

COMPANY REGISTRATION NUMBER 07068088

**ASSOCIATION OF DEMOCRATIC SERVICES
OFFICERS**

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

31 DECEMBER 2013

SRG LLP

Chartered Accountants
28 Ely Place
London
EC1N 6AA

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

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2013

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

DIRECTORS' REPORT

YEAR ENDED 31 DECEMBER 2013

The directors present their report and the unaudited financial statements of the company for the year ended 31 December 2013.

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:

T Van der Hoven
J P Austin
S P Keogh
J Lynch
J Quinton
M A Towers
L A Latham

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:
C/o SRG LLP
28 Ely Place
London
EC1N 6AA

Signed by order of the directors

T VAN DER HOVEN
Company Secretary

Approved by the directors on July 2014

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

PROFIT AND LOSS ACCOUNT

YEAR ENDED 31 DECEMBER 2013

	Note	2013 £	2012 £
TURNOVER		124,296	149,416
Cost of sales		<u>79,335</u>	<u>97,943</u>
GROSS PROFIT		44,961	51,473
Administrative expenses		<u>16,169</u>	<u>18,818</u>
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		28,792	32,655
Tax on profit on ordinary activities		-	-
PROFIT FOR THE FINANCIAL YEAR		28,792	32,655
Balance brought forward		<u>115,313</u>	<u>82,658</u>
Balance carried forward		<u>144,105</u>	<u>115,313</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 2013

	Note	2013 £	£	2012 £	£
CURRENT ASSETS					
Debtors	3	19,412		32,929	
Cash at bank		<u>244,362</u>		<u>189,895</u>	
		263,774		222,824	
CREDITORS: Amounts falling due within one year					
	4	<u>119,669</u>		<u>107,511</u>	
NET CURRENT ASSETS			<u>144,105</u>		<u>115,313</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>144,105</u>		<u>115,313</u>
RESERVES					
Profit and loss account	6		<u>144,105</u>		<u>115,313</u>
MEMBERS' FUNDS			<u>144,105</u>		<u>115,313</u>

For the year ended 31 December 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These accounts were approved by the directors and authorised for issue on July 2014, and are signed on their behalf by:

J P AUSTIN

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 2013

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.

Membership subscription income is only recognised when invoices 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:

	2013	2012
	£	£
Directors' remuneration	—	—

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2013

3. DEBTORS

	2013	2012
	£	£
Trade debtors	18,861	32,593
Other debtors	551	336
	19,412	32,929

4. CREDITORS: Amounts falling due within one year

	2013	2012
	£	£
Trade creditors	6,373	3,013
Other taxation	6,330	7,015
Other creditors	106,966	97,483
	119,669	107,511

5. RELATED PARTY TRANSACTIONS

The directors were reimbursed travel and subsistence and other expenses during the year as follows:

	2013	2012
L Latham	£465	£996
J Quinton	£528	£804
T Van Der Hoven	£1,783	£544
J Austin	£517	£766
S Keogh	£450	£706
M Towers	£479	£482
J Lynch	£ 3	£592

The directors were paid training fees during the year as follows:

	2013	2012
L Latham	£250	£625
J Quinton	£ -	£250
J Austin	£ -	£500
S Keogh	£250	£ -
M Towers	£1,475	£ -
J Lynch	£257	£500

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 and each member's liability is limited to £1.

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

**MANAGEMENT INFORMATION
YEAR ENDED 31 DECEMBER 2013**

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 2013

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 2013.

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

SRG LLP
Chartered Accountants

July 2014

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

DETAILED PROFIT AND LOSS ACCOUNT

YEAR ENDED 31 DECEMBER 2013

	2013		2012	
	£	£	£	£
TURNOVER				
Membership income		34,649		41,242
Conference income		17,360		19,096
Qualification income		30,483		45,278
Advertising income		18,040		10,250
Training income		22,264		31,760
Exhibitor income		1,500		1,790
		<u>124,296</u>		<u>149,416</u>
 COST OF SALES				
Conference expenses	7,179		7,020	
Regional advisor fee	16,057		33,797	
MJ Awards	8,092		8,000	
Accommodation	967		1,007	
Centre/ regional co-ordinator fees	9,786		12,400	
Training	13,685		13,732	
Website development and maintenance	6,925		3,369	
Membership collection charges	8,214		8,992	
Catering and refreshments	4,044		5,419	
ACSeS Weekly Bulletin	2,000		2,000	
IIMC conference expenses	2,386		2,207	
		<u>79,335</u>		<u>97,943</u>
 GROSS PROFIT		44,961		51,473
 OVERHEADS				
Insurance	1,047		566	
Travel and subsistence	9,202		9,635	
Printing, stationery and postage	500		2,659	
Sundry expenses	365		147	
Advertising	-		650	
Legal and professional fees	2,880		2,680	
Accountancy fees	2,000		2,250	
Bank charges	175		231	
		<u>16,169</u>		<u>18,818</u>
 PROFIT ON ORDINARY ACTIVITIES		<u>28,792</u>		<u>32,655</u>