

- DO NOT STAPLE  
- 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:

FDA

Year ended:

31 DECEMBER 2013

List no:

312T

Head or Main Office:

8 LEAKE STREET  
LONDON  
SE1 7NN

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

Yes

No

(Click the appropriate box)

General Secretary:

DAVE PENMAN

Telephone Number:

020 7401 5555

Contact name for queries regarding the completion of this return:

DIANA CARBERRY

Telephone Number:

020 7401 5555

E-mail:

[dave@fda.org.uk](mailto:dave@fda.org.uk)

**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

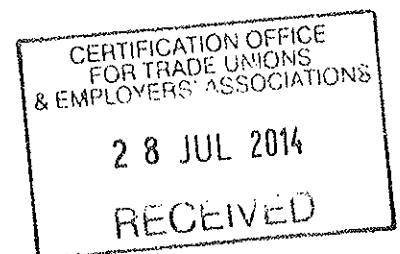
The address to which returns and other documents should be sent are:

**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)

FDA

SCHEDULE OF AFFILIATIONS AND MEMBERSHIPS

FOR THE YEAR ENDED 31 DECEMBER 2013

Trades Union Congress

Scottish Trades Union Congress

Wales Trades Union Congress

Irish Congress of Trade Unions

Public Services International

European Federation of Public Service Unions

Liberty

Day Care Trust

Civil Service Pensioners Alliance

National Pensioners Convention

Campaign for Freedom of Information



# 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	7,987	160	-	254	<b>8,401</b>
FEMALE	8,417	143	-	141	<b>8,701</b>
TOTAL	16,404	303	-	395	A <b>17,102</b>

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

149

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

16,648

## 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)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		3,207,458
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		-
<b>Total of all income from members</b>		3,207,458
<b>Investment income (as at page 12)</b>		20,793
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)	116,758	
Income from any other sources (as at page 4)	7,622	
<b>Total of other income (as at page 4)</b>		124,380
	<b>TOTAL INCOME</b>	3,352,631
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		140,446
<b>Administrative expenses (as at page 10)</b>		2,835,778
<b>Federation and other bodies (specify)</b>		
Refer attached accounts	50,484	
<b>Total expenditure Federation and other bodies</b>		50,484
<b>Taxation</b>		383
	<b>TOTAL EXPENDITURE</b>	3,027,091
		325,540
Surplus (deficit) for year		325,540
		1,083,840
Amount of general fund at beginning of year		1,083,840
		1,409,380
Amount of general fund at end of year		1,409,380

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

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		
Recharges to Security Services	116,758	
<b>TOTAL FEDERATION AND OTHER BODIES</b>		116,758
<b>Other income</b>		
PSM – advertising and subscription income	692	
Sale of diaries and member services	6,930	
<b>TOTAL OTHER INCOME</b>		7,622
<b>TOTAL OF ALL OTHER INCOME</b>		132,047

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Legal fees	140,446	<b>brought forward</b>  Education and Training services	140,446
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>	<b>140,446</b>	<b>Total (should agree with figure in General Fund)</b>	<b>140,446</b>

(See notes 24 and 25)

<b>FUND 2</b>		<b>Fund Account</b>	
<b>Name:</b>	<b>SECTION AND BRANCH FUNDS</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Net increase in year	73,731	
	<b>Total other income as specified</b>		73,731
	<b>Total Income</b>		
<b>Expenditure</b>			
	Benefits to members		
	Net decrease in year		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		73,731
	<b>Amount of fund at beginning of year</b>		632,990
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		706,721
	<b>Number of members contributing at end of year</b>		

<b>FUND 3</b>		<b>Fund Account</b>	
<b>Name:</b>	<b>JOINT VENTURE FUND</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Share of joint venture surplus	268,351	
	<b>Total other income as specified</b>		268,351
	<b>Total Income</b>		268,351
<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>		268,351
	<b>Amount of fund at beginning of year</b>		1,622,949
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		1,891,300
	<b>Number of members contributing at end of year</b>		5,821

(See notes 24 and 25)

FUND 4		Fund Account	
Name:	PENSION DEFICIT	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Reduction in deficit in year	273,000	
	<b>Total other income as specified</b>		273,000
	<b>Total Income</b>		273,000
<b>Expenditure</b>			
	Benefits to members		
	Increase in deficit in year		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		273,000
	<b>Amount of fund at beginning of year</b>		(1,081,000)
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		(808,000)
	<b>Number of members contributing at end of year</b>		

