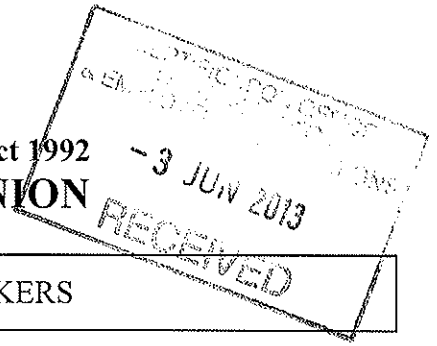


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- PRINT ON ONE SIDE ONLY

# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992  
ANNUAL RETURN FOR A TRADE UNION



Name of Trade Union:

BAKERS, FOOD & ALLIED WORKERS

Year ended:

31<sup>ST</sup> DECEMBER 2012

List no:

55T

Head or Main Office:

STANBOROUGH HOUSE  
GREAT NORTH ROAD  
STANBOROUGH  
WELWYN GARDEN CITY  
HERTFORDSHIRE AL8 7TA

Website address (if available):

[www.bfawu.org](http://www.bfawu.org)

Has the address changed during the year to which the return relates?

Yes

No

*(Click the appropriate box)*

General Secretary:

RONNIE DRAPER

Telephone Number:

01707 260150

Contact name for queries regarding the completion of this return:

ADRIAN STEWART

Telephone Number:

01707 260150

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  
22<sup>nd</sup> 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					
FEMALE					
<b>TOTAL</b>	20,441	637	360		<b>A 21,438</b>

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

21,078
--------

## 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
EC member Region 3	Mr D Murdoch	Mr R Wainwright	12 June 2012
EC member Region 4	Mr S Farrelly	Mrs J Owens	12 June 2012
EC member Region 5	Ms M French	Ms L Dinning	12 June 2012
EC member Region 5	Mr K Flood	Mr M McHugh	12 June 2012
EC member Region 6	Mr E Burke	Mr D Byrne	12 June 2012
Female Rep	Ms V Carr	Ms H England	12 June 2012
Youth Rep	(N/A – new position)	Ms R Mullen	12 June 2012

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

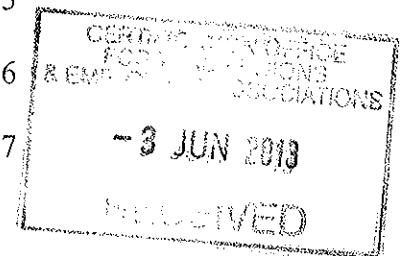
No

If yes, state the number of affiliated unions:

and names:

**BAKERS, FOOD & ALLIED WORKERS' UNION  
OFFICIALS AT 31<sup>ST</sup> DECEMBER 2012**

<b>Name</b>	<b>Position</b>	<b>Location</b>
Mr R Draper	General Secretary	-
Mr I Hodson	National President	-
Ms H England	Executive Council member	Female Rep
Ms R Mullen	Executive Council member	Youth Rep
Mr N Grazette	Executive Council member	Region 1
Mr C John	Executive Council member	Region 1
Mr J Newman	Executive Council member	Region 2
Mr J Moore	Executive Council member	Region 2
Ms J Barnwell	Executive Council member	Region 3
Mr G Purewal	Executive Council member	Region 3
Mr R Wainwright	Executive Council member	Region 3
Mr J Fox	Executive Council member	Region 4
Mrs J Owens	Executive Council member	Region 4
Mr J Fitzpatrick	Executive Council member	Region 4
Ms P McCarthy	Executive Council member	Region 5
Mr J Knapper	Executive Council member	Region 5
Ms L Dinning	Executive Council member	Region 5
Mr M McHugh	Executive Council member	Region 5
Mr D Byrne	Executive Council member	Region 6
Mr N Mullen	Executive Council member	Region 7



# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		2,603,216
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		2,603,216
<b>Investment income (as at page 12)</b>		3,841
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	363,149	
<b>Total of other income (as at page 4)</b>		363,149
		<b>TOTAL INCOME</b>
		2,970,206
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		279,708
<b>Administrative expenses (as at page 10)</b>		2,602,988
<b>Federation and other bodies (specify)</b>		
IUF, UITA, IUL and EFFATT	30,375	
GFTU	19,712	
TUC	55,371	
Sundry affiliations	5,007	
Irish Union	<u>103,832</u>	
<b>Total expenditure Federation and other bodies</b>		214,297
<b>Taxation</b>		0
		<b>TOTAL EXPENDITURE</b>
		3,096,993
		Surplus (deficit) for year
		(126,787)
		Amount of general fund at beginning of year
		£896,197
		Amount of general fund at end of year
		£769,410

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
<b>Other income</b>		
Political Fund administration charge	20,000	
Sundry commissions	3,975	
VAT recoveries	50,219	
CCFA receipts	224,762	
Fee sharing with solicitors	52,125	
Foreign exchange gains/(losses)	(984)	
Profit on disposal of motor vehicles	13,052	
<b>TOTAL OTHER INCOME</b>		363,149
<b>TOTAL OF ALL OTHER INCOME</b>		363,149

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	47,782	<b>brought forward</b>	155,535
		Education and Training services	
		Shop steward and other courses	48,488
		Health and safety education	17,700
Representation – Non Employment Related Issues	67,242	Negotiated Discount Services	
Communications Foodworker	40,511	Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits		Funeral grants	4,275
		Unemployment benefits	-
		Sundry grants	3,812
		Free card grants	2,250
		Sickness benefits	47,648
Other Cash Payments			
<b>carried forward</b>	155,535	<b>Total (should agree with figure in General Fund)</b>	279,708

(See notes 24 and 25)

<b>FUND 2</b>		<b>Fund Account</b>	
<b>Name:</b>	<b>BENEVOLENT FUND</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		5,268
	Investment income (as at page 12)		-
	Other income - Donations		6
		<b>Total other income as specified</b>	
		<b>Total Income</b>	5,274
<b>Expenditure</b>			
	Benefits to members		
	Benevolent grants		3,305
	Conference guests		830
	Administrative expenses and other expenditure (as at page 10)		996
		<b>Total Expenditure</b>	5,131
		<b>Surplus (Deficit) for the year</b>	143
		<b>Amount of fund at beginning of year</b>	19,255
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	19,398
		<b>Number of members contributing at end of year</b>	5,364

<b>FUND 3</b>		<b>Fund Account</b>	
<b>Name:</b>	<b>SOCIAL FUND</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Donations	816	
	Sundry income	-	
		<b>Total other income as specified</b>	816
		<b>Total Income</b>	816
<b>Expenditure</b>			
	Benefits to members		696
	Administrative expenses and other expenditure (as at page 10)		815
		<b>Total Expenditure</b>	1,511
		<b>Surplus (Deficit) for the year</b>	(695)
		<b>Amount of fund at beginning of year</b>	2,667
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	1,972
		<b>Number of members contributing at end of year</b>	0

(See notes 24 and 25)

<b>FUND 4</b>		<b>Fund Account</b>	
<b>Name:</b>	<b>PENSION FUND</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		528,000
	<b>Total Expenditure</b>		528,000
	<b>Surplus (Deficit) for the year</b>		(528,000)
	<b>Amount of fund at beginning of year</b>		(2,664,000)
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		(3,192,000)
	<b>Number of members contributing at end of year</b>		0

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





(see notes 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>		
		£	£	
<b>Income</b>	Members contributions and levies		79,374	
	Investment income (as at page 12)			
	Other income (specify)			
	Total other income as specified			
	Total income		79,374	
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Contributions to Labour parties, election funds etc.		17,472	
	Administration expenses in connection with political objects (specify)			
	Conference expenses		6,986	
	Ballot		-	
	Collections, commissions etc		6,086	
	Sundry expenses		43,415	
	Non-political expenditure			
		Total expenditure		73,959
		Surplus (deficit) for year		5,415
	Amount of political fund at beginning of year		24,213	
	Amount of political fund at the end of year (as Balance Sheet)		29,628	
	Number of members at end of year contributing to the political fund		20,441	
	Number of members at end of the year not contributing to the political fund		997	
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		0	

