2012

ANNUAL REVIEW AND FINANCIAL SUMMARISED STATEMENTS

att

Practical Tax People

Association of Taxation Technicians

ANNUAL REVIEW 2012
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THE ASSOCIATION'S AIM

The Association's aim is to remain the leading professional organisation in the UK that represents people who are engaged in tax compliance activities, whether they are employed in professional firms, industry or the public sector, or are self-employed.

In pursuance of this Council seeks:

- To grow the membership by increasing the number of new members and reducing the number of members who leave each year.
- In line with our charitable objectives of advancing public education in, and promoting the study of, the administration and practice of taxation, to help raise the standards of tax compliance in the UK, thereby protecting the public from inadequate advice, and over the long term to enhance the standing of the ATT qualification with the general public.
- To be seen by HMRC and HM Treasury as an influential partner in the development of policy and operational issues, including responding to consultations, so far as they affect tax compliance.
- To provide an examination syllabus and structure and a level of client service to meet the needs of firms employing and/or training staff engaged in UK tax compliance activities.
- To provide a range of services to members, including help with continuing professional development and non-technical aspects of compliance work such as practice management, whilst recognising that the ATT itself is not, and will not become, a training organisation.
- To engage in close partnership with the CIOT in all areas of common interest, whilst accepting that there may be areas where the interests of both bodies may not coincide and to strive to ensure that there is an ATT representative on each branch committee.
- To act as an umbrella association for all people engaged in tax compliance activities so that those who do not meet the full membership requirements are nevertheless brought into the ATT's sphere of influence.
- To build strong relationships with other professional bodies engaged in compliance level activities in related areas, in order to work together in areas of mutual concern and create linkages (though mutual exemptions) with other professional examinations.
- To increase our regulatory function beyond Anti-Money Laundering to become a full regulatory body should the tax profession in the UK become regulated.

Our activities to achieve our aim can be found in the various reports throughout this Review.

The Association's charitable objectives are to :

(a) advance public education in and promote the study of the administration and practice of taxation and the principles of economic and political science in relation to taxation and public finance;

(b) (i) to prevent crime and

(c) (ii) to promote the sound administration of the law for the public benefit

by promoting and enforcing standards of professional conduct amongst those engaged in the provision of advice and services in relation to taxation and monitoring and supervising their compliance with money laundering legislation.

THE ASSOCIATION'S AIM

To do this it:

- provides through examination a qualification "Taxation Technician" for persons engaged in tax compliance work;
- runs residential courses and one-day conferences;
- publishes (jointly with the Chartered Institute of Taxation) the monthly journal Tax Adviser;
- issues annotated copies of Finance Acts and other technical material;
- liaises with and makes submissions to the Revenue authorities and government on the improvement and simplification of taxation compliance issues and relevant tax legislation;
- maintains standards of professional conduct for members;
- provides eligibility to take the examination of the Chartered Institute of Taxation.

The Coat of Arms

The Arms granted to the Association in 1990 with Supporters granted in 1997. The shield shows a gold cross, the Roman X, indicating the tithe or tenth paid in former times. The wheatsheaves represent produce or income and the sword of the Crown's officer is matched by the sword of the taxpayer's adviser. The chequered surround signifies the Court of the Exchequer which used counters on a chequered table-cloth to check calculations. Above the helm is a closed book representing abstruse written law, surmounted by an owl of wisdom. The Arms are supported by a pair of mute Swans, representing constancy, while the plant thrift grows from the banks on which they stand.

PRESIDENT'S REPORT

It is fair to say that 2012 has been an unprecedented year in the tax profession. Tax, and tax planning in particular, has become incredibly politicised and, as the economy struggles to recover, the tax affairs of individuals and corporates have been scrutinised and criticised. Tax avoidance, although legal, has suddenly become immoral.

By and large the Association has stayed out of the debate. Our views have not altered. We need clear and unambiguous legislation which is fair and even handed to all. If it can be delivered then many of the perceived abuses will simply melt away. We have no political agenda nor do we represent any particular interest group. We simply follow our charitable aims to further the study and education of tax in all its forms. We have avoided becoming embroiled in what is often ill-informed debate as we see little purpose in this, but we have worked hard, through our Technical Steering Group in particular, to deliver good legislation for all. We leave moral judgements to each individual's conscience.

Against this challenging background I am delighted to report that our membership has continued to rise and by the end of 2012 we had over 12,500 Fellows, members and students. Student numbers are particularly encouraging, showing a 26% year on year increase which takes us over the 5,000 mark for the first time in our history. I believe this is down to a much more co-ordinated and, may I say, professional approach to the marketing of our qualification and the benefits of professional study. We have engaged with our stakeholders and taken on board their comments and suggestions. We will continue to do so; students are the future of the Association and I look forward to seeing these students becoming members over the coming years.

Not surprisingly our exam numbers have continued to rise in line with student numbers. We are almost back to pre-recession levels and this I believe is in no small part due to the tireless work put in by our dedicated examination teams. Our constant challenge is to ensure not only that our standards are consistent between sittings (and individual papers) but that the exams themselves meet the needs of students and their employers. I am immensely proud of the positive feedback we receive but we continue to review our exams to ensure that we remain the gold standard for those engaged in tax compliance.

Officers during 2012

Left to right – Stuart McKinnon, President, Yvette Nunn, Deputy President and Natalie Miller, Vice President.

Staying with students, by far our greatest achievement this year has been the introduction of a Higher Apprenticeship in Professional Services, the tax pathway of which takes as its core the ATT exams. We worked with a number of partners to deliver within a very tight timescale what I believe to be a credible and cost effective way to study. Coupled with work experience the Apprenticeship will deliver a motivated workforce of tax practitioners. In these austere times this is exactly the sort of initiative we should be involved in as a charity: opening up new ways of studying and access to the profession and with targeted government support creating job opportunities. I am immensely proud of what our team has delivered and I hope this will be a lasting legacy of my Presidential year.

But what sort of profession are our new students entering? Well there is little doubt that it is evolving and you need to look no further

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PRESIDENT'S REPORT

New members at the admission ceremony held in March 2012.

for evidence of this than HMRC's Tax Agent Strategy. We at the ATT continue to be heavily involved in this as we believe it is changing the landscape considerably and if HMRC get it wrong then it could be disastrous. Tax agents make the system work. As the leading professional body representing those dealing solely with tax compliance the ATT is in a unique position. We must use our experience and knowledge to bring about the right changes to ensure that it is a profession which will continue to attract the right people. Without this the tax system will grind to a halt; something which is in no one's interest.

In 2012 we took a critical look at our internal governance structure and instigated changes which have modernised our approach. I see this as an evolution rather than a revolution and a natural progression as we mature as a professional body. All members of Council were involved in this and brought their many years' experience to bear on the process. I believe this sets us up well to face the challenges of a modern professional body. Decisions are now being made at the right level enabling Council to concentrate on strategy and ensuring we fulfil our charitable aims.

We cannot operate in isolation and we have always ensured that we work closely with other professional bodies wherever possible. I was delighted therefore to sign a Memorandum of Understanding with the Irish Taxation Institute. We are looking at how we may work more closely on a global basis to further both bodies' interests on the world stage, in particular promoting the Technician brand. It is early days but I will be interested to see how this develops over the coming months, particularly for the benefit of current and future members of both bodies.

