

**ASSOCIATION OF DEMOCRATIC SERVICES  
OFFICERS**

**COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**31 DECEMBER 2012**

**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 2012**

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

**THE DIRECTORS' REPORT**

**YEAR ENDED 31 DECEMBER 2012**

The directors have pleasure in presenting their report and the unaudited financial statements of the company for the year ended 31 December 2012.

**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  
Ms S P Keogh  
Mr J Lynch  
Mr J Quinton  
Mr M A Towers  
Ms 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 28 March 2013

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

**PROFIT AND LOSS ACCOUNT**

**YEAR ENDED 31 DECEMBER 2012**

	Note	2012 £	2011 £
<b>TURNOVER</b>		<b>149,416</b>	149,456
Cost of sales		<u>97,943</u>	<u>99,199</u>
<b>GROSS PROFIT</b>		<b>51,473</b>	50,257
Administrative expenses		<b>18,818</b>	15,619
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<u><b>32,655</b></u>	<u>34,638</u>
Tax on profit on ordinary activities		–	–
<b>PROFIT FOR THE FINANCIAL YEAR</b>		<u><b>32,655</b></u>	<u>34,638</u>
Balance brought forward		<b>82,658</b>	48,020
Balance carried forward		<u><b>115,313</b></u>	<u>82,658</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 2012**

	Note	2012 £	£	2011 £
<b>CURRENT ASSETS</b>				
Debtors	3	32,929		20,854
Cash at bank		<u>189,895</u>		<u>141,557</u>
		<u>222,824</u>		162,411
<b>CREDITORS: Amounts falling due within one year</b>	4	<u>107,511</u>		<u>79,753</u>
<b>NET CURRENT ASSETS</b>			<u>115,313</u>	<u>82,658</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>115,313</u>	<u>82,658</u>
<b>RESERVES</b>	6			
Profit and loss account			<u>115,313</u>	<u>82,658</u>
<b>MEMBERS' FUNDS</b>			<u>115,313</u>	<u>82,658</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 28 March 2013, and are signed on their behalf by:

MR J P AUSTIN

MR J LYNCH

Company Registration Number: 07068088

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 2012

### 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:

	2012	2011
	£	£
Directors' remuneration	—	—
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**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 DECEMBER 2012**

**3. DEBTORS**

	2012	2011
	£	£
Trade debtors	32,593	20,707
Other debtors	336	147
	32,929	20,854

**4. CREDITORS: Amounts falling due within one year**

	2012	2011
	£	£
Trade creditors	3,013	84
Other taxation	7,015	5,480
Other creditors	97,483	74,189
	107,511	79,753

**5. RELATED PARTY TRANSACTIONS**

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

	2012	2011
L Latham	£996	(£705)
J Quinton	£804	(£308)
T Van Der Hoven	£544	(£231)
J Austin	£766	(£514)
S Keogh	£706	(£832)
M Towers	£482	(£639)
J Lynch	£592	(£ 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 2012**

**The following pages do not form part of the statutory financial statements.**



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

**ACCOUNTANTS' REPORT TO THE DIRECTORS OF ASSOCIATION OF  
DEMOCRATIC SERVICES OFFICERS**

**YEAR ENDED 31 DECEMBER 2012**

As described on the balance sheet, the directors of the company are responsible for the preparation of the financial statements for the year ended 31 December 2012, set out on pages 2 to 5.

You consider that the company is exempt from an audit under the Companies Act 2006.

In accordance with your instructions we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

28 Ely Place  
London  
EC1N 6AA

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STEELE ROBERTSON GODDARD  
Chartered Accountants

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

**DETAILED PROFIT AND LOSS ACCOUNT**

**YEAR ENDED 31 DECEMBER 2012**

	2012	2011
	£	£
<b>TURNOVER</b>		
Membership income	41,242	31,356
Conference income	19,096	20,114
Qualification income	45,278	71,617
Advertising income	10,250	2,050
Training income	31,760	19,470
Exhibitor income	1,790	4,849
	<u>149,416</u>	<u>149,456</u>
 <b>COST OF SALES</b>		
Conference expenses	7,020	12,260
Regional advisor fee	33,797	42,050
MJ Awards	8,000	7,500
Accommodation	1,007	666
Centre/ regional co-ordinator fees	12,400	6,500
Training	13,732	11,188
Website development and maintenance	3,369	4,019
Membership collection charges	8,992	9,758
Catering and refreshments	5,419	2,360
ACSeS Weekly Bulletin	2,000	2,000
IIMC conference sponsorship	2,207	898
	<u>97,943</u>	<u>99,199</u>
 <b>GROSS PROFIT</b>	 <u>51,473</u>	 <u>50,257</u>
 <b>OVERHEADS</b>		
Insurance	566	230
Travel and subsistence	9,635	5,640
Printing, stationery and postage	2,659	2,291
Sundry expenses	147	14
Advertising	650	-
Legal and professional fees	2,680	5,600
Accountancy fees	2,250	1,500
Bank charges	231	344
	<u>18,818</u>	<u>15,619</u>
 <b>PROFIT ON ORDINARY ACTIVITIES</b>	 <u>32,655</u>	 <u>34,638</u>