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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

Year ended:

31 DECEMBER 2012

List no:

514T

Head or Main Office:

C/O SERVICE QUALITY DEPT.
YORKSHIRE BUILDING SOCIETY
YORKSHIRE HOUSE, YORKSHIRE DRIVE
BRADFORD, WEST YORKSHIRE
BD5 8LJ

Website address (if available)

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

Yes

No

(Click the appropriate box)

General Secretary:

ANIA GROTA

Telephone Number:

01274 472629

Contact name for queries regarding

JANE CURWEN

Telephone Number:

E-mail:

jcurwen@ybs.co.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

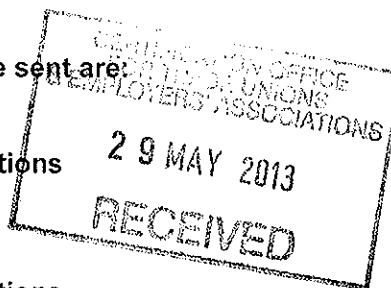
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
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	539				539
FEMALE	1188				1188
TOTAL	1727				A 1727

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

1727

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

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
POLICY OFFICER	PAT COOK	POSITION NO LONGER EXISTS	DECEMBER 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:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		70.620
From Members: Other income from members (specify)		
Lottery Surplus		1.904
Total other income from members		
Total of all income from members		72.524
Investment income (as at page 12)		2.097
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	74.621
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		58.529
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		419
	TOTAL EXPENDITURE	58.948
Surplus (deficit) for year		15.673
Amount of general fund at beginning of year		296.310
Amount of general fund at end of year		311.983

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	£ 0
<i>Motor running expenses</i>	1,196
Auditors' fees	1,200
Legal and Professional fees	19,235
Occupancy costs - <i>insurance</i>	1,690
Stationery, printing, postage, telephone, etc.	6,090
Expenses of Executive Committee (Head Office)	9,892
Expenses of conferences	
Other administrative expenses (specify)	
<i>Affiliation fees</i>	4,279
<i>Training</i>	3,832
<i>Casework etc</i>	568
<i>Recruitment costs</i>	7,182
<i>Appeals & disciplinary expenses</i>	1,121
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	2,244
Taxation	419
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Total	58,948
Charged to:	
General Fund (Page 3)	58,948
Fund (Account)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Total	58,948

BALANCE SHEET as at 31 DECEMBER 2012

(see notes 47 to 50)

Previous Year		£	£
8,977	Fixed Assets (at page 14)		6,733
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
2,128	Sundry debtors		2,058
287,121	Cash at bank and in hand		305,310
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
289,249	Total of other assets		307,368
298,226	TOTAL ASSETS		314,101
	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		
1,916	Accrued expenses		2,119
	Provisions		
	Other liabilities		
1,916	TOTAL LIABILITIES		2,119
296,310	TOTAL ASSETS		311,982

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				11,970		11,970
Additions						
Disposals						
Revaluation/Transfers						
At end of year				11,970		11,970
Accumulated Depreciation						
At start of year				2,993		2,993
Charges for year				2,244		2,244
Disposals						
Revaluation/Transfers						
At end of year				5,237		5,237
Net book value at end of year						
				6,733		6,733
Net book value at end of previous year						
				8,977		8,977

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	305.310	
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	305.310	
Market Value of Unquoted Investments	305.310	

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	72.524		72.524
From Investments	2.097		2.097
Other Income (including increases by revaluation of assets)			
Total Income	74.621		74.621
EXPENDITURE (including decreases by revaluation of	58.948		58.948
Total Expenditure	58.948		58.948
Funds at beginning of year (including reserves)	296.309		296.309
Funds at end of year (including reserves)	311.982		311.982
ASSETS			
Fixed Assets			6.733
Investment Assets			305.310
Other Assets			2.058
Total Assets			314.101
LIABILITIES			
Total Liabilities			2.119
NET ASSETS (Total Assets less Total Liabilities)			311.982

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

All notes to the accounts must be entered on or attached to this part of the return.

