

Company Registration No. 07068088 (England and Wales)

**ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## COMPANY INFORMATION

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**Directors** John Austin  
John Lynch  
Wayne Chandai  
David Burn  
Susan Biddle  
Peter Savage

**Secretary** Mr PR Savage

**Company number** 07068088

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

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

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# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## CONTENTS

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	<b>Page</b>
Directors' report	1
Income and expenditure account	2
Balance sheet	3
Notes to the financial statements	4 - 6

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# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## DIRECTORS' REPORT

*FOR THE YEAR ENDED 31 DECEMBER 2019*

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The directors present their annual report and financial statements for the year ended 31 December 2019.

### **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 Biddle  
Peter Savage

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

By order of the board

Mr PR Savage  
**Secretary**

27 March 2020

# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2019

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	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	175,441	162,682
Cost of sales	(72,101)	(50,989)
	<hr/>	<hr/>
<b>Gross surplus</b>	103,340	111,693
Administrative expenses	(51,610)	(41,340)
	<hr/>	<hr/>
<b>Operating surplus</b>	51,730	70,353
Interest receivable and similar income	2,017	1,155
	<hr/>	<hr/>
<b>Surplus before taxation</b>	53,747	71,508
Tax on surplus	(383)	(230)
	<hr/>	<hr/>
<b>Surplus for the financial year</b>	<u>53,364</u>	<u>71,278</u>

# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## BALANCE SHEET

AS AT 31 DECEMBER 2019

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	Notes	2019 £	£	2018 £	£
<b>Current assets</b>					
Debtors	3	7,382		15,383	
Cash at bank and in hand		582,066		539,849	
		<u>589,448</u>		<u>555,232</u>	
<b>Creditors: amounts falling due within one year</b>	4	(29,093)		(48,241)	
		<u>560,355</u>		<u>506,991</u>	
<b>Net current assets</b>			560,355		506,991
			<u>560,355</u>		<u>506,991</u>
<b>Reserves</b>					
Income and expenditure account			560,355		506,991
			<u>560,355</u>		<u>506,991</u>

For the financial year ended 31 December 2019 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 2020 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 2019*

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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 Borrowing costs related to fixed assets

Borrowing costs directly attributable to the acquisition, construction or production of qualifying assets, which are assets that necessarily take a substantial period of time to get ready for their intended use or sale, are added to the cost of those assets, until such time as the assets are substantially ready for their intended use or sale.

All other borrowing costs are recognised in surplus or deficit in the period in which they are incurred.

#### 1.4 Cash and cash equivalents

Cash and cash equivalents 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.

#### 1.5 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.

# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

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### 1 Accounting policies

(Continued)

#### **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.

#### **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.

### 1.6 Taxation

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

### 1.7 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.

## 2 Employees

The average monthly number of persons (including directors) employed by the company during the year was 6 (2017 - 6).

# ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

### 3 Debtors

	2019	2018
	£	£
Amounts falling due within one year:		
Trade debtors	7,030	14,972
Prepayments and accrued income	352	411
	<u>7,382</u>	<u>15,383</u>

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

	2019	2018
	£	£
Trade creditors	5,965	17,521
Corporation tax	383	220
Other taxation and social security	8,891	12,309
Other creditors	13,854	18,191
	<u>29,093</u>	<u>48,241</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

## DETAILED TRADING AND INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2019

		2019		2018
	£	£	£	£
<b>Income</b>				
Advertising income		45,191		47,143
Training income		23,827		17,848
Consultancy income		12,836		4,077
Membership income		47,770		53,296
Conference income		34,972		32,543
Qualification income		10,845		7,775
		<hr/>		<hr/>
		175,441		162,682
<b>Cost of sales</b>				
Conference expenses	30,912		28,840	
Regional advisor fee	(3,000)		(18,146)	
Sponsorship expenses	3,088		1,960	
Catering and refreshments	317		422	
IIMC expenses	1,739		1,557	
Training and consultancy costs	25,745		19,642	
Membership collection charges	8,876		9,613	
Accommodation	1,113		962	
Website development and maintenance	2,272		2,389	
Other direct expenses	1,039		3,750	
	<hr/>		<hr/>	
		(72,101)		(50,989)
<b>Gross surplus</b>	58.90%	103,340	68.66%	111,693
<b>Administrative expenses</b>				
Wages and salaries	1,931		-	
Directors' remuneration	19,335		15,500	
Insurance	1,115		1,225	
Travelling and subsistence expenses	10,275		7,035	
Legal and professional fees	15,294		13,716	
Accountancy	3,000		3,150	
Charitable donations	-		448	
Bank charges	118		214	
Postage, Printing and stationery	303		23	
Sundry expenses	239		29	
	<hr/>		<hr/>	
		(51,610)		(41,340)
<b>Operating surplus</b>		51,730		70,353
<b>Interest receivable and similar income</b>				
Bank interest received	2,017		1,155	
	<hr/>		<hr/>	
		2,017		1,155
<b>Surplus before taxation</b>	30.64%	53,747	43.96%	71,508
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