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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:

G4S Care & Justice Services Staff Association

Year ended:

31st December 2012

List no:

762

Head or Main Office:

Building 6, Suite 4
The Courtyards
Hatters Lane, Croxley Business Park
Watford
WD18 8YH

Website address (if available)

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

Yes

No

(Click the appropriate box)

General Secretary:

Thomas Thorne

Telephone Number:

01923 801640

Contact name for queries
regarding

As above

Telephone Number:

As above

E-mail:

Tom.thorne@uk.g4s.com

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

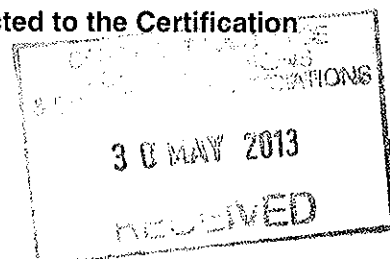
The address to which returns and other documents should be sent are:

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	909				909
FEMALE	682				682
TOTAL	1591				A 1,591

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	1,591 <input checked="" type="checkbox"/>

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
Treasurer	Simon Herbert	Chris Wren	29/11/12

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:



G4S Care & Justice Services Staff Association

DETAILS OF PRESENT OFFICERS
AS AT 31 DECEMBER 2012

NAME	ADDRESS	OFFICE HELD
TDJ Thorne Mr.	27 Birkbeck Road Mill Hill London NW7 4BP Tel: 020 8906 1988	General Secretary Staff Association Officer
Chris Wren Mr.	G4S Care & Justice Services 5 th Floor, Southside Victoria London SW1E 6QT	Treasurer
Bill Baker Mr.	G4S Care & Justice Services Suite E Direct House 38/39 Centurion Industrial Estate Farrington Leyland PR25 4GU	Staff Association Officer Chair
Tony Evans Mr.	C/o HMP & YOI Parc Heol Hopcyn John Bridgend Mid Glamorgan CF35 6AR	Staff Association Officer Senior Staff Representative
Lanella Turner Ms.	C/o HMP & YOI Parc Heol Hopcyn John Bridgend Mid Glamorgan CF35 6AR	Senior Staff Representative
Helen Jones Ms.	STC Oakhill Chalgrove Field Off Otterburn Crescent Oakhill Milton Keynes Buckinghamshire MK5 6AH	Senior Staff Representative
Emma John Ms.	G4S Care & Justice Services Pontypridd Police Station Berw Road Pontypridd CF37 2TR	Senior Staff Representative
Lisa Peacock	G4S Care & Justice Services Brook House Immigration Removal Centre Perimeter Road South Gatwick Airport RH6 0PQ	Senior Staff Representative

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		179,663.48
From Members: Other income from members (specify)		
 Total other income from members		179,663.48
Total of all income from members		
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	179,663.48
EXPENDITURE		
Benefits to members (as at page 5)		47,497.30
Administrative expenses (as at page 10)		132,166.18
Federation and other bodies (specify)		
 Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	179,663.48
Surplus (deficit) for year		0.00
Amount of general fund at beginning of year		0.00
Amount of general fund at end of year		0.00

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 Legal Fees	26,311.50	brought forward Education and Training services	44,962.80
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services Employee Assistance Programme	18,651.30	Other Benefits and Grants (specify)	
Dispute Benefits		Member diaries	1,993.50
		Meeting Buffets	541.00
Other Cash Payments			
carried forward	44,962.80	Total (should agree with figure in General Fund)	47,497.30

(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 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		85,226.04
Salaries and Wages included in above	65,541.82	
Auditors' fees		3,750.00
Legal and Professional fees		
Occupancy costs		27,854.91
Stationery, printing, postage, telephone, etc.		9,429.48
Expenses of Executive Committee (Head Office)		
Expenses of conferences		5,905.75
Other administrative expenses (specify)		
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	Total	132,166.18
Charged to:	General Fund (Page 3)	132,166.18
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	132,166.18

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)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
		Total investment income	
Credited to:			
		General Fund (Page 3)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	

BALANCE SHEET as at 31 December 2012

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		0
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		0
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		3,750.00
	Cash at bank and in hand		
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		3,750.00
	TOTAL ASSETS		3,750.00
	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		3,750.00
	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		3,750.00
	TOTAL ASSETS		0

