

**ASSOCIATION OF DEMOCRATIC SERVICES  
OFFICERS**

**COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**31 DECEMBER 2015**

**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 2015**

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

## **DIRECTORS' REPORT**

### **YEAR ENDED 31 DECEMBER 2015**

The directors present their report and the unaudited financial statements of the company for the year ended 31 December 2015.

#### **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  
D Burn

D Burn was appointed as a director on 26 November 2015.

T Van der Hoven retired as a director on 26 November 2015.

J Quinton retired as a director on 25 November 2015.

M A Towers retired as a director on 26 November 2015.

#### **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

P A Sass  
Company Secretary

Approved by the directors on 11 March 2016

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

**PROFIT AND LOSS ACCOUNT**

**YEAR ENDED 31 DECEMBER 2015**

	Note	2015 £	2014 £
<b>TURNOVER</b>		<b>178,902</b>	185,175
Direct costs		<u>42,883</u>	<u>83,279</u>
<b>GROSS PROFIT</b>		<b>136,019</b>	101,896
Administrative expenses		<u>16,535</u>	<u>17,308</u>
<b>OPERATING PROFIT</b>	<b>2</b>	<b>119,484</b>	84,588
Interest receivable and similar income		<u>2,694</u>	<u>1,515</u>
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>122,178</b>	86,103
Tax on profit on ordinary activities		<u>533</u>	<u>300</u>
<b>PROFIT FOR THE FINANCIAL YEAR</b>		<b>121,645</b>	85,803
Balance brought forward		<u>229,908</u>	<u>144,105</u>
Balance carried forward		<u><u>351,553</u></u>	<u><u>229,908</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 2015**

		2015		2014	
	Note	£	£	£	£
<b>CURRENT ASSETS</b>					
Debtors	3	32,447		14,324	
Cash at bank		<u>409,108</u>		<u>336,770</u>	
		441,555		351,094	
<b>CREDITORS: Amounts falling due within one year</b>					
	4	<u>90,002</u>		<u>121,186</u>	
<b>NET CURRENT ASSETS</b>			<u>351,553</u>		229,908
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>351,553</u>		<u>229,908</u>
<b>RESERVES</b>	6				
Profit and loss account			<u>351,553</u>		<u>229,908</u>
<b>MEMBERS' FUNDS</b>			<u>351,553</u>		<u>229,908</u>

For the year ended 31 December 2015 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 January 2015).

These accounts were approved by the directors and authorised for issue on 11 March 2016, 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 2015

### 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 January 2015).

#### 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:

	2015	2014
	£	£
Directors' remuneration	—	—

### 3. DEBTORS

	2015	2014
	£	£
Trade debtors	32,029	13,827
Other debtors	418	497
	<u>32,447</u>	<u>14,324</u>

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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 DECEMBER 2015**

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

	2015	2014
	£	£
Trade creditors	8,430	7,866
Corporation tax	533	300
Other taxation	8,634	6,440
Other creditors	<u>72,405</u>	<u>106,580</u>
	<u><u>90,002</u></u>	<u><u>121,186</u></u>

**5. RELATED PARTY TRANSACTIONS**

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

	2015	2014
L Latham	£665	£807
J Quinton	£387	£772
T Van Der Hoven	£154	£669
J Austin	£2,084	£1,025
S Keogh	£1,011	£1,092
M Towers	£237	£79
J Lynch	£60	£30
D Burn	£102	£ -

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

	2015	2014
L Latham	£850	£500
J Quinton	£375	£250
J Austin	£125	£437
S Keogh	£ -	£250
M Towers	£ -	£ -
J Lynch	£125	£253
D Burn	£ -	£ -

There were no other related party transactions which require to be disclosed under Financial Reporting Standards for Small Entities (Effective January 2015)

**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 2015**

**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 2015**

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 2015.

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

11 March 2016

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

**DETAILED PROFIT AND LOSS ACCOUNT**

**YEAR ENDED 31 DECEMBER 2015**

	2015		2014	
	£	£	£	£
<b>TURNOVER</b>				
Membership income		53,633		47,846
Conference income		22,211		27,392
Qualification income		57,080		49,289
Advertising income		28,150		28,900
Training income		11,288		25,328
Exhibitor income		6,540		6,420
		<u>178,902</u>		<u>185,175</u>
 <b>DIRECT COSTS</b>				
Conference expenses	16,468		16,037	
Regional advisor fee	(27,466)		9,285	
Awards	509		881	
Accommodation	1,904		2,765	
Centre/ regional co-ordinator fees	24,113		16,371	
Training	8,745		14,696	
Website development and maintenance	1,981		1,517	
Membership collection charges	8,444		7,384	
Catering and refreshments	4,351		4,527	
ACSeS Weekly Bulletin	-		2,000	
IIMC conference expenses	3,834		6,876	
Consultancy services	-		940	
		<u>42,883</u>		<u>83,279</u>
 <b>GROSS PROFIT</b>		<u>136,019</u>		<u>101,896</u>
 <b>OVERHEADS</b>				
Insurance	1,333		1,217	
Travel and subsistence	8,408		8,502	
Printing, stationery and postage	1,106		954	
Sundry expenses	236		750	
Legal and professional fees	3,013		3,415	
Accountancy fees	2,250		2,250	
Bank charges	189		220	
		<u>16,535</u>		<u>17,308</u>
 <b>OPERATING PROFIT</b>		<u>119,484</u>		<u>84,588</u>
 Interest receivable and similar income		<u>2,694</u>		<u>1,515</u>
 <b>PROFIT ON ORDINARY ACTIVITIES</b>		<u><u>122,178</u></u>		<u><u>86,103</u></u>

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

**NOTES TO THE DETAILED PROFIT AND LOSS ACCOUNT**

**YEAR ENDED 31 DECEMBER 2015**

	2015	2014
	£	£
<b>INTEREST RECEIVABLE AND SIMILAR INCOME</b>		
Bank interest receivable	2,664	1,500
Invoice Cancellation Charge	<u>30</u>	<u>15</u>
	<u><u>2,694</u></u>	<u><u>1,515</u></u>