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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:	Union of Shop, Distributive and Allied Workers (Usdaw)		
Year ended:	31 December 2012		
List no:	382T		
Head or Main Office:	188 Wilmslow Road Manchester M14 6LJ		
Website address (if available)	www.usdaw.org.uk		
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	(Click the appropriate box)
General Secretary:	John Hannett		
Telephone Number:	0161 224 2804		
Contact name for queries regarding	Nick Walker		
Telephone Number:	0161 224 2804		
E-mail:	nick.walker@usdaw.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

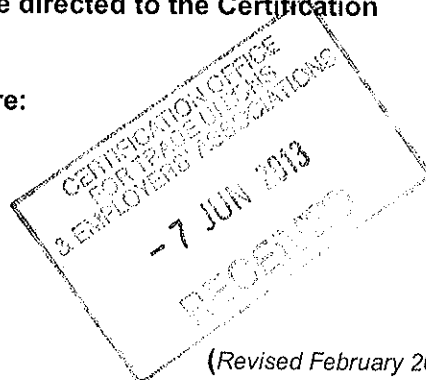
The address to which returns and other documents should be sent are:

**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)

# 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	179,683	7,028	-	-	<b>186,711</b>
FEMALE	229,927	9,014	-	-	<b>238,941</b>
TOTAL	409,610	16,042	-	-	<b>425,652</b>

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

15,768
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Number of members at end of year contributing to the General Fund

420,368
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## 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
Executive Council	Kelvin Davies	Maureen Bowen	26.04.2012
"	Michael Dixon	David Chadwick-Taylor	"
"	Harry McAllister	Peter Devine	"
"	Dennis Hart	Amy Murphy	"
"	Robbie Segal	John Barstow	"
"	Anne Hickson	Danielle McCusker	"
"	Anthony Threlfall	Linda Craven	"

State whether the union is:

a. A branch of another trade union?

Yes	<input type="checkbox"/>
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No	<input checked="" type="checkbox"/>
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If yes, state the name of that other union:

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b. A federation of trade unions?

Yes	<input type="checkbox"/>
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No	<input checked="" type="checkbox"/>
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If yes, state the number of affiliated unions:

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and names:

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## ANNEXE 1 – OFFICERS IN POST

Title of Office	Name of Officer
General Secretary	John Hannett
President	Jeff Broome
Executive Council	Dennis Stinchcombe
	Barbara Wilson
	Barbara Woolford
	Simon Vincent
	Barbara McAllister
	Maureen Bowen
	David Chadwick-Taylor
	Patricia Fitzgerald
	Susan Coutts
	Peter Devine
	Amy Murphy
	John Barstow
	Danielle McCusker
	Linda Craven
	Janet Jervis

# GENERAL FUND

(see notes 13 to 18)

	£000s	£000s
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		31,866
<b>From Members:</b> Other income from members (specify)		
Branch Balances Returned	148	
<b>Total other income from members</b>		148
<b>Total of all income from members</b>		32,014
<b>Investment income (as at page 12)</b>		1,661
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)	-	
Income from any other sources (as at page 4)	3,150	
<b>Total of other income (as at page 4)</b>		3,150
		<b>TOTAL INCOME</b>
		36,825
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		(915)
<b>Administrative expenses (as at page 10)</b>		(26,148)
<b>Federation and other bodies (specify) (see Annexe 2)</b>		
Net Interest Expenses	(1,599)	
Allocation to Education Fund	(1,087)	
Allocation to Organising and Development Fund	35	
Allocation to Organising and Development Fund	33	
<b>Total expenditure Federation and other bodies</b>		(2,618)
<b>Taxation</b>		281
		<b>TOTAL EXPENDITURE</b>
		(29,400)
		Surplus (deficit) for year
		7,425
		Pension Scheme Actuarial Loss
		(10,939)
		Amount of general fund at beginning of year
		1,141
		Amount of general fund at end of year
		(2,373)

## ANNEXE 2 – AFFILIATIONS

<b>International Affiliations</b>	<b>£000s</b>
UNI Global Union	294
EFFATT	17
IUF	26
EMCEF	5
ITWF	28
ICEM	17
<b>Total</b>	<b>387</b>

<b>Industrial Affiliations</b>	<b>£000s</b>
British TUC	1,097
Irish TUC	48
Scottish TUC	57
Others	10
<b>Total</b>	<b>1,212</b>

