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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

PTSC

Year ended:

DECEMBER 2015

List no:

819T

Head or Main Office:

Juxion House
2nd Floor
101 St Pauls Churchyard
London
EC4M 8BU

Website address (if available)

www.ptscunion.org.uk

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

Yes



No



(Click the appropriate box)

General Secretary:

Francis R Neckles

Telephone Number:

0203 1027550

Contact name for queries
regarding

Francis Neckles

Telephone Number:

0203 6237556 07415 956555

E-mail:

francis.neckles@ptscunion.org.uk

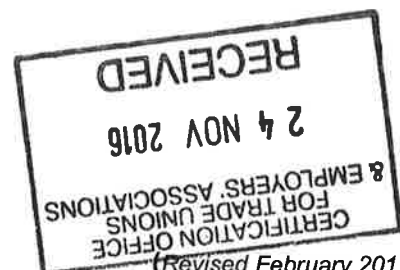
PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

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
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)

The Officers employed on a voluntary basis for the PTSC Union,

Relating to financial year ending 2015 are as follows:

Francis Neckles

John J Neckles

Leslie Grange

Westley Lay

Marcia Francis

Gary Thompson

Harrington Hunt

Olalekan Ojo

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	180	N/A	N/A	N/A	180
FEMALE	26	N/A	N/A	N/A	26
TOTAL	206	N/A	N/A	N/A	A 206

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

206

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
General Secretary	N/A	Francis R Neckles	08/03/2014
Deputy General	N/A	Leslie Grange	08/03/2014
Financial Secretary	N/A	Westley Lay	08/03/2014
Legal Secretary	N/A	John F Neckles	01/08/2014
District Secretary	N/A	Marcia Francis	08/03/2014
District Secretary	N/A	Garry Thompson	08/03/2014
District Secretary	N/A	Barrington Hunt	08/03/2014
Unit Representative	N/A	Olalekan Ojo	01/09/2015
Unit Representative	N/A	Josy Batchelor	01/09/2015

State whether the union is:

a. A branch of another trade union?

 No

If yes, state the name of that other union:

b. A federation of trade unions?

 No

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		
From Members: Other income from members (specify)		
X	17,628	
Total other income from members		17,628
Total of all income from members		
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		17,628
	TOTAL INCOME	
EXPENDITURE		
Benefits to members (as at page 5)		0
Administrative expenses (as at page 10)		14,496
Federation and other bodies (specify)		
		0
Total expenditure Federation and other bodies		14,496
Taxation		0
	TOTAL EXPENDITURE	14,496
Surplus (deficit) for year		3,132
Amount of general fund at beginning of year		(8,644)
Amount of general fund at end of year		(5,512)

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		0
Other income		
TOTAL OTHER INCOME		0
TOTAL OF ALL OTHER INCOME		0

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)	0
			0

(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	
Auditors' fees		800
Legal and Professional fees		400
Occupancy costs		0
Stationery, printing, postage, telephone, etc.		9,489
Expenses of Executive Committee (Head Office)		0
Expenses of conferences		0
Other administrative expenses (specify)		
Rent & Office costs		1,737
Travel & Subsistence		1,372
Sundries		698
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		14,496
Charged to:		
General Fund (Page 3)		14,496
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Total		14,496

BALANCE SHEET as at

(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	0	0
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand	791	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		791
	TOTAL ASSETS		
	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		4,896
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses		1,407
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		(6,303)
	TOTAL ASSETS		(6'303)

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 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"/>
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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 checked="" type="checkbox"/>
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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	17,628		17,628
From Members			
From Investments			
Other Income (including increases by revaluation of assets)			
Total Income	17,628		17,628
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	14,496		14,496
Funds at beginning of year (including reserves)	(8,644)		(8,644)
Funds at end of year (including reserves)	(5,512)		(5,512)
ASSETS			
Fixed Assets			
Investment Assets			
Other Assets			791
Total Assets			791
LIABILITIES			
Total Liabilities			(6,303)
NET ASSETS (Total Assets less Total Liabilities)			(5,512)

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.

