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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Society of Local Council Clerks		
Year ended:	31 st December 2013		
List no:	1200		
Head or Main Office:	8 The Crescent Taunton Somerset TA1 4EA		
Website address (if available)	www.slcc.co.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:	Howard John Midworth		
Telephone Number:	01823 253646		
Contact name for queries regarding	Alan Michael Slade		
Telephone Number:	01823 253646		
E-mail:	Alan.slade@slcc.co.uk		

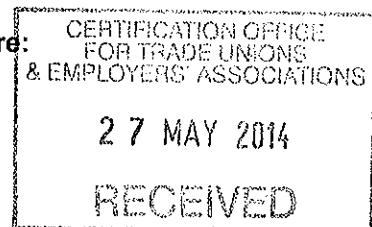
PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

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

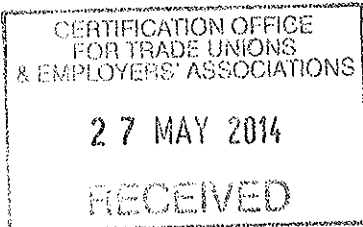
The address to which returns and other documents should be sent are:

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)



Society of Local Council Clerks

APPENDIX A

Form AR21 attachment

Officers in Post as at 31st December 2013

Chief Executive	Howard Midworth
NEC Chairman (NEC Gwynedd)	Katherine Owen
NEC Vice-chairman (NEC Gloucestershire)	Andrew Tubb
NEC members	
Bedfordshire	Delia Shephard
Berkshire	Graham Hunt
Buckinghamshire	Christopher Wayman
Cambridgeshire	Sandra Mitcham
Cheshire	Vacancy
Clwyd	Tina Earley
Cornwall	Rita Skinner
County Durham	Lesley Swinbank
Cumbria	Lynda Walker
Derbyshire	Yvonne Colverson
Devon	Tracy Rowe
Dorset	Vacancy
East Yorks & N. Lincs	Colin O'Connor
Essex	Theresa Byles
Glamorgan	David Jenkins
Gwent	Vacancy
Hampshire	Neil Hitch
Herefordshire	Lenore Taylor
Hertfordshire	Nina Villa
Isle of Wight	Val Taylor
Kent	Linda Hedley
Lancashire	Alan Blakeley
Leicestershire	Fiona Palmer
Lincolnshire	Tracey Broughton
Norfolk	Jane Hale
Northamptonshire	Catherine Camp
Northumberland	Mike Slaughter
North Yorkshire	Nigel Knapton
Nottinghamshire	Barrie Woodcock
Oxfordshire	Sharon Groth
Powys	Gwilym Rippon
Shropshire	Sharon Clayton
Somerset	Sarah Robson
South Yorkshire	Alan Hodkin
Staffordshire	Peter Young
Suffolk	Carol Smy
Surrey	Leslie Clark
Sussex	Carol Smith
Warwickshire	Cathy Tibbles
West Wales	Vacancy
West Yorkshire	Angela Royle
Wiltshire	Jonathan Bourne
Worcestershire	Ruth Mullett

Form AR21 attachment

Return of Change of Officers for the year ended 31st December 2013

Each branch is entitled to be represented on the National Executive Council.

Title of Officer	Name of Officer ceasing to hold office	Name of Officer appointed	Date of change
Chief Executive	Nick Randle	Howard Midworth	March 2013
NEC Member	Pat Kingsnorth	Delia Shephard	July 2013
NEC Member	Philip Truppin	Graham Hunt	July 2013
NEC Member	Bill Richards	Christopher Wayman	July 2013
NEC Member	Ron Sherwin	Vacancy	July 2013
NEC Member	Viv Tunnadine	Lynda Walker	July 2013
NEC Member	Stephanie Raybould	Yvonne Colverson	July 2013
NEC Member	Jenny Farthing	Vacancy	July 2013
NEC Member	Steve Parkinson	Neil Hitch	July 2013
NEC Member	Carrie Lloyd	Nina Villa	July 2013
NEC Member	John Furze	Sarah Robson	July 2013
NEC Member	Ruth Redgate	Peter Young	July 2013
NEC Member	Sue McMorran	Leslie Clark	July 2013
NEC Member	Liz Dutch	Vacancy	July 2013
NEC Member	Gill Lungley	Ruth Mullett	July 2013

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					
FEMALE					
TOTAL					A 3663