SEE ATTACHED ACCOUNTS.

ACCOUNTING POLICIES

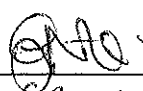

(see notes 74 and 75)

SEE 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>A KOTA</u> Date: <u>20/05/13</u>	Chairman's Signature <u>TREASURER</u> Signature: <u></u> (or other official whose position should be stated) Name: <u>J. CURWEN</u> Date: <u>20/05/13</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)	ENCLOSE D	<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)

SEE ATTACHED ACCOUNTS.

AUDITOR'S REPORT (continued)

[Empty space for auditor's report content]

Signature(s) of auditor or auditors:		
Name(s):	The Shepherd Partnership Limited	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS	
Address(es):	LOPE WALK SICHPON BD23 1ED	
Date:	7 MARCH 2013	
Contact name and telephone number:	ADAM DUTTON 01756 799823	

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

Registration No. 514T - Trade Union and Labour Relations (Consolidation) Act 1992

**YORKSHIRE INDEPENDENT STAFF ASSOCIATION
OFFICERS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

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YORKSHIRE INDEPENDENT STAFF ASSOCIATION

OFFICERS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2012

The officers present their report and financial statements for the year ended 31 December 2012.

Officers

The following officers held office since 1 January 2012:

K Watson
P Hinchcliffe
P Cook
J Curwen

Statement of Officers' responsibilities

The officers are responsible for preparing the Officers' Report and the financial statements in accordance with applicable law and regulations.

Trade Union law requires the officers to prepare financial statements for each financial year. Under the law the officers have elected to prepare financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under trade union law the officers must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the trade union and of the surplus or deficit of the trade union for that period. In preparing these financial statements, the officers are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trade union will continue to operate.

The officers are responsible for keeping adequate accounting records that are sufficient to show and explain the trade union's transactions and disclose with reasonable accuracy at any time the financial position of the trade union and enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the trade union and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Statement of disclosure to auditors

So far as the officers are aware, there is no relevant audit information of which the the trade union's auditors are unaware. Additionally, the officers have taken all necessary steps that they ought to have taken as officers in order to make themselves aware of all relevant audit information and to establish that the trade union's auditors are aware of that information.

By order of the board



A Grota
Secretary
6 March 2013

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF YORKSHIRE INDEPENDENT STAFF ASSOCIATION

We have audited the financial statements of Yorkshire Independent Staff Association for the year ended 31 December 2012 set out on pages 4 to 7. 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).

The report is made solely to the trade union's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations Act 1992. Our audit work has been undertaken so that we might state to the trade union's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the trade union and the trade union's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Officers and auditors

As explained more fully in the Officers' Responsibilities Statement set out on page 1, the officers are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit 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 fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the trade union'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. In addition, we read all the financial and non-financial information in the Officers' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the trade union's affairs as at 31 December 2012 and of its surplus for this year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992 and the Association rules.

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE MEMBERS OF YORKSHIRE INDEPENDENT STAFF ASSOCIATION

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 report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of officers' remuneration specified by law are not made ; or
- we have not received all the information and explanations we require for our audit.



Adam Dutton FCCA FMAAT (Senior Statutory Auditor)
for and on behalf of The Shepherd Partnership Limited

7 March 2013

Chartered Accountants
Statutory Auditor

Rope Walk
Skipton
BD23 1ED

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	2012 £	2011 £
Income		72,524	61,331
Administrative expenses		(58,529)	(54,628)
Operating surplus	2	13,995	6,703
Other interest receivable and similar income	3	2,097	1,066
Surplus on ordinary activities before taxation		16,092	7,769
Tax on surplus on ordinary activities	4	(419)	(481)
Surplus for the year	8	15,673	7,288

