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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

ACCORD

Year ended:

31 DECEMBER 2017

List no:

588T

Head or Main Office:

ACCORD
SIMMONS HOUSE, 46 OLD BATH ROAD
CHARVIL, READING
BERKSHIRE
RG10 9QR

Website address (if available)

www.accord-myunion.org

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

Yes

No

(Click the appropriate box)

General Secretary:

GED NICHOLS

Telephone Number:

01189 341808

Contact name for queries regarding

PAULA TEGG

Telephone Number:

01189 341808

E-mail:

paula.tegg@accordhq.org

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: 0330 109 3602

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

For Unions based in England and Wales:

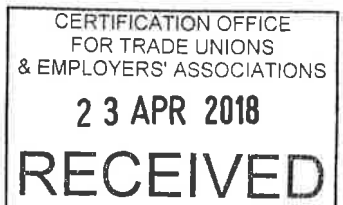
Certification Office for Trade Unions and Employers' Associations

Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

For Unions based in Scotland:

Certification Office for Trade Unions and Employers' Associations

Melrose House, 69a George Street, Edinburgh EH2 2JG



(Revised November 2017)

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	7,156	788	1	6	7,951
FEMALE	15,118	853	1	4	15,976
TOTAL	22,274	1,641	2	10	A 23,927

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

23,927

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

0 – see attached note

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 person's 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
PRINCIPAL EXECUTIVE COUNCIL	FIONA MILLER		AUGUST 2017
PRINCIPAL EXECUTIVE COUNCIL	CRAIG MILLS		DECEMBER 2017

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:

Accord
Year ended 31 December 2017
Return of Members - Notes

At 31 December 2017 Accord had 23,927 members contributing to the General Fund. The gender of all members is known. Of the total number no address is held for 114 members and it has therefore not been possible to allocate them by region.

To ensure the table on page 2 adds up the return has therefore been completed to show the known membership by gender and region. The table below shows how the table on page 2 reconciles to the total number of members contributing to the General Fund as also shown on page 2.

	Great Britain	Northern Ireland	Irish Republic	Elsewhere	Subtotal	No address held	Total number of members at year end contribution to the General Fund
Male	7,156	788	1	6	7,951	44	7,995
Female	<u>15,004</u>	<u>853</u>	<u>1</u>	<u>4</u>	<u>15,862</u>	<u>70</u>	<u>15,932</u>
Total	<u><u>22,160</u></u>	<u><u>1,641</u></u>	<u><u>2</u></u>	<u><u>10</u></u>	<u><u>23,813</u></u>	<u><u>114</u></u>	<u><u>23,927</u></u>
				Per return page 2, Box A			Per return page 2

Accord
For the year ended 31 December 2017
Officers in post at year end

President
Vice President
Vice President
General Secretary

Tom Harrison
Dave Arthur
Carol Knowles
Ged Nichols

Trustee
Trustee
Trustee
Trustee

Joan Bland
Jim Searle
Rodney Grainger
Marilyn Morris

Principal Executive Council member
Principal Executive Council member
Principal Executive Council member
Principal Executive Council member
Principal Executive Council member
Principal Executive Council member
Principal Executive Council member
Principal Executive Council member
Principal Executive Council member
Principal Executive Council member
Principal Executive Council member
Principal Executive Council member
Principal Executive Council member

Margaret Betts
Dianne Cousins
Vickie Bullough
Clare Buss
Steve Gillen
Jeff Glazer
Neil Grant
Richard Joyce
Neil Magill
Aarren Mowle
Caroline Pollock
Asma Rehman

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		2,192,723
From Members: Other income from members (specify)		
SUBSCRIPTION DRAW INCOME	200,058	
Total other income from members		200,058
Total of all income from members		2,392,781
Investment income (as at page 12)		290,481
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	9,464	
Total of other income (as at page 4)		9,464
	TOTAL INCOME	2,692,726
EXPENDITURE		
Benefits to members (as at page 5)		161,958
Administrative expenses (as at page 10)		2,209,190
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		2,371,148
Taxation		28,788
	TOTAL EXPENDITURE	2,399,936
Surplus (deficit) for year		292,790
Amount of general fund at beginning of year		5,627,883
Amount of general fund at end of year		5,920,673

