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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 2014

List no:

699T

Head or Main Office:

41 Merkland Road
Ayr
KA7 4UN

Website address (if available)

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

Yes	<input type="checkbox"/>
-----	--------------------------

No	<input checked="" type="checkbox"/>
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(Click the appropriate box)

General Secretary:

DONALD WILSON

Telephone Number:

07966 764 956

Contact name for queries regarding

Donald Wilson

Telephone Number:

07966 764 956

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

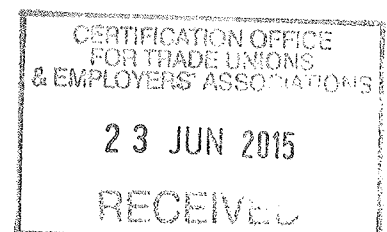
The address to which returns and other documents should be sent are:

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)

Sales Staff Association
Return of the Officers of Trade Union
Attachment to Form AR21 – Annual Return for a Trade Union
As at 31 December 2014

NATIONAL EXECUTIVE COMMITTEE: Donald Wilson (General Secretary)
Mark M Malcolm (Chairman)
Dinesh H Karadia (Treasurer)
John Lee (Minute Secretary)
Stephen Hall
Ms Carolyn Ridley

TRUSTEES: Kieron Grace
Darren Leyshon

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	181	6			187
FEMALE	48	4			52
TOTAL	229	10			A 239

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

0
239

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

OFFICERS IN POST

(see note 12)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

RETURN OF CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
TREASURER	Nigel Hubbard	Dinesh Karadia	31/3/2014

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	14,195	
From Members: Other income from members (specify)		
Total other income from members		14,195
Total of all income from members		
Investment income (as at page 12)		95
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		
	TOTAL INCOME	14,290
EXPENDITURE		
Benefits to members (as at page 5)	805	
Administrative expenses (as at page 10)	10,838	
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	11,643
Surplus (deficit) for year		2,647
Amount of general fund at beginning of year		137,450
Amount of general fund at end of year		140,097

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		
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Legal costs for employment advice	600	brought forward Education and Training services	805
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
Travel & subsistence to members	63		
Gifts to members	142		
carried forward	805	Total (should agree with figure in General Fund)	805

(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)

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

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

(see notes 26 to 31)

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

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

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

(see notes 32 and 33)

		£
Administrative Expenses		
Remuneration and expenses of staff		Nil
Salaries and Wages included in above	£Nil	Nil
Auditors' fees		1,980
Legal and Professional fees		1,656
Occupancy costs		Nil
Stationery, printing, postage, telephone, etc.		391
Expenses of Executive Committee (Head Office)		Nil
Expenses of conferences		6,347
Other administrative expenses (specify)		
Newspapers & periodicals		258
Bank charges		52
Subscriptions		113
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		Nil
Mortgages		Nil
Other loans		Nil
Depreciation		41
Taxation		Nil
Outgoings on land and buildings (specify)		
		Nil
Other outgoings (specify)		
		Nil
Total		10,838
Charged to:		
	General Fund (Page 3)	10,838
	Fund (Account)	Nil
	Fund (Account)	Nil
	Fund (Account)	Nil
	Fund (Account)	Nil
Total		10,838

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contribution s £	Other Benefits		
				Description	Value £	
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	NIL		0	0
	0	0	0		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 (net interest)			95
Other investment income (specify)			
		Total investment income	95
		Credited to:	
		General Fund (Page 3)	95
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	95

BALANCE SHEET as at 31 December 2014

(see notes 47 to 50)

Previous Year		£	£
62	Fixed Assets (at page 14)	110	
	Investments (as per analysis on page 15)		
5,000	Quoted (Market value £ 10,450)	5,000	
	Unquoted		
5,062	Total Investments		5,110
	Other Assets		
	Loans to other trade unions		
Nil	Sundry debtors	112	
132,388	Cash at bank and in hand	137,755	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
132,388	Total of other assets		137,867
137,450	TOTAL ASSETS		142,977
137,450	General Fund	140,097	
	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		
Nil	Accrued expenses	2,880	
	Provisions		
	Other liabilities		
137,450	TOTAL LIABILITIES		142,977
137,450	TOTAL ASSETS		142,977