As I step down as President it is right that I thank a number of people who have ensured that we have remained the leading professional organisation representing those individuals engaged in tax compliance. Firstly to my fellow members of Council: they have provided invaluable support in the many initiatives in which we have been involved and shown significant enthusiasm throughout the year. We have a fantastic mix of experience, ages and technical skills which means we bring many and varied views to the table. But ultimately we come together with a shared view of what is best for the Association and its members and ensure that initiatives are progressed in the right way.

To my fellow officers, Yvette Nunn and Natalie Miller: their counsel and wisdom has been appreciated and never taken for granted. With the rest of the Leadership Team I feel we have helped to steer the Association through some choppy waters and I wish them both well as they progress in their time as future Presidents.

The staff at Artillery House have been fantastic and have amazed me as to how focused

New members at the admission ceremony held in April 2012.

and committed they are to the Association; in particular Andy Pickering and Sue Fraser who have been there to provide support and guidance whenever it was needed.

My thanks also go to all the branch and committee volunteers up and down the country who give of their time so freely and without expectation of reward; just to give something back to a profession which has been good to them. You are the lifeblood of the Association and you should never underestimate just how important you are in everything we do.

And finally, thank you to all the members, students and Fellows of the Association who gave me the honour, for an all too brief time, of being your President. It has been a privilege to serve you and an experience I will never forget.

Stuart McKinnon

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HIGHLIGHTS AND KEY DECISIONS IN 2012

Despite the recession or, possibly, because of it 2012 has continued the busy trend we saw in previous years.

Governance

Council recognised some three years ago that it could not continue to work in the way that it had been due to the increasing activities in which the Association is involved. A Governance Working Party was therefore formed and during 2012 its recommendations were approved. The new structure will allow Council to concentrate on strategy and policy matters with detail decisions being delegated to steering groups which are comprised of Council and non-Council member volunteers.

Articles of Association

The Memorandum and Articles of Association, which were introduced in 1995, have been revised on a number of occasions over the years and had consequently become over prescriptive and difficult to interpret and administer. A decision was therefore taken to commission a review of the document which resulted in a new governing document being approved by the members at the AGM held on 5 July. Under the Companies Act 2006 companies no longer have to have separate matters set out in a Memorandum and Articles and the new provisions form a single governing document. The previous documentation has been revised, consolidated and simplified, and various routine matters are now to be delegated to the more flexible form of regulations.

Investments

As a result of updated guidance on best practice from the Charity Commission we revised our investment policy and took the opportunity to instruct new investment advisers, Investec Wealth & Investment Ltd. We have, however, retained the services of our previous advisers, L J Atherne, to oversee the services provided by the new firm.

Strategy

Following the governance review we held a strategy meeting to review progress. This meeting identified some new strategies, which are included in this Review. We agreed that there was no need for us to revise our aim as it is still appropriate: To remain the leading professional organisation in the UK that represents people who are engaged in tax compliance activities, whether they are employed in professional firms, industry or the public sector, or are self-employed.

Employer Accreditation Scheme

The idea of an Employer Accreditation Scheme, which is popular with employers, was discussed during 2011 and has been worked on during 2012. We hope to be announcing a pilot scheme during the first half of 2013 which, if successful, can be rolled out more widely.

Annual Return

During the year we asked members to complete an Annual Return through logging on to the ATT website. Completing the form is a relatively simple task and It is essential that every member completes the form as it is very important that the Association holds up to date, relevant information about members, not only so that the services provided can reflect the needs of the membership but also to fulfil our regulatory duties and charitable objectives.

ATT/AAT joint conferences

One of the objectives of the Association is to look at ways of furthering relationships with other professional bodies. The link with the AAT goes back some years now and as well as exemptions from examination papers in place for members of both bodies, we also jointly run a series of conferences across the country. The 2012 conferences were so well received that we had to add a repeat performance of the London event as it was over-subscribed, and it is very pleasing to see members from both bodies coming together at events such as these. We

New members at the admission ceremony held in October 2012.

have built a great relationship with the AAT and we look forward to developing this further with new initiatives in the coming years.

New students

Student registrations have continued to rise and are now back at pre-recession levels which is really encouraging. We've also encouraged those who've succeeded in accountancy qualifications to join us to develop their tax knowledge by enhancing our offering of credits for relevant ACA and ACCA exams - this has resulted in some new students who might never have considered ATT before. We're going to be considering some other qualifications during 2013, balancing the need to recognise achievements with the importance of ensuring that students gain appropriate tax experience during their training.

Higher apprenticeships in tax

We also welcomed our first apprentice students in 2012 as we introduced the new higher apprenticeship in tax with our examinations at the heart of the qualification. Apprenticeships provide a work-based training programme which includes a combination of on and off the job learning and development activities.

We're thrilled to be able to offer this programme as an alternative way into a tax career for those who choose this profession straight from school. Now that the programme is up and running, we'd like to see as many employers as possible considering this as a training route for the next generation. This will be a key project for us during 2013 and you can keep abreast of developments at http://www.att.org.uk/Employers/higherapprenticeships

This year's examination results

We've seen our students sit the e-assessments in law and ethics for the first time this year and have awarded the Johnson Medal to the most successful candidates in each sitting. We've also taken e-assessment results into account when considering the nominees for the most prestigious of our awards, the Association Medal. Although lots of students have done well with these, we'll be continuing to review this new method of testing knowledge during 2013 to make sure that it is as clear and credible as our established written papers. The lists of pass rates and prizewinners can be found elsewhere in this Review.

If you've become a member in the last year or so, we'd be interested to hear of your experiences as a student and as you continue to put your studies into practice. In particular, we'd like to have a regular role on our Student Steering Group for a recent student, so if you'd like to get involved please do get in touch.

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HIGHLIGHTS AND KEY DECISIONS IN 2012

The Rt Hon Lord Steel of Alkwood with Stuart McKinnon at the Joint Presidents' Lunch, held at the Signet Library, Edinburgh on 9 March 2012

Business Development

2012 has been a very busy year for Business Development. During the year we focussed our work around three objectives

1. Increase student registrations by 12%
2. Create and issue Employers Newsletters
3. Create social media sites

We increased our student numbers by over 1,500, issued three newsletters to Employers which received positive feedback and set up Facebook, LinkedIn and Twitter.

Website

We have designed a new structure for the website which is based on our findings from usability testing and feedback from our users. In addition to the new design we now have in place a careers advisers section for the website that provides information in one place for careers advisers and complements the marketing we are doing to careers advisers on the ATT qualification and the new Apprenticeship scheme.

Social Media

In the early part of 2012 we launched Facebook (facebook.com/ourATT), twitter (twitter.com/ourATT) and LinkedIn (http://j.mp/ourAttgroup) pages, with supporting rules and monitoring tools. Emails were sent out to students and members inviting them to join the social media sites. To date the response has been encouraging with over 2,000 registered users and we will be continually monitoring these pages to make sure they meet the needs of the audiences.

ATT Brand and logo

You will have noticed that we have revamped our logo and brand to bring it up to date and give it a more modern feel. We hope you like the new look – this will soon be seen across all our material - online and print, to ensure brand consistency.