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 OTHER INCOME	9,464	
TOTAL OTHER INCOME		9,464
TOTAL OF ALL OTHER INCOME		9,464

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	81,120
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
LEGAL ADVICE LINE	18,720	MEDICAL FEES	15
TAX & PENSIONS ADVICE LINE	62,400	DEATH BENEFIT	3,300
Dispute Benefits		CLIVE WEBSTER MEMORIAL FUND	4,884
		WILLIAM WRIGHT MEMORIAL FUND	5,397
Other Cash Payments		BUPA EXCESS CASHBACK SCHEME	67,242
carried forward	81,120	Total (should agree with figure in General Fund)	161,958

(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 24 and 25)

FUND 6		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 7		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(see notes 26 to 31)

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

POLITICAL FUND ACCOUNT 2		To be completed by trade unions which act as components of a central trade union	
		£	£
Income	Contributions and levies collected from members on behalf of central political		
	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	1,052,826
Salaries and Wages included in above	£1,013,301
Auditors' fees	21,713
Legal and Professional fees	67,895
Occupancy costs	10,807
Stationery, printing, postage, telephone, etc.	59,623
Expenses of Executive Committee (Head Office)	
Expenses of conferences	16,523
Other administrative expenses (specify)	
STAFF TRAINING	8,517
MOTOR EXPENSES	4,422
HQ STAFF MEETING & TRAVEL EXPENSES	213,035
BALLOT EXPENSES	11,464
CAMPAIGNS & PUBLISHING	166,397
CHARITABLE DONATIONS	5,627
BANK CHARGES	16,821
SUNDRY	31,449
INSURANCE	29,266
PROFIT ON SALE OF TANGIBLE ASSETS	(10,700)
MEMBERS MEETING & TRAVEL EXPENSES	155,277
AFFILIATION FEES	103,137
MAINTENANCE, REPAIRS & IT SUPPORT	73,302
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	70,815
Taxation	
Outgoings on land and buildings (specify)	

Other outgoings (specify)		
SUBSCRIPTION DRAW PRIZES & DONATIONS		100,974
Total		2,209,190
Charged to:	General Fund (Page 3)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		2,209,190

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			12,000
Dividends (gross) from:			
Equities (e.g. shares)			6,272
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			10,545
Other investment income (specify)			
REALISED GAIN ON DISPOSAL OF INVESTMENTS			25,296
UNREALISED GAIN ON REVALUATION OF INVESTMENTS			236,368
			290,481
		Total investment income	290,481
		Credited to:	
		General Fund (Page 3)	290,481
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	290,481

BALANCE SHEET as at 31 DECEMBER 2017

(see notes 47 to 50)

Previous Year		£	£
274,099	Fixed Assets (at page 14)	313,355	
	Investments (as per analysis on page 15)		
5,050,033	Quoted (Market value £ 4,511,448)	4,511,448	
	Unquoted		
5,324,132	Total Investments		4,824,803
	Other Assets		
	Loans to other trade unions		
213,570	Sundry debtors	216,843	
244,695	Cash at bank and in hand	868,705	
	Income tax to be recovered		
	Stocks of goods		
62,466	Others (specify) MEMBERSHIP DATABASE	185,295	
520,731	Total of other assets		1,270,843
5,844,863	TOTAL ASSETS		6,095,646
	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		
57,887	Tax payable		28,742
27,786	Sundry creditors		33,732
113,372	Accrued expenses		108,867
	Provisions		
17,935	Other liabilities		3,632
216,980	TOTAL LIABILITIES		174,973
5,627,883	TOTAL ASSETS		5,920,673

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold old £	Leasehold £				
Cost or Valuation						
At start of year	325,860		261,467	148,464		735,791
Additions			51,862	58,209		110,071
Disposals				(54,546)		(54,546)
Revaluation/Transfers						
At end of year	325,860		313,329	152,127		791,316
Accumulated Depreciation						
At start of year	160,377		209,429	91,886		461,692
Charges for year	3,813		31,567	35,435		70,815
Disposals				(54,546)		(54,546)
Revaluation/Transfers						
At end of year	164,190		240,996	72,775		477,961
Net book value at end of year	161,670		72,333	79,352		313,355
Net book value at end of previous year	165,483		52,038	56,578		274,099

