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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:	Whatman Staff Association
Year ended:	31st December 2012
List no:	516T
Head or Main Office:	GE Health Care Springfield Mill James Whatman Way Maidstone Kent ME14 2LE
Website address (if available)	
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:	Carol Saunders
Telephone Number:	01622 692022 Ext 6321
Contact name for queries regarding	Mark Dale
Telephone Number:	01622 692022 Ext 6353
E-mail:	Mark.dale@ge.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

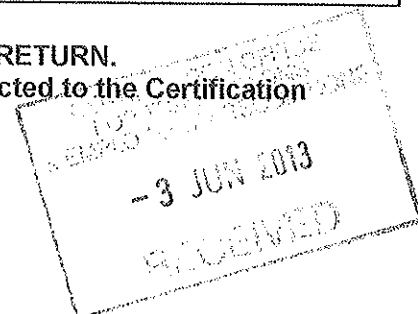
The address to which returns and other documents should be sent are:

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	56				56
FEMALE	28				28
TOTAL	84				A 84

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

84

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
MEMBER OF THE EXECUTIVE COMMITTEE	/	MEL GORIS	1 ST FEBRUARY 2012
MEMBER OF THE EXECUTIVE COMMITTEE	/	EMMA CLARKE	1 ST FEBRUARY 2012

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

The officials of the Whatman Staff Association during 2012 were:

Mark Dale (Chairman) & (Temporary Treasurer)

Carol Saunders (Secretary)

Mandy Lee

Mark Colling

David James

Tony Bates

Mel Gore

Emma Clarke

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		
Investment income (as at page 12)		4.22
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	4.22
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		1372.84
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	1372.84
Surplus (deficit) for year		(1368.62)
Amount of general fund at beginning of year		42014.68
Amount of general fund at end of year		40646.06

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

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

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

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

(See notes 24 and 25)

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

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

(See notes 24 and 25)

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

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

(see notes 26 to 31)

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

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

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

(see notes 32 and 33)

	£
Administrative Expenses	
Remuneration and expenses of staff	
Salaries and Wages included in above	£
Auditors' fees	462.00
Legal and Professional fees	
Occupancy costs	
Stationery, printing, postage, telephone, etc.	
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify)	
<i>End of year expenses</i>	910.00
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
<i>Income tax not recovered</i>	0.84
Total	1372.84
Charged to:	
General Fund (Page 3)	1372.84
Fund (Account)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Total	1372.84

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			4.22
Other investment income (specify)			
			4.22
		Total investment income	4.22
		Credited to:	
		General Fund (Page 3)	4.22
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	4.22

BALANCE SHEET as at 31ST DECEMBER 2012

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
42476.68	Cash at bank and in hand	41,108.06	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		41,108.06
42476.68	TOTAL ASSETS		41,108.06
42014.68	Fund (Account)		40,646.06
	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	462.00	
462.00	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		462.00
42476.68	TOTAL ASSETS		41,108.06

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

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

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

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 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			
From Investments	4. 22		4. 22
Other Income (including increases by revaluation of assets)			
Total Income	4. 22		4. 22
EXPENDITURE (including decreases by revaluation of	1,372. 84		1,372. 84
Total Expenditure	1,372. 84		1,372. 84
Funds at beginning of year (including reserves)	42,014. 68		42,014. 68
Funds at end of year (including reserves)	40,646. 06		40,646. 06
ASSETS			
Fixed Assets			
Investment Assets			41,108. 06
Other Assets			
		Total Assets	41,108. 06
LIABILITIES		Total Liabilities	462. 00
NET ASSETS (Total Assets less Total Liabilities)			40,646. 06

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 thin 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>CASaunders</u> Name: <u>CAROL SAUNDERS</u> Date: <u>13 FEBRUARY 2013</u>	Chairman's Signature: <u>M. J. Dale</u> (or other official whose position should be stated) Name: <u>MARK DALE</u> Date: <u>13th FEBRUARY 2013</u>
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CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

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

**Report of the Independent Auditors to the Members of
Whatman Staff Association**

We have audited the financial information in the annual return prepared by Whatman Staff Association on pages 3, 10, 12, 13 and 17.

