

COMPANY REGISTRATION NUMBER 07068088

**ASSOCIATION OF DEMOCRATIC SERVICES
OFFICERS**

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

31 DECEMBER 2014

Draft Accounts

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 2014

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

DIRECTORS' REPORT

YEAR ENDED 31 DECEMBER 2014

The directors present their report and the unaudited financial statements of the company for the year ended 31 December 2014.

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

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

PROFIT AND LOSS ACCOUNT

YEAR ENDED 31 DECEMBER 2014

| | Note | 2014 £ | 2013 £ |
|--|------|----------------|----------------|
| TURNOVER | | 185,175 | 124,296 |
| Cost of sales | | <u>83,279</u> | <u>79,335</u> |
| GROSS PROFIT | | 101,896 | 44,961 |
| Administrative expenses | | <u>17,308</u> | <u>16,169</u> |
| OPERATING PROFIT | 2 | 84,588 | 28,792 |
| Interest receivable and similar income | | 1,515 | — |
| PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION | | <u>86,103</u> | <u>28,792</u> |
| Tax on profit on ordinary activities | | 300 | — |
| PROFIT FOR THE FINANCIAL YEAR | | <u>85,803</u> | <u>28,792</u> |
| Balance brought forward | | <u>144,105</u> | <u>115,313</u> |
| Balance carried forward | | <u>229,908</u> | <u>144,105</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 2014

| | Note | 2014 £ | £ | 2013 £ | £ |
|---|------|----------------|----------------|----------------|----------------|
| CURRENT ASSETS | | | | | |
| Debtors | 3 | 14,324 | | 19,412 | |
| Cash at bank | | <u>336,770</u> | | <u>244,362</u> | |
| | | 351,094 | | 263,774 | |
| CREDITORS: Amounts falling due within one year | 4 | <u>121,186</u> | | <u>119,669</u> | |
| NET CURRENT ASSETS | | | <u>229,908</u> | | 144,105 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | <u>229,908</u> | | <u>144,105</u> |
| RESERVES | 6 | | | | |
| Profit and loss account | | | <u>229,908</u> | | <u>144,105</u> |
| MEMBERS' FUNDS | | | <u>229,908</u> | | <u>144,105</u> |

For the year ended 31 December 2014 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, 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 2014

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:

| | 2014 | 2013 |
|-------------------------|------|------|
| | £ | £ |
| Directors' remuneration | — | — |

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2014

3. DEBTORS

| | 2014 | 2013 |
|---------------|---------------|---------------|
| | £ | £ |
| Trade debtors | 13,827 | 18,861 |
| Other debtors | 497 | 551 |
| | 14,324 | 19,412 |

4. CREDITORS: Amounts falling due within one year

| | 2014 | 2013 |
|-----------------|----------------|----------------|
| | £ | £ |
| Trade creditors | 7,866 | 6,373 |
| Corporation tax | 300 | - |
| Other taxation | 6,440 | 6,330 |
| Other creditors | 106,580 | 106,966 |
| | 121,186 | 119,669 |

5. RELATED PARTY TRANSACTIONS

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

| | 2014 | 2013 |
|-----------------|--------|--------|
| L Latham | £807 | £ 465 |
| J Quinton | £772 | £ 528 |
| T Van Der Hoven | £669 | £1,783 |
| J Austin | £1,025 | £ 517 |
| S Keogh | £1,092 | £ 450 |
| M Towers | £ 79 | £ 479 |
| J Lynch | £ 30 | £ 3 |

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

| | 2014 | 2013 |
|-----------|------|--------|
| L Latham | £500 | £250 |
| J Quinton | £250 | £ - |
| J Austin | £437 | £ - |
| S Keogh | £250 | £250 |
| M Towers | £ - | £1,475 |
| J Lynch | £253 | £257 |

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 2014

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 2014

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 2014.

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.

**These accounts have NOT yet been signed by the accountants.
The name and address of the accountants
has therefore been suppressed.**

DRAFT ACCOUNTS

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

DETAILED PROFIT AND LOSS ACCOUNT

YEAR ENDED 31 DECEMBER 2014

| | 2014 | | 2013 | |
|--|--------|----------------|--------|----------------|
| | £ | £ | £ | £ |
| TURNOVER | | | | |
| Membership income | | 47,846 | | 34,649 |
| Conference income | | 27,392 | | 17,360 |
| Qualification income | | 49,289 | | 30,483 |
| Advertising income | | 28,900 | | 18,040 |
| Training income | | 25,328 | | 22,264 |
| Exhibitor income | | 6,420 | | 1,500 |
| | | <u>185,175</u> | | <u>124,296</u> |
| COST OF SALES | | | | |
| Conference expenses | 16,037 | | 7,179 | |
| Regional advisor fee | 9,285 | | 16,057 | |
| Awards | 881 | | 8,092 | |
| Accommodation | 2,765 | | 967 | |
| Centre/ regional co-ordinator fees | 16,371 | | 9,786 | |
| Training | 14,696 | | 13,685 | |
| Website development and maintenance | 1,517 | | 6,925 | |
| Membership collection charges | 7,384 | | 8,214 | |
| Catering and refreshments | 4,527 | | 4,044 | |
| ACSeS Weekly Bulletin | 2,000 | | 2,000 | |
| IIMC conference expenses | 6,876 | | 2,386 | |
| Consultancy services | 940 | | - | |
| | | <u>83,279</u> | | <u>79,335</u> |
| GROSS PROFIT | | <u>101,896</u> | | <u>44,961</u> |
| OVERHEADS | | | | |
| Insurance | 1,217 | | 1,047 | |
| Travel and subsistence | 8,502 | | 9,202 | |
| Printing, stationery and postage | 954 | | 500 | |
| Sundry expenses | 750 | | 365 | |
| Legal and professional fees | 3,415 | | 2,880 | |
| Accountancy fees | 2,250 | | 2,000 | |
| Bank charges | 220 | | 175 | |
| | | <u>17,308</u> | | <u>16,169</u> |
| OPERATING PROFIT | | <u>84,588</u> | | <u>28,792</u> |
| Interest receivable and similar income | | 1,515 | | - |
| PROFIT ON ORDINARY ACTIVITIES | | <u>86,103</u> | | <u>28,792</u> |

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

NOTES TO THE DETAILED PROFIT AND LOSS ACCOUNT

YEAR ENDED 31 DECEMBER 2014

| | 2014 £ | 2013 £ |
|---|--------------|-----------|
| INTEREST RECEIVABLE AND SIMILAR INCOME | | |
| Bank interest receivable | 1,500 | - |
| Invoice Cancellation Charge | <u>15</u> | <u>-</u> |
| | <u>1,515</u> | <u>-</u> |

