

**NOTICE REGARDING SPECIAL REGISTER BODY**  
**TRADE UNION ANNUAL RETURNS**

It has long been the custom of the Certification Officer to allow special register body trade unions to submit to him a copy of their accounts (financial statements) prepared under the Companies Act, in lieu of completing certain parts of the AR21 form. This has been allowed in order to ease the administrative burden on such organisations, as far as is consistent with the law.

The return which you are viewing is that of a special register body and therefore, comprises of both a partially completed AR21 form and financial statements. With regard to the AR21 form itself, the Certification Officer has only required the mandatory completion of pages 1,2,16,17,18,19 and 21 and it is these pages which you will find included in this document: the pages which the Certification Officer has not required the completion of (i.e. those left blank) have not been included.

- DO NOT STAPLE
- 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:	The Chartered Society of Physiotherapy		
Year ended:	31 <sup>st</sup> December 2012		
List no:	481T		
Head or Main Office:	14 Bedford Row London WC1R 4ED		
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:	Phil Gray		
Telephone Number:	020 7306 6641		
Contact name for queries regarding the completion of this return:	Stuart deBoos		
Telephone Number:	020 7306 6646		
E-mail:	debooss@csp.org.uk		



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

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

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

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

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

(Revised February 2012)

**NOTICE REGARDING SPECIAL REGISTER BODY**  
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# 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	10,189	318	73	204	<b>10,784</b>
FEMALE	38,431	1,403	203	814	<b>40,851</b>
TOTAL	48,620	1,721	276	1,018	A <b>51,635</b>

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	51,635

## 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:

The Chartered Society of Physiotherapy  
Council Members Contact List 2011-2013

**Section A – Educators (2)**

	Name
20011-2015	Ann Green MCSP
2009-2013	Dr Helena Johnson MCSP

**Section B – Researchers (1)**

2011-2015	Dr Jonathan Hill PhD BSc (Hons) MCSP
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**Section C – Independent Practitioners (2)**

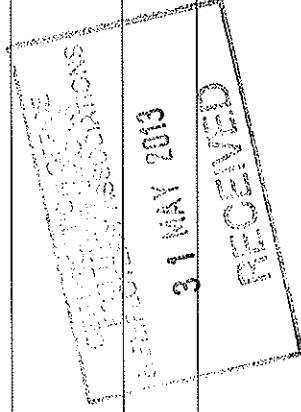
2009-2013	Susan England MCSP
2011- 2015	Judith Pitt-Brooke MSc MCSP Cert Ed DipTP

**Section D – Otherwise Employed (1)**

2011-2015	<b>VACANT</b>
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**Section E – National Health Service Employed (5)**

2011-2015	Alexandra MacKenzie MCSP GradDipPhys
2011- 2015	Susan Rees MCSP



The Chartered Society of Physiotherapy  
Council Members Contact List 2011-2013

2009-2013	Beverley Stansfield MCSP
2009-2013	Jill Barker MCSP
2011-2015	Matthew Wynne BSc (Hons) MCSP
<b>Section F – Country Boards (3)</b>	
Northern Ireland 2011-2015	Elizabeth Cavan MCSP BSc(Hons)
Scotland 2009-2013	Katie Wilkie MCSP
Wales 2009-2013	Alun Morgan MCSP, GradDipPhys, DMS
<b>Section G – English Region Networks (10)</b>	
Eastern 2011-2015	Dorothy Toyn MCSP, GradDipPhys
East Midlands 2011-2015	Catherine Pope MCSP
London 2009-2013	Matthew Wyatt MCSP

**The Chartered Society of Physiotherapy  
Council Members Contact List 2011-2013**

North East 2011-2015	Carol Robinson MCSP
North West 2011-2015	Karen Willcock MSc MCSP
South Central 2009-2013	Catherine Leighton MCSP
South East Coastal 2009-2013	Jim Fahie MCSP (joining CSP staff in July 2013) Dawn Thundow Alternate attending Council until October 2013
South West 2009-2013	Tony Cox MSc BA GradDipPhys MCSP DipTP
West Midlands 2011-2013	Philip Hulse MCSP
Yorkshire and Humberside 2011-2013	Sharon Greensill MCSP DipRG&RT
<b>Students (1)</b>	

**The Chartered Society of Physiotherapy  
Council Members Contact List 2011-2013**

Student 2012-13	Bev Hodges
<b>Physiotherapy Associates (1)</b>	
Assistant 2011-2015	Mrs Jacqueline Brown
<b>Co-opted Members (2)</b>	
Patients' Groups 2010-2013	Catherine McLoughlin CBE
Equality & Diversity 2007-2013	Mel Stewart
<b>President and Vice-Presidents</b>	
President	Professor The Baroness Finlay of Llandaff, FRCP FRCGP
Vice President 2009-2013	Sarah Bazin OBE FCSP MIHM
Vice President 2011-13	Ann Green (see above)