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
LLOYDS BANKING GROUP ORDINARY SHARES	138,216	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
ABERDEEN MULTIDIVERSITY FUND	1,971,693	
ST. JAMES'S PLACE	2,150,668	
ABERDEEN ASSET MANAGEMENT LIQUIDITY FUND	751	
UNITY TRUST BANK ORDINARY SHARES	250,120	
TOTAL QUOTED (as Balance Sheet)	4,511,448	
Market Value of Quoted Investment	4,511,448	
UNQUOTED Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	2,392,781		2,392,781
From Investments	54,113		54,113
Other Income (including increases by revaluation of assets)	245,832		245,832
Total Income	2,692,726		2,692,726
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	2,399,936		2,399,936
Funds at beginning of year (including reserves)	5,627,883		5,627,883
Funds at end of year (including reserves)	5,920,673		5,920,673
ASSETS			
Fixed Assets			313,355
Investment Assets			4,511,448
Other Assets			1,270,843
		Total Assets	6,095,646
LIABILITIES			
		Total Liabilities	174,973
NET ASSETS (Total Assets less Total Liabilities)			5,920,673

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

ACCORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

1. CONSTITUTION

The Union was formed on 1 August 1977. Membership is open to all employees of Lloyds Banking Group plc, which is to include any subsidiary or merged organization and any limited company or firm owned by or under the control of Lloyds Banking Group plc, or other such employers as the Principal Executive Council shall from time to time determine. The Union represents the interests of its members in all matters relating to their employment.

The Union is registered as an independent trade union affiliated to the TUC and the Scottish TUC. The Union has received its Certificate of Independence under the Trade Union and Labour Relations (Consolidation) Act 1992.

The registered office of the Union can be found on the union information page. The principal activities of the Union continued to be provision of advice, support and guidance for its members, as set by the Rules and Constitution 2014.

2. ACCOUNTING POLICIES

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland.

The presentational and functional currency of the Union is Sterling.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgment in applying the Union's accounting policies (see note 3).

The following principal accounting policies have been applied:

2.2 Going concern

The financial statements have been prepared on the going concern basis.

2.3 Income

Income is recognised to the extent that it is probable that the economic benefits will flow to the Union and the income can be reliably measured. Income is measured as the fair value of the consideration received or receivable, excluding discounts, rebates and other sales taxes. The following criteria must also be met before income is recognised:

Income from subscriptions is recognised in the period in which subscription is due from the member and when all of the following conditions are satisfied:

- the amount of income can be measured reliably;
- it is probable that the Union will receive the consideration due under the subscription.

ACCORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

2. ACCOUNTING POLICIES (CONTINUED)

2.4 Intangible assets

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

All intangible assets are considered to have a finite useful life. If a reliable estimate of the useful life cannot be made, the useful life shall not exceed ten years.

2.5 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Freehold property	- 50 years
Motor vehicles	- 4 years
Fixtures and fittings	- 4 years

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of comprehensive income.

2.6 Investment property

Investment property is carried at fair value determined annually and derived from the current market rents and investment property yields for comparable real estate, adjusted if necessary for any difference in the nature, location or condition of the specific asset. No depreciation is provided. Changes in fair value are recognised in the Statement of comprehensive income.

2.7 Valuation of investments

Investments in unlisted Union shares, whose market value can be reliably determined, are remeasured to market value at each balance sheet date. Gains and losses on remeasurement are recognised in the Statement of comprehensive income for the period. Where market value cannot be reliably determined, such investments are stated at historic cost less impairment.

Listed investments are remeasured to market value at each Balance sheet date. Gains and losses on remeasurement are recognised in profit or loss for the period.

ACCORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

2. ACCOUNTING POLICIES (CONTINUED)

2.8 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.9 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.10 Financial instruments

The Union only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Debt instruments (other than those wholly repayable or receivable within one year), including loans and other accounts receivable and payable, are initially measured at present value of the future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade debtors and creditors, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration expected to be paid or received. However, if the arrangements of a short-term instrument constitute a financing transaction, like the payment of a trade debt deferred beyond normal business terms or financed at a rate of interest that is not a market rate or in case of an out-right short-term loan not at market rate, the financial asset or liability is measured, initially, at the present value of the future cash flow discounted at a market rate of interest for a similar debt instrument and subsequently at amortised cost.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of comprehensive income.