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

BALANCE SHEET

AS AT 31 DECEMBER 2012

	Notes	2012 £	£	2011 £	£
Fixed assets					
Tangible assets	5		6,733		8,977
Current assets					
Debtors	6	2,058		2,128	
Cash at bank and in hand		305,310		287,121	
		<u>307,368</u>		<u>289,249</u>	
Creditors: amounts falling due within one year	7	<u>(2,119)</u>		<u>(1,916)</u>	
Net current assets			<u>305,249</u>		<u>287,333</u>
Total assets less current liabilities			<u><u>311,982</u></u>		<u><u>296,310</u></u>
Capital and reserves					
Income and expenditure account	8		<u>311,982</u>		<u>296,310</u>
Shareholders' funds			<u><u>311,982</u></u>		<u><u>296,310</u></u>

Approved by the Board for issue on 6 March 2013

A Grota
Secretary



J Curwen
Treasurer



Registration No. 514 T - Trade Union and Labour Relations (Consolidation) Act 1992

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2012

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention.

1.2 Income

Income comprises revenue recognised by the trade union in respect of subscriptions and commissions receivable.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	25% Reducing balance
Motor vehicles	25% Reducing balance

2	Operating surplus	2012	2011
		£	£
	Operating surplus is stated after charging:		
	Depreciation of tangible assets	2,244	2,993
	Auditors' remuneration	1,200	1,400
		<u>2,097</u>	<u>1,400</u>
		<u>2,097</u>	<u>1,400</u>
3	Investment income	2012	2011
		£	£
	Bank interest	2,097	1,066
		<u>2,097</u>	<u>1,066</u>
		<u>2,097</u>	<u>1,066</u>
4	Taxation	2012	2011
		£	£
	Domestic current year tax		
	U.K. corporation tax	419	216
	Adjustment for prior years	-	265
		<u>419</u>	<u>481</u>
	Total current tax	<u>419</u>	<u>481</u>

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2012

5 Tangible fixed assets

Plant and
machinery etc

Cost

At 1 January 2012 & at 31 December 2012

£
11,970

Depreciation

At 1 January 2012

2,993

Charge for the year

2,244

At 31 December 2012

5,237

Net book value

At 31 December 2012

6,733

At 31 December 2011

8,977

6 Debtors

2012
£

2011
£

Other debtors

2,058

2,128

7 Creditors: amounts falling due within one year

2012
£

2011
£

Taxation and social security

419

216

Other creditors

1,700

1,700

2,119

1,916

8 Statement of movements on income and expenditure account

Income and
expenditure
account

£

Balance at 1 January 2012

296,309

Surplus for the year

15,673

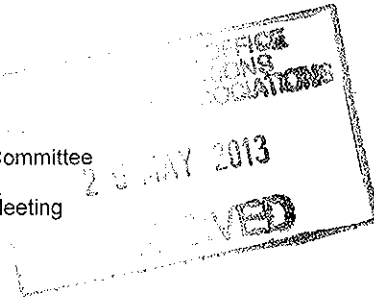
Balance at 31 December 2012

311,982

YISA Rules

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A. NAME, OBJECTS AND DEFINITIONS

1. Name and Principal Office

The Association shall be named the "Yorkshire Independent Staff Association" (hereinafter called the "Association") with its principal office as 16 Higher Downs, Fairweather Green, Bradford, BD8 0NA or such other place as the Committee shall from time to time resolve.

2. Definitions

Throughout the Rules unless the context otherwise requires:

- (a) 'The Society' means the Yorkshire Building Society which is to include any subsidiary or merged Building Society whose engagements are transferred to Yorkshire Building Society.
- (b) 'Staff' means all persons (other than Executive Staff) in the employment of the Society whose remuneration is received direct from the Society or its subsidiaries.
- (c) 'Retired Staff' means all staff who leave or have left the employment of the Society and subsequently receive or received a pension from the Society.
- (d) 'Member' means a person holding a current Membership Card.
- (e) 'The Members' means the Members of the Association.
- (f) 'The Officers' means the Chair, Vice-Chair, Treasurer, Communications Officer and Policies Officer.
- (g) 'The Trustees' means the Trustees of the Association.
- (h) 'The Secretary' means the Secretary of the Association.
- (i) 'The Rules' means the Rules of the Association from time to time in force. In these Rules the singular includes the plural and vice versa.