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			6,516			6,516
Additions			89			89
Disposals						
Revaluation/Transfer s						
At end of year			6,605			6,605
Accumulated Depreciation						
At start of year			6,454			6,454
Charges for year			41			41
Disposals						
Revaluation/Transfer s						
At end of year			6,495			6,495
Net book value at end of year			110			110
Net book value at end of previous year			62			62

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 Global – Select Global Investment Bond Fund	5,000	
TOTAL QUOTED (as Balance Sheet)	5,000	
Market Value of Quoted Investment	10,450	
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input 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	14,195		14,195
From Investments	95		95
Other Income (including increases by revaluation of assets)			
Total Income	14,290		14,290
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	11,643		11,643
Funds at beginning of year (including reserves)	137,450		137,450
Funds at end of year (including reserves)	140,097		140,097
ASSETS			
Fixed Assets			110
Investment Assets			5,000
Other Assets			137,867
		Total Assets	142,977
LIABILITIES		Total Liabilities	2,880
NET ASSETS (Total Assets less Total Liabilities)			140,097

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 pages 6 and 7 of the attached copy of the financial statements of Sales Staff Association for the year ended 31 December 2014.

ACCOUNTING POLICIES

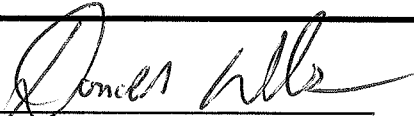
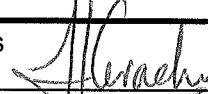
(see notes 74 and 75)

Please see page 6 of the attached copy of the financial statements of Sales Staff Association for the year ended 31 December 2014.

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: Donald Wilson Date: <u>18/6/15</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: Dinesh H Karadia (Treasurer) Date: <u>18/06/2015</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)	ENCLOSE D	<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"/>

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)