Conferences

We attended Accountex in November and promoted ATT membership and qualification by manning a stand and delivering presentations. The focus at this event was Accountants and we received significant interest in our qualification from those who could get credits for our examinations from the professional qualifications they have already gained. We plan to attend this conference again in June 2013.

Employers

We have started contacting the employers that regularly deal with the ATT to give them the opportunity to meet with us to discuss their needs going forward. We recognise employers have a vital role to play in both sponsoring their employees through the ATT qualification and supporting them as they study, and we want to make it as easy as possible for them to interact with the ATT.

Professional Standards

Topics pursued in 2012 included

- Will writing, probate and estate administration where we sought to limit the proposed reserved activities to the areas of greatest risk ie defective will drafting and misappropriation of estate funds
- Money Laundering Regulations where we put the case for greater freedom to adopt a risk based approach thereby reducing the probability of a tick box approach
- Mortgage Lenders where we have tried to encourage an industry wide recognition of the ATT qualification

In respect of the professional Rules and Practice Guidelines we dealt with the following during the year

Left to right: Mark Redmond, CEO, Irish Tax Institute, Martin Phelan, President, Irish Tax Institute, Andy Pickering, Executive Director, Stuart McKinnon, President.

- Finalised the new Professional Indemnity Insurance (PII) Regulations for release in early 2013. No major changes have been made but we devised a significant member benefit by negotiating an arrangement with insurance providers, Hiscox and Alterra, for the provision of a low cost PII policy for those members offering pro bono work and/or with low fee income practices. PII remains a requirement for all members in practice as it provides protection for both them and their clients.
- Issued updated Engagement Letters which covered iXBRL tagging, Services Directive, The Cancellation of Contracts made in a Consumer's Home or Place of Work etc Regulations 2008 and Consumer Protection (Distance Selling) Regulations 2000. An additional Appendix was also inserted setting out a disengagement letter template. Engagement letters play an important role in clarifying the respective responsibilities of member and client and help to minimise the risk of disagreement about the scope of services offered.

Left: Jeremy Peat, head of the David Hume Institute, guest speaker at the Joint Presidents' lunch.

Irish Tax Institute

Towards the end of the year we entered into an agreement with the Irish Tax Institute to work more closely to further both bodies' interests on the world stage and to promote the Taxation Technician brand. It is hoped that we will be able to make some progress during 2013.

Technical

This is an area that takes a great deal of our time and effort, particularly with the huge number of consultations and HMRC Groups on which we are represented. The following gives a flavour of that involvement

- Cost displacement, being part of the comments on the administration and effectiveness of HMRC. (Specifically how the profession, individuals and businesses are picking up the cost as HMRC cut back on personnel). Jointly with the CIOT and LITRG
- General Anti Abuse Rule (GAAR), as we responded to the proposals set out in the 'Aaronson Report'. Jointly with the CIOT and with input from LITRG
- Finance Bill 2012 draft clauses. Our submissions included CGT Seed Enterprise Investment Scheme; ESC C16; R & D tax relief; Corporate tax rates; Single payment scheme and CGT roll over relief; Foreign currency bank accounts; Company car tax and security enhanced cars; Qualifying time deposits; Capital Allowances for fixtures; Working with Tax agents (dishonest conduct); Enterprise Zones (First year allowances for designated areas); Inheritance tax (reduced rates for estates giving 10% or more to charity); and VAT on-line registration and removal of the threshold
- Tax transparency for individuals, this was a response to the discussion document 'Modernising the administration of the tax system: Tax transparency for individuals'
- Mortgage Market Review. A response to the Financial Services Authority on the proposed reforms
- Statutory Register of lobbyists. Commenting on the Cabinet Office's consultation for introducing a Statutory Register. Jointly with CIOT and LITRG
- Borderline anomalies. A response to the consultation which addresses the VAT borderline anomalies
- Enhancing consumer protection. Commentating on the discussion paper setting out how the Legal Services Board will approach the boundaries of legal service regulation and regulatory decisions in line with our obligations under the Legal Services Act 2007. Jointly with the CIOT. (We also had a joint meeting with STEP and representatives from the LSB)
- Withdrawing a notice to file a self assessment return. Expressing our views

on the proposed introduction of a statutory power allowing HMRC to withdraw a previous notice to file a personal, trustee or partnership self assessment return

- General Anti-Abuse Rule. Commenting on the proposal to introduce a GAAR. Jointly with CIOT (The response made recently was just from ATT)
- Extra Statutory Concession A19. In response to the consultation reviewing the existing Concession and seeking views for changes
- Delivering a cap on Income Tax Reliefs. In response to the consultation to limit reliefs which are not otherwise subject to a cap. Jointly with the CIOT
- Foreign currency assets and chargeable gains. Commenting on whether or not to introduce a rule requiring companies which do not use a sterling currency for accounting purposes to compute their chargeable gains and allowable losses in a currency other than sterling, and if so the potential scope of that rule
- Enhancing consumer protection reducing regulatory restrictions. Two submissions were made on the discussion paper and subsequent provisional report which set out how the Legal Service Board planned to approach assessing the boundaries of legal services regulation and connected regulatory decisions in line with our obligations under the Legal Service Act 2007. This is in addition to our earlier response. This also covered the impact on tax professional arising from restrictions being placed on will writing, probate and estate administration activities

Some of the HMRC groups on which the ATT is represented by volunteers who are members of our Technical Steering Group are:

- Compliance Reform Forum and Trusts and Estates Agent Advisory Group
- HMRC High Net Worth Forum
- HMRC Employment Consultation Forum and the Benefits and
- Expenses sub group
- HMRC/charity sector joint working group
- HMRC Powers committee
- HMRC Working Together Steering Group,
- Joint Understanding Agent Project, post working group and Agent Engagement Group
- HMRC Working Together group for Northern Ireland and Trust
- HMRC external email pilot and Estates Agent Advisory Group
- SPAN (SME Programme Advisory Network)
- Joint VAT Consultative Committee

Other matters in which we are involved through the activities of our team have been Alternative Dispute Resolution Pilot; Business Record Checks; Single Compliance Process; Clasper Initiative; ESC A19; EMI share options and links with Entrepreneurs Relief; Child Maintenance Deductions from Earnings Orders made by the Child Maintenance and Enforcement Commission; R27; IR35 and members queries where we are in a position to comment.

I did say we have been busy.

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PUBLIC BENEFIT

As a registered charity we have an obligation to operate for the public benefit. As an educational charity our focus is very much on education not just of our members and students, but also of the general public.

Our annual tax conference is held at nine locations around the country. This conference is open to all and attracts a wide attendance from our members and members of the public. It also attracts members of other professional bodies.

Our Technical Steering Group works towards a simpler and better understood tax system for the public benefit irrespective of whether they are represented or unrepresented in their dealings with the revenue authorities. It responds to consultations from HMRC and HM Treasury. With the ever increasing tax legislation its work continues to grow as does our influence and standing with Government. We do not represent a particular sector or interest group as we strive for a better and fairer system for all.

Our Student Steering Group is responsible for providing an examination on the theory and practice of taxation law and administration, which furthers our educational aims as well as providing entry to membership. During the year 1,808 candidates sat our examination, taking 2,915 papers and achieving 2,246 passes. To help students prepare for our examinations we held training conferences around the UK.

