

**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## COMPANY INFORMATION

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**Directors** John Austin  
John Lynch  
Wayne Chandai  
David Burn  
Susan Keogh  
Peter Sass

**Secretary** Peter Sass

**Company number** 07068088

**Registered office** 3rd Floor  
28 Ely Place  
London  
EC1N 6AA

**Accountants** SRG LLP  
28 Ely Place  
3rd Floor  
London  
EC1N 6AA

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# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

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# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## DIRECTORS' REPORT

*FOR THE YEAR ENDED 31 DECEMBER 2017*

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The directors present their annual report and financial statements for the year ended 31 December 2017.

### **Principal activities**

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

### **Directors**

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

John Austin  
John Lynch  
Wayne Chandai  
David Burn  
Susan Keogh  
Peter Sass

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

By order of the board

Peter Sass

**Secretary**

27 March 2018

# **ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS**

## **ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS FOR THE YEAR ENDED 31 DECEMBER 2017**

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Association of Democratic Services Officers for the year ended 31 December 2017 which comprise the income and expenditure account, the balance sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of Association of Democratic Services Officers, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Association of Democratic Services Officers and state those matters that we have agreed to state to the Board of Directors of Association of Democratic Services Officers, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Association of Democratic Services Officers and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that Association of Democratic Services Officers has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and surplus of Association of Democratic Services Officers. You consider that Association of Democratic Services Officers is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Association of Democratic Services Officers. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

**SRG LLP**

27 March 2018

**Chartered Accountants**

28 Ely Place  
3rd Floor  
London  
EC1N 6AA

# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2017

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	Notes	2017 £	2016 £
<b>Income</b>		159,581	144,124
Cost of sales		(41,396)	(98,058)
<b>Gross surplus</b>		118,185	46,066
Administrative expenses		(38,804)	(45,416)
<b>Operating surplus</b>		79,381	650
Interest receivable and similar income		3,432	1,698
<b>Surplus before taxation</b>		82,813	2,348
Tax on surplus		(661)	(340)
<b>Surplus for the financial year</b>		82,152	2,008

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# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## BALANCE SHEET

AS AT 31 DECEMBER 2017

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	Notes	2017 £	£	2016 £	£
<b>Current assets</b>					
Debtors	3	5,319		12,708	
Cash at bank and in hand		509,784		473,873	
		<u>515,103</u>		<u>486,581</u>	
<b>Creditors: amounts falling due within one year</b>	4	<u>(79,390)</u>		<u>(133,020)</u>	
<b>Net current assets</b>			<u>435,713</u>		<u>353,561</u>
<b>Reserves</b>					
Income and expenditure account			<u>435,713</u>		<u>353,561</u>

For the financial year ended 31 December 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors and authorised for issue on 27 March 2018 and are signed on its behalf by:

John Lynch  
**Director**

**Company Registration No. 07068088**

# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 DECEMBER 2017*

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### 1 Accounting policies

#### **Company information**

Association of Democratic Services Officers is a private company limited by guarantee incorporated in England and Wales. The registered office is 3rd Floor, 28 Ely Place, London, EC1N 6AA.

#### 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Income and expenditure

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the company cannot reclaim it.

#### 1.3 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.4 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Classification of financial liabilities**

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 company after deducting all of its liabilities.

# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2017

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#### 1 Accounting policies

##### **Basic financial liabilities**

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### 1.5 Taxation

The company is exempt from corporation tax, it being a company not carrying on a business for the purposes of making a profit.

#### 1.6 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.7 Foreign exchange

Transactions in currencies other than pounds sterling are recorded at the rates of exchange prevailing at the dates of the transactions. At each reporting end date, monetary assets and liabilities that are denominated in foreign currencies are retranslated at the rates prevailing on the reporting end date. Gains and losses arising on translation are included in the profit and loss account for the period.

#### 2 Employees

The average monthly number of persons (including directors) employed by the company during the year was 6 (2016 - 6).

#### 3 Debtors

	2017	2016
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	4,915	12,306
Prepayments and accrued income	404	402
	<u>5,319</u>	<u>12,708</u>

# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 DECEMBER 2017*

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**4 Creditors: amounts falling due within one year**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade creditors	4,131	9,955
Corporation tax	661	340
Other taxation and social security	8,577	9,301
Other creditors	66,021	113,424
	<u>79,390</u>	<u>133,020</u>

**5 Members' liability**

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.

**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS**  
**MANAGEMENT INFORMATION**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS**  
**DETAILED TRADING AND INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

	£	2017 £	£	2016 £
<b>Income</b>				
Advertising income		39,972		38,041
Training income		21,428		18,727
Consultancy income		8,822		-
Membership income		49,998		47,616
Conference income		28,511		34,670
Qualification income		10,850		5,070
		<u>159,581</u>		<u>144,124</u>
<b>Cost of sales</b>				
Conference expenses	21,129		21,350	
Centre/ regional co-ordinator fees	3,230		21,992	
Regional advisor fee	(13,070)		26,825	
Awards	118		300	
Catering and refreshments	2,745		3,206	
IIMC conference expenses	1,072		1,649	
Training	8,315		9,274	
Membership collection charges	9,319		8,340	
Accommodation	743		172	
Website development and maintenance	7,795		4,950	
		<u>(41,396)</u>		<u>(98,058)</u>
<b>Gross surplus</b>	74.06%	118,185	31.96%	46,066
<b>Administrative expenses</b>		<u>(38,804)</u>		<u>(45,416)</u>
<b>Operating surplus</b>		79,381		650
<b>Investment revenues</b>				
Bank interest received		<u>3,432</u>		<u>1,698</u>
		<u>3,432</u>		<u>1,698</u>
<b>Surplus before taxation</b>	51.89%	<u>82,813</u>	1.63%	<u>2,348</u>

# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## SCHEDULE OF ADMINISTRATIVE EXPENSES

FOR THE YEAR ENDED 31 DECEMBER 2017

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	2017	2016
	£	£
<b>Administrative expenses</b>		
Directors' remuneration	15,000	15,000
Insurance	1,208	1,221
Travelling expenses	3,905	5,394
Legal and professional fees	15,166	21,163
Accountancy	2,750	2,250
Bank charges	223	204
Printing and stationery	145	197
Sundry expenses	407	24
Profit or loss on foreign exchange	-	(37)
	<hr/>	<hr/>
	38,804	45,416
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