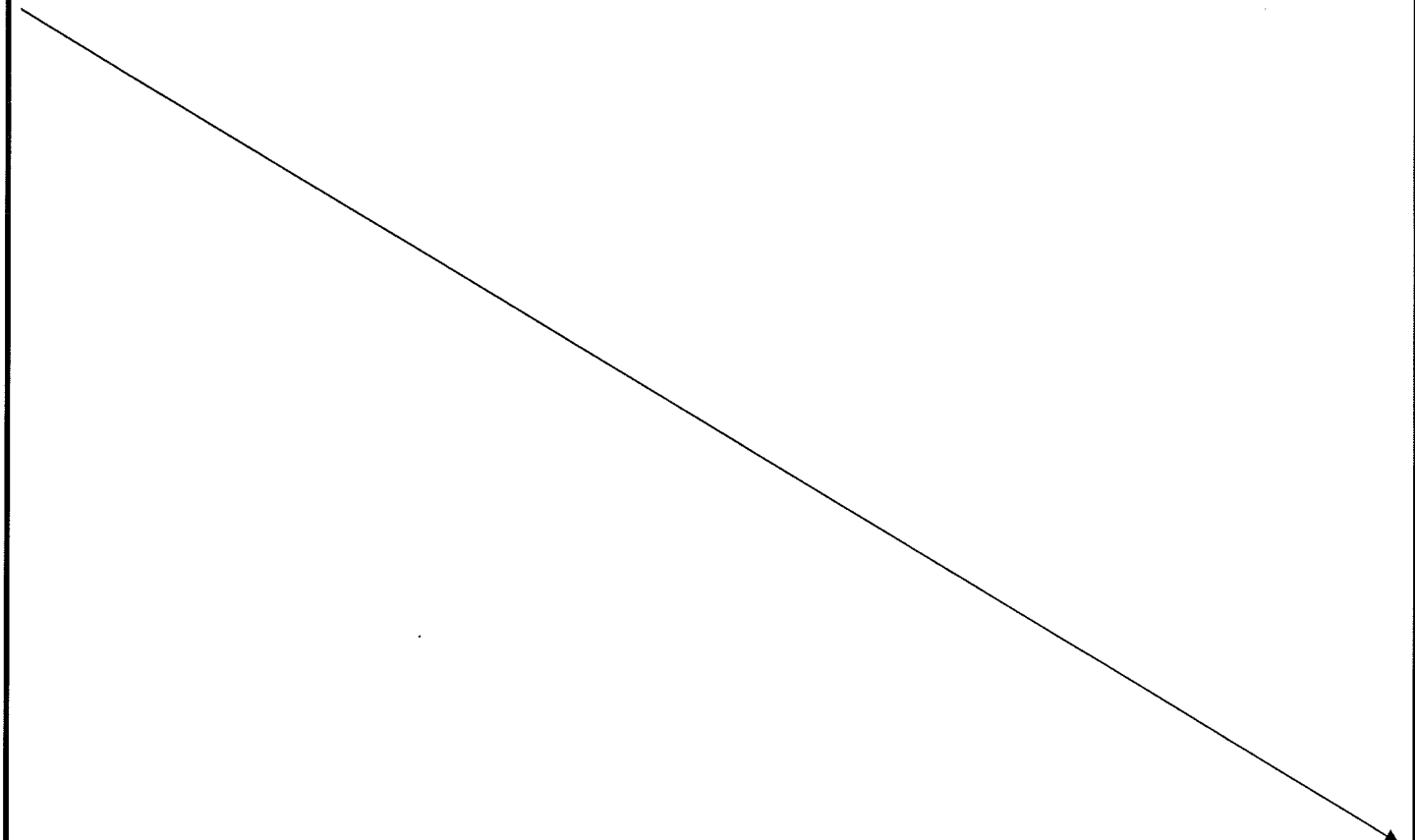
YES/NO

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 see page 3 of the attached copy of the financial statements of Sales Staff Association for the year ended 31 December 2014.



Signature(s) of auditor or auditors:	Dewan's Ltd	
Name(s):	Dewanis Limited	
Profession(s) or Calling(s):	Chartered Accountants & Statutory Auditors	
Address(es):	Coronation Parade 42 Cannon Lane Pinner Middlesex HA5 1HW	
Date:	18 JUNE 2015	
Contact name and telephone number:	Ragesh Dewani 020 8429 3636	

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

Report of the National Executive Committee

and

Financial Statements

for the Year Ended

31 December 2014

for

Sales Staff Association

Dewanis Limited
Chartered Accountants & Statutory Auditors
Coronation Parade
42 Cannon Lane
Pinner
Middlesex
HA5 1HW

Contents of the Financial Statements
for the Year Ended 31 December 2014

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Sales Staff Association
Trade Union Information
for the Year Ended 31 December 2014

NATIONAL EXECUTIVE COMMITTEE: D Wilson (General Secretary)
M M Malcolm (Chairman)
D H Karadia (Treasurer)
J Lee (Minute Secretary)
S Hall
Ms C Ridley

TRUSTEES: K Grace
D Leyshon

REGISTERED OFFICE: 41 Merkland Road
Ayr
KA7 4UN

LIST NUMBER: 699T

AUDITORS: Dewanis Limited
Chartered Accountants & Statutory Auditors
Coronation Parade
42 Cannon Lane
Pinner
Middlesex
HA5 1HW

Report of the National Executive Committee
for the Year Ended 31 December 2014

The National Executive Committee present their report with the financial statements of the association for the year ended 31 December 2014.

PRINCIPAL ACTIVITY

The principal activity of the association is to maintain and protect the interests and improve terms and working conditions of employment for its members.

NATIONAL EXECUTIVE COMMITTEE

The members shown below have held office during the whole of the period from 1 January 2014 to the date of this report.