Our open policy means that all those who wish to register with us as students may do so irrespective of their previous academic record. We have been involved with other organisations developing a Higher Level Apprenticeship in Professional Services, which has three streams: tax, management consultancy and audit. Those on the tax stream will take our examination and on completion of the necessary practice requirement in UK taxation may become members.

One of our aims is the provision and development of education and training

The Association's Annual Lunch, held at Ironmongers' Hall on 27 September 2012.

for members and the general public. This encompasses a range of services all of which are focused on the education of all. Conferences are clearly important in this respect, but so is supporting members with the provision of tax books and other technical publications. We ensure that members comply with their CPD obligations, which gives members of the public an assurance that members are up to date with their knowledge of taxation.

Around the UK there are 33 Branches, joint with the CIOT, which provide valuable CPD courses for members, students and the general public. These courses are not just focused on tax topics but include issues that arise or affect tax practices. These courses are exceptional value for money and all are encouraged to attend.

Work is constant towards achieving our charitable aim of producing Taxation Technicians of the highest ethical standards by developing a code of conduct and guidance on their dealings with the revenue authorities and the general public. We set reasonable standards against which our members can be judged. This gives those people who interact with our members in any capacity the comfort that they will be dealt with in a professional manner and the member is adequately qualified to carry out tax work in a competent manner. Should members fall short of these standards independent action can be taken to ensure the integrity of our qualification.

We aim to encourage more students to take our examination and become members. This sounds simple and straightforward, but it entails a great deal of work in raising awareness of the ATT with careers advisers, employers and potential students working in taxation as well as the general public. By encouraging more members we will have a better qualified profession, which will benefit the users of tax agents and the revenue authorities, and will provide us with more resources to respond to HMRC and HM Treasury consultations. More detail of how we achieve public benefit against our objectives can be found in the various Steering Group/Committee Reports in the Annual Report.

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THE WORK OF THE BRANCHES

The Branch network developed - and continues to grow - in response to the need of members to meet at a local level for learning and discussion on matters of taxation. The Association welcomes requests from members and from the general public for additional activities where these would contribute to a better understanding of taxation and the relationship between the tax authorities and the taxpayer. Please contact local branch representatives, the details of which are on the Association's website or can be obtained by contacting Head Office.

The principal responsibility of the Branch network is the provision of high-quality technical training at a reasonable cost. The full programme for 2012-13 was distributed with Tax Adviser in August and is also available on the individual branch pages at www.att.org.uk/Branch+Network which should be checked for amendments and additions. We are now pleased to be able to offer online booking for events. Please take time to visit the website to see what is on offer.

In addition to the regional network there are two specialist branches in the UK. These are for members in Industry and Commerce and for members who work for HMRC. There are also a number of branches which service the needs of members working overseas or advising on overseas taxes: these include the Australasia, Asia Pacific, European, Hong Kong and North America branches.

Branch committees, comprising members of the CIOT and ATT, are drawn from a wide spectrum of tax professionals - accountants, lawyers, and lecturers: in practice, in industry, or in government. Being on the Committee provides members with an opportunity to contribute to the life of the Association and make a positive contribution to the dissemination of tax knowledge in their locality. Branch committees are always pleased to hear from members who wish to contribute in this way.

Furthermore an active contribution at the branch provides an excellent introduction to the Association which is invaluable to those who wish to become involved at a national level.

Under the spotlight

Much of the work undertaken by branch committees takes place behind the scenes.

January 2012 marked the commencement of a 3 year programme to "spotlight" every branch in Tax Adviser to draw out the identities of individual branches.

In addition to putting on seminars and arranging discussion groups activities include formal dinners to promote the branch in the local community and events for younger members.

Scotland branch

The devolution of landfill tax, stamp duty land tax and the top 10% of the income tax charge to the Scottish Parliament has required Scotland Branch to rethink the dual responsibilities of providing member services and responding to new legislation.

Plans were well advanced at the end of the year to deal with this.

Branch development and governance

The growing complexity of the tax system and changes to the way in which practitioners are fulfilling their training needs challenges branches to provide courses which meet the requirements of busy professionals, and where appropriate the public.

In order to assist branches to carry out their functions, in addition to the meetings of Branches at the twice yearly fora and the annual conference, the following steps have been taken to improve branch governance and provide more active leadership:

Revised branch handbook

The handbook provides a comprehensive guide to the running of a branch. It is available by a web-link so that it can be accessed easily by branch committees during meetings or at other times to provide up-to-date advice when required.

Branches Sub-committee

The Branches Sub-committee is a joint committee from Membership and Branches Committee (CIOT) and Member Steering Group (ATT). Its members comprise persons active in the branches all of whom bring with them particular skills, involvement in other CIOT or ATT activities or a relationship with another professional body. It was formed in May 2012.

Its function is to provide leadership on branch development and to form policy on strategic issues such as developments in the examination system, responses to tax policy and consultation, the public interest etc, in order to inform branches on how to prepare programmes for ATTs and CTAs which meets the needs of the practitioner and the user of tax services alike. The group met three times in the year.

Guests at the Merseyside Branch Annual Dinner held in February 2012.

Members and Branch committees

I am very grateful to all those who have served the branches on Association committees nationally and on branch committees locally and to everyone who has contributed to the work of the branches in the last year, however small.

The Branch Network owes a huge debt to the generosity of the volunteers on the Branch Committees and equally importantly their employers. Being part of the local Committee and attending the Branches Forum has allowed many members to build national contacts that are to their own and their firm's professional benefit. My grateful thanks go to all of our dedicated volunteers.

I am grateful to Mary Foley and her team for their support for the branches at Head Office.

Chris Brydone

Chairman Branches Forum and Branches Sub-committee

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2012 EXAMINATION RESULTS

2012 Examinations – May	*Number of candidates*	*Number passing (and pass rate)*
Personal Taxation	537	386 (72%)
Business Taxation & Accounting Principles	400	289 (72%)
Business Compliance	77	71 (91%)
Corporate Taxation	220	192 (87%)
IHT, Trusts and Estates	54	44 (81%)
VAT	38	33 (87%)
E-Assessments: Professional Responsibilities & Ethics and Law	101	203 (50%)

2012 Examinations – November	*Number of candidates*	*Number passing (and pass rate)*
Personal Taxation	570	387 (68%)
Business Taxation & Accounting Principles	507	426 (84%)
Business Compliance	156	147 (94%)
Corporate Taxation	234	170 (73%)
IHT, Trusts and Estates	56	49 (88%)
VAT	66	52 (79%)
E-Assessments: Professional Responsibilities & Ethics and Law	331	165 (50%)

Prizes and medals were awarded as follows:	*May*	*November*
Association Medal (best overall performance)	Sarah Jane Brown	Justyna Anna Kudelska
Ivison Medal (Personal Taxation paper)	Elizabeth Wood	Holly Booker
Jennings Medal (Business Taxation & Accounting Principles paper)	Kelly Louise Ridley	Deepali Patel
Collingwood Medal (Business Compliance paper)	Marianne Katharine Frost	Annabel Anita Jenny Poon
Stary Medal (Corporate Taxation paper)	Robert Alexander McKinney	Victoria Willington
Kimmer Medal (IHT, Trusts & Estates paper)	Richard Owen Nicholas Webb	Eleanor Rachael Milner
Gravestock Medal (VAT paper)	Karen O'Neill	Ell Morris
Johnson Medal (E-Assessments in ethics and law)	Catherine Jane Carlton Roberts	Amjad Ali
LexisNexis Prize (highest total marks when taking all four papers at one sitting)	Meera Patel	Holly Booker

Awards of the President's Medal were made for the May examination sitting to Gethin Peter Hine and to Christopher William Woods, and for the November examination sitting to Izabela Maria Suchomska.