**The Chartered Society of Physiotherapy  
Council Members Contact List 2011-2013**

Vice President: 2011-13	Geraldine Chitty MCSP
Vice President 2011-13	Louise Jones MCSP DipTP
Vice President 2011-13	Jane Laidlaw MCSP
Vice President 2011-13	Margaret Revie GradDipPhys MCSP

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		12,931,517
<b>From Members:</b> Other income from members (specify)		-
-		-
-		-
-		-
<b>Total other income from members</b>		12,931,517
<b>Total of all income from members</b>		-
<b>Investment income (as at page 12)</b>		122,666
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		-
Income from any other sources (as at page 4)		1,342,228
<b>Total of other income (as at page 4)</b>		1,342,228
	<b>TOTAL INCOME</b>	14,396,411
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		8,688,252
<b>Administrative expenses (as at page 10)</b>		5,289,050
<b>Federation and other bodies (specify)</b>		
Transfer from Investment Revaluation Fund		-
FRS17 Service & Finance Costs		-
Tfr from Pensions Resrve Fund		-
Transfers from Board & Branch Reserve Fund		2,862
Amortisation of Property Revaluation Reserve		(28,000)
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		-
	<b>TOTAL EXPENDITURE</b>	13,952,164
	Surplus (deficit) for year	444,247
	Amount of general fund at beginning of year	7,041,775
	Amount of general fund at end of year	7,486,022
	Number of members contributing at the end of the year	51,635

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		-
<b>TOTAL FEDERATION AND OTHER BODIES</b>		-
<b>Other income</b>		
Education income		163,256
Income from Periodicals		600,242
Income from Events		121,514
Grant from Charitable Trust		-
Miscellaneous		457,216
<b>TOTAL OTHER INCOME</b>		1,342,228
<b>TOTAL OF ALL OTHER INCOME</b>		1,342,228

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	2,342,327	<b>brought forward</b>	3,993,582
		Education and Training services	2,524,930
Representation – Non Employment Related Issues	-	Negotiated Discount Services	-
Communications	1,651,255	Salary Costs	-
Advisory Services	-	Other Benefits and Grants (specify)	
		Public Relations	1,721,305
Dispute Benefits	-	Events	148,019
		Professional Liability Insurance	300,416
		Member Networks	-
Other Cash Payments	-		
<b>carried forward</b>	<b>3,993,582</b>	<b>Total (should agree with figure in General Fund)</b>	<b>8,688,252</b>

<b>FUND 2</b>		<b>Fund Account</b>	
<b>Name:</b>	<b>Legal</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		-
	<b>Total Income</b>		-
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		-
	<b>Surplus (Deficit) for the year</b>		-
	<b>Amount of fund at beginning of year</b>		116,343
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		116,343
	<b>Number of members contributing at end of year</b>		51,635

<b>FUND 3</b>		<b>Fund Account</b>	
<b>Name:</b>	<b>Board and branches</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		-
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		2,862
	<b>Surplus (Deficit) for the year</b>		2,862
	<b>Amount of fund at beginning of year</b>		227,667
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		230,529
	<b>Number of members contributing at end of year</b>		51,635

<b>FUND 4</b>		<b>Fund Account</b>	
<b>Name:</b>	N/a	<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		<b>Total other income as specified</b>	
		<b>Total Income</b>	-
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		<b>Total Expenditure</b>	-
		<b>Surplus (Deficit) for the year</b>	-
		<b>Amount of fund at beginning of year</b>	-
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	-
		<b>Number of members contributing at end of year</b>	-

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

FUND 6		Fund Account	
Name:	N/a	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		<b>Total other income as specified</b>	
		<b>Total Income</b>	-
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		<b>Total Expenditure</b>	-
		<b>Surplus (Deficit) for the year</b>	-
		<b>Amount of fund at beginning of year</b>	-
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	-
		<b>Number of members contributing at end of year</b>	-

FUND 7		Fund Account	
Name:	N/a	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		<b>Total other income as specified</b>	
		<b>Total Income</b>	-
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		<b>Total Expenditure</b>	-
		<b>Surplus (Deficit) for the year</b>	-
		<b>Amount of fund at beginning of year</b>	-
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	-
		<b>Number of members contributing at end of year</b>	-

(see notes 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>	
		£	£
<b>Income</b>	Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total income		-
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
	Total expenditure		-
	Surplus (deficit) for year		-
	Amount of political fund at beginning of year		-
	Amount of political fund at the end of year (as Balance Sheet)		-
	Number of members at end of year contributing to the political fund		-
	Number of members at end of the year not contributing to the political fund		-
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		-

