

The Scottish Green Party

Statement of Accounts

For the Year Ended

31 December 2012

The Scottish Green Party

Statement of Accounts For the Year Ended 31 December 2012

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The Scottish Green Party

Reference and Administrative Information

Registered address: Bonnington Mill
72 Newhaven Road
Edinburgh
EH6 5QG

Party officers:

The following served as the party officers during the year:

Martha Wardrop	(Leader)
Alastair Whitelaw	(Nominating Officer)
Eleanor Scott	(Campaigns Officer)
Ian Baxter	(National Treasurer)

Staffing:

Scott Lamb	(Office Manager)
Stanley Wynd	(Finance)

Elected representatives:

Scottish Parliament:	
Patrick Harvie	(Glasgow)
Alison Johnstone	(Lothians)

Local Government:	
Martin Ford	(Aberdeenshire)
Nigel Bagshaw	(Edinburgh)
Chas Booth	(Edinburgh)
Steve Burgess	(Edinburgh)
Maggie Chapman	(Edinburgh)
Gavin Corbett	(Edinburgh)
Melanie Main	(Edinburgh)
Nina Baker	(Glasgow)
Martin Bartos	(Glasgow)
Lian Hainey	(Glasgow)
Martha Wardrop	(Glasgow)
Kieran Wild	(Glasgow)
Ian Baxter	(Midlothian)
Mark Ruskell	(Stirling)

Bankers:	Co-operative Bank plc Kings Valley Yew Street Stockport SK4 2JU	Lloyds TSB 28 Hanover Street Edinburgh EH2 2DS
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Triodos Bank
Brunel House
11 The Promenade
Bristol
BS8 3NN

Independent Examiner:	John G. Norman C.A. Norman, Downie and Kerr Ltd 130 Constitution Street Edinburgh EH6 6AJ
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The Scottish Green Party

Statement of Accounts: Overview For the Year Ended 31 December 2012

The members of the Operations Committee are pleased to present the statement of accounts for the year ended 31st December 2012.

Review of Political Activities

The local elections in May were the most important elections for the Scottish Greens during 2012 and these saw an advance in local representation across the country. City of Edinburgh council doubled its Green representation to six, Glasgow retained its five Green councillors and Aberdeenshire, Stirling and Midlothian each saw their first Greens elected, giving a total of 14 across the country (up from 8).

The party's annual conference was held in Glasgow in the Autumn and was well attended by both party members and stall holders. Conference was addressed by Jean Lambert MEP for London.

Membership of the party stands at 1,271 compared to 1,292 in 2011.

Further information on the Party and its elected members, can be found at www.scottishgreens.org.uk

Review of Financial Activities

Most of the expenditure relating to May's local elections was raised and spent by branches with around £1,000 contributed from central party funds. As a party solely reliant on small donations from members and significant contributions from our two MSPs, Patrick Harvie and Alison Johnstone, financial management is tightly controlled. However, we remain unusual as a political party in that we are not, nor have we ever been, in debt.

Reserves, including restricted funds of £6,617, stand at £64,280 (2011:£66,065), which is sufficient to cover 90% of annual expenditure at current levels, excluding the cost of election campaigns.

Statement of Treasurer's Responsibilities

The Treasurer of the Party is required by the Political Parties, Elections and Referendums Act 2000 to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the party and of its surplus or deficit for that period. In preparing those financial statements, the Treasurer is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the party will continue in business.

Section 41 of the Act requires the treasurer to ensure that proper accounting records are kept which are sufficient to disclose at any time, with reasonable accuracy, the financial position of the party at that time and which enable the treasurer to ensure that any statement of accounts prepared under section 42 of the Act complies with regulations under the Act.

Section 45 of the Act requires the treasurer to ensure that the statement of accounts for each year is delivered to The Electoral Commission by the required deadline.

Signed on behalf of the Scottish Green Party

.....
Ian Baxter
National Treasurer

Date: 26 April 2013

Report of the Independent Examiner To the Treasurer of The Scottish Green Party

I report on the accounts of The Scottish Green Party (the party) for the year ended 31st December 2012, which are set out on pages 5 to 9.

Respective responsibilities of the Treasurer and examiner

The Treasurer is responsible for the preparation of the statement of accounts in accordance with the terms of section 42 of the Political Parties, Elections and Referendums Act 2000 (the Act) and in the format prescribed by the Electoral Commission. The treasurer considers that the audit requirement of section 43 of the Act does not apply. It is my responsibility to examine the accounts as required under Clause 16.3 of the Scottish Green Party Constitution and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with Clause 16.3 of the Constitution of the Party and having regard to the prescribed format and guidance notes for the annual statement of accounts, issued by the Electoral Commission. An examination includes a review of the accounting records kept by the Party and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the Treasurer concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

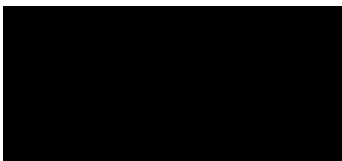
In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 41 of the Political Parties, Elections and Referendums Act 2000, and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements prescribed by the Electoral Commission

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John G. Norman C.A.

Norman, Downie and Kerr Ltd
130 Constitution Street
Edinburgh
EH6 6AJ

Date: 26 April 2013

The Scottish Green Party

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), the Political Parties, Elections and Referendums Act 2000 and the Statement of Accounts Guidance notes issued by the Electoral Commission.

Income recognition

Income is recognised when the following conditions have been met:

- The Party is entitled to the asset
- There is reasonable certainty that the asset will be received; and
- The value of the asset can be measured with reasonable certainty

Income from events and sales is recognised in the period when the event or sale takes place. Income from bank interest is recognised on an accruals basis. Membership subscriptions and donations are recognised on receipt.