FUND 5		Fund Account	
Name:		£	£
<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 24 and 25)

FUND 6		Fund Account	
Name:		£	£
<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>		

FUND 7		Fund Account	
Name:		£	£
<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>	
		£	£
THE FDA DOES NOT HAVE ITS OWN POLITICAL FUND.			
ARC, WHICH IS A MEMBER SECTION OF THE FDA AND AN INDEPENDENT TRADE UNION IN ITS OWN RIGHT, ISSUES ITS OWN MEMBER STATEMENT WHICH CONTAINS DETAILS OF ITS POLITICAL FUND.			
THIS CLARIFICATION IS REQUESTED BY THE CERTIFICATION OFFICE			

<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		1,385,788
Salaries and Wages included in above	£1,099,941	
Auditors' fees		4,500
Legal and Professional fees		53,859
Occupancy costs		421,019
Stationery, printing, postage, telephone, etc.		248,367
Expenses of Executive Committee (Head Office)		34,889
Expenses of conferences		23,968
Other administrative expenses (specify)		
PSM production costs		78,998
Annual membership cards		10,476
Member products		19,662
Bank charges and subscription collection costs		5,037
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		57,952
Management team restructuring costs		
Outgoings on land and buildings (specify)		
Loss on sale of investments		7
Section rebates		491,256
<b>Total</b>		2,835,778
Charged to:		
	General Fund (Page 3)	2,835,778
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
<b>Total</b>		2,835,778

# 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	88,316	9,964	28,492		126,772	

# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £	Other Fund(s) £
Rent from land and buildings		
Dividends (gross) from:		
Equities (e.g. shares)		18,943
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		1,850
Other investment income (specify)		
Total investment income		20,793
Credited to:		
General Fund (Page 3)		20,793
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
Political Fund		
Total Investment Income		20,793

# BALANCE SHEET as at 31 DECEMBER 2013

(see notes 47 to 50)

Previous Year		£	£
161,240	<b>Fixed Assets</b> (at page 14)		134,591
	<b>Investments</b> (as per analysis on page 15)		
386,171	Quoted (Market value £1,739,221)		1,137,949
500	Unquoted		500
386,671	<b>Total Investments</b>		1,138,449
	<b>Other Assets</b>		
	Loans to other trade unions		
626,415	Sundry debtors		520,445
2,594,239	Cash at bank and in hand		2,523,158
	Income tax to be recovered		
	Stocks of goods		
632,990	Others (specify) Section Funds		706,721
3,853,644	<b>Total of other assets</b>		3,750,324
4,401,555	<b>TOTAL ASSETS</b>		5,023,364
1,083,840	General Fund (Account 1)		1,409,380
632,990	Section & Branch Funds (Account 2)		706,721
1,622,949	Joint Venture Fund (Account 3)		1,891,300
(1,081,000)	Pension Deficit (Account 4)		(808,000)
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
626	Tax payable		383
124,290	Trade creditors		30,531
441,351	Accrued expenses		522,960
1,081,000	Provisions – Pension liability		808,000
495,509	Other liabilities – due to Managers in Partnership		462,089
4,401,555	<b>TOTAL LIABILITIES</b>		5,023,364
4,401,555	<b>TOTAL ASSETS</b>		5,023,364

# 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		105,462	825,879			931,341
Additions			31,303			31,303
Disposals						
Revaluation/Transfers						
At end of year		105,462	857,182			962,644
<b>Accumulated Depreciation</b>						
At start of year		64,097	706,004			770,101
Charges for year		10,546	47,406			57,952
Disposals						
Revaluation/Transfers						
At end of year		74,643	753,410			828,053
<b>Net book value at end of year</b>						
		30,819	103,772			134,591
<b>Net book value at end of previous year</b>						
		41,365	119,875			161,240

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
As per attached accounts	1,137,949	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	1,137,949	
Market Value of Quoted Investment	1,739,221	
UNQUOTED		
Equities		
Unity Trust plc	500	
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	500	
Market Value of Unquoted Investments	500	



# 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 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	3,207,458		3,207,458
From Investments	20,793		20,793
Other Income (including increases by revaluation of assets)	739,462		739,462
<b>Total Income</b>	3,967,713		3,967,713
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	3,027,091		3,027,091
<b>Funds at beginning of year</b> (including reserves)	2,258,779		2,258,799
<b>Funds at end of year</b> (including reserves)	3,199,401		3,199,401
<b>ASSETS</b>			
Fixed Assets			134,591
Investment Assets			1,138,449
Other Assets			3,750,324
		<b>Total Assets</b>	5,023,364
<b>LIABILITIES</b>		<b>Total Liabilities</b>	1,823,963
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			3,199,401