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>	
		£	£
<b>Income</b>	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
	Total other income as specified		
	Total income		-
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
	Total expenditure		-
	Surplus (deficit) for year		-
	Amount held on behalf of trade union political fund at beginning of year		-
	Amount remitted to central political fund		-
	Amount held on behalf of central political fund at end of year		-
	Number of members at end of year contributing to the political fund		-
	Number of members at end of the year not contributing to the political fund		-
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		-



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

(see notes 32 and 33)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		2,125,496
Salaries and Wages included in above	£ 2,061,954	
Auditors' fees		23,919
Legal and Professional fees		89,101
Occupancy costs		609,644
Stationery, printing, postage, telephone, etc.		96,323
Expenses of Executive committee (Head Office)		162,769
Expenses of conferences		61,293
Other administrative expenses (specify)		
(See analysis on page 32)		824,692
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		-
Mortgages		-
Other loans		-
Depreciation		444,813
Taxation		-
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Gift Aid to CSP Charitable Trust & Members' Benevolent Fund		851,000
	Total	5,289,050
Charged to:	General Fund (Page 3)	5,289,050
	Total	5,289,050

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Pension Contributions £	Benefits		Total £
				Other Benefits		
				Description	Value £	
President	-	-	-		-	-
Chair of Council	-	-	-	Allowance	7,010	7,010
Vice Chair of Council	-	-	-	Allowance	5,371	5,371
Treasurer	9,870	-	-	Allowance	1,935	11,805
Chief Executive	99,571	11,521	20,910		-	132,002

# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £	Other Fund(s) £
Rent from land and buildings	-	-
Dividends (gross) from:		97,183
Equities (e.g. shares)	-	
Interest (gross) from:		
Government securities (Gilts)	-	-
Mortgages	-	-
Local Authority Bonds	-	-
Bank and Building Societies	-	25,483
Other investment income (specify)		
	-	122,666
Total investment income		122,666
Credited to:		
	General Fund (Page 3)	122,666
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Political Fund	
Total Investment Income		122,666

# BALANCE SHEET as at

31<sup>st</sup> December 2012

(see notes 47 to 50)

Previous Year		£	£
6,641,987	<b>Fixed Assets</b> (at page 14)		6,799,774
	<b>Investments</b> (as per analysis on page 15)		
4,064,929	Quoted (Market value £ 4,064,929)	4,103,882	
	<b>Total Investments</b>		4,103,882
	<b>Other Assets</b>		
-	Loans to other trade unions	-	
1,192,899	Sundry debtors	1,293,817	
1,798,580	Cash at bank and in hand	2,089,393	
-	Income tax to be recovered	-	
-	Stocks of goods	-	
-	Others (specify) -	-	
2,991,479	<b>Total of other assets</b>		3,383,210
13,698,395	<b>TOTAL ASSETS</b>		14,286,866
7,041,775	General Fund(Account )		7,486,022
116,343	Legal Fund (Account )		116,343
227,667	Board and Branch Reserves Fund (Account )		230,529
(5,637,000)	Superannuation Fund (Account )		(4,667,000)
-	Political Fund (Account )		-
3,305,430	Revaluation Reserve		3,547,972
	<b>LIABILITIES</b>		
-	Amount held on behalf of central trade union political fund	-	
-	Loans: From other trade unions	-	
-	Loans: Other	-	
-	Bank overdraft	-	
-	Tax payable	-	
1,346,562	Sundry creditors	1,102,804	
1,320,318	Accrued expenses	1,528,389	
-	Provisions	-	
340,300	Other liabilities: Subscriptions in advance	274,807	
5,637,000	Pension Scheme Deficit	4,667,000	
8,644,180	<b>TOTAL LIABILITIES</b>		7,573,000
13,698,395	<b>TOTAL ASSETS</b>		14,286,866

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year	5,975,000	-	1,566,560	-	-	7,541,560
Additions	204,973	-	165,952	-	-	370,925
Disposals	(974)	-	384	-	-	(590)
Revaluation/Transfers	151,001	-	(42,931)	-	-	108,070
At end of year	6,330,000	-	1,689,965	-	-	8,019,965
<b>Accumulated Depreciation</b>						
At start of year	-	-	899,573	-	-	899,573
Charges for year	121,873	-	322,941	-	-	444,814
Disposals	(974)	-	(936)	-	-	(1,910)
Revaluation/Transfers	(120,899)	-	(1,387)	-	-	(122,286)
At end of year	-	-	1,220,191	-	-	1,220,191
<b>Net book value at end of year</b>	6,330,000	-	469,774	-	-	6,799,774
<b>Net book value at end of previous year</b>	5,975,000	-	666,987	-	-	6,641,987

