fixed Assets			5,840,000
Investment Assets			3,318,000
Other Assets			2,214,000
		Total Assets	11,372,000
LIABILITIES			
		Total Liabilities	3,721,000
NET ASSETS (Total Assets less Total Liabilities)			7,651,000

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 user to enter their notes to the accounts. The box occupies most of the page below the instructions.

Notes to the accounts

for the year ended 31 December 2012

	2012	2011
	£'000	£'000
1 OTHER INCOME		
Dividend and interest income	136	93
Loss on disposals	(10)	–
Retained insurance rebates and commission	216	228
Union Learning Fund	81	196
Trust Fund management charge	–	27
<i>Report</i> magazine	199	202
Other income	4	42
	<u>626</u>	<u>788</u>
2 STAFF COSTS		
	2012	2011
	£'000	£'000
Salaries and employer's NI	8,389	8,033
Pensions costs	1,049	978
Pensions to former employees	47	(37)
Staff training and recruitment	131	181
	<u>9,616</u>	<u>9,155</u>
3 PROPERTY AND EQUIPMENT COSTS		
	2012	2011
	£'000	£'000
Rates and rent	297	238
Lighting, heating and cleaning	119	91
Office expenses	124	133
Leasing equipment	88	70
IT running expenses	500	452
Maintenance of plant and equipment	10	5
Building maintenance	67	17
Depreciation	137	92
Insurance for London office	35	37
	<u>1,377</u>	<u>1,135</u>

Notes to the accounts
for the year ended 31 December 2012

4	COMMUNICATION COSTS	2012	2011
		£'000	£'000
	Postage and telephone	401	338
	Printing:		
	– Booklets, bulletins and pamphlets	264	244
	– General	85	89
	Stationery	48	45
	Publicity and advertising	649	602
	Recruiters in the field	66	49
		<u>1,513</u>	<u>1,367</u>
5	MEMBERSHIP ACTIVITY	2012	2011
		£'000	£'000
	Annual Conference expenses	437	458
	Travelling expenses	363	303
	Subsistence	160	149
	Expenses of other conferences and meetings	378	367
	Association of Managers in Education	11	277
	Research	(2)	10
	Delegates' expenses to international meetings	1	9
	Subscriptions, affiliation fees and donations:		
	– TUC	369	318
	– Education International	144	149
	-- Others	24	25
	Branch expenditure	381	473
	Ballots	61	404
		<u>2,327</u>	<u>2,942</u>

Notes to the accounts
for the year ended 31 December 2012

6 BENEFITS TO MEMBERS	2012	2011
	£'000	£'000
Legal assistance*	(61)	37
Regional officials	243	225
Insurance on behalf of members	153	155
Monthly mailings	1,201	1,039
Sustentation Fund	--	7
Training courses	121	130
	<u>1,657</u>	<u>1,593</u>

*2012 Includes write back of provision of £61K no longer required.

7 PROFESSIONAL COSTS	2012	2011
	£'000	£'000
Audit and accountancy	46	42
Consultancy and other professional services	229	179
	<u>275</u>	<u>221</u>

8 EMPLOYEES	2012	2011
	£'000	£'000
The average number during the year was:		
Regional & national casework officials	48	45
Organisers (incl. learning organisers)	12	12
Office staff*	132	129
Casual workers	5	4
	<u>197</u>	<u>190</u>

*Included in the above are seven former employees whose pensions are enhanced by ATL.

9 NET FINANCE CHARGE	2012	2011
	£'000	£'000
Expected return on pension scheme assets	574	563
Interest on pension scheme liabilities	(566)	(488)
	<u>8</u>	<u>75</u>

Notes to the accounts
for the year ended 31 December 2012

10 NON OPERATIONAL ITEMS	2012 £'000	2011 £'000
Decrease/(Increase) in provision for diminution in value against investments	49	(38)
Results of Trafalgar Conferences	114	(4)
	<u>163</u>	<u>(42)</u>
Trafalgar Conference		
Turnover	225	268
Costs	(111)	(218)
<i>Write back of assets previously written off</i>		
Depreciation of Fixtures and Fittings	0	(54)
Surplus/(Deficit)	<u>114</u>	<u>(4)</u>

11 TANGIBLE FIXED ASSETS	Freehold properties £'000	Furniture fittings and equipment £'000	Total £'000
Cost or valuation			
At 1 January 2012	5,930	555	6,485
Revaluation in year			
Additions	-	79	79
At 31 December 2012	<u>5,930</u>	<u>634</u>	<u>6,564</u>
Depreciation			
At 1 January 2012	171	416	587
Charge for the year	51	86	137
At 31 December 2012	<u>222</u>	<u>502</u>	<u>724</u>
Net book value			
At 31 December 2012	<u>5,708</u>	<u>132</u>	<u>5,840</u>
At 31 December 2011	<u>5,759</u>	<u>139</u>	<u>5,898</u>

The London Land and buildings were revalued on a open market basis as at 31 December 2009 by GVA Grimley an independent firm of chartered Surveyors. On a historical cost basis the freehold properties would have been included at an original cost of £3.857 million (2011:£3.857m) with an aggregate depreciation of £0.388M.