2.11 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2.12 Pensions

Defined contribution pension plan

The Union operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Union pays fixed contributions into a separate entity. Once the contributions have been paid the Union has no further payment obligations.

The contributions are recognised as an expense in the Statement of comprehensive income when they fall due. Amounts not paid are shown in accruals as a liability in the Balance sheet. The assets of the plan are held separately from the Union in independently administered funds.

ACCORD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

2. ACCOUNTING POLICIES (CONTINUED)

2.13 Taxation

Tax is recognised in the Statement of comprehensive income, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the Union operates and generates income.

**3. JUDGMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION
UNCERTAINTY**

The preparation of the financial statements requires management to make judgments, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. The nature of estimation means the actual outcomes could differ from those estimates. The following judgments (apart from those involving estimates) have had the most significant effect on the amounts recognised in the financial statements:

- valuation of the investment property at open market value.
- valuation of fixed asset investments at the market value at the balance sheet date.

4. ANALYSIS OF INCOME

An analysis of income by class of business is as follows:

	2017 £	2016 £
Membership subscriptions	2,192,723	2,163,083
Rent receivable	12,000	10,032
Other income	16,817	11,943
Dividends and interest receivable	9,465	3,495
	<u>2,231,005</u>	<u>2,188,553</u>

All income arose within the United Kingdom.

5. OTHER OPERATING INCOME

	2017 £	2016 £
Subscription draw surplus	99,084	99,289
	<u>99,084</u>	<u>99,289</u>

ACCORD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

6. AUDITORS' REMUNERATION

	2017 £	2016 £
Fees payable to the Union's auditor and its associates for the audit of the Union's annual accounts	12,000	12,000
	<u>12,000</u>	<u>12,000</u>

7. EMPLOYEES

Staff costs, including Council's remuneration, were as follows:

Wages, salaries and benefit costs were £1,024,241 (2016: £1,060,189). The cost of defined contribution pension scheme contributions were £39,525 (2016: £19,324). The total costs were therefore £1,063,766 (2016: £1,079,513).

The average monthly number of employees during the year was as follows:

	2017 No.	2016 No.
Administrative	<u>21</u>	<u>20</u>

Key management compensation, including employer pension and National Insurance contributions, amounted to £157,812 (2016: £154,182).

8. INCOME FROM INVESTMENTS

	2017 £	2016 £
Realised gain on sale of investments	25,296	38,987
	<u>25,296</u>	<u>38,987</u>

9. TAXATION

	2017 £	2016 £
CORPORATION TAX		
Current tax on surplus for the year	29,492	57,887
Adjustments in respect of previous periods	(704)	(4,954)
TOTAL CURRENT TAX	<u>28,788</u>	<u>52,933</u>

ACCORD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

9. TAXATION (CONTINUED)

FACTORS AFFECTING TAX CHARGE FOR THE YEAR

The tax assessed for the year is lower than (2016 - lower than) the standard rate of corporation tax in the UK of 19.25% (2016 - 20%). The differences are explained below:

	2017 £	2016 £
Profit on ordinary activities before tax	<u>321,578</u>	<u>338,763</u>
Profit on ordinary activities multiplied by standard rate of corporation tax in the UK of 19.25% (2016 - 20%)	61,904	67,752
EFFECTS OF:		
Non-taxable expenditure	404,552	441,870
Non-taxable income	(444,211)	(453,567)
Capital allowances for year in excess of depreciation	-	1,430
Adjustments to brought forward values	-	(2,504)
Adjustments to tax charge in respect of prior periods	(704)	(4,954)
Exempt ABGH distributions	(1,207)	-
Deferred tax not recognised	8,454	3,971
Dividends from UK companies	-	(1,065)
TOTAL TAX CHARGE FOR THE YEAR	<u>28,788</u>	<u>52,933</u>

FACTORS THAT MAY AFFECT FUTURE TAX CHARGES

Deferred tax has not been recognised as any potential liability would be covered by future costs and so there would be no liability arising.

ACCORD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

10. INTANGIBLE ASSETS

	Database £
COST	
At 1 January 2017	62,466
Additions	122,829
At 31 December 2017	185,295
 NET BOOK VALUE	
At 31 December 2017	185,295
<i>At 31 December 2016</i>	62,466

Within intangible assets there exists a database with a net book value of £185,295 (2016: £62,466) at the balance sheet date. The asset is held under construction and will not be amortised until the asset is in use.