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

<b>QUOTED</b>	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Unit Trusts	4,103,882	-
<b>TOTAL QUOTED (as Balance Sheet)</b>	<b>4,103,882</b>	
Market Value of Quoted Investment	4,103,882	
<b>UNQUOTED</b>		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Cash at bank and in hand	2,089,393	-
Other unquoted investments (to be specified)		
<b>TOTAL UNQUOTED (as Balance Sheet)</b>	<b>2,089,393</b>	-
Market Value of Unquoted Investments		-

# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

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

# SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	12,931,517		12,931,517
From Investments	122,666		122,666
Other Income (including increases by revaluation of assets)	1,587,632		1,587,632
<b>Total Income</b>	14,641,815		14,641,815
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	12,892,168		12,892,168
<b>Total Expenditure</b>	12,892,168		12,892,168
<b>Funds at beginning of year</b> (including reserves)	5,054,251		5,054,251
<b>Funds at end of year</b> (including reserves)	6,713,866		6,713,866
<b>ASSETS</b>			
Fixed Assets			6,799,774
Investment Assets			4,103,882
Other Assets			3,383,210
		<b>Total Assets</b>	14,286,866
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	7,573,000
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			6,713,866



# 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.

SEE ATTACHED

# The Chartered Society of Physiotherapy

## NOTES TO THE FINANCIAL STATEMENTS

31 December 2012

### 2 INCOME

	2012 £'000	2011 £'000
Subscriptions	13,021	12,273
Income from journals	596	678
Income for educational purposes	163	92
Events	122	138
Miscellaneous	142	113
	<u>14,044</u>	<u>13,294</u>

### 3 OPERATING EXPENSES

	2012 £'000	2011 £'000
Area of activity:		
Practice & Development	2,825	2,862
Employment Relations & Union Services	2,342	2,375
Journals	1,632	1,458
Communications and Marketing	1,721	1,592
Events	167	172
Administration and Finance	4,209	4,020
	<u>12,896</u>	<u>12,479</u>

### 4 OPERATING SURPLUS

	2012 £'000	2011 £'000
The operating surplus is stated after charging:		
Operating leases - plant & machinery	4	8
Auditor's remuneration: Audit Fee	20	20
Other audit services	4	4
Depreciation - owned assets	<u>445</u>	<u>474</u>

### 5 STAFF COSTS

	2012 £'000	2011 £'000
Wages and salaries	5,549	5,163
Social security costs	484	446
Other pension costs	1,021	970
Temporary staff costs	182	273
	<u>7,236</u>	<u>6,852</u>

	Number	Number
Average whole time equivalents employed	<u>125</u>	<u>121</u>

# The Chartered Society of Physiotherapy

## NOTES TO THE FINANCIAL STATEMENTS

31 December 2012

### 6 INVESTMENT INCOME

	2012 £'000	2011 £'000
Investment income		
Interest receivable	26	19
Dividends receivable	97	80
Correction to prior year	-	5
	<u>123</u>	<u>104</u>

### 7 GIFT AID/DEED OF COVENANT

The Society has undertaken to make payments under gift aid/deed of covenant to two associated charities. The Chartered Society of Physiotherapy Charitable Trust, a charity that has educational objects. The Chartered Society of Physiotherapy Members' Benevolent Fund assists members of the Society, who are experiencing financial difficulties.

### 8 TAXATION

	2012 £'000	2011 £'000
(a) Tax charge for the year based on the result for the year		
Corporation tax at 24.50% (2011 – 26.00%)	-	-
Under provision in respect of prior year	-	-
	<u>-</u>	<u>-</u>
(b) Factors affecting the tax charge for the year		
Surplus/(deficit) on ordinary activities before tax	<u>420</u>	<u>110</u>
Surplus/(deficit) on ordinary activities multiplied by the standard rate of corporation tax in the UK of 24.50% (2011 – 26%).	103	29
Effects of:		
Income not taxable for tax purposes	(673)	-
Other permanent differences	208	(347)
Unrelieved tax losses	<u>362</u>	<u>318</u>
	<u>-</u>	<u>-</u>

#### (c) Factors affecting future tax charges

The following factors are expected to affect the Society's future tax charge:

- The continuation of the mutual trading concession relating to surpluses derived from transactions with members, such that the surpluses are not subject to tax
- The extent of future gift aid payments

#### (d) Deferred tax

The accounts have been prepared on the basis that, where tax losses brought forward may be relieved against the profits of previous, current and future periods, a deferred tax asset arises.

The Council has concluded that no change in the nature of investments or capital is anticipated and that the Society is unlikely to produce sufficient profits in the foreseeable future to utilise the available losses and, accordingly, it is not appropriate to carry forward a deferred tax asset.