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>		
		£	£	
<b>Income</b>	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			
<b>Expenditure</b>	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)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		1,251,756
Salaries and Wages included in above	£964,953	
Movement in Defined Benefit Pension liability		528,000
Auditors' and accountancy fees		44,221
Legal and Professional fees		101,939
Occupancy costs		143,109
Stationery, printing, postage, telephone, etc.		97,337
Expenses of Executive Committee (Head Office)		362,189
Expenses of conferences		64,190
Other administrative expenses (specify)		
Computer expenses		122,077
Branch secretaries expenses		107,581
Collections commission		92,799
Union Modernisation Fund Projects		-
Office cleaning and sundries (including Benevolent and Social Fund)		24,812
Promotion		9,767
Professional services		2,681
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		15,352
Depreciation and loss on disposal of assets		49,398
Taxation		
Other outgoings (specify)		
VAT on above expenses		115,591
<b>Total</b>		<b>£3,132,799</b>
Charged to:	General Fund (Page 3)	2,602,988
	Benevolent Fund (Fund 2)	996
	Social Fund (Fund 3)	815
	Pension Fund (Fund 4)	528,000
<b>Total</b>		<b>£3,132,799</b>

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contributions £	Other Benefits		
				Description	Value £	
General Secretary	44,601	5,141	6,782	Car Medical	7,457 60	64,041
National President	44,601	5,141	6,782	Car Medical	5,451 60	62,035
<b>Members of Executive committee:</b>						
N Mullen	348					348
E Burke	409					409
J Fitzpatrick	300					300
N Grazette	120					120



# BALANCE SHEET as at 31/12/2012

(see notes 47 to 50)

Previous Year		£	£
149,105	<b>Fixed Assets</b> (at page 14)		145,537
	<b>Investments</b> (as per analysis on page 15)		
894,172	Quoted (Market value £ 951,129)		895,511
300	Unquoted		300
1,043,577	<b>Total Investments and Fixed Assets</b>		1,043,577
	<b>Other Assets</b>		
	Loans to other trade unions		
408,104	Sundry debtors		584,961
329,640	Cash at bank and in hand		102,280
	Stocks of goods		
168,402	Others (specify): Contributions receivable	279,987	
	<b>Total of other assets</b>		279,987
1,949,723	<b>TOTAL ASSETS</b>		2,008,576
896,197	General Fund (Account 1)		769,410
19,255	Benevolent Fund (Fund 2)		19,398
2,667	Social Fund (Fund 3)		1,972
(2,664,000)	Pension Fund (Fund 4)		(3,192,000)
<u>24,213</u>	Political Fund (Account 1)		<u>29,628</u>
	Revaluation Reserve		
(1,721,668)	<b>Total funds</b>		(2,371,592)
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
1,007,391	Sundry creditors	1,188,168	
	Accrued expenses		
2,664,000	Provisions – Pension scheme deficit	3,192,000	
	Other liabilities		
	<b>TOTAL LIABILITIES</b>		4,380,168
1,949,723	<b>TOTAL ASSETS</b>		2,008,576

## FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year	211,611	33,884	383,474	102,614		731,583
Additions			17,914	27,917		45,831
Disposals				(81,894)		(81,894)
Revaluation/Transfers						
At end of year	211,611	33,884	401,388	48,637		695,520
<b>Accumulated Depreciation</b>						
At start of year	116,102	22,866	357,299	86,211		582,478
Charges for year	5,118	848	19,115	24,318		49,399
Disposals				(81,894)		(81,894)
Revaluation/Transfers						
At end of year	121,220	23,714	376,414	28,635		549,983
<b>Net book value at end of year</b>	90,391	10,170	24,974	20,002		145,537
<b>Net book value at end of previous year</b>	95,509	11,018	26,175	16,403		149,105

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TU British Unit trusts	48,014	
Investec Bank FTSE 100 3 Year deposit plan	200,000	
Allianz UK Growth trust	11,095	
Skandia MultiFUNDS – Collective investment account	595,474	
ACC Bank Term deposit account	40,928	
<b>TOTAL QUOTED (as Balance Sheet)</b>	<b>895,511</b>	
Market Value of Quoted Investments	1,061,216	
<b>UNQUOTED</b>		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Loans	300	
<b>TOTAL UNQUOTED (as Balance Sheet)</b>	<b>300</b>	
Market Value of Unquoted Investments		



# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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 £
<b>INCOME</b>			
From Members	2,608,484	79,374	2,687,858
From Investments	3,841		3,841
Other Income (including increases by revaluation of assets)	363,971		363,971
<b>Total Income</b>	2,976,296	79,374	3,055,670
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	3,631,635	73,959	3,705,594
<b>Funds at beginning of year</b> (including reserves)	(1,745,881)	24,213	(1,721,668)
<b>Funds at end of year</b> (including reserves)	(2,401,220)	29,628	(2,371,592)
<b>ASSETS</b>			
Fixed Assets			145,537
Investment Assets			895,811
Other Assets			967,228
		<b>Total Assets</b>	2,008,576
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	(4,380,168)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			(2,371,592)

# 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.

See attached notes

### 1. Accounting policies

The following accounting policies have been applied consistently in dealing with the items that are considered material in relation to the Union's accounts.

- a) The financial statements have been prepared under the historical cost convention.
- b) Income and Expenditure is accounted for on the accruals basis, provision being made for contributions receivable for the period to 31st December, but not received by the year end and also for other accrued income and expenditure.
- c) Fixed assets are depreciated over their estimated useful life in equal annual instalments:

Freehold property	Fifty years from the date of purchase or valuation
Leasehold property	Forty years
Motor cars	Two years
Office furniture and equipment and computer equipment	Two and a half years
- d) Fixed Assets Investments are valued at the lower of cost and net realisable value.
- e) Pension costs (see note 6)
- f) Operating lease rentals are charged on a straight line basis over the lease term.
- g) Income received under the collective conditional fee agreements (CCFAs) is included in the accounts in full on legal defence and compensation claims settled in the Union's favour. The Union accounts for costs and disbursements as incurred and for refunded disbursements as received. Full provision is made for potential legal costs on continuing cases against income received under the CCFAs where the income exceeds the legal costs incurred under the agreements in accordance with the terms of the agreement.

A review of the reserve will be carried out on a regular basis and a transfer to the Union's general fund will be made where the income received under the CCFAs on a year by year basis is considered to be in excess of any estimated costs (based on the Union's past experience) that might arise on any outstanding legal cases.
- h) Government Grants received are netted off against the direct expenditure incurred on each of the projects. In the case of the Union Learning Fund, a grant has been provided to cover the full cost of the project. In the case of the Union Modernisation Fund the union operates a matched funding approach where 50% of the costs of the project are funded by the union. The cost to the union of this project is shown on the working expenses schedule (Schedule III).
- i) Foreign currency monetary assets and liabilities are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the surplus or deficit for the year.
- j) Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities.

### 2. Fixed Assets

All freehold property is stated at cost less depreciation to date.

Movements on fixed assets are disclosed in Schedule IV.

### 3. The Irish Union

The Union is associated with the Bakers, Food and Allied Workers' Union in the Republic of Ireland. The accounts for the Irish Union are not consolidated, as this Union remains a separate legal entity. The Irish Union accounts for its own transactions, assets and liabilities, and submits audited statutory accounts to the Certification Officer of the Republic of Ireland.

#### 4. Contingent Liabilities

As at the year end it is estimated that the Union was administering 1,099 (2011: 1,021) legal cases on behalf of its members. Until January 2004 cases were handled on behalf of members on an administrative fee arrangement. Subsequent to that date cases are handled on a conditional fee agreement.

In the former case, the Union has included no provision in these Financial Statements in relation to the legal costs relating to the outcome of cases open at the year end as it is not possible to quantify the amounts that may be payable under this scheme. In the latter case the Union is indemnified against the costs of lost legal cases to the extent that notional insurance refunds exceed any costs incurred. Where notional insurance refunds exceed costs incurred in the year, the excess is carried forward as a reserve against the potential cost of cases in progress at the year end.