12 INVESTMENTS

	£'000
Cost	
At 1 January 2012	3,371
Additions	241
Disposals	(211)
At 31 December 2012	3,401
Provision for diminution in value	
At 1 January 2012	132
Decrease in provision	(49)
At 31 December 2012	83
Net book value	
At 31 December 2012	3,318
At 31 December 2011	3,239

The net book value of the quoted securities is further analysed below together with their comparative market values:

	2012		2011	
	Net Book Value £'000	Market Value £'000	Net Book Value £'000	Market Value £'000
UK Fixed Interest	464	518	487	533
Equities: UK	1,329	1,646	1,280	1,499
Europe	87	98	83	84
US	199	298	190	268
Japan	41	41	40	40
Far East	74	104	58	72
Other	1,124	1,398	1,101	1,224
	3,318	4,103	3,239	3,720

Subsidiary undertakings

The Association owns two ordinary shares of £1 each, being 100% of the issued share capital, of Trafalgar Conferences Limited. The company is incorporated in England. The principal trade of the company is providing conference services.

Notes to the accounts
for the year ended 31 December 2012

13 DEBTORS	2012	2011
	£'000	£'000
Trade debtors	163	41
VAT debtor	48	34
Other Debtors	47	43
Prepayments and accrued income	274	308
	<u>532</u>	<u>426</u>

14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£'000	£'000
Trade creditors	197	430
Social security costs and other taxes	233	235
Other creditors and accruals	445	613
	<u>875</u>	<u>1,278</u>

15 PROVISION FOR LIABILITIES AND CHARGES

	2012	2011
	£'000	£'000
At 1 January	533	611
Increased/(Released) in the year	4	(78)
At 31 December	<u>537</u>	<u>533</u>

The Association has provided for unfunded pension costs payable to certain employees and former employees, where the Association has agreed to fund the differential between the pension payable under the Association's schemes and the Teachers' Superannuation Scheme.

16 REVALUATION RESERVE

	£'000
As at 1 January 2012	2,027
As at 31 December 2012	<u>2,027</u>

17 DILAPIDATION RESERVE

	£'000
As at 1 January 2012	150
As at 31 December 2012	<u>150</u>

18 NET CASH OUTFLOW FROM OPERATING ACTIVITIES

	2012	2011
	£'000	£'000
Operating (deficit) for the year	(210)	(266)
Dividend and interest income receivable	(136)	(93)
Depreciation	137	146
Loss on sale of investments	10	–
Provision for liabilities and charges	4	(78)
Sundry debtors and prepayments	(106)	108
Provision against Trafalgar Conferences	114	–
Sundry creditors and accrued expenses	(403)	(76)
Subscription income received in advance	22	167
Net cash (outflow) from Operating Activities	(568)	(92)

19 RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET FUNDS

	2012	2011
	£'000	£'000
(Decrease)/increase in cash	(551)	141
Net funds at 1 January	2,233	2,092
Net funds at 31 December	1,682	2,233

20 ANALYSIS OF NET FUNDS

	At 1 January 2012 £'000	Cash Flow £'000	Non-cash changes £'000	At 31 December 2012 £'000
Cash & deposits at banks and building societies	2,233	(551)	–	1,682

21 CONTINGENT LIABILITIES

The Association is involved in numerous ongoing legal cases on behalf of its members, the outcome of which is inevitably uncertain. Provision has been made for the estimated unbilled future costs where the Association considers that they may not be totally recovered.

22 OPERATING LEASE COMMITMENTS

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

	2012	2011
	£'000	£'000
Operating leases which expire:		
Within one year	27	5
In the second to fifth years inclusive	98	93
	125	98
Leases relate to IT and office equipment.		

23 STAFF PENSION SCHEMES

The Association operates three pension schemes as follows:

(a) Defined Contribution Scheme

The Association operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Association in an independently administered fund. The charge for the year was £81,297 (2011: £69,585).

(b) Defined Benefit Scheme

The Association operates a funded defined benefit pension scheme. This provides benefits based on final pensionable pay.