# The Chartered Society of Physiotherapy

## NOTES TO THE FINANCIAL STATEMENTS

31 December 2012

### 9 FIXED ASSETS

	Freehold Property £'000	Computer Hardware £'000	Other Equipment £'000	Total £'000
Cost or valuation				
At 1 January 2012	5,975	1,424	142	7,541
Additions	205	165	1	371
Disposals	(1)	(1)	-	(2)
Revaluation	108	-	-	108
Transfers	43	-	(43)	-
At 31 December 2012	<u>6,330</u>	<u>1,588</u>	<u>100</u>	<u>8,018</u>
Depreciation				
At 1 January 2012	-	835	64	899
Charge for the year	122	313	10	445
Disposals	(1)	(1)	-	(2)
Revaluation	(124)	-	-	(124)
Transfers	3	-	(3)	-
At 31 December 2012	<u>-</u>	<u>1,147</u>	<u>71</u>	<u>1,218</u>
Net book value				
At 31 December 2012	<u>6,330</u>	<u>441</u>	<u>29</u>	<u>6,800</u>
At 31 December 2011	<u>5,975</u>	<u>589</u>	<u>78</u>	<u>6,642</u>

Included in freehold property brought forward at 1 January 2012 is land with cost of approximately £552,000, which has not been depreciated. The historical cost of buildings is £2,782,000. The freehold office premises were valued on an existing use basis at £6,330,000, by James Pickthorn FRICS, of Pickthorn Chartered Surveyors and Estate Agents, on 3<sup>rd</sup> January 2013.

### 10 INVESTMENTS

The investment portfolio is managed by Newton Investment Management Limited and held in the form of actively managed pooled investment funds. In 2012 the Council has not provided for the above potential tax asset as there is no intention to sell these investments.

	2012 £'000	2011 £'000
Market Value		
Listed:		
Unit Trusts	<u>4,104</u>	<u>4,065</u>
Potential tax (liability) if realised at market value	<u>(2)</u>	<u>(2)</u>

# The Chartered Society of Physiotherapy

## NOTES TO THE FINANCIAL STATEMENTS

31 December 2012

	2012	2011
	£'000	£'000
Unit Trusts: Market value		
At 1 January 2012	4,065	4,352
Acquisitions at cost	-	3,052
Disposals at market value	-	(3,052)
Realised and unrealised gain/(loss)	39	(287)
At 31 December 2012	<u>4,104</u>	<u>4,065</u>
Historic cost of investments	<u>4,057</u>	<u>4,057</u>
11 DEBTORS		
	2012	2011
	£'000	£'000
Trade debtors	172	300
Other debtors	183	140
Prepayments and accrued income	938	752
	<u>1,293</u>	<u>1,192</u>
12 CREDITORS: amounts falling due within one year		
	2012	2011
	£'000	£'000
Trade creditors	610	909
Other tax and social security	493	437
Accruals and deferred income	1,528	1,323
Membership subscriptions in advance	275	340
	<u>2,906</u>	<u>3,009</u>
13 PROPERTY REVALUATION FUND		
	2012	2011
	£'000	£'000
At 1 January	3,297	2,820
Gain during year	232	505
Transfers (to) General Fund	(28)	(28)
At 31 December	<u>3,501</u>	<u>3,297</u>

The transfer to The General Fund represents the amortisation of the Property Revaluation Fund.

# The Chartered Society of Physiotherapy

## NOTES TO THE FINANCIAL STATEMENTS

31 December 2012

### 14 INVESTMENT REVALUATION FUND

	2012 £'000	2011 £'000
At 1 January	8	406
Gain/(loss) during year	39	(67)
Transfers (to) General Fund	-	(331)
At 31 December	<u>47</u>	<u>8</u>

The transfer to The General Fund relates to the realised profit on disposal of assets in 2011.

### 15 PENSION RESERVE FUND

	2012 £'000	2011 £'000
At 1 January	(5,637)	(2,818)
Actuarial gain/(loss)	970	(2,823)
Transfers from General Fund	-	4
At 31 December	<u>(4,667)</u>	<u>(5,637)</u>

The transfer from The General Fund represents the net of the FRS17 adjustment, which has been credited to the Income & Expenditure Account.

### 16 OTHER FUNDS

	2012 £'000	2011 £'000
<i>Legal Fund</i>		
At 1 January	116	116
Transfer to General fund	-	-
At 31 December	<u>116</u>	<u>116</u>
<i>Board and Branch Reserves Fund</i>		
At 1 January	228	238
Transfer from/(to) General Fund	3	(10)
At 31 December	<u>231</u>	<u>228</u>
Total Other Funds	<u>347</u>	<u>344</u>

The transfer, from the Board and Branch Reserves Fund, to The General Fund represents the net expenditure of the Boards and Branches, which has been charged to the Income & Expenditure Account.