Prizewinners from the 2012 examinations at Glaziers' Hall, March 2013.

THE ROLE AND STRUCTURE OF COUNCIL

There are 20 Council members of which 19 are Elected Members and one nominated by the Chartered Institute of Taxation (CIOT). There is provision within our governing documents for 24 Elected Members and one nominated by the CIOT.

Council's role is simply expressed as to manage the Association. This involves setting and monitoring the implementation of the strategy, setting and reviewing financial performance and managing the risks that the Association may face. The Association is a registered company and a charity, so the Council members are both Directors of the company and Trustees of the charity.

Implementation of the Association's strategy has been delegated to the standing committees, Leadership Team, Member, Student, Technical, Finance and Business Development Steering Groups and the Professional Standards Committee (joint with the CIOT). The Leadership Team, which consists of the President, Deputy President, Vice-President, Treasurer and two past Presidents, has the delegated authority to make decisions between meetings of Council.

Composition of Council at 1 January 2013

President
Yvette Nunn ATT(Fellow) CTA(Fellow) MAAT (2000) (E)

Deputy President
Natalie Miller BA(Hons) ATT(Fellow) CTA(Fellow) (2006) (E)

Vice-President
Michael Steed ATT(Fellow) CTA(Fellow) MAAT (2009) (E)

Honorary Treasurer
Philip Waller ATT CTA FCA (2004) (E)

Council:
Jane Ashton ATT(Fellow) (2005) (E)
Graham Batty BSc (Hons) ATT CTA ACA (2012) (E)
Trevor Blackmur ATT (2010) (E)
*Simon Braidley BA(Hons) ATT(Fellow) (2003) (E)
Jeremy Coker BSc(Hons) ATT CTA FCCA (2008) (E)
Bernard Critchley BSc ATT CTA (2006) (E)
Tracy Easman ATT(Fellow) CTA (2011) (E)
Karen Eckstein LLB(Hons) ATT CTA Solicitor (2008) (E)
Anne Fairpo MA(Oxon) CTA(Fellow) ATT Barrister (2012) (N)
Simon Groom BSc ATT CTA FCA (2003) (E)
Tanya Hiscock ATT MAAT (2009) (E)
Chris Jones BA(Hons) ATT CTA(Fellow) (2006) (E)
Katharine Lindley BEng(Hons) MPhil ATT(Fellow) CTA CFPCM APFS (2011) (E)
*Stuart McKinnon ATT(Fellow) CTA (1999) (E)
Ralph Pettengell ATT FPFS ACII (2006) (E)
*David Stedman ATT(Fellow) (2001) (E)

N – Nominated Member
E – Elected Member
* – Indicates Past President

The year of appointment to Council is shown in brackets.

COMPOSITION OF THE STEERING GROUPS/ COMMITTEES DURING 2012

Leadership Team (previously President's Advisory Committee)	
Chairman: Stuart McKinnon	
Simon Braidley	David Stedman
Natalie Miller	Phil Waller
Yvette Nunn	

Finance Steering Group (previously Finance Advisory Group)	
Chairman: Phil Waller	
Jeremy Coker	Ralph Pettengell
Jean Jesty *	Andrew Shearer *

Technical Steering Group (previously Technical Committee)	
Chairman: Yvette Nunn	
Graham Batty	Jean Jesty *
Trevor Blackmur	Gillian McClenahan *
Ann Elmer *	Brian Palmer *
Margaret Ferguson *	Nicola Ross Martin *
Peter Gravestock *	Michael Steed
Paul Hill *	Stephen Taylor *
Nick James *	John Kimmer (Technical Officer)

Professional Standards Committee (joint with the Institute)	
Chairman: Karen Eckstein	
Eloise Brown *	Julian Nelberg *
Matt Coward *	David Stedman
Tracy Easman	

Member Steering Group (previously Member and Student Services Committee)	
Chairman: Simon Groom	
Anne Anderson *	Steven Holden *
Jane Ashton	Hayley Levene *
Simon Braidley	Katharine Lindley
Ross Burgess *	James McBrearty *
Bernard Critchley	Chris Siddle
Tanya Hiscock	Richard Todd *

Student Steering Group (previously Examination Committee)	
Chairman: Natalie Miller	
Jeremy Coker	David Lynas *
Amanda Fisher *	Sue Short (Chief Examiner) *
Sarah Kay *	

Business Development Steering Group (previously Marketing Committee)	
Chairman: Jane Ashton	
Alex Baulf *	Tracy Easman
Simon Braidley	John Hill *
Nic Byrne *	Trevor Johnson *
Larry Darby *	Chris Jones

Audit Committee (joint with the Institute)
Chairman: Peter Gravestock *
Simon Groom

Representations on committees of the Institute

Officers Group
Stuart McKinnon

Technical Committee
Yvette Nunn

Education Committee
Natalie Miller

Membership & Branches Committee
Yvette Nunn

Finance & General Purposes Committee
Phil Waller

Tax Adviser Sub Committee	
Tanya Hiscock	Jean Jesty *

* Co-opted member

PAST PRESIDENTS AND SECRETARIES, HONORARY MEMBERS AND SENIOR STAFF

List of Past Presidents	*Year*
Roy L Jennings	1989 - 1992
Robin M Ivison	1992 - 1994
Erica F M Stary	1994 - 1995
Peter S Gravestock	1995 - 1997
R Frank Collingwood	1997 - 1999
John M Kimmer	1999 - 2001
Trevor Johnson	2001 - 2002
Anthony D Thomas	2002 - 2003
Andrew N Hubbard	2003 - 2004
Leslie Beckett	2004 - 2005
Jean Jesty	2005 - 2007
J Richard Geldard	2007 - 2008
Annie J Bailey	2008 - 2009
David W Stedman	2009 - 2010
Simon J Braidley	2010 - 2011
Andrew Meeson	2011
Stuart G McKinnon	2011 - 2012

List of Honorary Members	*Year*
Robin M Ivison	1995
Erica F M Stary	1998
Ronald J Ison	2000
John Jeffrey-Cook	2001
Peter S Gravestock	2002
R Frank Collingwood	2002
John M Kimmer	2003
Trevor Johnson	2004
Roy L Jennings	2006
The Rt Hon the Lord Freeman	2007
The Rt Hon the Lord Howe of Aberavon	2007

List of Past Secretaries	*Year*
Malcolm J Gammie	1989 - 1991
Erica F M Stary	1991 - 1992
Bianca M Marsden	1992 - 1994

List of Senior Staff
Executive Director: Andrew R Pickering
Executive Officer: Susan M Fraser
Tax Policy Director: D John Whiting
Director of Member Services & Operations: Mary Foley
Head of Education: Rosalind J Baxter

Financial Statements

The summary financial statements are a précis of the information contained in The Association of Taxation Technicians' Annual Report and Financial Statements for the year ended 31 December 2012. They do not contain sufficient information to allow a full understanding of the results and state of affairs of the Association. For further information, the Annual Report and Financial Statements should be consulted. They can be viewed or downloaded from our website at www.att.org.uk

These summary financial statements have been prepared in accordance with the Companies Act 2006 and applicable accounting standards and were approved by the Council Members on 27 March 2013 and signed on its behalf by S G McKinnon (President), P Waller (Treasurer) and A R Pickering (Executive Director). The Independent Auditor's opinion on the full financial statements was unqualified.

