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- PRINT ON ONE SIDE ONLY

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Year ended:

List no:

Head or Main Office:

Website address (if available)

Has the address changed during the year to which the return relates? Yes No (Click the appropriate box)

General Secretary:

Telephone Number:

Contact name for queries regarding completion of this return

Telephone Number:

E-mail:

PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.
Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

The address to which returns and other documents should be sent are:

For Unions based in England and Wales:
Certification Office for Trade Unions and Employers' Associations
22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:
Certification Office for Trade Unions and Employers' Associations
Melrose House, 69a George Street, Edinburgh EH2 2JG

(Revised February 2011)

RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	60	1	0	0	61
FEMALE	844	20	0	4	868
TOTAL	904	21	0	4A	929

Number of members included in totals box 'A' above for whom no home or authorised address is held:

	0
Number of members at end of year contributing to the General Fund	929

OFFICERS IN POST

(see note 12)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

RETURN OF CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		31000
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		31000
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		
	TOTAL INCOME	
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		31635
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	31635
Surplus (deficit) for year		-635
Amount of general fund at beginning of year		2410
Amount of general fund at end of year		1775

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION AND OTHER BODIES		
Other income		
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 3		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 24 and 25)

FUND 4		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 5		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 24 and 25)

FUND 6		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 7		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund	
		£	£
Income	Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total income		
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
	Total expenditure		
	Surplus (deficit) for year		
	Amount of political fund at beginning of year		
	Amount of political fund at the end of year (as Balance Sheet)		
	Number of members at end of year contributing to the political fund		
	Number of members at end of the year not contributing to the political fund		
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

POLITICAL FUND ACCOUNT 2		To be completed by trade unions which act as components of a central trade union	
		£	£
Income	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
	Total other income as specified		
	Total income		
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
	Total expenditure		
	Surplus (deficit) for year		
	Amount held on behalf of trade union political fund at beginning of year		
	Amount remitted to central political fund		
	Amount held on behalf of central political fund at end of year		
	Number of members at end of year contributing to the political fund		
	Number of members at end of the year not contributing to the political fund		
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

		£
Administrative Expenses		
Remuneration and expenses of staff		
Salaries and Wages included in above	£1,285.00	1285
Auditors' fees		
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Meetings, training & travel		1601
Employment relations contract		26659
Membership and other fees		1242
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		31635
Charged to:		
General Fund (Page 3)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Total		31635

BALANCE SHEET as at

31/12/12

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		1775
	Cash at bank and in hand		
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		1775
	TOTAL ASSETS		1775
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		
	TOTAL ASSETS		1775

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year						
Additions						
Disposals						
Revaluation/Transfers						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfers						
At end of year						
Net book value at end of year						
Net book value at end of previous year						

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

		All Funds Except Political Funds £	Political Fund £
QUOTED			
	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)		
	Market Value of Quoted Investment		
UNQUOTED	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	TOTAL UNQUOTED (as Balance Sheet)		
	Market Value of Unquoted Investments		

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<p>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</p>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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If YES name the relevant companies:

COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)

<p>Are the shares which are controlled by the union registered in the names of the union's trustees?</p>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If NO, state the names of the persons in whom the shares controlled by the union are registered.

COMPANY NAME	NAMES OF SHAREHOLDERS

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	31000		31000
From Investments			
Other Income (including increases by revaluation of assets)			
Total Income	31000		31000
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	31635		31635
Funds at beginning of year (including reserves)	2410		2410
Funds at end of year (including reserves)	1775		1775
ASSETS			
Fixed Assets			
Investment Assets			
Other Assets			1775
Total Assets			
LIABILITIES			
Total Liabilities			
NET ASSETS (Total Assets less Total Liabilities)			1775

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

All notes to the accounts must be entered on or attached to this part of the return.

Notes to the financial statements Year ended 31st December 2012

1. Accounting policies

The financial statements have been prepared in accordance with applicable Accounting Standards. A summary of the more important policies, which have been applied consistently, are set out below.

- a) The financial statements have been prepared under the historical cost convention
- b) Credit for subscriptions, investments and other income is taken in the year to which that income relates
- c) Expenditure is charged as incurred and provision made for all known liabilities
- d) The financial statements do not include a cash flow statement because the Union, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements."