# The Chartered Society of Physiotherapy

## NOTES TO THE FINANCIAL STATEMENTS

31 December 2012

### 17 DEFINED BENEFIT PENSION SCHEME

The Chartered Society of Physiotherapy (the Employer) operates a defined benefit pension arrangement called The Chartered Society of Physiotherapy Staff Pension Scheme (the Scheme). The Scheme provides benefits on a defined benefit basis.

The Employer expects to contribute around £940,000 to the Scheme during the year to 31 December 2013.

- **The principal assumptions used to calculate the Scheme liabilities include:**

	31 December 2012	31 December 2011
Discount rate	4.6%	4.9%
Salary increases	3.5%	3.5%
Inflation assumption (RPI)	3.0%	3.0%
LPI Pension increases	3.0%	3.0%
Increases to deferred pensions	3.0%	3.0%
Post retirement mortality assumption	SINA tables with CMI 2011 cohort projection and minimum improvement of 1% per annum based on each individual's year of birth	SIPA tables with medium cohort projection and minimum improvement of 1% per annum based on each individual's year of birth
Tax-free cash	90% of members assumed to take the maximum tax free cash possible	No allowance has been made for members to take tax free cash
	2012	2012
Long term expected rate of return on the Scheme's assets net of expenses at the start of the year	7.00% pa	6.75% pa

- **Assets – the major categories of assets as a percentage of total assets are as follows:**

Asset Category	31 December 2012	
Equities	39.7%	£9,081,000
Bonds	34.6%	£7,914,000
Cash	12.3%	£2,813,000
Other	13.3%	£3,042,000
Annuities secured with RNPFN	0.1%	£23,000
Total	100.0%	£22,873,000

The actual return on the Scheme's assets net of expenses over the period to the Review Date was £1,707,000.

The assets do not include any investment in shares or property of the Employer.

The Scheme's investment manager, BlackRock, aim to achieve returns in line with 3 month LIBOR plus 3% per annum. The expected return on assets assumption is based on the expected level of 3 month LIBOR over the long-term plus 3% per annum.

# The Chartered Society of Physiotherapy

## NOTES TO THE FINANCIAL STATEMENTS

31 December 2012

- **Amounts recognised in the Balance sheet at 31 December 2012**

	Value at 31 December 2012 £000's	Value at 31 December 2011 £000's
Fair Value of Assets	22,873	20,213
Present Value of Funded Obligations	(27,540)	(25,850)
	<u>          </u>	<u>          </u>
(Deficit)*	(4,667)	(5,637)
	<u>          </u>	<u>          </u>
Balance Sheet Liability	(4,667)	(5,637)
	<u>          </u>	<u>          </u>

\* Deficit shown prior to deferred taxation

- **Amounts recognised in the Statement of Total Recognised Gains and Losses over the year:**

	2012 £000's	2011 £000's
Actuarial gain/(loss)	970	(2,823)
	<u>          </u>	<u>          </u>
Total amount recognised in Statement of Total Recognised Gains and Losses	970	(2,823)
	<u>          </u>	<u>          </u>

- **Amounts recognised in the Income & expenditure Account over the year:**

	2012 £000's	2011 £000's
Current service cost	(1,193)	(1,016)
Interest cost	(1,293)	(1,288)
Expected return on assets	1,448	1,361
	<u>          </u>	<u>          </u>
Total	(1,038)	(943)
	<u>          </u>	<u>          </u>

- **Reconciliation of Assets and Defined Benefit Obligation**

The change in assets over the period was:

	31 December 2012 £000's	31 December 2011 £000's
Fair value of assets at the beginning of the period	20,213	19,713
Expected return on assets	1,448	1,361
Employer Contributions	1,038	947
Contributions by Scheme participants	340	316
Benefits paid	(425)	(373)
Actuarial (loss)/gain on assets	259	(1,751)
	<u>          </u>	<u>          </u>
Fair value of assets at the end of the period	22,873	20,213
	<u>          </u>	<u>          </u>



# The Chartered Society of Physiotherapy

## NOTES TO THE FINANCIAL STATEMENTS

31 December 2012

The change in defined benefit obligation over the period was :

	31 December 2012 £000's	31 December 2011 £000's
Defined benefit obligation at the beginning of the period	25,850	22,531
Current service cost	1,193	1,016
Contributions by Scheme participants	340	316
Interest cost	1,293	1,288
Benefits paid	(425)	(373)
Actuarial (gain)/loss on defined benefit obligation	(711)	1,072
	<u>          </u>	<u>          </u>
Defined benefit obligation at the end of the period	<u>27,540</u>	<u>25,850</u>

### • Summary of Prior Year Amounts

Year ending 31 December	2012	2011	2009	2008	2007
Present value of Defined Benefit obligation (£000's)	(27,540)	(25,850)	(22,531)	(19,294)	(15,229)
Scheme Assets (£000's)	22,873	20,213	19,713	17,143	13,614
Surplus/(Deficit) (£000's)	(4,667)	(5,637)	(2,818)	(2,151)	(1,615)
Experience gains and losses on scheme liabilities (£000's)**	421 2% of the liabilities	(77) Less than 1% of the liabilities	175 Less than 1% of the liabilities	332 2% of the liabilities	122 1% of the liabilities
Changes in assumptions used to value Scheme liabilities (£000's)	290	(995)	(1,404)	(2,681)	3,237
Experience adjustments on Scheme assets (£000's)	259 1% of the assets	(1,751) 9% of the assets	543 3% of the assets	1,463 12% of the assets	(2,467) 18% of the assets

\*\* Does not include allowance for changes in assumptions.