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

None

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

3663

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
Please see Appendix B			

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		493867
From Members: Other income from members (specify)		
Total other income from members		0
Total of all income from members		493867
Investment income (as at page 12)		1242
Other Income		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	152354	
Total of other income (as at page 4)		152354
		TOTAL INCOME
		647463
EXPENDITURE		
Benefits to members (as at page 5)		238948
Administrative expenses (as at page 10)		375580
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		614528
Taxation		248
		TOTAL EXPENDITURE
		614776
		32687
Surplus (deficit) for year		32687
Amount of general fund at beginning of year		108294
Amount of general fund at end of year		140981

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		0
Other income		
Training Courses	28716	
CiLCA Registration Fees	47680	
Sponsorship	29250	
Institute of Local Council Management – membership fees	16534	
Miscellaneous Income	5174	
Management Charges – SLCC Enterprises Ltd	25000	
TOTAL OTHER INCOME		152354
TOTAL OF ALL OTHER INCOME		152354

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	107547
		Education and Training services	
		Training costs	49644
		CiLCA Administration	46345
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Website costs	1004		
Advisory Services	106543	Salary Costs	
Dispute Benefits		Other Benefits and Grants (specify)	
		Branch Support	35412
Other Cash Payments			
carried forward	107547	Total (should agree with figure in General Fund)	238948

(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 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)

(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		218149
Salaries and Wages included in above	£170495	
Auditors' fees		2040
Legal and Professional fees		
Occupancy costs		28673
Stationery, printing, postage, telephone, etc.		43647
Expenses of Executive Committee (Head Office)		51234
Expenses of conferences		
Other administrative expenses (specify)		
Institute of Local Council Management - costs		17676
Insurance		1524
Marketing		6260
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		6377
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		375580
Charged to:		
	General Fund (Page 3)	375580
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		375580

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits		Total £	
			Pension Contributions £	Other Benefits		
				Description		Value £
President	0	0	0	Re-imbursment of Travel expenses	0	0
Chief Executive Officer	57881	5712	9874	Re-imbursment of Travel expenses	0	73467
Chairman - NEC	2000	0	0	Re-imbursment of Travel expenses	0	2000
Vice-Chairman - NEC	1000	0	0	Re-imbursment of Travel expenses	0	1000
Members - NEC	0	0	0	Re-imbursment of Travel expenses	0	0

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			620
Other investment income (specify)			
Public Sector Deposit Fund (CCLA)			622
		Total investment income	1242
		Credited to:	
		General Fund (Page 3)	1242
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	1242

BALANCE SHEET as at 31st December 2013

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		7399
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		280000
	Total Investments		287399
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		30460
	Cash at bank and in hand		187918
	Income tax to be recovered		
	Stocks of goods		34
	Others (specify)		
	Total of other assets		218412
	TOTAL ASSETS		505811
	Fund (Account)		108294
	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		248
	Sundry creditors		77841
	Accrued expenses		2040
	Provisions		
	Other liabilities		284701
	TOTAL LIABILITIES		364830
	TOTAL ASSETS		140981

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			57144			
Additions			2650			
Disposals			(2587)			
Revaluation/Transfer s						
At end of year			57207			
Accumulated Depreciation						
At start of year			44985			
Charges for year			6377			
Disposals			(1554)			
Revaluation/Transfer s						
At end of year			49808			
Net book value at end of year			7399			
Net book value at end of previous year			12159			

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		
SLCC Enterprises Limited	10000	
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Julian Hodge Bank	85000	
Other unquoted investments (to be specified)		
Public Sector Deposit Fund (CCLA)	185000	
TOTAL UNQUOTED (as Balance Sheet)	280000	
Market Value of Unquoted Investments	280000	

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	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
SLCC Enterprises Limited	06034481		
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	493867		493867
From Investments	1242		1242
Other Income (including increases by revaluation of assets)	152364		152364
Total Income	647463		647463
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	614776		614776
Funds at beginning of year (including reserves)	108294		108294
Funds at end of year (including reserves)	140981		140981
ASSETS			
Fixed Assets			7399
Investment Assets			280000
Other Assets			218412
Total Assets			505811
LIABILITIES			
Total Liabilities			364830
NET ASSETS (Total Assets less Total Liabilities)			140981

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

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

Please see attached audited Accounts

ACCOUNTING POLICIES



(see notes 74 and 75)

