

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

Name of Trade Union:	Associated Society for Locomotive Engineers and Firemen		
Year ended:	31st December 2019		
List no:	CO/23T/1		
Head or Main Office address:	77 St John Street		
	London		
Postcode	EC1M 4NN		
Website address (if available)	<a href="http://www.aslef.org.uk">www.aslef.org.uk</a>		
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	('X' in appropriate box)
General Secretary:	Michael Whelan		
Telephone Number:	0207 324 2400		
Contact name for queries regarding the completion of this return	Nicola Newing		
Telephone Number:	0207 324 2445		
E-mail:	nikki.newing@aslef.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: 0330 109 3602

You should send the annual return to the following email address stating the name of the union in subject:

For Unions based in England and Wales: [returns@certoffice.org](mailto:returns@certoffice.org)

For Unions based in Scotland: [ymw@tcyoung.co.uk](mailto:ymw@tcyoung.co.uk)

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# 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	21,828				21,828
Female	1,433				1,433
Other					
<b>Total</b>	23,261				A 23,261

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

23,261

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


## Change of Officers

Please complete the following to record any changes of officers during the twelve months covered by this return

Position Held	Name of Officer ceasing to hold Office	Name of Officer Appointed	Date of change
President	John Mc Donald	David Calfe	01.01.19
Vice President	David Calfe	Andy Hudd	01.01.19
Executive Officer	Andy Hudd	Mark Wakenshaw	01.01.19
Executive Officer	Hugh Bradley	Jim Baxter	01.01.19

State whether the union is:

a. A branch of another trade union?

Yes		No	<b>X</b>
-----	--	----	----------

If yes, state the name of that other union:

b. A federation of trade unions?

Yes		No	<b>X</b>
-----	--	----	----------

If yes, state the number of affiliated unions:

and names:

# Officers in post

(see note 12)

Please complete list of all officers in post at the end of the year to which this return relates.

Name of Officer	Position held
Dave Calfe	President
Andy Hudd	Vice President
Jim Baxter	Executive Officer
Mark Wakenshaw	Executive Officer
Marz Colombini	Executive Officer
Howard Kaye	Executive Officer
John Metcalfe	Executive Officer
Teryy Wilkinson	Executive Officer
Michael Whelan	General Secretary
Simon Weller	Assistant General Secretary
Ian Smith	Trustee
Bill Goode	Trustee
Mark Daniels	Trustee

# General Fund

(see notes 13 to 18)

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		6,649,594
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		6,649,594
<b>Investment income (as at page 12)</b>		295,535
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	529,152	
<b>Total of other income (as at page 4)</b>		529,152
		<b>Total income</b>
		7,474,281
	<b>Interfund Transfers IN</b>	20,185
<b>Expenditure</b>		
Benefits to members (as at page 5)		508,029
Administrative expenses (as at page 10)		5,946,528
<b>Federation and other bodies</b> (specify)		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
		<b>Total expenditure</b>
		6,454,557
	<b>Interfund Transfers OUT</b>	
		<b>Surplus (deficit) for year</b>
		1,019,724
Amount of general fund at beginning of year		5,561,751
Amount of general fund at end of year		6,601,660

## Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
<b>Federation and other bodies</b>	
<b>Total federation and other bodies</b>	
<b>Any Other Sources</b>	
Memorabilia sold	11,183
Increase in value of investment assets	517,790
Release of Deferred taxation	179
<b>Total other sources</b>	<b>529,152</b>
<b>Total of all other income</b>	<b>529,152</b>

## Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		<b>brought forward</b>	352,060
Legal services	31,759	Advisory Services	
		Other Cash Payments	
Representation – Non Employment Related Issues		Education and Training services	
		Educational costs	132,757
Communications			
Locomotive Journal	281,514		
Diaries	38,787	Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
		Hardship payments	23,212
<b>carried forward</b>	352,060	<b>Total (should agree with figure in General Fund)</b>	508,029

(See notes 21 and 23)

<b>Fund 2</b>		<b>Fund Account</b>	
<b>Name:</b>	ASLEF Distress/ Hardship Fund	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	General Fund contributions		20,185
	<b>Total other income as specified</b>		20,185
	<b>Total Income</b>		20,185
	Interfund Transfers IN		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		20,185
	<b>Surplus (Deficit) for the year</b>		20,185
	<b>Amount of fund at beginning of year</b>		1,500,000
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		1,500,000
	<b>Number of members contributing at end of year</b>		20,756

<b>Fund 3</b>		<b>Fund Account</b>	
<b>Name:</b>	ASLEF Branches General Fund	£	£
<b>Income</b>			
	From members		123,470
	Investment income (as at page 12)		
	Other income (specify)		
	Donations		3,943
	<b>Total other income as specified</b>		3,943
	<b>Total Income</b>		127,413
	Interfund Transfers IN		
<b>Expenditure</b>			
	Benefits to members		24,024
	Administrative expenses and other expenditure (as at page 10)		102,062
	<b>Total Expenditure</b>		126,086
	Interfund Transfers OUT		
	<b>Surplus (Deficit) for the year</b>		1,327
	<b>Amount of fund at beginning of year</b>		316,504
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		317,831
	<b>Number of members contributing at end of year</b>		20,756