### 18 STATUS

The Society is incorporated under Royal Charter and is a trade union on the special register under the Trade Union and Labour Relations (Consolidation) Act 1992.

### 19 BOARDS AND BRANCHES

There are 13 boards/regional networks and 29 branches of the Chartered Society of Physiotherapy operated by the Society's members across the regions of the United Kingdom. The cash holdings of the boards and branches are incorporated in these accounts. As at 31 December 2012 the total cash held by boards and branches amounted to: £119,938 (2011 - £119,865).

# The Chartered Society of Physiotherapy

## NOTES TO THE FINANCIAL STATEMENTS

31 December 2012

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### 20 PAYMENTS TO SOCIETY OFFICIALS

As required by the Trade Union and Labour Relations (Consolidation) Act 1992 the Society has disclosed in its annual return to the Certification Office for Trade Unions and Employers' Associations the following allowances that were paid in 2012 to the Chair, Vice-Chair and Honorary Treasurer of the Society:

Chair	£7,010
Vice-Chair	£5,371
Honorary Treasurer	£1,935

These allowances were authorised by Council.

### 21 RELATED PARTY TRANSACTIONS

The Society has two associated registered charities: The Chartered Society of Physiotherapy Charitable Trust and The Chartered Society of Physiotherapy Members' Benevolent Fund. Each has an independent board of trustees.

In addition to the transactions set out in Note 7, the Society provided financial and administrative services to the Charitable Trust at no cost. As at 31 December 2012 the Society owed the Charitable Trust £211,286 (2011 - £nil).

In 2012 the Society made a donation to the Members' Benevolent Fund of £40,000 (2011 - £30,000). The Society also provided financial and administrative services, at no cost, to the Members' Benevolent Fund. In addition the Society makes payments to beneficiaries, which are recovered in full from the charity. In 2012 these payments amounted to £85,697 (2011 - £78,792). As at 31 December 2012 the amount owed to the Society was £nil (2011 - £nil).

An amount of £70,967 (2011 - £52,827) was included in the Accounts, as Administrative and Finance expenditure, in respect of amounts paid to the employers of the Chair of Council, the Vice-Chair and directly to the Treasurer, through the payroll. These payments represent compensation for the time these officials spend with the Society.

### 22 COMMITMENTS UNDER OPERATING LEASES

	2012	2011
	£'000	£'000
At 31 December 2012 the Society had annual commitments under non-cancellable operating leases as follows:		
Plant and machinery:		
expiring under 1 year	-	4

# ACCOUNTING POLICIES

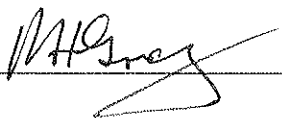
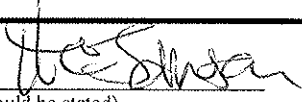
(see notes 74 and 75)

**SEE ATTACHED**

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

**including the accounts and balance sheet contained in the return.**

Secretary's Signature: <u></u> Name: <u>Phil Gray</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>Dr Helena Johnson</u>
Date: <u>09/05/2013</u>	Date: <u>09/05/2013</u>

## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

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

# The Chartered Society of Physiotherapy

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2012

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### 1 ACCOUNTING POLICIES

- (a) The financial statements have been prepared under the valuation and historical cost accounting rules modified to include the revaluation of freehold properties and investments, and in accordance with applicable accounting standards. The Council confirm that, at the time of approving the financial statements, there is a reasonable expectation that the Society has adequate resources to continue in operational existence for the foreseeable future. In arriving at this conclusion the Council have taken account of current and anticipated trading performance in the current economic conditions, its Corporate Plan and its reserves position. For this reason, the going concern basis continues to be adopted in the preparation of the Society's financial statements.
- (b) Income represents the invoiced value, net of Value Added Tax, of goods sold and services provided to customers outside the Society, including members.
- (c) Members' subscriptions in respect of the current year are accounted for on a cash received basis. No account is taken of arrears of members' subscriptions. Subscriptions received in advance are accounted for in the year to which they relate.
- (d) Included as part of Income for Educational Purposes are student membership fees. These fees are payable at the beginning of the course. Since the courses vary in length from 1 to 4 years – the fees are deferred and released as income over the duration of the courses.
- (e) Government grants of a revenue nature are credited to income in the period to which they relate.
- (f) Income from listed investments is accounted for on a cash received basis and other investment income on an accruals basis.
- (g) Freehold property, including land, is stated at market value. All other Fixed assets are stated at cost less accumulated depreciation. Freehold land is not depreciated. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, as follows:

Freehold buildings	over 50 years
Improvements to freehold property	over 10 years
Computer equipment	over 3 years
Other equipment	between 5 and 12 years.