#### 5. Operating Lease Commitments

The Union is committed to the following annual rentals in the forthcoming year in respect of operating leases which expire within:

	2012			2011		
	£	£	£	£	£	£
	Motor cars	Office equipment	Land and buildings	Motor cars	Office equipment	Land and buildings
One year	12,541			22,660		
One to two years	16,914	20,390		38,064		
Two to five years	48,916	6,015	6,882	12,194	25,934	6,882
The charge against income for the year was	110,311	26,404	6,882	109,120	25,692	6,882

#### 6. Pension costs

The Union operates a defined benefit pension scheme (the Bakers, Food and Allied Workers' Union Retirement Benefits Scheme) in the UK. For service up to 31 May 2011, pension benefits are linked to members' final pensionable salaries to 31 May 2011 (or date of leaving if earlier). From 1 June 2011, pension benefits are built up on a Career Average Revalued Earnings (CARE) basis, where benefits are linked to members' salaries in each year and increased to retirement broadly in line with inflation.

The most recent formal actuarial valuation was carried out as at 31 December 2009. The results have been updated to 31 December 2012 by a qualified independent actuary. The assumptions used were as follows:

Financial assumptions	Year to 31/12/12	Year to 31/12/11
Discount rate	4.40%	4.90%
Retail prices inflation (RPI)	3.00%	3.10%
Consumer prices inflation (CPI)	2.50%	2.10%
Salary increases	3.50%	3.60%
Rate of increase of pensions in payment (RPI, max 5%)	3.00%	3.10%
Rate of increase for deferred pensioners	3.00%	3.10%
	As at 31/12/12	As at 31/12/11
Expected return on assets	<u>6.3%</u>	<u>5.6%</u>

6. Pension costs (continued)

The overall expected return on assets assumption of 6.30% pa as at 31 December 2012 has been derived by calculating the weighted average of the expected rate of return for each asset class. The following approach has been used to determine the expected rate of return for each asset class:

- fixed interest securities, current market yields
- equities/growth assets, FTSE all share net dividend yield (3.6% pa), plus RPI (3.0% pa), plus an allowance for future dividend growth of 1.5% pa less 0.5% pa for investment expenses
- cash, current Bank of England base rate

Demographic assumptions

Description	Year ended 31/12/12	Year ended 31/12/11
- Mortality (before and after retirement)	S1PA (YoB) with members' ages adjusted up by 1 year, using the CMI 2010 model with a long term annual rate of improvement of 1% per annum	S1PA (YoB) with members' ages adjusted up by 1 year, using the CMI 2010 model with a long term annual rate of improvement of 1% per annum

Life expectations

	Year ended 31/12/12		Year ended 31/12/11	
	Male	Female	Male	Female
Life expectancy for someone aged 65 in 2012	21.2 yrs	23.3 yrs	21.2 yrs	23.3 yrs
Life expectancy at age 65 for an individual aged 45 in 2012	22.5 yrs	24.8 yrs	22.5 yrs	24.8 yrs

Assets

The assets of the scheme are invested in a diversified portfolio

Asset class	Year ended 31/12/12		Year ended 31/12/11		Year ended 31/12/10	
	Mkt value £'000	% of total Scheme assets	Mkt value £'000	% of total Scheme assets	Mkt value £'000	% of total Scheme assets
Equities	3,702	68%	3,194	62%	3,715	69%
Bonds	1,186	22%	947	18%	894	17%
Gilts	542	10%	726	14%	593	11%
Cash	13	0%	305	6%	161	3%
Other assets	-		-		-	0%
	<u>5,443</u>		<u>5,172</u>		<u>5,363</u>	
The actual return on assets over the period was	<u>310</u>		<u>(21)</u>			

6. Pension costs (continued)

History of assets, liabilities, experience gains and losses

	Financial year ending in				
	2012 '000s	2011 '000s	2010 '000s	2009 '000s	2008 '000s
Market value of scheme assets	5,443	5,172	5,363	4,781	4,213
Value of Scheme liabilities	(8,635)	(7,836)	(7,076)	(6,319)	(5,868)
Surplus/(Deficit) in the Scheme	<u>(3,192)</u>	<u>(2,664)</u>	<u>(1,713)</u>	<u>(1,538)</u>	<u>(1,655)</u>
Gains/(losses) arising on Scheme liabilities:					
Due to experience	-	(201)	166	-	-
% of liabilities	0%	(3%)	2%	0%	0%
Due to change of basis	(544)	(392)	(556)	(114)	377
% of liabilities	(6%)	(5%)	(8%)	(2%)	6%
Experience gains/(losses):					
Arising on Scheme assets	24	(367)	290	294	(1,049)
% of assets	0%	(7%)	5%	(6%)	(25%)