D Wilson
M M Malcolm
D H Karadia
J Lee
S Hall

Other changes in members holding office are as follows:

N Hubbard - resigned on 31 March 2014.

P Watters & Ms J Glanville were appointed as members after 31 December 2014 but prior to the date of this report.

Ms C Ridley ceased to be a member after 31 December 2014 but prior to the date of this report.

STATEMENT OF NATIONAL EXECUTIVE COMMITTEE'S RESPONSIBILITIES

The National Executive Committee is responsible for preparing the Report of the National Executive Committee and the financial statements in accordance with applicable law and regulations.

The Trade Union and Labour Relations (Consolidation) Act 1992 requires the National Executive Committee to prepare financial statements for each financial year. The National Executive Committee have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Trade union law the National Executive Committee must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the association and of the transactions of the association for that period. In preparing these financial statements, the National Executive Committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the association will continue in operation.

The National Executive Committee is responsible for keeping proper accounting records that are sufficient to show and explain the association's transactions and disclose with reasonable accuracy at any time the financial position of the association, to establish and maintain a satisfactory system of control over its records and transactions, to prepare an Annual Return for the Certification Officer and to provide the members of the association with a Statement in order to comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the members of the National Executive Committee are aware, there is no relevant audit information of which the association's auditors are unaware, and each member has taken all the steps that he or she ought to have taken as a member in order to make himself or herself aware of any relevant audit information and to establish that the association's auditors are aware of that information.

ON BEHALF OF THE NATIONAL EXECUTIVE COMMITTEE:

D Wilson – General Secretary

18 June 2015

**Independent Auditors' Report to the Members of
Sales Staff Association**

We have audited the financial statements of Sales Staff Association for the year ended 31 December 2014 which comprise the General Fund, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the association's members, as a body in accordance with section 36 of Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the association's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the association and the association's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the National Executive Committee and auditors

As explained more fully in the Statement of National Executive Committee's Responsibilities set out on page two, the National Executive Committee is responsible for the preparation of the financial statements and the Annual Return and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the National Executive Committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the National Executive Committee and in the Annual Return to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the association's affairs as at 31 December 2014 and of its transactions for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities.

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:

- proper accounting records have not been kept in accordance with the requirements of the legislation; or
- a satisfactory system of control over transactions have not been maintained by the association in accordance with the requirements of the legislation; or
- the financial statements are not in agreement with the accounting records; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Dewanis Limited
Chartered Accountants & Statutory Auditors
Coronation Parade
42 Cannon Lane
Pinner
Middlesex
HA5 1HW

18 June 2015

Sales Staff Association

General Fund
for the Year Ended 31 December 2014

	Notes	31/12/14 £	31/12/13 £
INCOME		14,195	14,085
Administrative expenses		<u>11,643</u>	<u>6,181</u>
OPERATING SURPLUS	2	2,552	7,904
Interest receivable and similar income		<u>95</u>	<u>98</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		2,647	8,002
Tax on surplus on ordinary activities	3	<u>-</u>	<u>-</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>2,647</u>	<u>8,002</u>

The notes form part of these financial statements

Sales Staff Association

Balance Sheet
31 December 2014

	Notes	31/12/14 £	£	31/12/13 £	£
FIXED ASSETS					
Tangible assets	4		110		62
Investments	5		<u>5,000</u>		<u>5,000</u>
			5,110		5,062
CURRENT ASSETS					
Debtors	6	112		-	
Cash at bank	7	<u>137,755</u>		<u>132,388</u>	
		137,867		132,388	
CREDITORS					
Amounts falling due within one year	8	<u>2,880</u>		-	
NET CURRENT ASSETS			<u>134,987</u>		<u>132,388</u>
NET ASSETS			<u>140,097</u>		<u>137,450</u>
RESERVES					
General fund	9		<u>140,097</u>		<u>137,450</u>
TOTAL RESERVES			<u>140,097</u>		<u>137,450</u>

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

The financial statements were approved by the National Executive Committee on 18 June 2015 and were signed on its behalf by:

D Wilson – General Secretary

D H Karadia - Treasurer

Sales Staff Association
Notes to the Financial Statements
for the Year Ended 31 December 2014

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).

