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- PRINT ON ONE SIDE ONLY

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

SALES STAFF ASSOCIATION

Year ended:

31ST DECEMBER 2012

List no:

699T

Head or Main Office:

41 MERKLAND ROAD
AYR
SCOTLAND
KA7 4UN

Website address (if available)

SSA.Secretary@jti.com

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

Yes

No

X

(Click the appropriate box)

General Secretary:

DONALD WILSON

Telephone Number:

01292 445266

Contact name for queries
regarding

DONALD WILSON

Telephone Number:

07966 764956

E-mail:

SSA.Secretary@jti.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

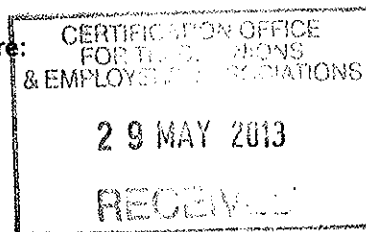
The address to which returns and other documents should be sent are:

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

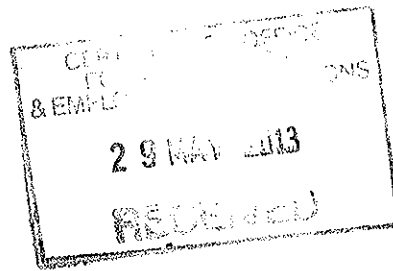


(Revised February 2011)

NATIONAL EXECUTIVE COMMITTEE (NEC)

2012

- DONALD WILSON GENERAL SECRETARY
- MARK MALCOLM CHAIRMAN
- NIGEL HUBBARD TREASURER
- JOHN LEE MINUTE SECRETARY
- MARK BURTON
- CAROLYN RIDLEY



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	197	6			203
FEMALE	50	4			54
TOTAL	247	10			A 257

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

--

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

257

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

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

--

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

--

and names:

--

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions	14585	
From Members: Other income from members (specify)		
 Total other income from members		14585
Total of all income from members		
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	183	
 Total of other income (as at page 4)		183
		TOTAL INCOME
		14768
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		
Federation and other bodies (specify)	5414	
 Total expenditure Federation and other bodies		
Taxation		
		TOTAL EXPENDITURE
		5414
		9354
		120094
		129448
		Surplus (deficit) for year
		Amount of general fund at beginning of year
		Amount of general fund at end of year

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION AND OTHER BODIES		
Other income BANK DEPOSIT	183	
TOTAL OTHER INCOME		183
TOTAL OF ALL OTHER INCOME		183

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		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:		£	£
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 3		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	
Salaries and Wages included in above	£NIL
Auditors' fees	756
Legal and Professional fees	900
Occupancy costs	NIL
Stationery, printing, postage, telephone, etc.	645
Expenses of Executive Committee (Head Office)	NIL
Expenses of conferences	2107
Other administrative expenses (specify)	
NEWSPAPERS & PERIODICALS	321
BANK CHARGES	120
SUNDRIES & DONATIONS	545
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	20
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Total	5414
Charged to:	
General Fund (Page 3)	5414
Fund (Account)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Total	5414

BALANCE SHEET as at 31st DECEMBER 2012

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)	78	
	Investments (as per analysis on page 15)	5000	
	Quoted (Market value £)		
	Unquoted		
	Total Investments		5078
	Other Assets		
	Loans to other trade unions		
	Sundry debtors	NIL	
	Cash at bank and in hand	124370	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		124370
	TOTAL ASSETS		129448
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		NIL
	TOTAL ASSETS		129448

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			6516			6516
Additions						
Disposals						
Revaluation/Transfer s						
At end of year			6516			6516
Accumulated Depreciation						
At start of year			6418			6418
Charges for year			20			20
Disposals						
Revaluation/Transfer s						
At end of year			6438			6438
Net book value at end of year			78			78
Net book value at end of previous year			98			98

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)		
ABERDEEN ACCUMULATION FUND	5000	
TOTAL QUOTED (as Balance Sheet)	5000	
Market Value of Quoted Investment	9931	
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 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 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