11. TANGIBLE FIXED ASSETS

	Land and buildings £	Motor vehicles £	Fixtures and fittings £	Total £
COST OR VALUATION				
At 1 January 2017	325,860	148,464	261,467	735,791
Additions	-	58,209	51,862	110,071
Disposals	-	(54,546)	-	(54,546)
At 31 December 2017	325,860	152,127	313,329	791,316
 DEPRECIATION				
At 1 January 2017	160,377	91,886	209,429	461,692
Charge for the year on owned assets	3,813	35,435	31,567	70,815
Disposals	-	(54,546)	-	(54,546)
At 31 December 2017	164,190	72,775	240,996	477,961
 NET BOOK VALUE				
At 31 December 2017	161,670	79,352	72,333	313,355
<i>At 31 December 2016</i>	165,483	56,578	52,038	274,099

ACCORD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

11. TANGIBLE FIXED ASSETS (CONTINUED)

The net book value of land and buildings may be further analysed as follows:

	2017 £	2016 £
Freehold - own occupation at cost	65,670	69,483
Freehold - investment property at valuation	96,000	96,000
	<u>161,670</u>	<u>165,483</u>

The freehold property was revalued at open market value in 2015 by an independent qualified valuer and the element relating to the investment property was incorporated into the accounts. The Principal Executive Council considers that there has been no material change in the open market value of the freehold property in the year.

If the land and buildings had not been included at valuation they would have been included under the historical cost convention as follows:

	2017 £	2016 £
Cost	254,360	254,360
Accumulated depreciation	(164,190)	(160,377)
NET BOOK VALUE	<u>90,170</u>	<u>93,983</u>

ACCORD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

12. FIXED ASSET INVESTMENTS

	Listed investments £	Unlisted investments £	Total £
COST OR VALUATION			
At 1 January 2017	121,315	4,928,718	5,050,033
Additions	6,271	-	6,271
Disposals	-	(781,223)	(781,223)
Revaluations	10,630	225,737	236,367
At 31 December 2017	<u>138,216</u>	<u>4,373,232</u>	<u>4,511,448</u>
NET BOOK VALUE			
At 31 December 2017	<u>138,216</u>	<u>4,373,232</u>	<u>4,511,448</u>
<i>At 31 December 2016</i>	<u>121,315</u>	<u>4,928,718</u>	<u>5,050,033</u>

Listed and unlisted investments are valued using an active market valuation at the balance sheet date.

The historical cost of investments at the balance sheet date is as follows:

	2017 £	2016 £
Listed investments	107,881	103,609
Unlisted investments	3,251,024	3,906,872
	<u>3,358,905</u>	<u>4,010,481</u>

ACCORD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

13. DEBTORS

	2017 £	2016 £
DUE AFTER MORE THAN ONE YEAR		
Other debtors	<u>189,572</u>	<u>197,996</u>
	<u>189,572</u>	<u>197,996</u>
	2017 £	2016 £
DUE WITHIN ONE YEAR		
Other debtors	26,639	15,000
Prepayments and accrued income	632	574
	<u>27,271</u>	<u>15,574</u>

14. CASH AND CASH EQUIVALENTS

	2017 £	2016 £
Cash at bank and in hand	<u>868,705</u>	<u>244,695</u>

15. CREDITORS: Amounts falling due within one year

	2017 £	2016 £
Bank loans	-	14,319
Corporation tax	28,742	57,887
Other taxation and social security	33,732	27,786
Other creditors	3,632	3,616
Accruals and deferred income	108,867	113,372
	<u>174,973</u>	<u>216,980</u>

ACCORD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

16. FINANCIAL INSTRUMENTS

	2017 £	2016 £
FINANCIAL ASSETS		
Financial assets measured at fair value through profit or loss	4,511,448	5,050,032
Financial assets that are debt instruments measured at amortised cost	216,211	212,994
	<u>4,727,659</u>	<u>5,263,026</u>
FINANCIAL LIABILITIES		
Financial liabilities measured at amortised cost	96,867	95,358
	<u>96,867</u>	<u>95,358</u>

Financial assets measured at fair value through profit or loss consist of fixed asset investments.

Financial assets that are debt instruments measured at amortised cost consist of other debtors.