Please see attached audited Accounts

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Chief Executive's Signature: <u></u> Name: Howard John Midworth Date: 22nd May 2014	Treasurer's Signature: <u></u> (or other official whose position should be stated) Name: Alan Michael Slade Date: 22nd May 2014
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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)	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

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

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

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 attached audited Accounts

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	Wallace Crooke	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	College House St. Leonards Close Bridgnorth Shropshire	
Date:	22 nd May 2014	
Contact name and telephone number:	Martin Jones 01746 766444	

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

SLCC

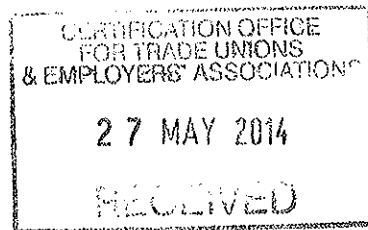
Society of Local Council Clerks

Professional Supportive Innovative

Report Of The National Executive Council

Audited Financial Statements

For The Year Ended 31 December 2013



Wallace Crooke
Chartered Accountants
& Registered Auditors
College House
St. Leonards Close
Bridgnorth
Shropshire
WV16 4EJ

SOCIETY OF LOCAL COUNCIL CLERKS

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The following pages do not form part of the statutory financial statements:	
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SOCIETY OF LOCAL COUNCIL CLERKS

COMPANY INFORMATION
for the Year Ended 31 DECEMBER 2013

OFFICERS:

Mr H Midworth
Mr A M Slade
Mrs K Owen
Mr A Tubb

A Full list of NEC board members is available from the Society's Registered Office

REGISTERED OFFICE:

8 The Crescent
Taunton
Somerset
TA1 4EA

AUDITORS:

Wallace Crooke
Chartered Accountants
& Registered Auditors
College House
St. Leonards Close
Bridgnorth
Shropshire
WV16 4EJ

SOCIETY OF LOCAL COUNCIL CLERKS
REPORT OF NATIONAL EXECUTIVE COUNCIL
for the Year Ended 31 DECEMBER 2013

RESPONSIBILITIES OF THE NATIONAL EXECUTIVE COUNCIL

The Society's National Executive Council is responsible for the preparation of financial statements in accordance with applicable law and relevant United Kingdom Generally Accepted Accountancy Practice for each financial year which give a true and fair view of the state of affairs of the Society and of the surplus or deficit for the year. These statements are required to be audited by independent auditors and copies made available to members.

In preparing these statements the National Executive Council will have due regard to:

- Selecting suitable accounting policies and applying them consistently;
- Making judgements and estimates that are reasonable and prudent;
- Observing applicable Accounting Standards;
- Preparing the financial statements on a going concern basis.

The National Executive Council is also responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the Society and to enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. It must also establish and maintain a satisfactory system of control over its accounting records, its cash holdings and all its receipts and remittances.

It is also responsible for safeguarding the assets of the Society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the officers are aware, there is no relevant audit information of which the society's auditors are unaware, and the society has taken all the steps that he or she ought to have taken as an officer in order to make himself or herself aware of any relevant audit information and to establish that the society's auditors are aware of that information.

AUDITORS

The auditors, Wallace Crooke, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE NATIONAL EXECUTIVE COUNCIL:



Mrs K Owen, Chairman
29 April 2014

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF SOCIETY OF LOCAL COUNCIL CLERKS

We have audited the financial statements of the Society of Local Council Clerks for the year ended 31 December 2013 which comprise the Income and Expenditure Account, Balance Sheet and related Notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the Society's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Society'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 Society and the Society's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of National Executive Council and auditors

The Society's National Executive Council's responsibilities for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of National Executive Council's Responsibilities.

Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with UK Generally Accepted Accounting Practice and the Trade Union and Labour Relations (Consolidation) Act 1992. We also report to you if, in our opinion a satisfactory system of control over transactions has not been maintained, or the Society has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

Basis of Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Society in the preparation of the financial statements, and whether the accounting policies are appropriate to the Society's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the Society's affairs at 31 December 2013 and of its surplus for the year then ended and have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and with the Trade Union and Labour Relations (Consolidation) Act 1992.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF SOCIETY OF LOCAL COUNCIL CLERKS

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 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; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of members' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Martin Jones (Senior Statutory Auditor)
for and on behalf of Wallace Crooke
Chartered Accountants
& Registered Auditors
College House
St. Leonards Close
Bridgnorth
Shropshire
WV16 4EJ

29 April 2014

Note:

The maintenance and integrity of the Society of Local Council Clerks web site is the responsibility of the officers; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site.