3. Objects

The objects of the Association shall be:

- (a) to regularly be at all times the sole body recognised by the Society for the purpose of regulating the relations between the Staff of the Society and the Society;

a member (which expression shall include an Officer) has acted contrary to the Rules or conducted himself/herself in a way detrimental to the objects and well being of the Association, they may take disciplinary action against him/her as follows:

- (i) The member shall be given notice in writing by the Secretary setting out the complaint and notifying him/her that he/she may be represented to make representations in person or in writing to the meeting of the Administrative & Negotiating Committee at which the complaint is to be considered, which shall not be less than twenty one days from the date of the notice.
- (ii) The Administrative & Negotiating Committee shall give full consideration to any representation made by or on behalf of the member and if they find the charge proven, shall give him/her written notice of their findings which may provide for one or more of the following penalties:
 - Expulsion from membership;
 - Suspension from membership for a specified period;
 - A fine of a specified amount up to a maximum of £50;
 - Debarring from office for a specified period.
- (iii) The member may, within fourteen days of the date of the notice of their findings, appeal against the decision of the Administrative & Negotiating Committee. The notice of appeal shall be in writing addressed to the Secretary. The ruling of the Administrative & Negotiating Committee shall not be applied during the fourteen days, nor, if an appeal has been made within that period, until the appeal has been decided.
- (iv) The appeal shall be to an appeal body composed of those members of the National Executive Committee who are not members of the Administrative & Negotiating Committee. The Secretary shall summon them for the purpose and give reasonable notice of their meeting to the appellant member, who may attend, may be represented and will be entitled to be heard. The appeal body may uphold or reverse the verdict and confirm, vary or rescind the decision or ruling of the Administrative & Negotiating Committee within the limits prescribed in paragraph (b) (ii) above. The ruling of the appeal body shall have immediate effect unless the appeal body otherwise decide, and shall be notified in writing to the appellant.

D. ADMINISTRATION
11. Organisation

The Association shall be administered as follows:

- (a) A National Executive Committee (hereinafter and hereinbefore called 'The National Executive Committee') as defined in Rule 12.
- (b) An Administrative & Negotiating Committee (hereinafter and hereinbefore called 'The Administrative & Negotiating Committee') as defined in Rule 13.
- (c) The Trustees who shall be the Chair, Vice-Chair, Communications Officer, Policies Officer and Treasurer for the time being of the Association.

12. National Executive Committee

(a) Constitution

- (i) The National Executive Committee shall consist of representatives elected from the Association's membership, subject to a maximum of thirty, together with any members of the Administrative and Negotiating Committee who are not elected members of the National Executive Committee. Membership of the National Executive Committee should reflect the ongoing staffing composition of the Society.
- (ii) The National Executive Committee shall have power to co-opt provided that the total number of co-opted members shall not in any case exceed five. Co-opted members shall have no voting rights or be deemed to form part of a quorum. Provided always that in the case of a member being co-opted to fill a representative vacancy however caused the co-opted member shall have voting rights.
- (iii) Each elected Administrative & Negotiating Committee representative (if not also elected as a National Executive Committee representative) will form part of the National Executive Committee and have voting rights.
- (iv) In the event of a society having transferred its engagements to the Society, the National Executive Committee shall have power to co-opt a member or members formerly employed by the transferring society for a period expiring on 31 December in the year following the date of co-option. Such co-opted member/s will have voting rights and shall participate as a full National Executive Committee member.
- (v) Each region shall consist of such offices as the National Executive Committee may from time to time determine by formal resolution and upon any alteration to such regions the National Executive Committee shall have power to nominate which region shall be represented by the existing National Executive Committee members and an election shall be held in respect of any vacancies created.