The cumulative amount of actuarial gains and losses immediately recognised in the Statement of recognised gains and losses (STRGL) (since 2002) is -£3,475,000.

Future funding obligation

The last actuarial valuation of the scheme was performed by the Actuary for the Trustees as at 31 December 2009. From 1 July 2011, the Union agreed to pay annual contributions of 14.3% of Pensionable salaries for all members less the total amount of member contributions, plus payments of £83,000 pa increasing by 3.5% pa for a period of 15 years from 1 July 2011 to 30 June 2026 to remove the deficit. The Union expects to pay £213,000 to the Scheme during the accounting year beginning 1 January 2013.

7. Reconciliation of Movement in Members' Funds

	2012	2011
	£	£
Member's Funds Brought Forward	(1,721,668)	(660,696)
Surplus/(Deficit) on General Fund	(126,787)	(119,554)
Movement ((deficit)/surplus) on Pension Fund Reserve	(528,000)	(951,000)
(Deficit)/surplus on Political Fund	5,415	8,902
(Deficit)/Surplus on Benevolent Funds	143	765
(Deficit)/Surplus on North Eastern Social Fund	(695)	(85)
Member's Funds Carried Forward	<u>(2,371,592)</u>	<u>(1,721,668)</u>

# ACCOUNTING POLICIES

(see notes 74 and 75)

See policies within attached notes to the accounts.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u>          <i>RSDraper</i>          </u> Name: RONNIE DRAPER Date <u>21<sup>ST</sup> MAY 2013</u>	Chairman's Signature: <u>          <i>I. Hodson</i>          </u> (or other official whose position should be stated) Name: IAN HODSON Date <u>28 / 5 / 2013</u>
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## 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 type="checkbox"/>	TO FOLLOW	<input checked="" 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.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?  
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (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?
- (See section 36(3) of the 1992 Act, set out in note 83)

YES/NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
- (See section 36(4) of the 1992 Act set out in rule 83)

YES/NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 85)

See attached copy of audit report

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
BAKERS, FOOD & ALLIED WORKERS' UNION  
FOR THE YEAR ENDED 31ST DECEMBER 2012**

We have audited the financial statements on pages 1 to 15 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

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 (Amended). 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 Executive Council and Auditors**

As described on page 16 the Union's Executive Council is responsible for the preparation of the financial statements in accordance with applicable law and accounting standards. It is our responsibility to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended). We also report to you if, in our opinion, the Treasurer's Report is not consistent with the financial statements, if the Union has not kept proper accounting records, if we have not received all of the information and explanations we require for our audit, or if information specified by law regarding officials' remuneration and transactions with the Union is not disclosed.

We read the Treasurer's Report and consider the implications for our report if we become aware of any apparent mis-statements within it or inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

**Basis of Opinion**

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 made by the Executive Council in the preparation of the financial statements, and of whether the accounting policies are appropriate to the 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 mis-statement, 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.

**Opinion**

In our opinion the financial statements give a true and fair view of the state of the Union's affairs as at 31st December 2012 and of its income and expenditure for the year then ended and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended).

Consort House  
Consort Way  
Horley  
Surrey, RH6 7AF

**Haines Watts Gatwick LLP**  
Chartered Accountants  
& Statutory Auditors

Date: 30 May 2013

# AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:

*Haines Watts Gatwick LLP*

Name(s):

HAINES WATTS  
GATWICK LLP

Profession(s) or Calling(s):

Chartered Accountants,  
& Statutory Auditors

Address(es):

Consort House  
Consort Way  
Horley  
Surrey  
RH6 7AF

Date:

20/5/13

Contact name and telephone number:

01293 776411

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