Tangible fixed assets

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

Fixtures and fittings - 20% on reducing balance
 Computer equipment - 33% on cost

Deferred tax

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

Fixed asset investments

Fixed asset investments are stated at cost.

Income and expenditure

Income and expenditure is accounted for on an accruals basis.

2. OPERATING SURPLUS

The operating surplus is stated after charging:

	31/12/14 £	31/12/13 £
Depreciation - owned assets	41	16
Auditors remuneration	<u>1,980</u>	<u>756</u>
National Executive Committee members remuneration and other benefits etc	<u>-</u>	<u>-</u>

3. TAXATION

Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year ended 31 December 2014 nor for the year ended 31 December 2013.

4. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2014	810	5,706	6,516
Additions	<u>-</u>	<u>89</u>	<u>89</u>
At 31 December 2014	<u>810</u>	<u>5,795</u>	<u>6,605</u>
DEPRECIATION			
At 1 January 2014	748	5,706	6,454
Charge for year	<u>12</u>	<u>29</u>	<u>41</u>
At 31 December 2014	<u>760</u>	<u>5,735</u>	<u>6,495</u>
NET BOOK VALUE			
At 31 December 2014	<u>50</u>	<u>60</u>	<u>110</u>
At 31 December 2013	<u>62</u>	<u>-</u>	<u>62</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2014

5. **FIXED ASSET INVESTMENTS**

	Listed investments £
COST	
At 1 January 2014 and 31 December 2014	<u>5,000</u>
NET BOOK VALUE	
At 31 December 2014	<u>5,000</u>
At 31 December 2013	<u>5,000</u>

Market value of listed investments at 31 December 2014 - £10,450 (2013 - £9,950).

Subject to the exemptions available to the trade union under relevant taxes acts from payment of corporation tax on any chargeable gains, if in the instance tax was chargeable in full and if the investment was sold at the above noted market value then there would have been a corporation tax liability of £1,090 (2013: £990).

6. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/12/14 £	31/12/13 £
Prepayments	<u>112</u>	<u>-</u>

7. **CASH AT BANK**

	31/12/14 £	31/12/13 £
Bank current account	27,630	22,358
Bank deposit account	<u>110,125</u>	<u>110,030</u>
	<u>137,755</u>	<u>132,388</u>

8. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/12/14 £	31/12/13 £
Accrued expenses	<u>2,880</u>	<u>-</u>

9. **RESERVES**

	General fund £
At 1 January 2014	137,450
Surplus for the year	<u>2,647</u>
At 31 December 2014	<u>140,097</u>

10. **ULTIMATE CONTROLLING PARTY**

The National Executive Committee is of the view that there is no controlling party to the association.

Sales Staff Association

**Detailed General Fund
for the Year Ended 31 December 2014**

	31/12/14		31/12/13	
	£	£	£	£
Members contributions		14,195		14,085
Other income				
Bank deposit interest		<u>95</u>		<u>98</u>
		14,290		14,183
Expenditure				
Telephone & internet	300		325	
Post, stationery & advertising	91		170	
Travelling	538		157	
Hotels & subsistence	5,852		4,125	
Newspapers & periodicals	258		224	
Subscriptions	113		276	
Sundry expenses	20		46	
Audit & accountancy	2,880		756	
Legal & professional fees	1,356		-	
Gifts	<u>142</u>		<u>-</u>	
		<u>11,550</u>		<u>6,079</u>
		2,740		8,104
Finance costs				
Bank charges		<u>52</u>		<u>86</u>
		2,688		8,018
Depreciation				
Fixtures and fittings	12		16	
Computer equipment	<u>29</u>		<u>-</u>	
		<u>41</u>		<u>16</u>
NET SURPLUS		<u><u>2,647</u></u>		<u><u>8,002</u></u>