Independent Auditor's statement to the members of the Association of Taxation Technicians

We have examined the summarised financial statements of The Association of Taxation Technicians.

This statement is made solely to the council members, as a body in accordance with the terms of our engagement. Our work has been undertaken so that we might state to the council members those matters we have agreed to state to them in this statement and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's members as a body, for our work, for this statement, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

The council members (as Directors and also the Trustees of the Association) are responsible for preparing the summarised financial statements in accordance with the requirements of section 427 of the Companies Act 2006 and regulations made thereunder and recommendations of the Charities Statement of Recommended Practice.

Our responsibility is to report to you our opinion on the consistency of the summarised financial statements with the full financial statements and trustees' report and its compliance with the relevant requirements of section 427 of the Companies Act and the regulations made thereunder. We also read the other information contained in the summarised annual report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the summarised financial statements.

Basis of opinion

We conducted our work in accordance with Bulletin 2008/3 'The auditors' statement on the summary financial statement' issued by the Auditing Practices Board for use in the United Kingdom. Our report on the full annual financial statements describes the basis of our opinion on those financial statements.

Opinion

In our opinion the summarised financial statements are consistent with the full financial statements and the Trustees' Annual Report of The Association of Taxation Technicians for the year ended 31 December 2012 and complies with the relevant requirements of section 427 of the Companies Act 2006 and regulations made thereunder.

We have not considered the effects of any events between the date on which we signed our report on the full annual financial statements (28 March 2013) and the date of this statement.

PKF (UK) LLP
Statutory Auditor
London, UK

12 April 2013

Summary Statement of Financial Activities for year ended 31 December 2012

	2012 £'000	2011 £'000
Incoming Resources		
Incoming Resources from generating funds	**49**	**68**
Incoming Resources from charitable activities	**1904**	**1698**
Total Incoming Resources	**1953**	**1766**
Resources Expended		
Cost of generating funds	**2**	**1**
Charitable activities	**1604**	**1543**
Governance Costs	**92**	**123**
Total Resources Expended	**1698**	**1667**
Net incoming/(outgoing) resources before other recognised gains and losses	**255**	**99**
(Loss)/gain on investment assets	**55**	**(36)**
Net movement in funds	**310**	**63**
Reconciliation of funds		
Total funds brought forward at 1 January	**1291**	**1228**
Total funds carried forward 31 December	**1601**	**1291**

ANNUAL REVIEW 2012
SUMMARISED FINANCIAL STATEMENTS

Summary Balance Sheet as at 31 December 2012

	2012 £'000	2011 £'000
Fixed Assets		
Investments	**646**	**591**
Total Fixed Assets	**646**	**591**
Current Assets		
Stock	**24**	**21**
Debtors	**67**	**50**
Cash on short term deposits and at bank	**1499**	**1299**
	1590	**1370**
Creditors		
Amount falling due within one year	**(497)**	**(550)**
Net Current Assets	**1093**	**820**
Total assets less current liabilities	**1739**	**1411**
Creditors		
Amounts falling due after more than one year	**(138)**	**(120)**
Net assets	**1601**	**1291**
Income Funds:		
Unrestricted:		
Designated	**1131**	**445**
General	**470**	**846**
Total Funds	**1601**	**1291**

The accounts set out are not the statutory accounts. This is a summary of information relating to the Statement of Financial Activities and the Balance Sheet. The full accounts from which these summary financial statements have been derived have been externally scrutinised by audit. The report by the auditors state that there are no concerns or limitation of scope. The full annual accounts can be obtained from the website of the Association. The annual accounts were approved on 27 March 2013. The Annual report and accounts will be submitted to the Charity Commission.

The summary financial statements do not contain information from the directors' report. The auditors' statement under section 496 of the Companies Act was unqualified. The audit report was unqualified under section 498 (2)(a) or (b) and section 498(3).

The summarised financial statement are consistent with the full annual accounts.

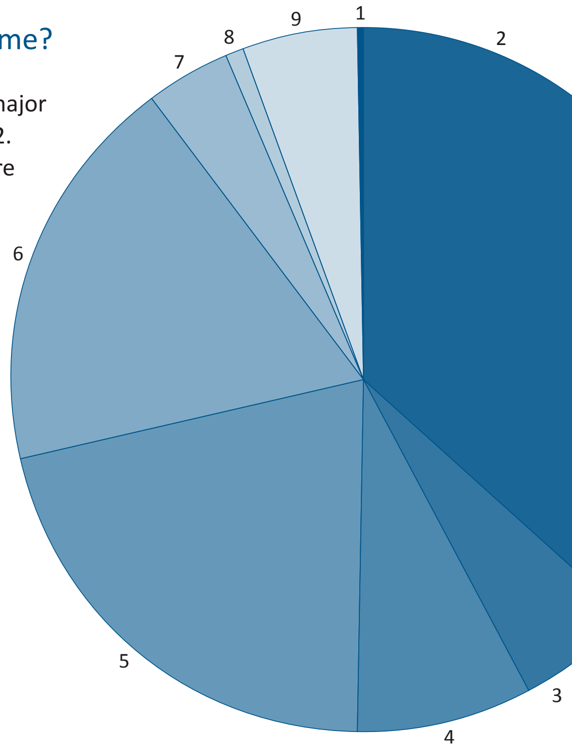
SUMMARISED FINANCIAL STATEMENTS

Expenditure – 2012

		£'000
1	Salary Costs	**624**
2	Accommodation	**96**
3	Support Costs	**134**
4	Membership	**361**
5	Student	**311**
6	Promotional Costs	**65**
7	Grants	**13**
8	Governance Costs	**92**
9	Investment Costs	**2**
	Total	**1698**

How do we spend our income?

The wheel opposite sets out the major categories of expenditure for 2012. The largest category of expenditure continues to be our staff costs which have increased by 4% in a direct comparison with 2011. This is in line with the increased activity which we need to undertake to look after the growing numbers of members and students to ensure that the level of satisfaction that we strive to deliver is maintained. In particular, we aim to continue to provide the publications to you that we know are very much appreciated from your members survey feedback.