SOCIETY OF LOCAL COUNCIL CLERKS
DETAILED INCOME AND EXPENDITURE ACCOUNT
for the Year Ended 31 DECEMBER 2013

	Notes	2013 £	£	2012 £	£
TURNOVER			621,221		703,310
Membership support			<u>303,436</u>		<u>419,649</u>
GROSS SURPLUS			317,785		283,661
Administrative expenses					
Establishment costs		286,394		297,725	
Marketing		6,260		5,156	
Other		18,311		11,971	
Finance costs		<u>127</u>		<u>236</u>	
			<u>311,092</u>		<u>315,088</u>
			6,693		(31,427)
Other operating income			<u>25,000</u>		<u>55,000</u>
OPERATING SURPLUS	4		31,693		23,573
Finance income			<u>1,242</u>		<u>2,986</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION			32,935		26,559
Taxation	5		<u>248</u>		<u>597</u>
SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION			<u>32,687</u>		<u>25,962</u>

This page does not form part of the statutory financial statements

SOCIETY OF LOCAL COUNCIL CLERKS

**BALANCE SHEET
31 DECEMBER 2013**

	Notes	2013	£	2012	£
FIXED ASSETS					
Tangible assets	6		7,399		12,159
Investments	7		<u>280,000</u>		<u>220,000</u>
			287,399		232,159
CURRENT ASSETS					
Stocks	8	34		5,979	
Debtors	9		30,460	41,031	
Cash at bank and in hand	10		<u>187,918</u>	<u>132,998</u>	
			218,412	180,008	
CREDITORS					
Amounts falling due within one year	11		<u>364,830</u>	<u>303,873</u>	
NET CURRENT LIABILITIES			(146,418)		(123,865)
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>140,981</u>		<u>108,294</u>
RESERVES					
Income and expenditure account	13		<u>140,981</u>		<u>108,294</u>
			<u>140,981</u>		<u>108,294</u>

The financial statements on pages 6 to 12 were approved by the National Executive Board on 29 April 2014 and were signed on its behalf by:



Mrs K Owen, Chairman



Mr A M Slade, Head of Finance and Treasurer

The notes form part of these financial statements

SOCIETY OF LOCAL COUNCIL CLERKS

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 DECEMBER 2013

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

Related party exemption

The company has taken advantage of exemption, under the terms of Financial Reporting Standard 8 Related Party Disclosures, not to disclose related party transactions with wholly owned subsidiaries within the group.

Turnover

Turnover represents net invoiced sales of goods, excluding value added tax.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Office equipment	- at varying rates on cost
Pendants	- not provided

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the income and expenditure account on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

2. TURNOVER

The Society's turnover represents the income, excluding value added tax, of services and goods provided during the year. Total income for the year amounted to £647,463 (2012 - £761,296)

SOCIETY OF LOCAL COUNCIL CLERKS

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2013**

3. STAFF COSTS

	Salary £	Pension £	2013 Total £	2012 Total £
Chairman	2,000	-	2,000	2,000
Vice Chairman	1,000	-	1,000	1,000
Chief executive officer	57,914	8,956	66,870	34,214
Deputy Chief Executive officer	9,154	1,459	10,613	58,126
Head of Finance & Administration	42,950	6,917	49,867	50,071
Specialist and regional advisors	80,938	6,062	87,000	82,090
National training manager and officers	5,470	-	5,470	22,726
External affairs officer	6,524	-	6,524	5,949
National officer for Wales	3,344	-	3,344	3,314
Chief verifier and CiLCA support	16,103	1,330	17,433	27,713
Academic lead and tutors	12,817	-	12,817	-
Secretary to ILCM board	10,887	-	10,887	11,682
Regional training managers	6,548	529	7,077	11,004
Mentoring officer	4,030	-	4,030	4,000
Honoraria to branch secretaries	7,410	-	7,410	7,054
Head office staff	60,917	7,508	68,425	66,421
Magazine staff	-	-	-	23,217
Communications Officer	-	-	-	12,166
	<u>328,006</u>	<u>32,761</u>	<u>360,767</u>	<u>422,747</u>

Pension costs relate to employer's pension contributions. Pension costs included in the 2012 total amounted to £35,567.