2. Sundry debtors

	2012	2011
	£	£
Due from British & Irish Orthoptic Society	1775	2410



ACCOUNTING POLICIES

(see notes 74 and 75)

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Anita McCallum	Chairman's Signature: <u></u>
Name: _____	Name: <u>Lesley-Anne Baxter</u>
Date: <u>5/7/13</u>	Date: <u>5/7/13</u>

CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

We have audited the AR21 of the British Orthoptic Society (Trade Union) for the year ended 31st December 2012 on pages 2 to 20. The AR21 has been prepared under the accounting policies set out on page 18.

This report is made solely to the Union's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Union's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Union and the Union's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of officers and auditors

As explained more fully in the statement of officers' responsibilities, the officers are responsible for the preparation of the financial statements and AR21 and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

We report to you our opinion as to whether the AR21 gives a true and fair view and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. We also report to you if, in our opinion, the AR21 is not consistent with the financial statements, if the Union has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, if the Union has not established and maintained a satisfactory system of control over its accounting records, its cash holdings and all its receipts and remittances, if we have not received proper returns, adequate for our audit, from branches not visited by us and if the AR21 is not in agreement with the accounting records and returns.

Scope of the audit of the AR21

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Executive Committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Trade Union's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

AUDITOR'S REPORT (continued)

Opinion of the AR21

In our opinion the AR21:

- gives a true and view of the state of the Union's affairs as at 31st December 2012 and of its deficit for the year then ended; and
- has been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and the Trade Union and Labour Relations (Consolidation) Act 1992.

RPG Crouch LLP

RPG Crouch Chapman LLP
Chartered Accountants & Statutory Auditors
62 Wilson Street
London EC2A 2BU

Date: 1st July 2013

Signature(s) of auditor or auditors:	<i>N.M. Heath</i> <i>for and on behalf of</i> <i>RPG Crouch LLP</i>	
Name(s):	RPG CROUCH CHAPMAN LLP	
Profession(s) or Calling(s):	Statutory Auditors Chartered Accountants	
Address(es):	62 Wilson Street London EC2A 2BU	
Date:	1 st July 2013	
Contact name and telephone number:	0207 7820 007 N.M. Heath Senior Statutory Auditor	

N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.

EVERY TRADE UNION IS REQUIRED BY LAW TO COMPLETE THIS RETURN. THE REFUSAL OR WILFUL NEGLIGENCE TO PERFORM THIS DUTY IS A CRIMINAL OFFENCE.

GUIDANCE ON COMPLETION

PLEASE READ THESE NOTES CAREFULLY AS YOU COMPLETE THE FORM. IF YOU ARE UNSURE ABOUT ANY ASPECT OF THE FORM PLEASE CONTACT THE CERTIFICATION OFFICE FOR ADVICE.

GENERAL

1. Unless the union has been authorised to make its annual return to another date, this return must be made to 31 December and sent to the Certification Officer as soon as possible, **and at any event before 1 June.**
2. As long as the period is the same and there is no reduction in the amount of information supplied, a union incorporated under the Companies Act may submit with the return a copy of its accounts prepared under the Companies Act providing pages 1,2,9,11,16,17,19,20 and 21 of the return are completed. Where the Companies Act return does not provide all the information sought in this return the additional information should be provided as appropriate. A separate Auditor's Report must always nevertheless be provided and signed on pages 20 and 21 of the return. The summary sheet on page 17 must also be completed.
3. The accounts must, in accordance with the Act, give a true and fair view of the matters to which they relate.
4. The accounts and AR21 of a trade union working through branches (i.e. not a federation of autonomous bodies) should include the transactions, assets and liabilities of **all the branches.**
5. Any negative values should be clearly indicated by placing the entry in brackets.
6. Where the space in any account of analysis is insufficient a separate sheet of paper should be attached to the appropriate page to provide the additional space.
7. The summary sheet on page 17 **must** be completed.
8. A copy of the rules in force at the end of the year to which this return relates must be submitted with this form even if the rules have not yet been altered since the previous rule book was submitted. This is a statutory requirement and the Certification Officer has no authority to waive this provision.
9. Please print this form single-sided only. Do not staple the pages.