A full actuarial valuation of this scheme was carried out by a qualified independent actuary as at 1 April 2010. It showed that the actuarial value of the assets at 1 April 2010 was £9,453,000. The estimated actuarial value of the liabilities was assessed as being £10,638,000, which represents an actuarial deficit of £1,185,000. This results in a funding level of 89% comparing the assets to the projected liabilities.

The contributions made by the employer over the financial year equate to £680,000 which is equivalent to 19.3% of pensionable earnings. This contribution rate is to continue until reviewed following the next triennial valuation of the scheme in 2013.

The recommendation of the actuary in respect of the full actuarial valuation was for ATL to make an additional payment of £164,000 per annum for a 10-year period commencing from 1st April 2011, which ATL agreed.

FRS17

The full actuarial valuation carried out as at 1 April 2010, has been updated by the Association's actuaries to take account of FRS17 in order to assess the liabilities of the scheme as at 31 December 2012. The scheme assets are stated at their market value as at 31 December 2012.

The main financial assumptions, used in preparing the 2012 valuation under FRS17, were:

	2012	2011	2010
Rate of increase in pensionable salaries	4.10%	4.00%	4.50%
Discount rate	4.40%	4.70%	5.40%
Inflation assumption	3.10%	3.00%	3.50%
Revaluation rate for deferred pensioners	3.10%	3.00%	3.50%

Demographic assumptions

As at 31 December	2012	2011
Retiring today		
Males	24.2	24.1
Females	26.6	26.5
Retiring in 20 years		
Males	26.2	26.1
Females	28.2	28.4

23 STAFF PENSION SCHEMES *(continued)*

Net assets of the scheme

The fair value of the assets in the scheme and the expected rate of return at 31 December 2012 were:

	2012	2011
	£'000	£'000
Insurance policy		
Equities	6,202	5,151
Bonds/gilts	6,121	5,022
Property	849	802
Cash	310	494
Total market value of assets	13,482	11,469
Present value of liabilities	(14,493)	(11,701)
Surplus in the scheme in accordance with FRS17	<u>(1,011)</u>	<u>(232)</u>

Present value of scheme liabilities, fair value of assets and surplus

	2012	2011
	£'000	£'000
Fair value of scheme assets	13,482	11,469
Present value of scheme liabilities	14,493	11,701
(Deficit) in scheme	<u>(1,011)</u>	<u>(232)</u>

Reconciliation of opening and closing balances of the present value of the scheme liabilities

	2012	2011
	£'000	£'000
Scheme liabilities at start of period	11,701	8,957
Current service cost	765	314
Interest cost	566	488
Contributions by scheme participants	226	185
Actuarial losses	1,358	2,075
Benefits paid, death in service insurance premiums and expenses	(123)	(318)
Scheme liabilities at end of period	<u>14,493</u>	<u>11,701</u>

23 STAFF PENSION SCHEMES *(continued)*

Reconciliation of opening and closing balances of the fair value of scheme assets

	2012	2011
	£'000	£'000
Fair value of scheme assets at start of year	11,469	9,786
Expected return on scheme assets	574	563
Actuarial gains/(losses)	492	469
Contributions by employer	844	784
Contributions by scheme participants	226	185
Benefits paid, death in service insurance premiums and expenses	(123)	(318)
Fair value of scheme assets at end of year	<u>13,482</u>	<u>11,469</u>

The following is an analysis of the amounts recognised in the income and expenditure account and statement of total recognised gains and losses:

	2012	2011
	£'000	£'000
Movement in the FRS17 deficit during the year		
Income and expenditure account		
Current service cost	(765)	(314)
<i>Other finance income</i>		
Expected return on pension scheme assets	574	563
Interest on pension scheme liabilities	(566)	(488)
Total charge to income and expenditure	<u>(757)</u>	<u>(239)</u>

Actuarial loss recognised in the statement of total recognised gains and losses

	2012	2011
	£'000	£'000
Actual return less expected return on pension scheme assets	492	469
– As percentage of year end scheme assets		
Experience gains and losses arising on the scheme liabilities	(193)	(4)
– As percentage of present value of year end scheme liabilities		
Changes in assumptions underlying the present value of the scheme liabilities	(1,165)	(2,071)
– As percentage of present value of year end scheme liabilities		
Total amount recognised	<u>(866)</u>	<u>(1,606)</u>

The company expects to contribute around 19.3% of pensionable salary plus £164,000 to ATL's pension and life assurance scheme in the next accounting year.