Any assets, other than freehold property, which are impaired in value are written down to the value in use to the Society.

- (h) All leases are "operating leases" and the annual rentals are charged to the income and expenditure account on a straight line basis over the lease term.

Rent free periods or other incentives received for entering into a lease are accounted for over the period of the lease so as to spread the benefit received over the lease term.

- (i) Long-term investments are described as Unit Trusts and are classified as fixed assets.

Unit Trusts are stated at market value in the Society's balance sheet. Other investments listed on a recognised stock exchange are stated at market value at the balance sheet date. Unlisted investments are stated at cost.

# The Chartered Society of Physiotherapy

## NOTES TO THE FINANCIAL STATEMENTS

31 December 2012

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- (j) The Society is subject to UK corporation tax on investment income and gains, and surpluses arising from transactions with non-members. Full provision is made for all such taxation in the year. Deferred tax is calculated on the liability method to take account of differences between the incidence of income and expenditure for accounting and taxation purposes. Any material resulting liability is recognised in full.  
Deferred tax assets are only recognised to the extent that the assets are expected to be realised in the foreseeable future. Deferred tax is measured on a non-discounted basis.
- (k) *Pension costs: defined benefit scheme*  
The regular costs of providing pension benefits is charged to operating profit over the service life of employees on the basis of a constant percentage of earnings. Variations from regular cost arising from periodic actuarial valuations are allocated to operating profit over the expected remaining service lives of current employees on the basis of a constant percentage of current and estimated future earnings.
- (l) *Other Funds*  
Other Funds comprise a Legal Fund and a Board and Branch Reserves Fund. The Legal Fund was established to meet the costs of defending members in particularly large or complex legal cases relating to employment. The Board and Branch Reserves Fund represents the net assets held by the Society's regional boards and local branches.

# AUDITOR'S REPORT

(see notes 81 to 86)

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

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?  
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES ~~NO~~

If "No" please explain below.

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

YES ~~NO~~

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.  
(See section 36(4) of the 1992 Act set out in rule 83)

YES ~~NO~~

If "No" please explain below.

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

See attached.

# AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	<i>Baker Tilly UK Audit LLP</i>	
Name(s):	Baker Tilly UK Audit LLP	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	The Pinnacle 170 Midsummer Boulevard Milton Keynes Bucks MK9 1BP	
Date:	30 May 2013	
Contact name and telephone number:	Sarah Mason <b>01908</b> <del>01923 816400</del> <b>687808</b>	

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

# The Chartered Society of Physiotherapy

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CHARTERED SOCIETY OF PHYSIOTHERAPY

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We have audited the financial statements of the Chartered Society of Physiotherapy which comprise the Income and Expenditure Account, the Statement of Total Recognised Gains and Losses, the Balance Sheet, the Cashflow 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 Society's members, as a body, in accordance with section 36 of 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 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 opinion we have formed.

### Respective responsibilities of the Council and auditor

The Council's Responsibilities for preparing the Annual Report and the financial statements are set out in the Statement of the Council's Responsibilities on page 2. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm).

### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the Society's affairs as at 31 December 2012 and of its income and expenditure of the Society for the year then ended; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

### 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:

- the trade union has not kept proper accounting records in accordance with the requirements of section 28,
- the trade union has not maintained a satisfactory system of control over its transactions in accordance with the requirements of that section,
- the accounts to which our report relates are not in agreement with the accounting records, and
- we have not received all the information and explanations we require for our audit.

*Baker Tilly UK Audit LLP*

BAKER TILLY UK AUDIT LLP

Statutory Auditor

Chartered Accountants

The Pinnacle, 170 Midsummer Boulevard

Milton Keynes

Buckinghamshire MK9 1BP

*30 May 2013*



## ANALYSIS OF OTHER ADMINISTRATIVE EXPENSES

DESCRIPTION	£	£
Staff Training & Recruitment	105,012	
Maintenance of Office Equipment	32,423	
Bank Charges	9,398	
IT Costs	337,882	
Branch Representatives	30,726	
Finance Leases	6,351	
Miscellaneous Items	302,900	
<b>TOTAL OF OTHER ADMINISTRATIVE EXPENSES</b>		824,692 =====