GUIDANCE ON COMPLETION OF RETURN OF MEMBERS AND OFFICERS (PAGE 2)

10. The figure required is for **all members** and includes classes of members who may not pay contributions but who are members under the rules.
11. Authorised address means the members home address or any other address, which the member has requested the trade union in writing to treat as his/her postal address.
12. The Act defines officer as including any member of the governing body of the union and any trustee of any fund applicable for the purposes of the union.

GUIDANCE ON COMPLETION OF GENERAL FUND

13. If separate funds are maintained in respect of particular benefits or objects of the union (including any political fund) pages 6 to 8 should be completed in respect of those funds and the contributions, benefits, etc. appropriate to those funds excluded from the General Fund.
14. Please give details of all other income (income which is not from members or investments) including from "Federations" and other bodies on page 4. Amounts received in respect of transfers of engagements of other unions should be included in other income.
15. The figure for investment income must be the total of income from investments listed at page 12 and credited to this fund.
16. Expenditure on benefits to members must include all monies paid under the expenditure headings listed at page 5.
17. Expenditure on administrative expenses must include all expenditure not included under "benefit expenditure" or expenditure on "Federation and other bodies".
18. Amount of fund at beginning of year: In all cases where this figure is not identical to the "end of year" figure given on the previous years return an explanation must be provided.

**GUIDANCE ON COMPLETION OF FEDERATION AND OTHER BODIES AND
"OTHER INCOME" ANALYSIS (PAGE 4)**

19. Please list here details and amounts of any income included as "Federation and other bodies" at page 3.
20. Please list here details and amount of any income included as "other income" at page 3.

Examples of other income which may be listed here are:

- Profit on sale of fixed assets/investments
- Transfer from other funds
- Refunds of tax/VAT
- Commission and income from sales of publications, etc.
- Amounts received in respect of transfers of engagements of other unions

**GUIDANCE ON COMPLETION OF ANALYSIS OF BENEFIT EXPENDITURE
(PAGE 5)**

21. The total should agree with the figure quoted in General Fund (page 3) and exclude those funds shown on pages 6 to 8.
22. The benefit expenditure should be allocated to the following headings:

Representation – Employment Related Issues

This heading covers the costs incurred in the provision of professional, medical and legal advice in the representation of **individual** cases.

Representation – Non Employment Related Issues

This heading covers the costs incurred in the provision of professional, medical and legal advice in the representation of **individual** cases.

Communications

This heading covers the costs incurred in the provision of such items as Magazines, Journals, Newsletters, Internet, Diaries, Publications.

Advisory Services

This heading includes Telephone Help Lines, Financial, Superannuation and Tax Advice, Stress Counselling.

Dispute Benefits

Other cash Payments

This heading includes welfare, hardship, educational grants where entitlement is determined at the discretion of a committee/individual within set guidelines. The heading also includes unemployment, sickness, accident benefits, etc. and related insurance premiums where entitlement is established by a set of pre-determined and published conditions.

Education and Training Services

Negotiated Discount Schemes

This heading includes any costs involved in the provision of discount services e.g. Countdown, Motor Services, Holiday/Travel Schemes, Loans, Mortgages, Wills.

Salary Costs

This heading includes the salary costs, where they can be identified, of staff involved in the provision of benefits to members but where not included in above.

Other Benefits and Grants

This heading includes any other benefits and grants not listed above.

23. The cost of overheads, other than identifiable staff costs, should not be included in this analysis.

GUIDANCE ON COMPLETION OF FUNDS OTHER THAN GENERAL FUND

(PAGES 6-8)

24. If separate funds are maintained in respect of particular benefits or objects of the union (excluding any political fund) pages 6-8 should be completed as required in respect of those funds and the contributions, benefits, etc. appropriate to those funds excluded from the General Fund.
25. If you require more space for more funds please copy a blank sheet and attach as an additional sheet.