23 STAFF PENSION SCHEMES (continued)

	2012 £'000	2011 £'000
Movement in the surplus during the year		
(Deficit)/surplus in scheme at beginning of year	(232)	829
Movement in year:		
Current service cost	(765)	(314)
Settlement		
Net finance charge	8	75
Contributions	844	784
	87	545
Actuarial loss	(866)	(1,606)
(Deficit) in the scheme at the end of the year	<u>(1,011)</u>	<u>(232)</u>

Contributions are currently paid at the rate of 25.8% of pensionable pay of which the member pays 6.5% of pensionable pay.

The actuarial gains and losses are those resulting from the actual performance of the scheme being different from that predicted, for example from changes in economic conditions, from the performance of the investment managers who manage the scheme's assets or from changes in the demographic profile of ATL's employees.

	2012 £'000	2011 £'000	2010 £'000	2009 £'000	2008 £'000
History of experience gains and losses					
Defined benefit obligation	14,493	11,701	8,957	8,155	6,290
Plan assets	13,482	11,469	9,786	8,716	8,162
(Deficit)/surplus	(1,011)	(232)	829	561	1,872
Experience adjustments on plan liabilities	(193)	(4)	(229)	(201)	116
Experience adjustments on plan assets	492	469	587	(115)	(1,737)

(c) Multi-employer pension scheme

ATL is a member of a multi-employer pension scheme administered by The Pensions Trust with investments in the growth plan (the plan). The plan is funded and is not contracted-out of the state scheme.

ATL paid contributions at a variable rate between 10-20% during the accounting period with members paying a contribution between 5-10%.

As at the balance sheet date there were 13 active members of the plan employed by ATL. ATL has closed the plan to new entrants.

It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of underlying assets and liabilities belonging to individual participating employers. The plan is a multi-employer scheme, where the assets are co-mingled for investment purposes, and benefits are paid out of the plan's total assets. Accordingly, due to the nature of the plan, the accounting charge for the period under FRS17 represents the employer contribution payable. Contributions paid during the year ended 31 December 2012 were £81K.

The valuation results at 30 September 2011 were completed in 2012 and have been formalised. The valuation of the plan was performed by a professionally qualified actuary using the Projected Unit Method. The market value of the plan's assets at the valuation date was £780 million and the plan's technical provisions (ie past service liabilities) were £928 million. The valuation therefore revealed a shortfall of assets compared with the value of liabilities of £148 million, equivalent to a funding level of 84%.

The financial assumptions underlying the valuation as at 30 September 2011 were as follows:

	% p.a
Rate of return pre-retirement	4.9
Rate of return post-retirement:	
Active/deferred	4.2
Pensioners	4.2
Bonuses on accrued benefits	0.0
Inflation: Retail Price Index	2.9
Inflation: Consumer Price Index	2.4

The additional contributions required from ATL for the year from 1 April 2013 will be £94,034 per annum. This contribution is payable monthly, together with the standard scheme contributions.

24 POST BALANCE SHEET EVENT

On 15th November 2012 the union exchanged contracts for the sale of its freehold property at 8 – 9 Northumberland Road for a price of £4.75m. The sale is, however, conditional upon the receipt of planning permission and has an end date of 28 March 2013 for that to be granted. A tax liability of approximately £450k would arise in respect of the disposal. In view of the conditional nature of the contract and uncertainty over eventual completion no adjustments have been made in the financial statements to 31 December 2012.

Summary financial information

extracted from the full accounts

SUMMARY INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 December 2012

	2012 £'000	2011 £'000
Subscription income	15,647	15,116
Other income	626	788
Total income	16,273	15,904
Total expenditure	(16,483)	(16,170)
Operating (deficit)	(210)	(266)
Non operational items	163	(42)
	(47)	(308)
Items related to FRS17	87	545
Surplus for the year	40	237

SUMMARY BALANCE SHEET AT 31 DECEMBER 2012

	2012 £'000	2011 £'000
Fixed assets	5,840	5,898
Investments	3,318	3,239
Current assets	2,214	2,659
Current liabilities	(2,173)	(2,554)
Provision for liabilities and charges	(537)	(533)
Net assets excluding pension scheme	8,662	8,709
Net pension scheme asset	(1,011)	(232)
	7,651	8,477
General fund	5,474	6,300
Dilapiations provision	150	150
Revaluation reserve	2,027	2,027
	7,651	8,477

Statement to members

as required under the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) for the year ended 31 December 2012

SUMMARY OF SALARIES AND BENEFITS PROVIDED

Name	Position	Details	Amount £
M Bousted	General secretary	Salary	116,340
		Pension contributions	22,344
A Robinson	President – to August	Clothing allowance	500
		Salary reimbursement	48,918
Hank Roberts	President – from September	Clothing allowance	–
		Salary reimbursement	–

In addition, six officers of ATL, who are members of the Executive Committee, receive clothing allowances totalling £2,000. The president's allowance is separately shown above. All the other members of the Executive Committee do not receive any salary from ATL or any benefits. All members of the Executive Committee are reimbursed for any expenditure incurred by them in the performance of their duties on behalf of ATL as are the general secretary and the president.