(b) Election of Committee

- (i) Any member may be nominated as a representative for the region in which he/she works who has completed twelve months continuous membership of the Association or twelve months employment by a Society which transfers its engagements to the Society.
- (ii) Elections shall be held in November in every year and the person appointed will assume office on the

- (ii) The Administrative & Negotiating Committee shall engage and pay for any services it may consider necessary to further the objects of the Association. This includes the power to provide administration services and engage the services of a Consultant whose duties are defined in Rule 18 (a) and a Secretary whose duties are defined in Rule 18 (b).
- (iii) The Administrative & Negotiating Committee shall form part of the appeals procedure of the Association and any member has the right to be heard by the Administrative & Negotiating Committee before any decision regarding disciplinary action is reached.
- (iv) Any member of the Administrative & Negotiating Committee can be removed from office when a resolution supported by at least two-thirds of the National Executive Committee has been passed and has, on a secret postal ballot of the Membership as a whole, been passed by a straight majority.
- (v) Within the overall policy established by the National Executive Committee, the Administrative & Negotiating Committee shall determine the Association's attitude on all matters which are subject to consultation or negotiation with the Management.
- (vi) To recommend to the Trustees the investment of surplus funds in any manner.
- (vii) The Association's negotiating team (hereinafter called 'The Negotiating Committee') shall consist of the Chair, the Consultant and up to four other members of the Administrative & Negotiating Committee.
- (viii) The Negotiating Committee shall have the authority to commit the Association on all matters unless specifically restricted from doing so on any particular aspect of its negotiations by resolution of the National Executive Committee or the Administrative & Negotiating Committee or the members generally at an Annual or Special General Meeting.

14. Administration of Committees

- (a) The Committees shall regulate their own affairs subject to the objects and Rules of the Association.
- (b) The Committees shall meet as follows:
 - The National Executive Committee - not less than twice a year.
 - The Administrative & Negotiating Committee - as and when required by the Committee or the Chair of the Association or by the Secretary on the written request of any two members of the Administrative & Negotiating Committee.
- (c) Notice of Meetings shall be issued to all Members of the Committee concerned at least fourteen days before the date of the Meeting (unless all available members of the Committee concerned waive such Notice) and Notice shall be deemed to have been received in the course of past Notice in respect of Special General Meetings which must be issued so that they are convened within 28 days of a written request, properly authorised, being received by the Secretary.
- (d) The Secretary shall, within 28 days of receipt of a request in writing signed by at least eight members of the National Executive Committee, convene a meeting of the National Executive Committee in accordance with Rule 15 (c) below.
- (e) A quorum shall consist of the smallest number exceeding one-half of the Committee concerned.
- (f) The Chair shall preside at all Meetings. In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and Vice-Chair a chair shall be elected by those present.
- (g) For Meetings of the National Executive Committee, an Agenda shall be prepared under the direction of the Chair and issued to all National Executive Committee members seven days before the Meeting.
- (h) Decisions shall generally be by agreement but if two or more persons request a vote it shall be by hand with each member having one vote.
- (i). Any member absent from more than two consecutive Meetings shall be required to furnish an explanation and unless a satisfactory explanation is received the position shall be declared vacant by the Committee.
- (j) The accidental omission to give Notice of a Meeting or the non-receipt of a Notice of a Meeting by any person entitled to receive Notice shall not invalidate the proceedings at that meeting.