<b>Total Affiliations (£000s)</b>	<b>1,599</b>
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# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£ 000s	£ 000s
<b>Federation and other bodies</b>		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
<b>Other income</b>		
Grant from BIS	764	
Sales of Stationery	109	
Magazine Sales and Advertising	182	
Affinity Partners Commission	143	
Legal Recoveries	1,939	
Miscellaneous	13	
<b>TOTAL OTHER INCOME</b>		3,150
<b>TOTAL OF ALL OTHER INCOME</b>		3,150

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£ 000s		£ 000s
Representation – Employment Related Issues Legal Costs	(256)	<b>brought forward</b> Education and Training services	(256)
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits		Sickness	(320)
		Maternity/Paternity	(36)
		Death	(280)
		Disablement and Distress	(19)
		Convalescent Homes	(4)
Other Cash Payments			
<b>carried forward</b>	(256)	<b>Total (should agree with figure in General Fund)</b>	(915)

(See notes 24 and 25)

<b>FUND 2</b>		<b>Fund Account</b>	
<b>Name:</b>	Branch Revenue Account	<b>£ 000s</b>	<b>£ 000s</b>
<b>Income</b>			
	From members		3,797
	Investment income (as at page 12)		65
	Other income (specify)	476	
	<b>Total other income as specified</b>		476
	<b>Total Income</b>		4,338
<b>Expenditure</b>			
	Benefits to members	-	
	Administrative expenses and other expenditure (as at page 10)	(4,146)	
	<b>Total Expenditure</b>		(4,146)
	<b>Surplus (Deficit) for the year</b>		192
	<b>Amount of fund at beginning of year</b>		6,955
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		7,147
	<b>Number of members contributing at end of year</b>		425,652

<b>FUND 3</b>		<b>Fund Account</b>	
<b>Name:</b>	Education Fund	<b>£ 000s</b>	<b>£ 000s</b>
<b>Income</b>			
	From members		-
	Investment income (as at page 12)		-
	Other income (specify)		
	Allocation from General Fund	213	
	<b>Total other income as specified</b>		213
	<b>Total Income</b>		213
<b>Expenditure</b>			
	Benefits to members	-	
	Administrative expenses and other expenditure (as at page 10)	(248)	
	<b>Total Expenditure</b>		(248)
	<b>Surplus (Deficit) for the year</b>		(35)
	<b>Amount of fund at beginning of year</b>		195
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		160
	<b>Number of members contributing at end of year</b>		425,652



(See notes 24 and 25)

<b>FUND 4</b>		<b>Fund Account</b>	
<b>Name:</b>	Organising and Development	<b>£ 000s</b>	<b>£ 000s</b>
<b>Income</b>			
	From members		-
	Investment income (as at page 12)		-
	Other income (specify)		
	Allocation from General Fund	1,500	
	<b>Total other income as specified</b>		1,500
	<b>Total Income</b>		1,500
<b>Expenditure</b>			
	Benefits to members	-	
	Administrative expenses and other expenditure (as at page 10)	(1,533)	
	<b>Total Expenditure</b>		(1,533)
	<b>Surplus (Deficit) for the year</b>		(33)
	<b>Amount of fund at beginning of year</b>		1,643
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		1,610
	<b>Number of members contributing at end of year</b>		425,652

<b>FUND 5</b>		<b>Fund Account</b>	
<b>Name:</b>	Fund for International Trade Union Solidarity	<b>£ 000s</b>	<b>£ 000s</b>
<b>Income</b>			
	From members		-
	Investment income (as at page 12)		-
	Other income (specify)		
	Donations	20	
	<b>Total other income as specified</b>		20
	<b>Total Income</b>		20
<b>Expenditure</b>			
	Benefits to members	-	
	Administrative expenses and other expenditure (as at page 10)	(15)	
	<b>Total Expenditure</b>		(15)
	<b>Surplus (Deficit) for the year</b>		5
	<b>Amount of fund at beginning of year</b>		27
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		32
	<b>Number of members contributing at end of year</b>		425,652

(See notes 24 and 25)

FUND 6		Fund Account	
Name:	Divisional Recruitment Fund	£ 000s	£ 000s
<b>Income</b>			
	From members		-
	Investment income (as at page 12)		-
	Other income (specify)		
	Donations	87	
	<b>Total other income as specified</b>		87
	<b>Total Income</b>		87
<b>Expenditure</b>			
	Benefits to members	-	
	Administrative expenses and other expenditure (as at page 10)	(28)	
	<b>Total Expenditure</b>		(28)
	<b>Surplus (Deficit) for the year</b>		59
	<b>Amount of fund at beginning of year</b>		-
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		59
	<b>Number of members contributing at end of year</b>		425,652