# 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.

Refer attached accounts

# ACCOUNTING POLICIES


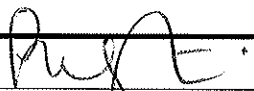
(see notes 74 and 75)

Refer attached 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></u> Name: <u>DAVID ROWLAND</u> Date: <u>23 July 2014</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) <u>POA PRESIDENT</u> Name: <u>SUE (SUSAN) GERAIN</u> Date: <u>23 July 2014</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	X	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	X	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	X	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	X	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	X	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	X
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	X	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/  
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/  
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/  
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)

REFER TO ATTACHED ACCOUNTS

## REPORT OF THE AUDITORS TO THE MEMBERS OF THE FDA

We have audited the financial statements on pages 1 to 8 which have been prepared under the historical cost convention and the accounting policies set out on page 4.

This report is made solely to the members as a body. Our work has been undertaken so that we may state to the Union's members those matters that we are required to state to them in an auditor's 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 THE FDA AND THE AUDITORS

As described on page 3 the FDA is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. We have been appointed as auditor under Section 33 of the Trade Union and Labour Relations Act 1992 and report in accordance with Section 36 of that Act. Our responsibility is to audit and express an opinion on 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 Ethical Standards for Auditors.

### SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error or fraud. This includes an assessment of whether the accounting policies are appropriate to the FDA's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the officers and the overall presentation of the financial statements.

### OPINION ON THE FINANCIAL STATEMENTS

In our opinion the financial statements give a true and fair view of the state of the Union's affairs as at 31 December 2013 and of its transactions for the year ended on that date.

### MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We are required by the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) to report to you by exception if, in our opinion:

- adequate records have not been kept;
- a satisfactory system of control over its accounting records, cash holdings and receipts and remittances has not been maintained; or
- the financial statements are not in agreement with the accounting records and returns.
- we have not received all the information and explanations we need for our audit

We have nothing to report in respect of the above matters.

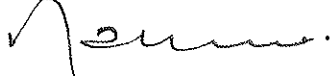
NABARRO  
Statutory Auditors  
& Chartered Accountants

3 & 4 Great Marlborough Street  
London  
W1F 7HH

4 April 2014

# AUDITOR'S REPORT (continued)

Signature(s):



Name(s):

NABARRO

Profession(s) or Calling(s):

CHARTERED ACCOUNTANTS &  
REGISTERED AUDITORS

Address(es):

3 - 4 GREAT MARLBOROUGH ST  
LONDON  
W1F 7HH

Date:

24 July 2014

Contact name and telephone number:

C P MASON  
020 7437 8157

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

FDA  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2013

CERTIFICATION OFFICE  
FOR TRADE UNIONS  
& EMPLOYERS' ASSOCIATIONS  
28 JUL 2014  
RECEIVED



**FDA**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 DECEMBER 2013**

	2013		2012	
	£	£	£	£
<b><u>INCOME</u></b>				
Members' Subscriptions		3,207,458		3,263,843
Affiliated Associations Subscriptions		116,758		115,348
Bank Interest received	1,850		2,478	
Dividends and Other Interest Received	18,943		16,265	
	<u>20,793</u>		<u>18,743</u>	
<u>Less: Corporation Tax thereon</u>	383		794	
		<u>20,410</u>		<u>17,949</u>
Miscellaneous Receipts - PSM		692		5,745
- Income from Diaries		6,930		7,086
- Income from Member Services		-		-
- Other		-		3,868
		<u>3,352,248</u>		<u>3,413,839</u>
<b><u>EXPENSES</u></b>				
Branch Expenses	9,602		18,663	
Section Rebates and Additional Support	491,256		516,765	
HQ Staffing inc. Training & Recruitment Costs	1,114,794		1,325,973	
Superannuation Contributions	270,994		314,941	
Printing & Stationery	5,487		7,238	
Advertising, Information & Publications	19,052		18,467	
Postage & Delivery	8,617		8,786	
Communications, including Website costs	38,513		30,376	
Meetings & Hospitality inc. associated Travel & Subsistence	87,898		118,933	
Recruitment Initiatives incl. Fast Stream Annual Event	34,428		38,520	
Affiliation & Membership Fees	50,484		52,091	
Audit Fee	4,500		4,300	
Legal & Professional Fees	194,305		77,165	
Honoraria, Gifts & Donations	845		947	
Campaign and Ballot Fund	53,032		68,687	
Delegate Conference	23,968		23,417	
Depreciation	57,952		51,858	
Office Rent, Rates & Services	421,019		359,823	
PSM Production Costs	78,998		97,533	
Member Products	19,662		15,063	
Equipment Hire, Leasing & Maintenance	7,909		4,688	
Computer Costs	17,873		18,362	
Bank Charges & Subscription Collection Costs	5,037		6,615	
Annual Membership Cards	10,476		10,562	
		<u>3,026,701</u>		<u>3,189,773</u>
<b><u>SURPLUS OF EXPENDITURE OVER INCOME</u></b>		<u>325,547</u>		<u>224,066</u>
<u>Add: (Loss) on sale of Investments (net)</u>	(7)		(3,231)	
<u>Less: Corporation Tax thereon</u>			-	
		<u>(7)</u>		<u>(3,231)</u>
<b><u>TRANSFERRED (FROM)/TO ACCUMULATED FUND</u></b>		<u>325,540</u>		<u>220,835</u>

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BALANCE SHEET AS AT 31 DECEMBER 2013

	Notes	2013		2012	
		£	£	£	£
ACCUMULATED FUND	2		1,409,380		1,083,840
SECTION AND BRANCH FUNDS	3		706,721		632,990
SHARE OF MiP JOINT VENTURE	4		1,891,300		1,622,949
FUNDS EXCLUDING PENSION LIABILITY			<u>4,007,401</u>		<u>3,339,779</u>
PENSION DEFICIT	5		(808,000)		(1,081,000)
FUNDS AFTER PENSION LIABILITY			<u>3,199,401</u>		<u>2,258,779</u>
<b><u>REPRESENTED BY:</u></b>					
INVESTMENTS	6		1,138,449		386,671
FIXED ASSETS	7		134,591		161,240
			<u>1,273,040</u>		<u>547,911</u>
<b>CURRENT ASSETS</b>					
Section and Branch Funds	3	706,721		632,990	
Debtors & Prepayments		520,445		626,415	
Cash on Deposit, at Bank and in Hand		2,523,158		2,594,239	
		<u>3,750,324</u>		<u>3,853,644</u>	
<b>LESS: CURRENT LIABILITIES</b>					
Sundry Creditors		1,015,963		1,061,776	
NET CURRENT ASSETS			<u>2,734,361</u>		<u>2,791,868</u>
NET ASSETS EXCLUDING PENSION LIABILITY			<u>4,007,401</u>		<u>3,339,779</u>
PENSION LIABILITY			(808,000)		(1,081,000)
NET ASSETS INCLUDING PENSION LIABILITY			<u>3,199,401</u>		<u>2,258,779</u>

Approved by:

..... President, Executive Committee

..... General Secretary

..... Hon. Treasurer

4 April 2014

## FDA

### RESPONSIBILITY FOR FINANCIAL STATEMENTS

The Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 1999 requires the FDA to prepare financial statements for each financial year which give a true and fair view. In preparing these financial statements the FDA is required to:

- keep proper accounting records in respect of the transactions and the assets and liabilities of the Union;
- establish and maintain a satisfactory system of control of the Union's accounting records, cash holding and all receipts and remittances;
- ensure that such records are maintained so as to give a true and fair view of the state of affairs of the Union and to explain its transactions;
- prepare an annual return for the Certification Officer giving a true and fair view of the Revenue Account and Balance Sheet; and
- provide members with a statement of income and expenditure for the year.

The maintenance and integrity of the FDA website is the responsibility of the FDA's officers. The work carried out by the auditors does not involve the consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred in the accounts since they were initially presented on the website.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2013

**1. ACCOUNTING POLICIES**

- (a) The financial statements of the Union have been prepared under the historical cost convention.
- (b) Funds held by sections and branches have been incorporated in the financial statements based upon the latest reported information.
- (c) Depreciation is provided at rates estimated to reduce book value to realisable value on disposal. The rates used are as follows:
- |                              |                           |
|------------------------------|---------------------------|
| Office furniture & equipment | 33 1/3%                   |
| Website development costs    | 33 1/3%                   |
| Computer hardware & software | 33 1/3%                   |
| Leasehold improvements       | remaining period of lease |
- (d) Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight line over the period of the lease.
- (e) Grants received towards the cost of tangible fixed assets are applied to reduce the cost of the asset and depreciation is calculated on the cost so reduced. Revenue grants are credited to the income and expenditure account so as to match them with the expenditure to which they relate.
- (f) The FDA does not account for its share of the net income arising from the joint venture with Managers in Partnership in the income and expenditure account because Managers in Partnership is considered to be a section of the FDA. The FDA's cumulative share of the net receipts is included in the balance sheet.