GUIDANCE ON COMPLETING POLITICAL FUND ACCOUNTS

(PAGE 9)

26. A trade union can include the furtherance of political objects amount its objects providing it has adopted political fund rules through a ballot approving a resolution allowing expenditure on such objects. Those rules must be approved by the Certification Officer, as must the rules governing ballots approving these objects.
27. Where a union has expenditure or income which relates to its Political Fund the amounts should be itemised here and excluded from other accounts including analysis of administrative expenses at page 10.
28. Other income should include Political Funds income received in respect of transfers of engagements of other unions.
29. Most unions with political funds will only need to complete 'Political Fund 1'. However, where a union is affiliated to another trade union and collects political fund contributions on behalf of that union 'Political Fund 2' must be completed.

30. Expenditure can be made from the political fund account on non-political objects, and to other funds of the union.
31. Three sets of membership figures are required: the total number of members contributing to the Political Fund; the total number of members not contributing to the Political Fund (this will include those who are not required to contribute, those who have completed exemption notices and those in Northern Ireland who are not required to contribute to the Political Fund); and the total number of members who have completed exemption forms to opt out of contributing to the Political Fund.
The number of members at end of year contributing to the political fund added to the number of members at end of year not contributing to the political fund should sum to the total number of members at end of the year reported on page 2 (see notes 10 and 11).

GUIDANCE ON COMPLETION OF ANALYSIS OF ADMINISTRATION EXPENSES
(PAGE 10)

32. "Remuneration and Expenses of Staff" should include salaries and wages, expenses, accrued holiday pay, redundancy pay, other termination payments, national insurance, and all pension/superannuation contributions.
33. "Occupancy Costs" should include rents paid, rates, insurance, gas, electricity, water, fuel, general repairs and renewals.

OFFICIALS' SALARIES AND BENEFITS
(PAGE 11)

34. The positions concerned are those of president, general secretary and each member of the executive.
35. Details are to be provided of salary and all other benefits paid from trade union funds.
36. For the purpose of this return benefits are:
- a. those designated as "taxable" benefits by the Inland Revenue.
 - b. pension/superannuation arrangements (see Notes 39-43).
 - c. redundancy and other termination payments (see Note 44).
37. Information is required of individual benefits with a value in excess of £100 in one accounting period.
38. If salaries and benefits are not paid in respect of the president, general secretary or member of the executive committee a nil return is required.

Pension Contributions

39. Where contributions are paid from union funds into a defined contributions scheme in relation to the officials identified at Note 34, the amounts must be declared.
40. If the union operates a defined benefits scheme in relation to the officials at Note 34 please contact the Certification Office for advice on how such benefits should be recorded.
41. Where life assurance protection is included in the pension scheme the figure inserted in the pension column should include any additional contribution paid in respect of this cover.
42. Where life assurance protection is provided through an arrangement separate from the pension scheme the figure paid in respect of this cover should be included in the "Benefits" column and the description column should be annotated to this effect.

43. Some pension schemes operate an opt out clause from the State Earnings Related Pensions Scheme (SERPS). The level of employer's national insurance contributions reflect whether the scheme provides a benefit in place of part of the state benefit scheme or are paid a benefit in addition to the state benefit. It is important therefore that the correct figure for employer's national insurance contribution is provided.

Redundancy And Termination Payments

44. These are payments or other benefits (including payments of salary, or in lieu of salary) made to an officer mentioned in Note 34 in connection with the termination of his/her office. Where the payment or other benefit is provided at or about the same time as the termination, or in the financial year covered by the return, the full value should be shown. If the payment or other benefit is not fully provided in that year, a description of the payment or other benefit to be provided for future years should also be shown. The cost associated with such commitments need not be shown in subsequent years in this table.

GUIDANCE ON COMPLETION OF ANALYSIS OF INVESTMENT INCOME (PAGE 12)

45. Income from Unit Trusts and Investment Trusts should be included as dividends from equities.
46. Income from Government Securities includes interest paid on Government Stock and money deposited in Government Securities.