4. OPERATING SURPLUS

The operating surplus is stated after charging:

	2013 £	2012 £
Depreciation - owned assets	6,377	7,964
Auditor remuneration	<u>2,040</u>	<u>1,952</u>

5. TAXATION

Analysis of the tax charge

The tax charge on the surplus on ordinary activities for the year was as follows:

	2013 £	2012 £
Current tax:		
UK corporation tax	<u>248</u>	<u>597</u>
Tax on surplus on ordinary activities	<u>248</u>	<u>597</u>

SOCIETY OF LOCAL COUNCIL CLERKS

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2013**

6. TANGIBLE FIXED ASSETS

	Improvements to property £	Office equipment £	Pendants £	Totals £
COST				
At 1 January 2013	27,792	28,319	1,033	57,144
Additions	-	2,650	-	2,650
Disposals	-	<u>(1,554)</u>	<u>(1,033)</u>	<u>(2,587)</u>
At 31 December 2013	<u>27,792</u>	<u>29,415</u>	-	<u>57,207</u>
DEPRECIATION				
At 1 January 2013	25,946	19,039	-	44,985
Charge for year	1,846	4,531	-	6,377
Eliminated on disposal	-	<u>(1,554)</u>	-	<u>(1,554)</u>
At 31 December 2013	<u>27,792</u>	<u>22,016</u>	-	<u>49,808</u>
NET BOOK VALUE				
At 31 December 2013	<u>-</u>	<u>7,399</u>	-	<u>7,399</u>
At 31 December 2012	<u>1,846</u>	<u>9,280</u>	<u>1,033</u>	<u>12,159</u>

7. FIXED ASSET INVESTMENTS

	2013 £	2012 £
Shares in group undertakings	10,000	10,000
Other investments	<u>270,000</u>	<u>210,000</u>
	<u>280,000</u>	<u>220,000</u>

Additional information is as follows:

	Shares in group undertakings £
COST	
At 1 January 2013 and 31 December 2013	<u>10,000</u>
NET BOOK VALUE	
At 31 December 2013	<u>10,000</u>
At 31 December 2012	<u>10,000</u>

Investments (neither listed nor unlisted) were as follows:

	2013 £	2012 £
Julian Hodge Bank - fixed rate bond	85,000	85,000
CCLA Investments	<u>185,000</u>	<u>125,000</u>
	<u>270,000</u>	<u>210,000</u>

SOCIETY OF LOCAL COUNCIL CLERKS

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2013**

7. FIXED ASSET INVESTMENTS - continued

The company's investments at the balance sheet date in the share capital of companies include the following:

SLCC Enterprises Limited

Country of incorporation: England and Wales

Nature of business: Training and service provision

	%		
Class of shares:	holding	2013	2012
Ordinary	100.00	£	£
Aggregate capital and reserves		123,752	101,946
Profit for the year		<u>21,806</u>	<u>5,733</u>

8. STOCKS

	2013	2012
	£	£
Stock of publications	-	5,841
Franking machine stock	<u>34</u>	<u>138</u>
	<u>34</u>	<u>5,979</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013	2012
	£	£
Trade debtors	1,405	17,857
Amounts owed by group undertakings	19,026	7,317
Other debtors	-	384
Prepayments and accrued income	<u>10,029</u>	<u>15,473</u>
	<u>30,460</u>	<u>41,031</u>

10. CASH AT BANK AND IN HAND

	2013	2012
	£	£
General bank account balances	187,796	132,797
Cash in hand	<u>122</u>	<u>201</u>
	<u>187,918</u>	<u>132,998</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013	2012
	£	£
Trade creditors	77,841	54,490
Subscriptions paid in advance	273,685	236,465
Tax	248	597
Charitable foundation	10,996	-
Accrued expenses	2,040	1,800
Grants received in advance	<u>20</u>	<u>10,521</u>
	<u>364,830</u>	<u>303,873</u>

SOCIETY OF LOCAL COUNCIL CLERKS

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2013**

12. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	2013 £	2012 £
Expiring:		
Within one year	-	1,295
Between one and five years	4,052	-
In more than five years	<u>30,125</u>	<u>30,045</u>
	<u>34,177</u>	<u>31,340</u>

13. RESERVES

	Income and expenditure account £
At 1 January 2013	
Surplus for the year	108,294
	<u>32,687</u>
At 31 December 2013	<u>140,981</u>

14. BRANCHES

At the year end £19,459 (2012 - £21,729) was held by branches of the society. These amounts have not been included in the Society's General fund.