15. Annual and Special General Meetings

- (a) **Organisation**
The Secretary, under the guidance of the Chair and the Administrative & Negotiating Committee, shall administer General Meetings of members, including Annual General Meetings.
- (b) **Annual General Meetings**
An Annual General Meeting of members shall be held in the first quarter of each calendar year in order to consider:
 - (i) the Annual Reports and Annual Accounts for the previous year;
 - (ii) the appointment of auditors; and
 - (iii) any other resolution, notice of which shall have been received at least 28 days prior to the date of the Meeting submitted by either:
 - The Committee or
 - Any member supported by 30 other members.
- (c) **Administration**
At least 28 days written notice, stating the business to be transacted thereat, must be given of General Meetings; the number of members attending shall constitute a quorum, voting shall be by show of hands, or by secret ballot if so determined by the Meeting or the Chair.
- (d) **Special General Meetings**
 - (i) Special General Meetings shall be called at the request of the National Executive Committee or if a request in writing, supported by 25% of the members, is received by the Secretary. The resolution must state the reason for requesting the calling of the Meeting and must be formally proposed and seconded.

- account in the name of the Trustees of The Yorkshire Independent Staff Association or as directed by the Trustees;
- (iii) be responsible for paying all the Association's expenses and shall ensure that all cheques drawn are properly authorised; provided that in respect of payments in excess of £250, the signatures of two authorised signatories are obtained;
 - (iv) recommend to the Trustees, the Administrative & Negotiating Committee and the National Executive Committee proposals for the investment of surplus funds and on the authority of the National Executive Committee make the necessary arrangements;
 - (v) prepare interim accounts as required by the National Executive Committee;
 - (vi) prepare for consideration and approval at an Annual General Meeting an Income and Expenditure Account and a Balance Sheet showing the state of the Association's affairs at the end of the financial year;
 - (vii) prepare an Annual Return for submission to the Certification Officer for Trade Unions & Employers' Associations, in conjunction with the Secretary;
 - (viii) prepare a Financial statement for circulation the members within 8 weeks of the submission of the Annual Return to the members;
 - (ix) maintain a petty cash float not exceeding £100 for the payment of properly authorised expenses;
 - (x) for the first meeting of the financial year, prepare budgetary recommendations to enable the National Executive Committee to fix the amount of Members' subscriptions in accordance with Rule 8 (a)
 - (xi) report to each National Executive Committee meeting on the Association's income and expenditure, assets and liabilities.

(e) **Policies Officer**

The Policies Officer shall assess and analyse the impact on members of the Association, of new policies on employment matters and changes to existing policies as proposed by the Society.

18. **Officials**

(a) **Consultant**

A Consultant, who shall not be an employee of the Society, shall be appointed or if necessary removed under the terms and conditions established by the Administrative & Negotiating Committee under whose direction he/she shall work. While he/she shall be required to attend Meetings of the Association, he/she shall have no entitlement to vote on any issue. The Consultant is deemed to be a Trade Union Official as defined in Section 119 of the Trade Union and Labour Relations Act 1992 and any re-enactment thereof.

The Consultant shall:

- (i) Advise the Association on all aspects of personnel and industrial relations policy;
- (ii) in particular advise on all legislation relevant to employment;
- (iii) as required, conduct negotiations on behalf of the Association; and
- (iv) when required by the Chair and/or the Administrative & Negotiating Committee give such assistance required by way of advice and representation of members involved in grievance or disciplinary procedures.

The Consultant cannot commence any industrial action without the requisite authority as specified in Rule 25.

(b) **Secretary**

The Secretary shall be responsible for:

- (i) **Statutory Secretarial Duties in conjunction with the Treasurer**
 - arrange for the preparation of the Annual Return and ensure its submission to the Certification Officer;
 - make administrative arrangements in respect of the Annual General Meeting and Special Meetings;
 - undertake investigations into complaints against the Association raised by members and advise them of his/her findings.
- (ii) **Secretarial Duties**
 - make administrative arrangements in respect of the Meetings of the Administrative & Negotiating Committee and National Executive Committee in conjunction with the Communications Officer;
 - ensure that all Meetings are held in accordance with the Association's Rules;
 - prepare notes of National Executive Committee meetings and other meetings as appropriate to enable minutes to be produced;
 - ensure that a Financial statement is circulated to members within 8 weeks of the submission of the Annual Return to the Certification Officer.

(b) Any member of the Association shall be entitled to a copy of the Rules on application to an Officer or elected representative of the Association.