**2. ACCUMULATED FUND**

	2013 £	2012 £
Balance at beginning of the year	1,083,840	863,005
Surplus for the year	325,540	220,835
Balance at end of year	<u>1,409,380</u>	<u>1,083,840</u>

**3. SECTION AND BRANCH FUNDS**

	At start of year £	Surplus/ (Deficit) £	At end of year £
Crown Prosecution Service	20,711	16,238	36,949
Northern Ireland Senior Officers	15,304	1,421	16,725
OFSTED	154,869	3,416	158,285
HMI Wales	27,146	2,720	29,866
HMI Scotland	51,606	205	51,811
Procurators Fiscal Society	65,829	3,949	69,778
DSA	294,768	46,636	341,404
Land Registry	2,757	(854)	1,903
	<u>632,990</u>	<u>73,731</u>	<u>706,721</u>

Included in the funds held by the DSA is an amount of £120,000 held by the FDA on behalf of the DSA.

## FDA

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 DECEMBER 2013

#### **4. JOINT VENTURE OPERATIONS**

In 2005 the FDA entered into a joint venture with UNISON, known as Managers in Partnership. The partnership provides support for senior managers within the health service.

	2013 £	2012 £
Partner receipts at beginning of year	1,622,949	1,342,395
Net receipts in year to help offset costs	268,351	280,554
Partner receipts at end of year	<u>1,891,300</u>	<u>1,622,949</u>

There was an amount due to the joint venture at 31 December 2013 of £462,089 (2012 - £495,509), representing the amount of subscriptions received on behalf of the joint venture net of expenses incurred.

#### **5. PENSION LIABILITY**

As at 31 December 2013 the FDA operated a pension scheme known as The FDA Retirement Benefits Scheme. The Scheme is a defined benefit scheme and is open to new entrants. A full actuarial valuation was carried out by a qualified independent actuary as at 1 April 2012. That valuation has been projected forward by the actuary to the accounting date on a basis compliant with FRS 17.

The major financial assumptions used by the actuary were:

	2013	2012
Discount rate	4.70%	4.60%
Rate of increase in salaries	3.95%*	3.70%*
Rate of revaluation in deferment	2.25%	2.30%
Rate of increase in pensions in payment - pre 1.1.97 service	3.45%	3.20%
Rate of increase in pensions in payment - post 1.1.97 service	2.25%	2.30%
RPI Inflation assumption	3.45%	3.20%
CPI Inflation assumption	2.25%	2.30%
Return on scheme assets	6.10%	5.30%

\* Long term salary increase assumption applying after 1 year (2012 - 2 years).

#### **Mortality assumptions:**

The mortality assumptions are based on standard mortality tables which allow for future mortality improvements. The assumptions are that a current pensioner now aged 60 will live on average 27.7 years if male and 30.6 years if female and that a future pensioner now aged 40 will live on average 29.4 years if male and 32.2 years if female.

**FDA**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2013**

**5. PENSION LIABILITY (continued)**

The assets in the scheme and the expected rate of return as at 31 December 2013 were:

	2013		2012	
	Long term rate of return expected	Value £	Long term rate of return expected	Value £
Equities	7.70%	5,350,000	7.55%	4,116,000
Fixed Interest Gilts	3.45%	276,000	2.30%	254,000
Index Linked Gilts	3.20%	1,473,000	2.30%	1,220,000
Corporate Bonds	4.25%	1,077,000	3.60%	905,000
Cash	3.00%	439,000	1.85%	988,000
Total market value of assets		8,615,000		7,483,000
Present value of scheme liabilities		9,423,000		8,564,000
Deficit in scheme		<u>(808,000)</u>		<u>(1,081,000)</u>

The movement in the deficit during the year was as follows:

	£	£
Deficit in scheme at beginning of year		(1,081,000)
Movement in year:		
Current service cost	(240,000)	
Past service cost	-	
Contributions	276,000	36,000
Net return:		
Expected return on pension scheme assets	405,000	
Interest on pension scheme liabilities	(406,000)	(1,000)
Actuarial gain:		
Actual less expected return on scheme assets	387,000	
Experience gains/losses arising on scheme liabilities	(180,000)	
Changes in assumptions underlying the present value of the scheme liabilities	31,000	238,000
Deficit in scheme at end of year		<u>(808,000)</u>

**History of experience gains and losses (£'000's)**

	Year ended 31 December				
	2013	2012	2011	2010	2009
Present value of scheme liabilities	9,423	8,564	7,526	7,150	6,388
Fair value of scheme assets	(8,615)	(7,483)	(6,115)	(5,852)	(4,992)
Deficit in the scheme	808	1,081	1,411	1,298	1,396
Experience gains and (losses) arising on scheme liabilities:					
Amount	(180)	(125)	(52)	(27)	(285)
Percentage of scheme liabilities	(1.9%)	(1.5%)	(0.7%)	(0.4%)	(4.5%)
Experience gains and (losses) arising on scheme assets:					
Amount	387	827	(340)	327	492
Percentage of scheme assets	4.5%	11.1%	(5.6%)	5.6%	9.9%

**FDA**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2013**

**6. INVESTMENTS**

<b>Holding Description</b>	<b>Cost</b>	<b>Market Value</b>
	<b>£</b>	<b>£</b>
8,000 Alliance Trust plc	10,624	36,008
4,825 BNY MFM Newton Asian Inc Fund	6,389	8,563
6,500 BNY MFM Newton Real Return Inc.	13,332	18,680
13,000 Edinburgh Dragon Trust Plc	4,525	31,811
9,300 Edinburgh Investment Trust Plc	19,509	56,172
400 Findlay Park Plc American Smaller Companies	8,014	17,247
19,810 Henderson Investment European Growth	15,513	64,363
53,536 Invesco Perpetual UK Smaller Companies	16,888	119,820
6,000 Polar Capital Technology Trust Plc Ordinary shares	5,411	29,520
1,379 Royal Dutch Shell Plc	6,292	31,441
9,500 Scottish Mortgage Investment Trust Plc	19,368	98,325
82,000 Standard Life Wealth Bridge Fund Inc.	143,077	185,320
25,000 Standard Life Wealth Falcon Fund Inc.	48,962	64,275
637,755 SWIP Multi-Manager Diversity Fund CL A	750,811	767,219
4,300 TR European Growth Trust	3,497	23,371
12,490 TU Fund Managers British Trust	49,680	76,701
500 Unity Trust Plc	500	500
16,500 Witan Investment Trust Plc	16,057	110,385
	<u>1,138,449</u>	<u>1,739,721</u>

**7. FIXED ASSETS**

	Office Furniture & Equipment £	Computer Hardware & Software £	Leasehold Improve-ents £	Website £	TOTAL £
<b><u>COST</u></b>					
At beginning of year	301,597	395,470	105,462	128,812	931,341
Additions	739	30,564	-	-	31,303
Disposals	-	-	-	-	-
At end of year	<u>302,336</u>	<u>426,034</u>	<u>105,462</u>	<u>128,812</u>	<u>962,644</u>
<b><u>DEPRECIATION</u></b>					
Brought Forward	217,520	363,162	64,097	125,322	770,101
Charge for year	20,981	24,431	10,546	1,994	57,952
Eliminated on disposal	-	-	-	-	-
At end of year	<u>238,501</u>	<u>387,593</u>	<u>74,643</u>	<u>127,316</u>	<u>828,053</u>
<b><u>NET BOOK VALUES</u></b>					
At beginning of year	<u>84,077</u>	<u>32,308</u>	<u>41,365</u>	<u>3,490</u>	<u>161,240</u>
At end of year	<u>63,835</u>	<u>38,441</u>	<u>30,819</u>	<u>1,496</u>	<u>134,591</u>

**8. LEASING COMMITMENTS**

The Union leases its Headquarters at a current annual rental of £215,660 plus VAT. The lease expires in 2016.

FDA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2013

9. CONTINGENT LIABILITIES

The Union is involved in ongoing legal cases in behalf of its members, the outcomes of which are inevitably uncertain. Provision has been made for the estimated unbilled costs where the Union considers that they may not be totally recovered.