15. POLITICAL FUNDS

None of the Society's income or expenditure was derived or used from political funds.

**DETAILED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013
FOR
SOCIETY OF LOCAL COUNCIL CLERKS**

SOCIETY OF LOCAL COUNCIL CLERKS
DETAILED INCOME AND EXPENDITURE ACCOUNT
for the Year Ended 31 DECEMBER 2013

	Notes	2013		2012	
		£	£	£	£
TURNOVER	1		621,221		703,310
Membership support	2		<u>303,436</u>		<u>419,649</u>
GROSS SURPLUS			317,785		283,661
Administrative expenses					
Establishment costs	3	286,394		297,725	
Marketing	4	6,260		5,156	
Other	5	18,311		11,971	
Finance costs	6		<u>127</u>		<u>236</u>
			<u>311,092</u>		<u>315,088</u>
			6,693		(31,427)
Other operating income	7		<u>25,000</u>		<u>55,000</u>
OPERATING SURPLUS			31,693		23,573
Finance income	8		<u>1,242</u>		<u>2,986</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION			<u><u>32,935</u></u>		<u><u>26,559</u></u>

This page does not form part of the statutory financial statements

SOCIETY OF LOCAL COUNCIL CLERKS

**DETAILED INCOME AND EXPENDITURE ACCOUNT
for the Year Ended 31 DECEMBER 2013**

	2013 £	2012 £
1. TURNOVER		
Membership subscriptions	493,867	464,559
Clerks Manuals	-	10,137
Other publications	-	21,210
Magazine advertising	-	51,230
Training courses	28,716	11,625
CiLCA registration fees	47,680	61,572
Grants received	-	16,645
Sponsorship	29,250	32,600
Institute	16,534	16,916
Website income	-	15,100
Miscellaneous income	5,174	1,716
	<u>621,221</u>	<u>703,310</u>
2. MEMBERSHIP SUPPORT		
Advisory services	106,543	100,962
Branch support	35,412	35,273
External affairs	21,203	23,574
Clerks manuals - printing cost	-	5,131
Other publications	-	17,041
Magazine costs	-	58,279
Training and academic costs	49,644	65,881
CiLCA administration	46,345	60,147
Website	1,004	7,792
Democracy	25,609	17,388
Institute costs	17,676	15,313
Communications	-	12,868
	<u>303,436</u>	<u>419,649</u>
3. ESTABLISHMENT COSTS		
Salaries	170,495	181,960
Pensions	26,031	26,872
Leased equipment	4,365	4,168
Administration	39,155	40,982
Rent	28,673	25,666
Insurance	1,524	1,557
Office equipment	1,407	1,827
Other costs	6,327	4,777
Auditors remuneration	2,040	1,952
Depreciation of tangible fixed assets	6,377	7,964
	<u>286,394</u>	<u>297,725</u>

This page does not form part of the statutory financial statements

SOCIETY OF LOCAL COUNCIL CLERKS
DETAILED INCOME AND EXPENDITURE ACCOUNT
for the Year Ended 31 DECEMBER 2013

	2013 £	2012 £
4. MARKETING		
Leaflets	3,284	2,128
Postage	1,456	1,484
Branding	-	999
Other costs	<u>1,520</u>	<u>545</u>
	<u>6,260</u>	<u>5,156</u>
5. OTHER		
Honoraria	4,422	4,316
Job advertising	700	-
Staff training	2,394	580
Officers meetings	6,771	4,500
Other costs	<u>4,024</u>	<u>2,575</u>
	<u>18,311</u>	<u>11,971</u>
6. FINANCE COSTS		
Bank charges	<u>127</u>	<u>236</u>
7. OTHER OPERATING INCOME		
Management charges	25,000	25,000
Administrative fees	<u>-</u>	<u>30,000</u>
	<u>25,000</u>	<u>55,000</u>
8. FINANCE INCOME		
Bank deposit interest	64	80
CCLA Interest Income	623	248
Julian Hodge treasury deposit	<u>555</u>	<u>2,658</u>
	<u>1,242</u>	<u>2,986</u>

This page does not form part of the statutory financial statements