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>	
		<b>£ 000s</b>	<b>£ 000s</b>
<b>Income</b>	Members contributions and levies		2,086
	Investment income (as at page 12)		-
	Other income (specify)	-	
	Total other income as specified		
	Total income		2,086
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)	(1,181)	
	Administration expenses in connection with political objects (specify)	(768)	
	Non-political expenditure	-	
	Total expenditure		(1,949)
	Surplus (deficit) for year		137
	Amount of political fund at beginning of year		844
	Amount of political fund at the end of year (as Balance Sheet)		981
	Number of members at end of year contributing to the political fund		406,099
	Number of members at end of the year not contributing to the political fund		19,553
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		19,553

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

		£ 000s
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		(16,831)
Salaries and Wages included in above	(£12,271)	
Auditors' fees		(40)
Legal and Professional fees		(527)
Occupancy costs		(1,325)
Stationery, printing, postage, telephone, etc.		(2,900)
Expenses of Executive Committee (Head Office)		(53)
Expenses of conferences		(1,951)
Other administrative expenses (specify)		
Union Learning		(764)
Recruitment and Development		(1,540)
Education		(1,108)
Loss on Sale of Motor Vehicles		(57)
Ballots		(205)
Journal		(575)
Travel		(671)
Campaigns		(98)
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		-
Mortgages		-
Other loans		-
Depreciation		(1,649)
Taxation		-
Outgoings on land and buildings (specify)		-
Other outgoings (specify)		
	<b>Total</b>	(30,294)
Charged to:		
	General Fund (Page 3)	(26,148)
	Branch Fund (Account 2)	(4,146)
	<b>Total</b>	(30,294)

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Pension Contributions s £	Benefits		Total £
				Description	Value £	
General Secretary	93,508	11,885	18,984	Union Car	9,511	133,888

# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £	Other Fund(s) £ 000s
Rent from land and buildings		325
Dividends (gross) from:		
Equities (e.g. shares)		700
Interest (gross) from:		
Government securities (Gilts)		328
Mortgages		-
Local Authority Bonds		-
Bank and Building Societies		46
 Other investment income (specify)		
Surplus on Sale of Investments		242
Surplus on Sale of Property		85
		1,726
	Total investment income	1,726
Credited to:		
	General Fund (Page 3)	1,661
	Branch Fund (Account 2)	65
	Fund (Account )	-
	Fund (Account )	-
	Fund (Account )	-
	Fund (Account )	-
	Political Fund	-
	Total Investment Income	1,726

# BALANCE SHEET as at 31 December 2012

(see notes 47 to 50)

Previous Year		£ 000s	£ 000s
10,455	<b>Fixed Assets</b> (at page 14)		9,783
	<b>Investments</b> (as per analysis on page 15)		
24,468	Quoted (Market value £ 37,412)	26,501	
8,286	Unquoted	7,519	
	<b>Total Investments</b>		34,020
	<b>Other Assets</b>		
-	Loans to other trade unions	-	
977	Sundry debtors	1,943	
8,638	Cash at bank and in hand	11,822	
-	Income tax to be recovered	-	
-	Stocks of goods	-	
88	Others (specify) Federation Funds	82	
	<b>Total of other assets</b>		13,847
	<b>TOTAL ASSETS</b>		57,650
1,141	General Fund (Account 1)		(2,373)
6,955	Branch Fund (Account 2)		7,147
195	Education Fund (Account 3)		160
1,643	Organising and Development Fund (Account 4)		1,610
844	Political Fund (Account )		981
27	FITUS (Account 5)		32
-	Divisional Recruitment Fund (Account 6)		59
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions	-	
	Loans: Other	-	
	Bank overdraft	-	
	Tax payable	-	
862	Sundry creditors	(9,228)	
348	Accrued expenses	-	
40,947	Provisions (Pension Liability)	(40,806)	
216	Other liabilities	-	
	<b>TOTAL LIABILITIES</b>		(50,034)
	<b>TOTAL ASSETS</b>		7,616