GUIDANCE ON COMPLETION OF BALANCE SHEET (PAGE 13)

47. Fixed assets should be included as at page 14.
48. Investments should be quoted as at page 15.
49. The following should be shown as a note to the accounts, if not otherwise indicated:
- a. particulars of any monies owing to the union in respect of loans (including overdrafts) which are secured on the assets of the union;
 - b. the general nature of any contingent liability not provided for and, where practicable, the estimated amount of the contingent liability, if it is material;
 - c. where practicable, the aggregate amount or estimated amount if it is material, of:
 - i. contracts for capital expenditure, so far as not provided for; and
 - ii. capital expenditure authorised by the governing body of the union which has not been contracted for;
 - d. if the amounts at which any fixed assets are shown are arrived at by reference to a valuation;
 - i. the years (so far as they are known to the governing body of the union) in which the assets were separately valued and the separate values, and
 - ii. in the case of assets that have been valued during the financial year, the names of the persons who valued them or particulars of their qualifications for doing so and (whichever is stated) the basis of valuation used by them.
50. Revaluation reserve: where there is an increase in the value of this fund compared to the previous year this should be shown in the "other income" category on the Summary Sheet on

page 17. Likewise any decrease should be shown in the "total expenditure" category on the Summary Sheet.

GUIDANCE ON COMPLETION OF FIXED ASSETS ACCOUNT
(PAGE 14)

51. Any amount, if material, set aside to provisions other than provisions for depreciation, renewals or diminution in value of assets should be shown separately. Similarly, any amount, if material, which had been set aside for such provisions, but which is no longer required for those provisions should also be shown separately.
52. Any amount charged to revenue to provide for renewal of fixed assets should be shown separately, whether or not any amount is also charged to provide for depreciation or diminution in value of those assets.
53. If depreciation or replacement of fixed assets is provided for by some method other than a depreciation charge or provision for renewals, the method by which it is provided should be stated by way of a note if not otherwise shown. If no provision is made, this should also be shown as a separate note.
54. Under "Costs or Valuation" in the Fixed Assets Account there should be entered the cost of acquisition or, if an asset stands in the union's books at a valuation, the amount of the valuation. If in respect of any asset the figures relating to the period before the end of the financial year covered by the return cannot be obtained without unreasonable expense or delay the net amount at which the asset stood at that date may be entered with an explanatory note. Where assets are entered at a valuation the headings should be amplified or amended as appropriate.
55. The following should be shown as notes to the accounts, if not otherwise indicated. If the amounts at which fixed assets are shown are arrived at by reference to a valuation;
 - a. the years (so far as they are known to the governing body of the union) in which the assets were separately valued and the separate values, and
 - b. in the cases of assets that have been valued during the financial year, the names of the persons who valued them or particulars of their qualifications for doing so and (whichever is stated) the bases of the valuation used by them.

GUIDANCE ON COMPLETION OF ANALYSIS OF INVESTMENTS
(PAGE 15)

56. The market value of investments should be stated where these are different from the figures quoted on the balance sheet.
57. Where a trade union wholly owns or has a controlling interest in a company, information should be provided on page 16.

GUIDANCE ON COMPLETION OF ANALYSIS OF INVESTMENT
(CONTROLLING INTERESTS)
(PAGE 16)

58. State the names and company registration numbers of all relevant companies in which the union has a controlling interest. Companies limited by both guarantee and otherwise should be shown.
59. The questions about shareholdings are not relevant in the case of companies limited by guarantee.

GUIDANCE ON COMPLETION OF SUMMARY SHEET
(PAGE 17)

60. The summary sheet is intended to assist in providing a simplified overview of the financial position of the organisation. It will primarily be used as the source for the information in the Certification Officer's annual report, and as a source for comparative year-on-year analysis. It does not replace any information required in the annual return which must be completed in full.
61. The figures in the summary report must agree with the figures presented elsewhere in the annual return.
62. In order for the figures on the Summary Sheet to balance the following must be correct:
- i. Funds at beginning of year + Total income – Total expenditure = Funds at end of year
 - ii. Total Assets – Total Liabilities = Net Assets
 - iii. Funds at end of year = Net Assets
63. The "Total Income" figure for each set of funds must be the sum of the sources of income set out on the Summary Sheet. It should incorporate any increase by revaluation of assets, as noted in the Balance Sheet on page 13 (see also Notes 50 and 64).
64. The "Other Income" heading should be used to account for income received from sources other than members and investments, including recognised gains. Recognised gains include revaluation of assets and other changes in the value of assets which are not offset by an equal change in liabilities.
65. Under "Expenditure" include any decreases noted in the revaluation reserve on page 13 (the Balance Sheet).
66. "All Funds Other Than Political Funds" must include the General Fund on page 3 and any other funds referred to on pages 6 to 8 or any pages supplementary to them. The figures entered in this column must match those on pages 3 and 6-8.
67. "Political Funds" figures (if any) must match the figures entered on page 9.
68. "Funds at Beginning of Year" will be the sum of those funds reported in the previous return to this Office, plus or minus any adjustments made subsequently. For unions for which this is the first return, this figure will be the sum of those funds held by the union at the beginning of the period covered by this return.
69. The "Funds At End of Year" figure must be the sum of "Total Income" and "Funds At Beginning of Year" less "Total Expenditure".
70. The "Total Assets" figure must be the total of: "Fixed Assets", "Investment Assets" and "Other Assets" (the figures entered above it).
71. "Liabilities" must be the total of "Total Assets" less "Funds At End of Year".