(c) A copy of the Rules may be supplied to any person not in membership of the Association on payment of £5.

23. Investigation Into complaints by members

When any member has a complaint that action contrary to the Rules of the Association has been taken, the following procedure shall apply;

- (a) A written statement giving precise details of the action complained of, and in particular the relevance of any Rules of the Association, shall be submitted to the Secretary.
- (b) The Secretary shall make any enquiries he/she considers necessary and advise the member of his/her findings.
- (c) If the member remains dissatisfied the matter shall be placed before the next meeting of the Committee.
- (d) The view of the National Executive Committee shall be made known in writing to the member who raised the issue.
- (e) If the member remains dissatisfied the National Executive Committee may appoint a sub-committee to investigate the matter. The member shall be entitled to make representation to the sub-committee personally.
- (f) The report of the sub-committee shall be made known to the member concerned and the National Executive Committee.

24. Winding-up of the affairs of the Association

(a) If a resolution for the dissolution of the Association is approved by the membership, the Committee shall remain in Office until all the affairs of the Association have been wound up.

(b) The Association's surplus funds, after providing for all liabilities, shall be used for welfare purposes for the benefit of the members. In the event of a deficit being revealed this shall be met by means of a levy on the persons who were members at the end of the calendar month prior to the date on which the resolution for dissolution was passed.

25. Industrial Action

(a) While there is a Procedure Agreement in operation between the Association and the Society, all stages of the Procedure, including arbitration where applicable, must be completed before industrial action may be contemplated by members of the Association.

(b) In matters subject to arbitration no industrial action shall be taken unless the Society fails to comply with the award of an Arbitrator.

(c) Where there is no provision for arbitration, industrial action can only be taken after a meeting between the Negotiating Committee and the Society at which the Association has registered a 'failure to agree'.

(d) The authority for industrial action lies as follows:-

- (i) The National Executive Committee.
Official industrial action which does not include the withdrawal of labour must have written approval of the National Executive Committee.
- (ii) Total Membership.

When the action contemplated is a withdrawal of labour by either a specified group of members or by the total membership, approval is required by postal ballot in accordance with Rule 21 (b).

(e) The National Executive Committee shall be responsible for ensuring that any form of industrial action which is contemplated shall only take place after all statutory requirements have been complied with.

26. Inspection of Register of Members

Any member of the Association shall have the right to inspect the Register of Members within 7 days of the receipt by the Secretary of a written request to do so, for the purpose of obtaining the names, addresses and places of work of members for the purpose of communicating with members in respect of a resolution intended to be used at an Annual or Special General Meeting. Provided always that such written request shall set out details

Income & Expenditure Account as required by Section 6 of TURERA - Year End 2012

INCOME

Members Subscriptions	69635
Other Income	<u>4986</u>
	74621

EXPENDITURE

Less expenditure	(56704)
Excess of income over expenditure	17917
Less provision for depreciation	<u>(2244)</u>
Balance added to accumulated reserves	<u>£15673</u>

The following members of the ANC & NEC received no pay or benefits for 2012

A.N.C

Policy Officers – Nigel Nicholls/Nina Sexton	Ania Grota – Secretary – (see statement to members below)	P Hinchliffe – Vice - Chair	Jane Curwen – Treasurer
Karen Watson - Chair			

N.E.C.

Lisa Abson	Lee Adamson	David Atkinson	Cassandra Samuel
Rachael Hassett	Rodney Crabb	Amy Shackleton	David Shepherd
Peter Ryde	Ryan Blessington	Melanie Mountain	Matthew Connors
Lee Whitehead	Gary Lacey (stepped down Nov 2012)	Pat Cook (Made redundant from Society Dec 2012)	Maureen Torrance
Chris Hancox			

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

STATEMENT TO MEMBERS ISSUED IN CONNECTION WITH THE UNION'S ANNUAL RETURN FOR YEAR ENDED 31 DECEMBER 2012 AS REQUIRED BY SECTION 32A OF TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992

Income and Expenditure

The total income of the union for the period was £74,621. This amount included receipts of £69,635 in respect of membership income of the union. The union's total expenditure for the period was £58,948.