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

Respective responsibilities of directors and auditors

The association's officers are responsible for the preparation of the annual return in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial information contained in the annual return on pages 3, 10, 12, 13 and 17 in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial information gives a true and fair view and whether the financial information has been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

Basis of audit opinion

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

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial information in the annual report on pages 3, 10, 12, 13 and 17 is free from material misstatement, whether caused by fraud or other irregularity or error.

Opinion

In our opinion the financial information contained on pages 3, 10, 12, 13 and 17 of the annual return:

- gives a true and fair view of the state of affairs of the Whatman Staff Association as at 31st December 2012; and
- has been properly prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.



Blain Pritchard Limited
Authorised Public Accountants & Registered Auditors
74 College Road
Maidstone
Kent
ME15 6SL

Date: 23 / 5 / 2013

WHATMAN STAFF ASSOCIATION

Treasurers Report for the 12 months to 31st December 2012

The financial position of the Whatman plc Staff Association at 31st December 2012 and the transactions made during the year are summarized below:

INCOME

Subscriptions received from members	nil
Interest on Building Society Deposit Account (Gross)	4.22
	4.22

EXPENDITURE

Springfield end of year expenses (2012)	-910.00
Income tax not recovered	-0.84
Audit Fee	-462.00

Excess of income over expenditure	-1,368.62
Balance Brought Forward from Previous Year	42,014.68
	<u>40,646.06</u>

Represented By:

Cash on deposit with Nationwide Building Society	41,108.06
Creditors for audit charges(2012 audit)	-462.00
	<u>40,646.06</u>

WHATMAN STAFF ASSOCIATION

c/o Springfield Mill,
Sandling Road,
Maidstone, Kent
ME14 2LE

Blain Pritchard Limited,
74 College Road
Maidstone
Kent ME15 6SL

Dear Sirs,

We confirm that the following representations are made on the basis of enquiries of officers with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you in respect of the year ended 31st December 2012:

1. We acknowledge as officers our responsibility for the financial statements. All the accounting records have been available to you for this purpose and all the transactions undertaken by the company have been properly reflected and recorded in the accounting records. All other records and related information have been made available to you.
2. Our considered view, as officers, is that it is appropriate to adopt the going concern basis in the preparation of the company's financial statements on the grounds that we have a reasonable expectation that the association will be in existence for at least a year from today's date.
3. Except as disclosed by, or included in, the financial statements no events or transactions have occurred since the accounting date which would materially alter the figures shown in those financial statements.
4. As at the accounting reference date, there were no contingent liabilities of a material amount, and no litigation in process, pending or threatened.
5. Any material capital commitments entered into since the balance sheet date are disclosed in the notes to the financial statements.
6. We are not aware of any transactions during the year ended 31st December 2012 which should be disclosed as related party transactions other than those disclosed in the financial statements.
7. The officers confirm that there has been no breach of any laws or regulations that are central to the association's ability to carry out its objects.

Yours faithfully
for and on behalf of

WHATMAN STAFF ASSOCIATION

M. J. Dale
M. J. DALE
Officer

AUDITOR'S REPORT (continued)

SEE ATTACHED.

Signature(s) of auditor or auditors:	Blair Fitchard.	
Name(s):	BLAIR FITCHARD	
Profession(s) or Calling(s):	AUTHORISED PUBLIC ACCOUNTANTS - REGISTERED AUDITORS	
Address(es):	74 COLLEGE ROAD MAIPSTONE KENT ME15 6SL	
Date:	23 / 5 / 2013	
Contact name and telephone number:	MR. L. L. SEAL 01622 690888	

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