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Computer Equipment	Total
	Freehold	Leasehold	£ 000s	£ 000s	£ 000s	£ 000s
		£ 000s				
<b>Cost or Valuation</b>						
At start of year		14,961	1,290	2,481	351	19,083
Additions		184	258	1,069	120	1,631
Disposals		(242)	(132)	(1,191)	(148)	(1,713)
Revaluation/Transfers		-	-	-	-	-
At end of year		14,903	1,416	2,359	323	19,001
<b>Accumulated Depreciation</b>						
At start of year		7,157	557	728	188	8,630
Charges for year		692	253	598	116	1,659
Disposals		(177)	(118)	(628)	(148)	(1,071)
Revaluation/Transfers		7,672	692	698	156	9,218
Net book value at end of year		7,231	724	1,661	167	9,783
Net book value at end of previous year		7,803	734	1,754	164	10,455



# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £ 000s	Political Fund  £
Equities (e.g. Shares)	18,527	
Government Securities (Gilts)	7,974	
Other quoted securities (to be specified)	-	
TOTAL QUOTED (as Balance Sheet)	26,501	
Market Value of Quoted Investment	37,412	
UNQUOTED		
Equities	1,081	
Government Securities (Gilts)	-	
Mortgages	-	
Bank and Building Societies	-	
Other unquoted investments (to be specified)		
Short Term Deposits	6,438	
TOTAL UNQUOTED (as Balance Sheet)	7,519	
Market Value of Unquoted Investments	7,490	

# 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 checked="" 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 £ 000s	Political Funds £ 000s	Total Funds £ 000s
<b>INCOME</b>			
From Members	35,811	2,086	37,897
From Investments	1,726	-	1,726
Other Income (including increases by revaluation of assets)	5,446	-	5,446
	42,983	2,086	45,069
<b>EXPENDITURE</b> (including decreases by revaluation of <b>Total Expenditure</b> )	(46,309)	(1,949)	(48,258)
<b>Funds at beginning of year</b> (including reserves)	9,961	844	10,805
<b>Funds at end of year</b> (including reserves)	6,635	981	7,616
<b>ASSETS</b>			
Fixed Assets			9,783
Investment Assets			34,020
Other Assets			13,847
		<b>Total Assets</b>	57,650
<b>LIABILITIES</b>		<b>Total Liabilities</b>	(50,034)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			7,616

# 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.

## Accounting Policies

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

### Basis of Preparation

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost accounting rules.

Income is recorded on an accruals basis.

Expenditure is charged to the Income and Expenditure Account on an accruals basis, with the exception of branch funds (see below).

The Executive Council have considered the future profitability of the Union and its ability to continue as a going concern. The Executive Council are satisfied that, for the foreseeable future, the Union can meet its projected expenditure and working capital requirements. The Union enjoys a stable and growing membership base and holds sufficient cash and liquid assets to draw upon. Consequently the financial statements have been prepared on a going concern basis.

### Members' Contributions

Members' contributions are recognised on an accruals basis (ie when deducted from members' salaries).

### Legal Costs

The Union is at any time involved in numerous legal cases on behalf of its members. There is an inherent risk that substantial costs and disbursements could be incurred on any case. Legal costs and disbursements are charged to the financial statements as incurred, together with an estimate for additional costs or recoveries which they reasonably believe may occur in the following or subsequent years.

### Branch Funds

The movement on the Branch Revenue Account is based upon returns received at Central Office from midday on Friday, 6 January 2012 to midday on Friday, 4 January 2013.

The balance of branch funds is the total of balances shown on the last returns available for each branch on Friday, 4 January 2013.

Branch expenses are charged to the Branch Revenue Account and do not form part of the Income and Expenditure Account.

### Taxation

The charge for taxation is based on the surplus for the year, excluding income which is not assessable for taxation.

### Tangible Fixed Assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation on fixed assets is provided on a straight line basis on cost as follows:

Freehold Land .....	Nil
Buildings .....	5%
Fixtures and Fittings .....	20%
Motor Vehicles .....	25%
Computer Equipment .....	33.3%

### General Funds

All monies received on behalf of the Union in respect of contributions, donations or otherwise, other than payments appropriated to any fund established in accordance with Rule 41, form one central fund for general purposes and a separate fund for political purposes.

### Political Funds

The objects of the Union include the furtherance of political objects. Monies received on behalf of the Political Fund are credited direct to the fund and do not form part of the Income and Expenditure Account. Any payments in respect of such objects are made directly out of the Political Fund.

### Education Funds

The objects of the Union include the provision of educational facilities for members. A surplus is allocated from the general fund to cover future expenditure. Such expenditure is charged to the Income and Expenditure Account on an accruals basis.