Salary paid to and other benefits provided to the General Secretary and other members of the Executive

The General Secretary was not paid a salary by the Association itself, but received taxable benefits of £918. The other members of the executive received no pay or taxable benefits from the Association.

Irregularity statement

A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of the rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice.

Auditor's report

We have audited the financial statements of Yorkshire Independent Staff Association for the year ended 31 December 2012 set out on pages 4 to 7. 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 trade union's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations Act 1992. Our audit work has been undertaken so that we might state to the trade union's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of officers and auditors

As explained more fully in the Officers' Responsibilities Statement set out on page 1, the officers are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. 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

YORKSHIRE INDEPENDENT STAFF ASSOCIATION
MANAGEMENT INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2012

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

COMPANY INFORMATION

Officers	K Watson P Hinchcliffe P Cook J Curwen	Chair Vice Chair Policy Officer Treasurer
Secretary	A Grotta	
Registration number	514T - Trade Union and Labour Relations (Consolidated) Act 1992	
Registered office	16 Higher Downs Bradford BD8 0NA	
Auditors	The Shepherd Partnership Limited Rope Walk Skipton BD23 1ED	
Bankers	Yorkshire Building Society Yorkshire House Yorkshire Drive Bradford BD5 8LJ	

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

DETAILED BALANCE SHEET AS AT 31 DECEMBER 2012

	2012		2011	
	£	£	£	£
Fixed assets				
Computer equipment		-		
Motor vehicles		6,733		8,977
		<u>6,733</u>		<u>8,977</u>
		6,733		8,977
Current assets				
Other debtors	-		-	
Prepayments	2,058		2,128	
Bank current account	77,128		60,660	
Bank deposit account	228,182		226,461	
	<u>307,368</u>		<u>289,249</u>	
Creditors: amounts falling due within one year				
Corporation tax	419		216	
Accruals	1,700		1,700	
	<u>2,119</u>		<u>1,916</u>	
Net current assets		305,249		287,333
Total assets less current liabilities		<u>311,982</u>		<u>296,310</u>
Capital and reserves				
Profit and loss account		311,982		296,310
Shareholders' funds		<u>311,982</u>		<u>296,310</u>

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

DETAILED TRADING AND PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2012

		2012		2011
	£	£	£	£
Income				
Subscriptions income		69,635		59,863
Commissions receivable		985		637
Lottery receipts		8,404		7,381
Lottery draw expenses		(6,500)		(6,550)
		<hr/>		<hr/>
		72,524		61,331
Administrative expenses		(58,529)		(54,628)
		<hr/>		<hr/>
Operating surplus		13,995		6,703
Other interest receivable and similar income				
Bank interest received		2,097		1,066
		<hr/>		<hr/>
Surplus before taxation	22.19%	<u>16,092</u>	12.67%	<u>7,769</u>

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

SCHEDULE OF ADMINISTRATIVE EXPENSES

FOR THE YEAR ENDED 31 DECEMBER 2012

	2012	2011
	£	£
Administrative expenses		
Internal and external training	3,832	5,954
Caseworker	568	827
Committee expenses	9,892	10,271
Insurance	1,690	1,873
Printing and stationery	5,965	2,572
Recruitment costs	7,182	5,808
Computer running costs	125	185
Motor running expenses	1,196	1,302
Appeals and disciplinary expenses	1,121	1,014
Affiliation fees	4,279	4,116
Consultancy fees	18,995	13,758
Audit and accountancy fees	1,200	1,400
Legal and professional fees	240	240
General office expenses	-	279
Depreciation on motor vehicles	2,244	2,993
Profits/losses on disp of tangibles	-	2,036
	<hr/>	<hr/>
	58,529	54,628
	<hr/>	<hr/>