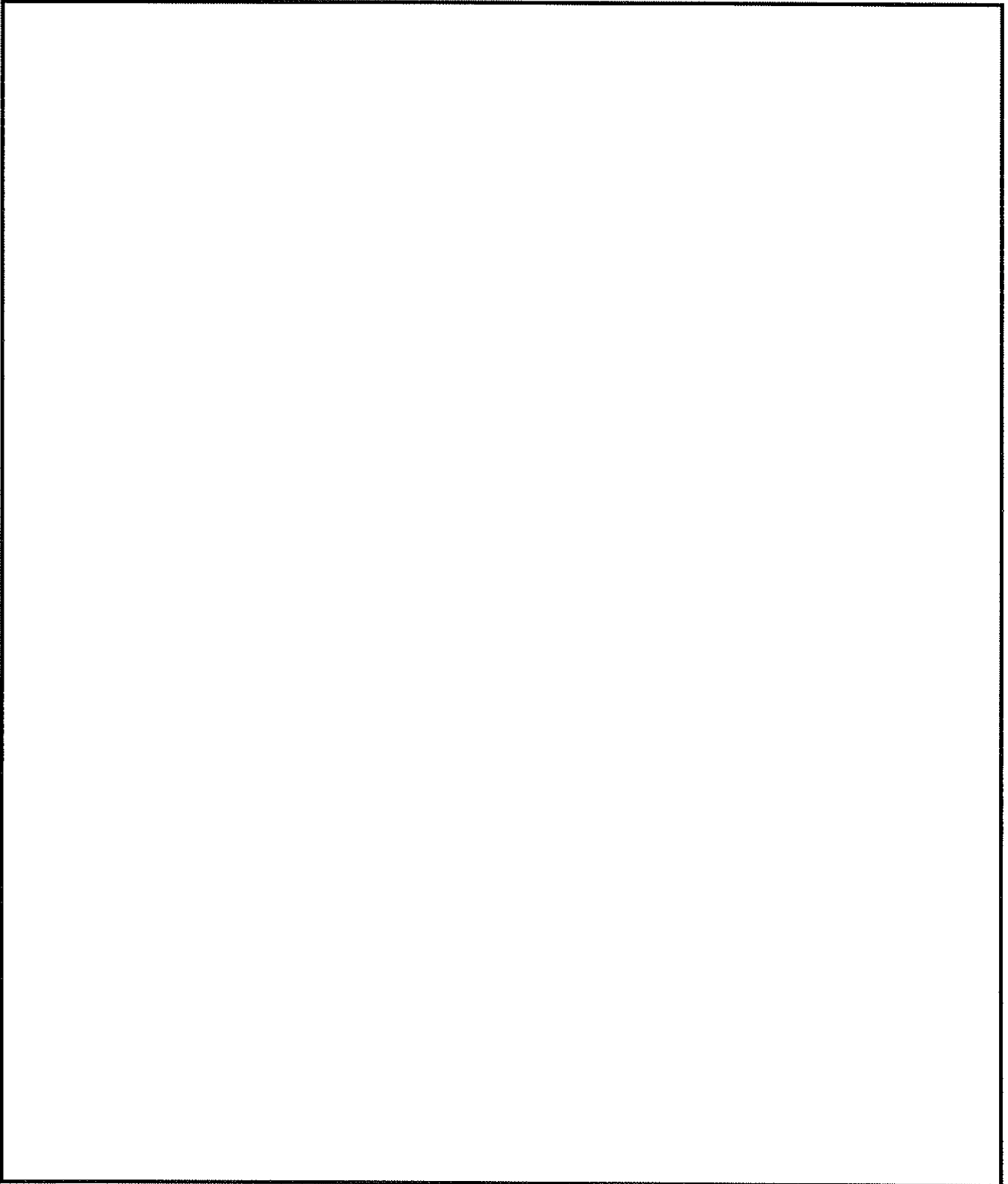
(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	14585		14585
From Investments	183		183
Other Income (including increases by revaluation of assets)			
Total Income	14768		14768
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	5414		5414
Funds at beginning of year (including reserves)	120094		120094
Funds at end of year (including reserves)	129448		129448
ASSETS			
Fixed Assets			78
Investment Assets			5000
Other Assets			124370
		Total Assets	129448
LIABILITIES		Total Liabilities	0
NET ASSETS (Total Assets less Total Liabilities)			129448

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.

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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>Donald Wilson</i></u> Name: <u>Donald Wilson</u> Date: <u>16/5/13</u>	Chairman's Signature: <u><i>Mark Malcolm</i></u> (or other official whose position should be stated) Name: <u>MR. MARK MALCOLM</u> Date: <u>15th MAY 2013</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"/>

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)

AUDITOR'S REPORT (continued)

Please refer to Accounts y/e. 31 Dec 2012
Page 8/9 Auditor's Report.

Signature(s) of auditor or auditors:	<i>Andrew Davis</i>	
Name(s):	Andrew Davis	
Profession(s) or Calling(s):	Chartered Certified Accountant	
Address(es):	Elle D House Aumbur Lane Harpenden Herts	
Date:	20/5/2013	
Contact name and telephone number:	01582 761121,	

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