GUIDANCE ON COMPLETION OF "NOTES TO THE ACCOUNTS"

(PAGE 18)

72. There should, if it is not otherwise shown, be stated by way of note to the accounts every material respect in which items shown in the accounts are affected:
- a. by transactions of an exceptional or non-recurrent nature including any transfer of funds pursuant to an order of the Certification Officer under Section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992; or arising from, or in consequence of, a complaint made to the Certification Officer under that section, or

b. by any change in the basis of accounting.

73. The following should be shown as a note to the accounts, if not otherwise indicated:

- a. particulars of any monies owing by the union in respect of loans (including overdrafts) which are secured on the assets of the union;
- b. the general nature of any contingent liability not provided for and, where practicable, the estimated amount of the contingent liability, if it is material;
- c. where practicable, the aggregated amount or estimated amount if it is material, of;
 - i. contracts for capital expenditure, so far as not provided for, and
 - ii. capital expenditure authorised by the governing body of the union which has not been contracted for;
- d. if the amounts at which any fixed assets are shown are arrived at by reference to a valuation;
 - i. the years (so far as they are known to the governing body of the union) in which the assets were separately valued and the separate values; and
 - ii. in the cases of assets that have been valued during the financial year, the names of the persons who valued them or particulars of their qualifications for doing so and (whichever is stated) the bases of valuation used by them.

GUIDANCE ON ACCOUNTING POLICIES

(PAGE 19)

74. The accounting policies followed for dealing with items which are judged material in determining the surplus or deficit for the year and in stating the financial position must be shown here.
75. Accounting policies mainly comprise of the specific accounting bases selected by the governing body of the union, and consistently followed, for determining the accounting periods in which income and costs shall be recognised in the revenue accounts and for determining the amounts which material items should be stated in the Balance Sheet.

SIGNATURES TO THE ANNUAL RETURN

(PAGE 19)

76. The return must be signed by two officers of the union who normally should be the Secretary and the Chairman (a person should not sign in more than one capacity).
77. The return must be professionally audited and signed on page 21 (see note 84 for the only cases where lay auditors can be used).

CHECK LIST NOTES

(PAGE 19)

78. A copy of the rules in force at the end of the period to which the return relates must be provided, even where there have been no changes to the rules since the last return was made. This is a statutory requirement. The Certification Officer has no power to waive this provision.
79. **The form should be submitted on single-sided paper with no staples.**

STATEMENT TO MEMBERS

80. The union must provide members with a statement containing certain financial and other information within eight weeks of the submission of the return to this office. As soon as practicable following this a copy of the statement must be forwarded to the Certification Officer. Some unions find it practical to submit the statement at the same time as the return. Further details regarding what the statement is statutorily required to contain can be obtained from this office - telephone number 020 7210 3734. The return must be submitted to the Certification Officer by the statutory date whether or not the members statement is available to be submitted at the same time.

AUDITORS
(PAGES 20 & 21)

81. A trade union shall in respect of each accounting period appoint an auditor or auditors to audit the accounts contained in the annual return. A person is not qualified to be the auditor or one of the auditors unless he is eligible for appointment as a company auditor under section 25 of the Companies Act 1989.
82. Two or more persons who are not qualified may act as auditors of a trade union in respect of an accounting period if:
- a. the receipts and payments in respect of the union's last preceding accounting period did not in the aggregate exceed £5,000;
 - b. the number of its members at the end of that period did not exceed 500;
 - c. the value of its assets at the end of that period did not in the aggregate exceed £5,000, and
 - d. they are not officers or employees of the union.