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>Margaret Reusfeld</u> Name: <u>MARGARET REUSFELD</u> Date: <u>18.4.13</u>	Chairman's Signature: <u>Hank Roberts</u> (or other official whose position should be stated) Name: <u>HANK ROBERTS</u> Date: <u>19/4/13</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 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"/>

Accounting policies

for the year ended 31 December 2012

ACCOUNTING CONVENTION

The accounts are prepared under the historical cost convention, modified to include the revaluation of land and buildings, and follow all applicable accounting standards.

SUBSCRIPTION INCOME

Subscription income is accounted for on a receipts basis for the current year with income received in advance being deferred into the following year.

EXPENDITURE

All expenditure in the accounts is inclusive of VAT where applicable.

TANGIBLE FIXED ASSETS

- a) Land and buildings – land and buildings are stated at open market valuation. Full valuations are made by an independent professionally qualified valuer every five years and in the intervening years these valuations are updated by ATL.
Buildings are depreciated on a straight line basis over 50 years.
- b) Equipment – all capitalised equipment is stated at cost and depreciated over its useful life on a straight line basis as follows:
 - ⊗ furniture, fittings and equipment – five years
 - ⊗ computer equipment – three years.

CORPORATION TAX

Corporation tax is payable on investment income and chargeable gains but only to the extent that these exceed provident benefit expenditure.

INVESTMENTS

Investments are stated at the lower of cost or market value at the balance sheet date.

PENSION COSTS

ATL operates three pension schemes as follows:

- a) Defined Contribution Scheme – contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the scheme.
- b) Defined Benefit Scheme – pension scheme assets are measured using market values. Pension scheme liabilities are measured using the Projected Unit Method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liability. The increase in the present value of ATL's defined benefit pension scheme expected to arise from employee service in the period is charged to the income and expenditure account. The expected return on the scheme's assets and the increase during the period in the present value of the scheme's liabilities arising from the passage of time are included in other finance charges. Actuarial gains and losses are recognised by transfer to the general fund.
- c) ATL is a member of a multi-employer pension scheme administered by The Pensions Trust with investments in the growth plan (the plan). The plan is funded and is not contracted-out of the state scheme.

OPERATING LEASES

Rental payments in respect of operating leases are charged to the income and expenditure account.

BRANCH ACCOUNTS

The union operates a number of branches throughout the country which hold money for their local operating purpose. Expenses incurred by the branches are reimbursed by the union and included in the accounts. The funds of the branches are part of the union's finances; however, due to the immaterial amounts involved they are not included within the balance sheet.

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)

We have audited the financial statements of the Association of Teachers and Lecturers (ATL) for the year ended 31st December 2012 which comprise the Income and Expenditure Account, Statement of Total Recognised Gains and Losses, the Balance Sheet, the Cash Flow Statement, 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 ATL's members, as a body, in accordance with Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to ATL'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 ATL and ATL's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the ATL's Executive Committee and auditor

As explained more fully in the Statement of ATL's Executive Committee's Responsibilities, the ATL's Executive Committee are responsible for the preparation of the financial statements and for being satisfied that they 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 ATL's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by ATL's Executive Committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the honorary treasurers' report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- ☒ give a true and fair view of the state of ATL's affairs as at 31st December 2012 and of its surplus/deficit for the year then ended
- ☒ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- ☒ have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

Independent auditor's report
to the Members of the Association of Teachers and Lecturers

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

- ⊠ adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us
- ⊠ the ATL has not maintained a satisfactory system of control over its transactions in accordance with the requirements of that section
- ⊠ the financial statements are not in agreement with the accounting records and returns
- ⊠ certain disclosures within the form AR21 of Officers' remuneration specified by law are not made
- ⊠ we have not received all the information and explanations we require for our audit.

Chantrey Vellacott DFK LLP

CHANTREY VELLACOTT DFK LLP
Chartered Accountants and Statutory Auditor
London

Date: 13 March 2013

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	Chantrey Vellacott DFK LLP	
Name(s):	Chantrey Vellacott DFK	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	Russell Square House 10-12 Russell Square London WC1B 5LF	
Date:	24 April 2013	
Contact name and telephone number:	Philip Clark 0207 509 9305	

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