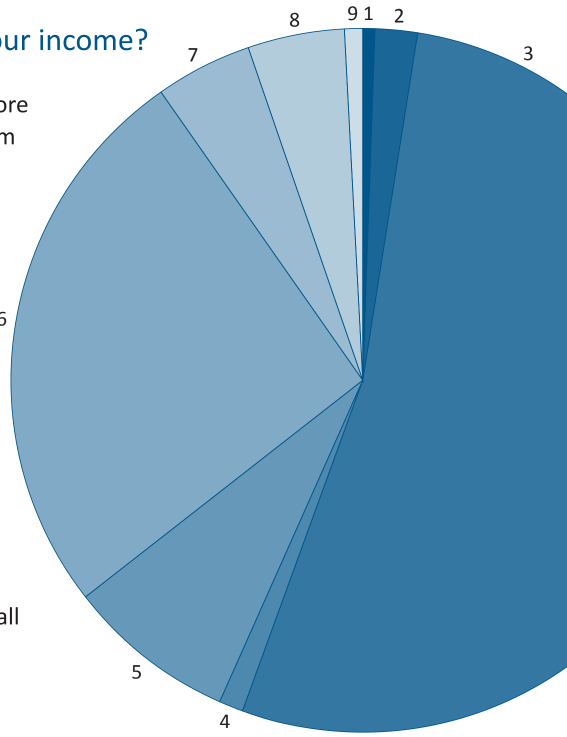


Income – 2012

		£'000
1	Activities for generating funds	**14**
2	Investment Income	**35**
3	Subscription Fees	**1041**
4	Entrance Fees	**19**
5	Student Registration Fees	**151**
6	Examination Fees	**507**
7	Conference Fees	**87**
8	Sale of books and merchandise	**83**
9	Other Income	**16**
	Total	**1953**

From where do we derive our income?

You will see from the chart that more than half of our income comes from your membership subscriptions and a further 35% is derived from registered students, primarily through entrance fees, registration fees and examination entry fees. Indeed, the number of students grew steadily throughout the year and stood at 5,056 at 31 December 2012. In the current economic climate, we are endeavouring to keep our future member and student subscription costs as low as we are able in an effort to help all of you in these difficult times.



BIOGRAPHIES OF COUNCIL MEMBERS

Jane E C Ashton

Age 45. Joined Council in 2005. Jane became a member of the Association in 1993 and is chairman of the Business Development Steering Group. She has also served on the Member and Student Services Committee (now Member Steering Group) since 1996. Jane has worked in various Directorates in the former Inland Revenue and is now working in HMRC's Personal Tax Customer and Strategy Directorate, based in London.

Graham D Batty

Aged 56. Joined Council in 2011. Graham qualified as a Chartered Accountant in 1983, became an Associate of the Institute in 1986, a member of the Association in 2005 and has been a member of the Technical Committee (now Technical Steering Group) since 2003. He is an associate director, specialising in the taxation of charities and other not for profit bodies, with a leading accountancy firm. Graham is a former chairman of both the Leeds and Birmingham branches.

Trevor R Blackmur

Age 52. Joined Council in 2010. Trevor began his career in tax at the end of 2000 with a small local firm, working in personal tax and payroll. He qualified as a member of the Association in May 2005. In 2007 he became a member of the Technical Committee (now Technical Steering Group) and represents it on HMRC's Employment Consultation Forum and the Benefits and Expenses Sub-Group, in addition to various other consultations and workshops as and when necessary. Trevor set up in practice on his own in 2010, continuing to provide taxation and payroll services to individuals, sole traders and small businesses.

Simon J Braidley

Age 49. After graduating from Sheffield, Simon served time with the Inland Revenue and then several international and then smaller accountancy firms before operating his own practice. Simon is now an associate director with Baker Tilly, based in Tunbridge Wells. Simon became an ATT member in 1998 and is a Past President of the Association. He is a former Chairman of Severn Valley Branch and South West Region Branches Co-ordinator. He has chaired the Association's former Member & Student Services Committee. For many years Simon wrote the ATT Editorial pages for Tax Adviser. He now serves on the Business Development and Member Steering Groups

Jeremy Coker

Age 49. Joined Council in 2008. A former chairman of the London Branch and still serves as its Treasurer and ATT branch representative. A member of the Institute's Owner Managed Business Technical Sub-Committee. A member of the Finance and Student Steering Groups. He was awarded the CIOT Certificate of Merit in 2010. Jeremy works in practice with a West End firm of chartered accountants.

Bernard G Critchley

Age 56. Joined Council in 2006. Became a member of the Institute in 1993 and of the Association in 2003. Previously worked with national firms then smaller accountancy firms, he also operated his own practice for seven years. Now working as a Tax Manager with a firm of Chartered Accountants in Dorset. A member of the Member Steering Group and an ATT representative on the Institute's Membership Committee. Also a former registered member in practice, South West Region Branches Coordinator and Past Chairman and Founder Member of Somerset & Dorset Branch.

Tracy A Easman

Age 47. Joined Council in 2011. Became a member of the Association in 1993 and CIOT in 2000. From 2006 to 2012 she was heavily involved with Sussex Branch, including being branch secretary from 2008 to 2012. Since resigning from the branch committee she is now involved in the Joint Branches Sub-Committee. In 2008 she became a member of the Joint

Professional Standards Committee and has been involved in several working parties. She started her own practice in 2003 after working for the former Inland Revenue and two tax consultancy firms in Sussex. In 2012 she became a Fellow of the ATT.

Karen M Eckstein

Age 47. Joined Council in 2008. Became a member of the Institute in 1993 and of the Association in 2008. Chairman of the Joint Professional Standards Committee. Partner in Lake Legal LLP, a firm of solicitors, based in Leeds, advising on tax litigation and tax related professional negligence claims. In 2007 Karen received "highly commended" award for Tax Lawyer of the Year at the LexisNexis Taxation awards and in 2011 the firm was shortlisted for the best tax team in a law firm at the Taxation awards.

Anne Fairpo

Age 46. Nominated member of Council, representing the CIOT. Passed the Associateship exams in 1997. Member of CIOT Council and Vice-President of the CIOT (2012-13); Chairman of CIOT's Education Committee since 2010; former Chairman of London Branch. Anne qualified as a solicitor in 1994. After working in law firms and for KPMG, she was called as a barrister in 2009.

Simon J Groom

Age 50. Joined Council in 2003. Qualified as a chartered accountant in 1987 with Arthur Young and became an Associate of the Institute in 1991 and of the Association in 2003. Since qualifying has been involved with training in some form for the past 25 years and has lectured regularly at Association and Institute student conferences. He is now Director of Tax Training and Professional Development at Tolley, part of LexisNexis, and was involved with the implementation of the new examination structure. He is Chairman of the Member Steering Group and a member of the Audit Committee.

Tanya J Hiscock

Age 36. Tanya joined Council in 2009 having been a member of the Member and Student Services Committee (now member Steering Group) since 2006. Qualified as a member of the Association in 2003. Specialising in Trust Tax at Thomas Eggar LLP, a firm of Solicitors on the South Coast. Tanya is also the ATT representative on the Sussex Branch committee, and sits on the Tax Adviser sub-committee.

Chris G Jones

Age 45. Joined Council in 2006. Qualified as a member of the Association in 1992 and as an associate of the Institute in 1994. Training ATT and CTA students since 1995 and is currently the Board Director at LexisNexis responsible for Tax Markets & Learning. Lectures around the branches and at both ATT and CIOT conferences. Member and past Chairman of the Marketing Committee. Appointed to the Council of the Institute in 2003 and is Chairman of its Conferences Working Party and Stakeholder Audit Working Party.