Note: The above requirements in respect of lay auditors is a statutory provision of the 1992 Act. The Certification Officer has no powers to amend any aspect of the above.

AUDITOR'S REPORT

83. **Section 36 of the 1992 Act provides as follows:**

36. Auditors' report

(1) *The auditor or auditors of a trade union shall make a report to it on the accounts audited by him or them and contained in its annual return.*

(1A) *The report shall state the names of, and be signed by, the auditor or auditors.*

(2) *The report shall state whether, in the opinion of the auditor or auditors, the accounts give a true and fair view of the matters to which they relate.*

(3) *It is the duty of the auditor or auditors in preparing their report to carry out such investigations as will enable them to form an opinion as to –*

(a) whether the trade union has kept proper accounting records in accordance with the requirements of section 28.

(b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section, and

(c) whether the accounts to which the report relates agree with the accounting records.

(4) *If in the opinion of the auditor or auditors the trade union has failed to comply with section 28, or if the accounts do not agree with the accounting records, the auditor or auditors shall state that fact in the report.*

(5) *Any reference in this section to signature by an auditor is, where the office of auditor is held by a body corporate or partnership, to signature in the name of the body corporate or partnership by an individual authorised to sign on its behalf.*

Section 28 of the 1992 Act provides as follows:

28. Duty to keep accounting records

- (1) A trade union shall –
- (a) cause to be kept proper accounting records with respect to its transactions and its assets and liabilities, and
 - (b) establish and maintain a satisfactory system of control of its accounting records, its cash holdings and all its receipts and remittances.
- (2) Proper accounting records shall not be taken to be kept with respect to the matters mentioned in subsection (1)(a) unless there are kept such records as are necessary to give a true and fair view of the state of the affairs of the trade union and to explain its transactions.

Section 32(3)(a) of the 1992 Act provides as follows:

32. Annual return

- (3) The annual return shall contain –
- (a) the following accounts –
 - (i) revenue accounts indicating the income and expenditure of the trade union for the period to which the return relates,
 - (ii) a balance sheet as at the end of that period, and
 - (iii) such other accounts as the Certification Officer may require,each of which must give a true and fair view of the matters to which it relates,
 - (aa) ...
 - (b) a copy of the report made by the auditor or auditors of the trade union on those accounts and such other documents relating to those accounts and such further particulars as the Certification Officer may require

84. It is the practice of most professional auditors to prepare a full set of annual accounts for the union under the current standards of their professional bodies. It is then common for the appropriate figures to be transposed from those accounts into the AR21 to create the accounts required by section 32(3) of the 1992 Act. The Certification Officer approves this practise, in as much as it results in compliance with the 1992 Act. In particular, the Certification Officer accepts that figures so transposed to create the required accounts in the AR21 will give a true and fair view of the matters to which they relate for the purposes of section 36(2) of the 1992 Act.
85. All auditors must prepare an audit report for the union (section 36(1) of the 1992 Act). A copy of that audit report must form part of the AR21 (section 32(3)(b)). Auditors qualified under the Companies Act normally reproduce or attach to the AR21 a copy of the audit report contained in the full set of annual accounts it has prepared for the union. The Certification Officer approves this practice. Alternatively, auditors should set out in their report the basis on which the audit has been conducted.
86. Auditors are required to sign the form at the place provided.

SPECIAL REGISTER BODIES

87. A Special Register Body which is incorporated may submit with its return a copy of the accounts prepared under the Companies Act providing that pages 1, 2, 9, 11, 16, 17, 18, 19, 20 and 21 of the return are completed and there is no reduction in the amount of information supplied. Where the Companies Act return does not provide all the information sought in this return the additional information should be provided in the appropriate pages of the form. Signatures must always be provided on page 19, a separate Auditor's Report with signature must always be provided on pages 20 and 21 of the return and the Summary Sheet on page 17 must also be completed. Auditors are required to sign the form at the place provided, certifying that the Audit Report

complies with the requirements of section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.