Financial liabilities measured at amortised cost consist of other creditors and some accruals.

17. RESERVES

Accumulated funds - Fair value reserve

The balance in the fair value reserve arises from the restatement of fixed asset investments to market value at the balance sheet date.

Accumulated funds - revaluation reserve

The balance in the investment property revaluation reserve is the surplus on the revaluation of the investment property in 2015.

Accumulated funds - general

The balance in the general funds represents the total remaining reserves of the Union.

18. CAPITAL COMMITMENTS

There is a commitment at the year end for payments on completion of a membership database. The committed amount is £64,573 (2016: £187,402) and is payable within one year.

ACCORD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

19. PENSION COMMITMENTS

The Union operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Union in an independently administered fund. The pension cost charge represents contributions payable by the Union to the fund and amounted to £39,525 (2016: £19,324). Contributions totalling £3,632 (2016: £3,616) were payable to the fund at the balance sheet date.

20. RELATED PARTY TRANSACTIONS

The Union has advanced a loan to G Nichols, the General Secretary, with interest being charged at 3.2% per annum. At the year end the total outstanding was £204,572 (2016: £212,994). The total interest income recognised by the Union in respect of the loan in the year is £6,575 (2016: £6,616).

Close family members of the General Secretary are employed by the Union, making them related parties. During the year, salaries paid to these related parties amounted to £107,307 (2016: £106,265).

21. CONTROLLING PARTY

The activities of the Union are controlled by the Principal Executive Council.

There is no ultimate controlling party in the current or comparative year.

ACCOUNTING POLICIES

(see notes 74 and 75)

SEE ATTACHED

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: Name: <u> GEO NICHOLS </u> Date: <u> 17.4.18 </u>	Chairman's Signature: (or other official whose position should be stated) Name: <u> TOM HARRISON </u> Date: <u> 17.4.18 </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	<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"/>
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED (See Pages 23 and 24 and Notes 88 to 94)	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

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

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

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

AUDITOR'S REPORT (section one)

SEE ATTACHED

Signature(s) of auditor or auditors:

WMT

Name(s):

WMT

Profession(s) or Calling(s):

CHARTERED
ACCOUNTANTS &
STATUTORY AUDITORS

Address(es):

45 GROSVENOR ROAD
ST ALBANS
HERTFORDSHIRE
AL1 3AW

Date:

17.4.18

Contact name and telephone number:

ELIZABETH IRVINE
01727 838255

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

ACCORD

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACCORD

OPINION

We have audited the financial statements of Accord (the 'Union') for the year ended 31 December 2017, which comprise the Statement of comprehensive income, the Balance sheet, the Statement of changes in equity and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

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

In our opinion the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2017 and of its surplus or deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Union in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Council's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Council has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Union's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

ACCORD

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACCORD (CONTINUED)

OTHER INFORMATION

The Council is responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters in relation to which we are required 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 Council's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

RESPONSIBILITIES OF PRINCIPAL EXECUTIVE COUNCIL

As explained more fully in the Council's responsibilities statement on page 1, the Council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Council determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council is responsible for assessing the Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intends to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

ACCORD

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACCORD (CONTINUED)

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the Union's internal audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council.
- Conclude on the appropriateness of the Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Union's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditors' report. However, future events or conditions may cause the Union to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

WMT

WMT

Chartered Accountants and Statutory Auditors

45 Grosvenor Road

St Albans

Hertfordshire

AL1 3AW

Date: 17.4.18

MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

made in accordance with section 24ZD of the
Trade Union and Labour Relations (Consolidation) Act 1992.

At the end of the reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

YES

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21.

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21.

MEMBERSHIP AUDIT CERTIFICATE SECTION ONE

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

1. In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

YES


2. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

YES

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) **send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.**

MEMBERSHIP AUDIT CERTIFICATE (continued)

Signature of assurer	
Name	WMT
Address	45 GROSVENOR ROAD ST ALBANS HERTFORDSHIRE AL1 3AW
Date	17.4.18
Contact name and telephone number	ELIZABETH IRVINE 01727 838255

MEMBERSHIP AUDIT CERTIFICATE

SECTION TWO

For a trade union with no more than 10,000 members at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

YES/NO

If "NO" Please explain below:

Signature	
Name	
Office held	
Date	