Katharine S Lindley

Age 39. Joined Council in 2012. Katharine became a member of the Association in 1999 and of the Institute in 2001, and a Fellow of the Association in 2012. She has served on the Association's Member Steering Group (previously Members and Student Services Committee) since 2002. Katharine is a Chartered Financial Planner and Certified Financial Planner and specialises in the provision of strategic financial advice. She has worked at Bestinvest since 2007 where she is a Financial Planning Director, having previously worked in the financial planning teams of PwC and Towers Watson.

Stuart G McKinnon

Age 55. Qualified as a member of the Institute in 1984, joined Council in 1999 and became President in December 2011. Previously Chairman of the Examination and Member and Student Services Committees and various

BIOGRAPHIES OF COUNCIL MEMBERS

working parties. Also former Chairman of the North East Branch. A partner in Baker Tilly based in their Newcastle Upon Tyne office.

Natalie A Miller

Age 49. Natalie has been a member of ATT Council since 2005. She was appointed Vice-President in December 2011 and Deputy President in December 2012. She passed the ATT examinations with a Distinction in 1993 and ATII (as it was then) in 1995. After time in the personal tax departments of KPMG and Ernst & Young in Norwich and Luton, Natalie has worked for PwC in Norwich for the last twelve years in the Tax Knowledge & Innovation Group, where she specialises in personal and trust taxation. She is Chairman of the Student Steering Group. Natalie is also on CIOT Council and is a member of its capital gains tax and investment income technical sub-committee and the exam review working party. She is also a former Chairman of East Anglia Branch.

Yvette E Nunn

Age 47. Joined Council in 2000, appointed Deputy President in December 2011 and as President in December 2012. Became a member of the Association in 1993. Chairman of Birmingham and West Midlands Branch 1997-1999. Joined the Council of the CIOT in 2004 and serves on its Membership Committee. In 2010 she wrote the new on-line handbook giving advice to those setting up their own tax practice. She has served on the Association's Member and Student Services Committee and was Chairman from 2000 to 2004, when she moved across to serve on the Association's Technical Committee (now Taxation Steering Group), which she now serves as Chairman. She set up her own tax practice in 2004 specialising in advising entrepreneurs.

Ralph S Pettengell

Age 52. Joined Council in 2006. Member of the Finance Steering Group. Following the sale of his Financial Advice business, Chambers and Newman, in December 2007, Ralph has continued in the Financial Services Industry and is the Managing Partner of IFA Consulting LLP, a provider of services to Independent Financial Advisers and Financial Service Product Providers and is also a Partner of Trustee Advisory Services LLP. Ralph held senior management roles at the Britannia Building Society and Halifax Building Society's IFA arm. Ralph is very well qualified in the Financial Services Industry attaining the FPFS and the ACII qualification specialising in Pensions, is a Chartered Financial Planner, and holds the Chartered Institute for Securities and Investments ACSI qualification.

David W Stedman

Age 62. Joined Council in 2001. President from July 2009 to July 2010. Became a member of the Association in 1993 and a fellow in March 2011. A past Chairman of the Member and Student Services Committee on which he served for twelve years to July 2010. Currently a member and a previous Chairman of the Joint Professional Standards Committee. Chairman of Sussex Branch for four years from 1999 to 2003. Joined the Inland Revenue after leaving school and then worked for a local accountant until establishing his own general tax practice in 1993.

Michael D Steed

Age 59. Trained and qualified with Coopers and Lybrand (now PwC). He is a Fellow of the CIOT and a member of the AAT. He joined the ATT council in 2009 and also serves on the Taxation Steering Group. Appointed Vice-President from January 2013. Michael has practised in all areas of taxation and specialises in SMEs and indirect taxation. He is now a specialist tax presenter for Kaplan Financial. He was awarded the AAT Past President's Award in 2004 for services to AAT members for his CPD training. Michael is also a CCH tax editor.

Philip Waller

Age 50. Joined Council in 2004. Honorary Treasurer and Chairman of the Finance Steering Group since 2006 and a member of the Institute's Treasurer's Committee. Tax partner with Mazars LLP in the Midlands and has joint responsibility for their Birmingham, Nottingham and Wolverhampton offices. A former Chairman of Leeds Branch and Secretary to the Birmingham and West Midlands Branch.

Executive Director, Andrew R Pickering

Age 63. Joined the Association 1993 as its Deputy Secretary. Appointed Secretary 1994 and Executive Director in 2010. Previously with the Law Society of England and Wales where, over a 25-year period, he held various posts in the Legal Aid, Education and Training and Administration Divisions, gaining considerable experience in all aspects of administration. Past Secretary of the Taxation Disciplinary Board.

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the twenty-fourth Annual General Meeting of members of The Association of Taxation Technicians will be held at One Queen Anne's Gate, London SW1H 9BT on Thursday 11 July 2013 at 4.00 p.m.

Ordinary Business

1. To receive and adopt the Report of the Council for 2012.
2. To receive and adopt the audited Financial Statements of the Association for the year ended 31 December 2012.
3. To re-elect as Members of Council Chris Jones, Katharine Lindley and Natalie Miller who retire under Article 67 of the Memorandum and Articles of Association.
4. To re-elect as Members of Council Trevor Blackmur, Simon Braidley, Tanya Hiscock, Ralph Pettengell and Michael Steed who retire under Article 76 of the Memorandum and Articles of Association.
5. To report that PKF (UK) LLP has resigned as auditor of the Association.
6. To appoint BDO LLP as auditor of the Association.

By order of the Council

Andrew R Pickering
Executive Director
Artillery House
11-19 Artillery Row
London SW1P 1RT

27 March 2013

Notes

a) A person entitled to attend and vote is entitled to appoint a proxy or proxies to attend and on a poll to vote instead of him or her. A proxy must be a member of the Association. A form of proxy is adjacent to this notice for use in connection with the meeting. To be valid a form of proxy must reach the Executive Director of the Association at Artillery House, 11-19 Artillery Row, London SW1P 1RT not later than 48 hours before the time of the meeting.

b) A person who has appointed a proxy may nevertheless attend the meeting and vote, in which case any votes cast by the proxy will be superseded.

PROXY FORM

I .... of ....

being a member of The Association of Taxation Technicians hereby appoint the Chairman of the meeting or .... of .... or failing him ....

of .... each of whom is a member of the Association as my proxy to vote for me on my behalf at the Annual General Meeting of the Association to be held on the 11th day of July 2013 and at any adjournment thereof.

Notes

a) A person entitled to attend and to vote is entitled to appoint a proxy or proxies to attend and on a poll to vote instead of him or her. A proxy must be a member of the Association.

b) A person who has appointed a proxy may nevertheless attend the meeting and vote, in which case any votes cast by the proxy will be superseded.

Item	*For*	*Against*
Report of the Council		
Financial Statements		
Election to Council of Chris Jones, Katharine Lindley and Natalie Miller		
Election to Council of Trevor Blackmur, Simon Braidley, Tanya Hiscock, Ralph Pettengell and Michael Steed		
Appointment of the auditor		

Signed .... Date .... / .... / ....

This form should reach the Executive Director, The Association of Taxation Technicians, 1st Floor, Artillery House, 11-19 Artillery Row, London SW1P 1RT not later than 48 hours before the time of the meeting.