

FINAL
APPENDIX A

COMPANY REGISTRATION NUMBER 7068088

**ASSOCIATION OF DEMOCRATIC SERVICES
OFFICERS
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
31 DECEMBER 2011**

STEELE ROBERTSON GODDARD

Chartered Accountants

28 Ely Place

London

EC1N 6AA

**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2011

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**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS
COMPANY LIMITED BY GUARANTEE**

THE DIRECTORS' REPORT

YEAR ENDED 31 DECEMBER 2011

The directors have pleasure in presenting their report and the unaudited financial statements of the company for the year ended 31 December 2011.

PRINCIPAL ACTIVITIES

The principal activity of the company during the year was to maintain, promote and develop knowledge, skills and professional standards of members.

DIRECTORS

The directors who served the company during the year were as follows:

Mr T Van Der Hoven
Mr J P Austin
Mrs S P Keogh
Mr J Lynch
Mr J Quinton
Mr M A Towers
Mrs L A Latham

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:
C/o Steele Robertson Goddard
28 Ely Place
London
EC1N 6AA

Signed by order of the directors

THOMAS VAN DER HOVEN
Company Secretary

Approved by the directors on 16 March 2012

**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS
COMPANY LIMITED BY GUARANTEE**

PROFIT AND LOSS ACCOUNT

YEAR ENDED 31 DECEMBER 2011

	Note	2011 £	2010 £
TURNOVER		149,456	177,449
Cost of sales		<u>99,199</u>	<u>122,640</u>
GROSS PROFIT		50,257	54,809
Administrative expenses		<u>15,619</u>	6,789
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		34,638	48,020
Tax on profit on ordinary activities		—	—
PROFIT FOR THE FINANCIAL YEAR		34,638	48,020
Balance brought forward		<u>48,020</u>	—
Balance carried forward		<u><u>82,658</u></u>	<u><u>48,020</u></u>

The notes on pages 4 to 5 form part of these financial statements.

**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 DECEMBER 2011

	Note	2011 £	£	2010 £
CURRENT ASSETS				
Debtors	3	20,854		13,268
Cash at bank		<u>141,557</u>		<u>88,678</u>
		162,411		101,946
CREDITORS: Amounts falling due within one year				
	4	<u>79,753</u>		<u>53,926</u>
NET CURRENT ASSETS			<u>82,658</u>	<u>48,020</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>82,658</u>	<u>48,020</u>
RESERVES				
Profit and loss account	6		<u>82,658</u>	<u>48,020</u>
MEMBERS' FUNDS			<u>82,658</u>	<u>48,020</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the directors and authorised for issue on 16 March 2012, and are signed on their behalf by:

MR J P AUSTIN

MR J LYNCH

Company Registration Number: 7068088

The notes on pages 4 to 5 form part of these financial statements.

**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2011

1. ACCOUNTING POLICIES

Basis of accounting

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).

Turnover

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

Unpaid subscriptions are not recognised in the account as membership is deemed to cease until arrears are paid.

Financial instruments

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the entity after deducting all of its financial liabilities.

Where the contractual obligations of financial instruments (including share capital) are equivalent to a similar debt instrument, those financial instruments are classed as financial liabilities. Financial liabilities are presented as such in the balance sheet. Finance costs and gains or losses relating to financial liabilities are included in the profit and loss account. Finance costs are calculated so as to produce a constant rate of return on the outstanding liability.

Where the contractual terms of share capital do not have any terms meeting the definition of a financial liability then this is classed as an equity instrument. Dividends and distributions relating to equity instruments are debited direct to equity.

2. OPERATING PROFIT

Operating profit is stated after crediting:

	2011	2010
	£	£
Directors' remuneration	—	—

**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2011

3. DEBTORS

	2011	2010
	£	£
Trade debtors	20,707	13,142
Other debtors	147	126
	<u>20,854</u>	<u>13,268</u>

4. CREDITORS: Amounts falling due within one year

	2011	2010
	£	£
Trade creditors	84	578
Other taxation	5,480	4,387
Other creditors	74,189	48,961
	<u>79,753</u>	<u>53,926</u>

5. RELATED PARTY TRANSACTIONS

The following directors were reimbursed travel and subsistence expenses during the year:

L Latham	£705
J Quinton	£308
T Van Der Hoven	£231
J Austin	£514
S Keogh	£832
M Towers	£639
J Lynch	£ 5

There were no other related party transactions which require to be disclosed under Financial Reporting Standards for Small Entities (Effective April 2008)

6. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee. There are no shareholders of the company. Each member's liability is limited to £1.

**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS
COMPANY LIMITED BY GUARANTEE**

MANAGEMENT INFORMATION

YEAR ENDED 31 DECEMBER 2011

The following page does not form part of the statutory financial statements.

**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS
COMPANY LIMITED BY GUARANTEE**

DETAILED PROFIT AND LOSS ACCOUNT

YEAR ENDED 31 DECEMBER 2011

	2011	2010
	£	£
TURNOVER		
Membership income	31,356	46,603
Conference income	20,114	33,568
Qualification income	71,617	86,100
Adverts income	2,050	4,300
Training income	19,470	–
Exhibitor income	4,849	6,878
	<u>149,456</u>	<u>177,449</u>
COST OF SALES		
Conference expenses	12,260	3,708
Regional advisor fee	42,050	50,600
MJ Awards	7,500	6,800
Accommodation	666	20,048
Centre/ regional co-ordinator fees	6,500	6,250
Training	11,188	15,485
Website development and maintenance	4,019	9,655
Membership collection charges	9,758	9,304
Catering and refreshments	2,360	790
ACSeS Weekly Bulletin	2,000	–
IIMC conference sponsorship	898	–
	<u>99,199</u>	<u>122,640</u>
GROSS PROFIT	<u>50,257</u>	<u>54,809</u>
OVERHEADS		
Insurance	230	89
Travel and subsistence	5,640	3,699
Printing, stationery and postage	2,291	9
Sundry expenses	14	15
Advertising	–	650
Legal and professional fees	5,600	500
Accountancy fees	1,500	1,500
Bank charges	344	327
	<u>15,619</u>	<u>6,789</u>
PROFIT ON ORDINARY ACTIVITIES	<u>34,638</u>	<u>48,020</u>