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			1,724.01			1,724.01
Additions						
Disposals						
Revaluation/Transfers						
At end of year			1,724.01			1,724.01
Accumulated Depreciation						
At start of year			1,724.01			1,724.01
Charges for year			0			0
Disposals						
Revaluation/Transfers						
At end of year			1,724.01			1,724.01
Net book value at end of year			0			0
Net book value at end of previous year			0			0

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)		
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)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		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)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		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 £
INCOME			
From Members	179,633		179,633
From Investments			
Other Income (including increases by revaluation of assets)			
Total Income	179,633		179,633
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	179,633		179,633
Funds at beginning of year (including reserves)	0		0
Funds at end of year (including reserves)	0		0
ASSETS			
Fixed Assets			
Investment Assets			
Other Assets			3,750.00
		Total Assets	3,750.00
LIABILITIES		Total Liabilities	3,750.00
NET ASSETS (Total Assets less Total Liabilities)			0

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.

A large, empty rectangular box with a black border, intended for the user to enter or attach notes to the accounts. The box occupies most of the page below the instructions.

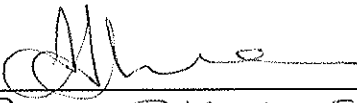
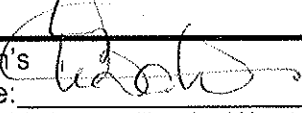
ACCOUNTING POLICIES

(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> Name: <u>TOM THORNE</u> Date: <u>3 MAY 2013</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>WILLIAM BASSE</u> Date: <u>3 MAY 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 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.

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)

Independent Auditor's Report to the Council of Management in respect of the G4S Care & Justice Services Staff Association

We have audited the financial statements on pages 3 to 19 of the annual return. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Council of Management, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Council of Management those matters 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 Council of Management, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Council of Management and auditors

The Council of Management are responsible for the preparation of the annual return and for being satisfied that the financial statements give a true and fair view in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). 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 (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on financial statements

In our opinion the financial statements:

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

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to carry out such investigations as will enable us to form an opinion as to whether:

- the Staff Association has kept adequate accounting records in accordance with the requirements of legislation; or
- the Staff Association has maintained a satisfactory system of control over its transactions in accordance with the requirements of legislation; or
- the annual return to which the report relates agree with the accounting records of the Staff Association; and
- to state in our report if, in our opinion, the Staff Association has not complied with any of the above.

Baker Tilly UK Audit LLP

Perry Linton FCA (Senior Statutory Auditor)
For and on behalf of BAKER TILLY UK AUDIT LLP, Statutory Auditor
Chartered Accountants
3rd Floor
One London Square
Cross Lanes
Guildford
Surrey GU1 1UN

15 May 2013

AUDITOR'S REPORT (continued)

See enclosure 2 Report.

Signature(s) of auditor or auditors:	<i>BAYEN TILLY</i>	
Name(s):	<i>PERCY LINTON</i>	
Profession(s) or Calling(s):	<i>FCA (Senior Statutory Auditor)</i>	
Address(es):	<i>CHARTERED ACCOUNTANTS 3rd FLOOR ONE LONDON SQUARE CROSS LAMES GUILDHALL SUMNER GUILDHALL</i>	
Date:	<i>15 MAY 2013</i>	
Contact name and telephone number:	<i>0844 2640300</i>	

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

Independent Auditor's Report to the Council of Management in respect of the G4S Care & Justice Services Staff Association

We have audited the financial statements on pages 3 to 19 of the annual return. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Council of Management, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Council of Management those matters 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 Council of Management, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Council of Management and auditors

The Council of Management are responsible for the preparation of the annual return and for being satisfied that the financial statements give a true and fair view in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). 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 (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

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- the Staff Association has kept adequate accounting records in accordance with the requirements of legislation; or
- the Staff Association has maintained a satisfactory system of control over its transactions in accordance with the requirements of legislation; or
- the annual return to which the report relates agree with the accounting records of the Staff Association; and
- to state in our report if, in our opinion, the Staff Association has not complied with any of the above.

Baker Tilly UK Audit LLP

Perry Linton FCA (Senior Statutory Auditor)
For and on behalf of BAKER TILLY UK AUDIT LLP, Statutory Auditor
Chartered Accountants
3rd Floor
One London Square
Cross Lanes
Guildford
Surrey GU1 1UN

15 May 2013