### Organising and Development Fund

The objects of the Union include the organising and development of members of the Union. A surplus is allocated from the general fund to cover future expenditure. Such expenditure is charged to the Income and Expenditure Account on an accruals basis.

### Divisional Recruitment Fund

The objects of the Union include the recruitment of new members in each of the Union's seven divisions. A fund for this purpose is comprised of donations made voluntarily by branches.

### Union Learning Fund

The objects of the Union include the provision of learning facilities for members to bridge skills gaps. Grants are received from BIS in respect of expenditure on this fund.

### Post-Retirement Benefits

The Union operates a staff superannuation scheme providing benefits based on final pensionable pay. The assets of the scheme are held separately from those of the Union.

Pension scheme assets are measured using market values. Pension scheme liabilities are measured using the projected unit method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liability.

The pension scheme deficit is recognised in full. The movement in the deficit is split between operating charges, finance items and actuarial gains and losses in the statement of total recognised gains and losses.

### Investments

Investments are stated at cost. Write downs are made if it is the view of the Executive Council that a permanent diminution in value has occurred.

### Unpaid Pension Contributions

Any unpaid contributions to the scheme which are payable as at the balance sheet date are recognised as a creditor due within one year.



# 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.

<p>General Secretary's Signature: <u></u></p> <p>Name: John Hannett Date: <u>6/6/13</u></p>	<p>Central Treasurer's Signature: <u></u> (or other official whose position should be stated)</p> <p>Name: Nick Walker Date: <u>6/6/13</u></p>
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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)

# Usdaw Financial Statements

## For the year ended 31 December 2012

### Statement of Responsibilities of the Executive Council

The Executive Council is responsible for preparing the financial statements in accordance with Trade Union and Labour Relations Law and Rules of the Union of Shop, Distributive and Allied Workers.

Under this law and the rules, it has elected to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice). The Executive Council must not approve the financial statements unless it is satisfied that they give a true and fair view of the state of affairs of the Union and of the surplus or deficit for that period. In preparing these financial statements, the Executive Council have accepted responsibility for:

- selecting suitable accounting policies and then applying them consistently;
- making judgements and estimates that are reasonable and prudent;
- stating whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- preparing the financial statements on the going concern basis unless it is inappropriate to presume that the Union will continue in business.

The Executive Council are required to act in accordance with the Rules of the Association within the framework of Trade Union and Labour Relations Law. It is responsible for keeping proper accounting records that are sufficient to show and explain the Union's transactions and disclose with reasonable accuracy at any time the financial position of the Union establishing and maintaining a satisfactory system of control of its accounting record. It has a general responsibility for taking such steps as are reasonably open to it to safeguard the assets of the Union and to prevent and detect fraud and other irregularities.

### Independent Auditor's Report to the Members of the Union of Shop, Distributive and Allied Workers

We have audited the financial statements of the Union of Shop, Distributive and Allied Workers for the year ended 31 December 2012 set out on pages 56 to 68. The financial reporting framework that has been applied in their preparation is applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

This report is made solely to the Union's members, 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 Union's members 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 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 Auditor

As explained more fully in the Executive Council's Responsibilities Statement set out above, the Executive Council is responsible for the preparation of financial statements which give a true and fair view. We have been appointed as Auditors under Section 35 of the Trade Union and Labour Relations (Consolidation) Act 1992 and report in accordance with the 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

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

#### Opinion on Financial Statements

In our opinion the financial statements give a true and fair view in accordance with UK Generally Accepted Accounting Practice of the state of the Union's affairs as at 31 December 2012 and of its surplus for the year then ended.

#### Matters on which we are Required to Report by Exception

We have nothing to report in respect of the following matters where the Act requires us to form an opinion as to:

- whether the trade union has kept proper accounting records in accordance with the requirements of Section 28;
- whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of Section 28; and
- whether the accounts to which the report relates agree with accounting records.

Nicola Quale (Senior Statutory Auditor) for and on behalf of KPMG LLP, Chartered Accountants, St James' Square, Manchester M2 6DS  
18 March 2013



# AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>Nicola Quayle</i>  <i>(HPMG LLP)</i> </div>	
Name(s):	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>NICOLA QUAYLE</i> </div>	
Profession(s) or Calling(s):	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>CHARTERED ACCOUNTANT</i>  <i>REGISTERED AUDITOR</i> </div>	
Address(es):	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>ST JAMES SQUARE</i>  <i>MANCHESTER</i>  <i>M2 6DS</i> </div>	
Date:	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>6/6/13</i> </div>	
Contact name and telephone number:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

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