1. Accounting policies

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable Accounting Standards.

Going concern

The union is insolvent at the balance sheet date and depends on its members for financial support.

Following a review of the position, the committee are of the opinion that the Union will be able to continue its operations for the foreseeable future, and on that basis, the going concern concept is applied.

2. Operating results

Stated after charging;

Auditors' remuneration

800

No remuneration was paid to any of the board members during the period.

3. Taxation

The Union does not operate for profit. There is, therefore, no liability to corporation tax.

4. Subscriptions

Subscriptions are recognised only when they are received.

5. Creditors: Amounts falling due within one year

Loans from members

£
4,896

Accruals

1,407

£6,303

6. Ordinary Share Capital

The union does not have a share capital.

7. Capital commitments

There were no firm capital commitments at the balance sheet date.

ACCOUNTING POLICIES



(see notes 74 and 75)

8. Movement in funds	£
Surplus for the period	3,132
Funds at 30 November 2014	<u>(5,512)</u>
There were no gains or losses during the period other than those recognised in the Income and Expenditure Account. There are no restricted funds.	
10. Control	
The company is under the control of the Union Officers.	

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

General Secretary's	Financial Secretary
Signature: <u></u>	Signature: <u></u> (or other official whose position should be stated)
Name: <u>Francis Neckles</u>	Name: <u>Westley Lay</u>
Date: <u>11 November 2016</u>	Date: <u>11 November 2016</u>

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 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

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records?
(See section 36(3) of the 1992 Act, set out in note 83)

YES

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
(See section 36(4) of the 1992 Act set out in rule 83)

YES

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.
(See note 85)

AUDITOR'S REPORT

We have audited the financial statements of PTSC for the period ended

31 December 2015 which comprise the Income and Expenditure Account, Balance Sheet and related notes. These financial statements have been prepared in accordance with applicable law and the accounting

policies set out therein

This report is made solely to the Union members, as a body. Our audit work has been undertaken so that

we might report to the members those matters which 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 Union and the Unions' members as a body, for our audit work, for this report,

or for the opinions we have formed.

Respective responsibilities of union officers and auditors

As described in the statement of union officers' responsibilities on page 1, the Union's officers are The Union Officers are responsible for the preparation of the financial statements in accordance with applicable

law and accounting standards issued by the Accounting Standards Board. Our responsibility is to audit the

financial statements 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 statements give a true and fair view. We also report

to you if, in our opinion: proper books of account have been kept by the Union: whether we have obtained all the information and explanations we require for the purposes of our audit, and whether the Unions Balance Sheet and Income and Expenditure account are in agreement with the books of account.

Opinion

Unqualified Opinion


In our opinion the financial statements give a true and fair view, in accordance with Generally Accepted Accounting Practice, of the state of the Union's affairs at 31 March 2015 and of its loss for the period then ended.

We have obtained all the information and explanations which we considered necessary for our audit and in our opinion, proper books of account have been kept by the Union. The financial statements are in agreement with the books of account.

Emphasis of Matter

In forming our opinion, we have considered the adequacy of the disclosures made in Note 1 to the accounts concerning the uncertainty as to the continuation of support from the members. In view of the importance of this we consider that it should be drawn to your attention, but our opinion is not qualified in this respect.

**Tom Carolan & Co.
Chartered Accountants
Registered Auditors
Tel: 087 1216345
Email: tcaccounts@eircom.net**

Signature(s) of auditor or auditors:		
Name(s):	Thomas N Carolan	
Profession(s) or Calling(s):	Chartered Accountant, Registered Auditor	
Address(es):	33 Austi Friars Street, Mullingar, Ireland N91 NR52	
Date:	13/11/2016	
Contact name and telephone number:	Tom Carolan 00353871216345	

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