Any donations received for a particular purpose are allocated to an appropriate restricted fund.

Expenditure

All expenditure is accounted for on an accruals basis.

Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation on office equipment is calculated by the straight line method at 20% of cost per annum, to write off the cost of the assets over their estimated useful lives.

Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

Taxation

Corporation tax is provided on bank interest received in the year.

The Party is not registered for VAT and expenditure includes VAT where relevant.

Restricted Funds

Restricted funds can only be used for particular restricted purposes. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The Scottish Green Party

Income & Expenditure Account

For the Year Ended 31 December 2012

		2012	2011
<i>Income</i>	Note	£	£
Membership subscriptions		21,447	20,690
Donations	2	56,496	86,124
Conference income		9,079	7,036
Bank interest		140	99
Merchandise sales		-	207
Fundraising events		9,558	4,273
Recharges to Parliamentary Group		3,232	3,232
Miscellaneous income		131	110
Total income		100,083	121,771
<i>Expenditure</i>			
Conferences and events		10,461	9,535
Campaigns and elections		29,881	135,190
Committee expenses		2,672	1,846
Subscriptions		521	590
Newsletters and mail outs		11,605	5,711
Staff costs	3	20,039	19,208
Independent examination		660	660
Office rent and utilities		8,659	8,475
Office running costs		2,583	1,790
Fundraising costs		3,000	1,935
Insurance		1,313	1,313
Postage		2,288	1,603
Photocopying		3,036	2,353
Telephone/internet		857	1,399
Website and IT		2,799	2,137
Miscellaneous		419	457
Bank charges		841	399
Depreciation		206	107
Total expenditure		101,840	194,708
(Deficit) for year before taxation		(1,757)	(72,937)
Taxation on investment income		28	20
(Deficit) for year after taxation		(1,785)	(72,957)

The notes on pages 8 to 9 and the accounting policies on page 5 form part of these accounts

The Scottish Green Party

Balance Sheet at 31 December 2012

	Note	2012 £	2011 £
Fixed Assets			
Tangible fixed assets	4	<u>716</u>	<u>427</u>
Current Assets			
Debtors	5	5,443	6,903
Cash at bank and on hand		<u>61,483</u>	<u>61,439</u>
		<u>66,926</u>	<u>68,342</u>
Creditors:			
<i>Amounts due within one year</i>	6	<u>3,362</u>	<u>2,704</u>
Net Current Assets		<u>63,564</u>	<u>65,638</u>
Net Assets		<u><u>64,280</u></u>	<u><u>66,065</u></u>
Funds			
General reserve	7	57,663	63,254
Restricted funds	7	<u>6,617</u>	<u>2,811</u>
Total Accumulated Funds		<u><u>64,280</u></u>	<u><u>66,065</u></u>

The accounts on pages 5 to 9 were approved by the Scottish Green Party Operations Committee on 26 April 2013 and are signed on their behalf by:



Ian Baxter
National Treasurer

Date: 26 April 2013

The notes on pages 8 to 9 and the accounting policies on page 5 form part of these accounts.

The Scottish Green Party

Notes to the Accounts

For the Year Ended 31 December 2012

1. (Deficit) for the year	2012	2011
The (deficit) for the year is stated after charging:	£	£
Operating lease charge - property	8,220	8,233
Independent examiner's fee (including vat):	660	660

2. Donations

The 2012 figure includes regular donations from the Scottish Green Party MSPs of £15,600 (2011: £14,750) and 'Holyrood Club' donations earmarked for Scottish Parliament elections of £4,774 (2011: £4,399).

Under the Political Parties, Elections and Referendums Act 2000 single or aggregate donations greater than £7,500 in any calendar year are reportable to the Electoral Commission.

3. Staff costs	2012	2011
	£	£
Wages & salaries	19,135	18,287
Social security costs	904	921
Total staff costs	20,039	19,208

The full-time equivalent number of employees in the year was 1 (2011 - 1).

No officers of the party were remunerated during the year.

4. Tangible Fixed Assets	Office equipment
<i>Cost</i>	£
At 1 January 2012	534
Additions	495
At 31 December 2012	1,029
<i>Depreciation</i>	
At 1 January 2012	107
Charge for year	206
At 31 December 2012	313
<i>Net Book Value</i>	
At 31 December 2012	716
At 31 December 2011	427

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Notes to the Accounts (continued)

5. Debtors	2012	2011
<i>Amounts falling due within one year:</i>	£	£
Debtors: Parliamentary group	4,093	5,150
Prepayments and deposits	1,350	1,673
Accrued income	-	80
	<u>5,443</u>	<u>6,903</u>

6. Creditors	£	£
<i>Amounts falling due within one year:</i>		
Accruals & sundry creditors	2,588	1,966
Tax & social security	774	738
	<u>3,362</u>	<u>2,704</u>

7. Funds	At 1 Jan 2012 £	Movement in funds		At 31 Dec 2012 £
		Income £	Expenditure £	
Restricted funds:				
Holyrood Club	2,811	4,774	(968)	6,617
Elections fund	-	13,319	(13,319)	-
Total restricted	<u>2,811</u>	<u>18,093</u>	<u>(14,287)</u>	<u>6,617</u>
General reserve	<u>63,254</u>	<u>81,990</u>	<u>(87,581)</u>	<u>57,663</u>
Total funds	<u><u>66,065</u></u>	<u><u>100,083</u></u>	<u><u>(101,868)</u></u>	<u><u>64,280</u></u>

Money donated through the Scottish Green Party's 'Holyrood Club' is restricted specifically for use in future Scottish Parliament Elections.

Donations to the election fund are ring fenced for election expenditure.

8. Lease Commitment

The Party has a lease commitment on its Glasgow office of £200 per month, which expires on 30th June 2016.