(See notes 21 and 23)

Fund 4		Fund Account	
Name:	ASLEF Fighting Fund	£	£
<b>Income</b>			
	From members		398
	Investment income (as at page 12)		
	Other income (specify)		
	Donations		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		398
	Interfund Transfers IN		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<b>Surplus (Deficit) for the year</b>		398
	<b>Amount of fund at beginning of year</b>		88,670
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		89,068
	<b>Number of members contributing at end of year</b>		n/a

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



(See notes 21 and 23)

Fund 8		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
	Interfund Transfers IN		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

Fund 9		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
	Interfund Transfers IN		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

## Political fund account

(see notes 24 to 33)

£

£

<b>Political fund account 1</b>		<b>To be completed by trade unions which maintain their own political fund</b>	
	<b>Income</b>		
	Members contributions and levies		248,500
	Investment income (as at page 12)		
Other income (specify)	Donations	224	
	Total other income as specified		224
	Total income		248,724
<b>Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period</b>			
	<b>Expenditure A</b> (as at page i)		65,089
	<b>Expenditure B</b> (as at page ii)		21,085
	<b>Expenditure C</b> (as at page iii)		124,545
	<b>Expenditure D</b> (as at page iv)		
	<b>Expenditure E</b> (as at page v)		59,162
	<b>Expenditure F</b> (as at page vi)		
	<b>Non-political expenditure</b> (as at page vii)		
		Total expenditure	269,881
		Surplus (deficit) for year	-21,157
		Amount of political fund at beginning of year	120,783
		Amount of political fund at the end of year (as <u>Balance Sheet</u> )	99,626
		Number of members at end of year contributing to the political fund	20,658
		Number of members at end of the year not contributing to the political fund	2,603
		Number of members at end of year who have completed an exemption notice and do not contribute to the political fund	
<b>Political fund account 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>	
<b>Income</b>	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
		Total other income as specified	
		Total income	
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects(specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of year	
		Amount remitted to central political	
		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	

The following pages 9i to 9vii relate to the Political Fund Account Expenditure

### **Political fund account expenditure (a)**

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party	
Name of political party in relation to which money was expended	Total amount spent during the period £
Local and Central Labour Party Affiliations (Branch level)	3,449
The Labour Party Affiliation	47,658
Scottish Labour Party Affiliation	590
Local Labour Party Donations (Branch level)	6,672
Central Labour Party Donations	6,720
National LP/CLP campaigns (ASLEF Officers)	
<b>Total</b>	<b>65,089</b>

## **Political fund account expenditure (b)**

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

Expenditure of money on the provision of any services or property for use by or on behalf of any political party	
Name of political party to which payment was made	Total amount paid during the period
	£
Shadow Transport Office - salary contribution for seconded ASLEF employee (Central)	19,997
Labour Party education costs (Branch level)	1,088
<b>Total</b>	<b>21,085</b>

### Political fund account expenditure (c)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see 33(iii))	£
General Election December 2019	Central Labour Party	Labour Party	96,370
Local Labour Party Campaign (Branch level)	Local Labour Party	Labour Party	27,105
National LP/CLP campaigns (ASLEF Officers)	Central/Local Labour Party	Labour Party	1,070
<b>Total</b>			124,545

### **Political fund account expenditure (d)**

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure on the maintaince of any holder of political office	
Name of office holder	£
<b>Total</b>	





## **Political fund account expenditure (f)**

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

On the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate
--

Name of organisation or political party	£
<b>Total</b>	

**Expenditure from the political fund not falling within section 72 (1) of the trade union & labour relations (consolidation) act 1992**

**For expenditure not falling within section 72 (1) the required information is-**

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	£

Total expenditure

(b) the name of each organisation to which money was paid (otherwise than for a particular cause of campaign), and the total amount paid to each one

£


Total expenditure

(c) the total amount of all other money expended

£


Total expenditure

**Total of all expenditures**

## Analysis of administrative expenses and other outgoings excluding amounts charged to political fund accounts

(see notes 34 and 35)

	£
<b>Administrative Expenses</b>	
Remuneration and expenses of staff	3,541,570
Salaries and Wages included in above	2,140,702
Auditors' fees	27,764
Legal and Professional fees	62,776
Occupancy costs	2,193
Stationery, printing, postage, telephone, etc.	253,576
Expenses of Executive Committee (Head Office)	232,219
Expenses of conferences	424,601
Other administrative expenses (specify)	
Organisation administration costs	539,188
Bank Interest and Charges	21,302
Paybill commission	54,047
Depreciation	121,518
<b>Other Outgoings</b>	
Affiliations	132,792
Donations	68,044
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Actuarial loss in the year	567,000
<b>Total</b>	<b>6,048,590</b>
Charged to:	
General Fund (Page 3)	5,946,528
ASLEF Distress/ Hardship Fund	
ASLEF Branches General Fund	102,062
ASLEF Fighting Fund	
<b>Total</b>	<b>6,048,590</b>

## Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

Office held	Gross Salary	Employers N.I. contributions	Benefits		Total	
			Pension Contributions	Other Benefits		
				Description		Value
£	£	£		£		
M Whelan General Secretary	103,132	13,541	27,267			
D Calfe President	11,830	978				
A Hudd Vice President	5,110	250				
M Colombini Executive Officer	35,628	5,817				
H Kaye Executive Officer	40,159	5,543				
T Wilkinson Executive Officer	29,615	1,281				
John Metcalfe Executive Officer	27,533	3,007				
Jim Baxter Executive Officer	17,239	1,678				
Mark Wakenshaw Executive Officer	23,406	2,652				
S Weller Assistant General Secretary	89,029	11,443	13,142			

# Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			213,753
Dividends (gross) from:			
Equities (e.g. shares)			81,782
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
			295,535
		Total investment income	295,535
		Credited to:	
		General Fund (Page 3)	295,535
		ASLEF Distress/ Hardship Fund	
		ASLEF Branches General Fund	
		ASLEF Fighting Fund	
		Political Fund	
		Total Investment Funds	295,535

**Balance sheet as at**

**31st December 2019**

(see notes 49 to 52)

Previous Year		£	£
8,993,724	Fixed Assets (at page 14)		10,318,833
	Investments (as per analysis on page 15)		
4,267,071	Quoted (Market value £ ( 4,838,605 )		4,838,605
112,625	Unquoted		115,375
4,379,696	<b>Total Investments</b>		4,953,980
	<b>Other Assets</b>		
	Loans to other trade unions		
577,132	Sundry debtors		748,378
1,879,989	Cash at bank and in hand		1,346,708
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
2,457,121	<b>Total of other assets</b>		2,095,086
	<b>Total assets</b>		17,367,899
5,561,751	General fund (page 3)		6,601,660
1,500,000	ASLEF Distress/ Hardship Fund		1,500,000
316,504	ASLEF Branches General Fund		317,831
88,670	ASLEF Fighting Fund		89,068
120,783	Political Fund Account		99,626
	<b>Liabilities</b>		
	Amount held on behalf of central trade union political fund		
£565,131	Sundry Creditors		557,156
	Provisions:		
£242,303	Deferred Tax		242,124
£297,399	Dilapidations		17,434
£7,138,000	Pension Fund Liabilities		7,943,000
£8,242,833	<b>Total liabilities</b>		8,759,714
£15,830,541	<b>Total assets</b>		17,367,899

# Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year	8,612,045	604,688	294,412			9,511,145
Additions	501,533	912,253	32,841			1,446,627
Disposals						
Revaluation/Transfers						
At end of year	9,113,578	1,516,941	327,253			10,957,772
<b>Accumulated Depreciation</b>						
At start of year	319,782	26,948	170,691			517,421
Charges for year	52,719	10,565	58,234			121,518
Disposals						
Revaluation/Transfers						
At end of year	372,501	37,513	228,925			638,939
<b>Net book value at end of year</b>	8,741,077	1,479,428	98,328			10,318,833
<b>Net book value at end of previous year</b>	8,292,263	577,740	123,721			8,993,724



## Analysis of investments

(see notes 58 and 59)

Quoted	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Equities	4,838,605	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Total quoted (as Balance Sheet)	4,838,605	
Market Value of Quoted Investment	4,838,605	
Unquoted		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Equities	115,375	
Total unquoted (as Balance Sheet)	115,375	
Market Value of Unquoted Investments		

# Analysis of investment income (controlling interests)

(see notes 60 and 61)

**Does the union, or any constituent part of the union, have a controlling interest in any limited company?**

Yes <input checked="" type="checkbox"/>	No <input 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)
ASLEF Trustee Company Limited	07374800

**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 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
<b>Income</b>			
From Members	6,773,462	248,500	7,021,962
From Investments	295,535		295,535
Other Income (including increases by revaluation of assets)	553,280	224	553,504
<b>Total Income</b>	7,622,277	248,724	7,871,001
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	6,580,643	269,881	6,850,524
<b>Funds at beginning of year</b> (including reserves)	7,466,925	120,783	7,587,708
<b>Funds at end of year</b> (including reserves)	8,508,559	99,626	8,608,185
<b>Assets</b>			
	Fixed Assets		10,318,833
	Investment Assets		4,953,980
	Other Assets		2,095,086
	<b>Total Assets</b>		17,367,899
<b>Liabilities</b>		<b>Total Liabilities</b>	8,759,714
<b>Net Assets (Total Assets less Total Liabilities)</b>			8,608,185

(see notes 74 to 80)

<p><b>Did the union hold any ballots in respect of industrial action during the return period?</b> <input style="width: 50px; height: 15px;" type="text"/></p>	
<p>If Yes How many ballots were held: <input style="width: 50px; height: 15px; text-align: center; border: 1px solid black;" type="text" value="12"/></p>	
<p>For each ballot held please complete the information below:</p>	
<p><b>Ballot 1</b></p>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80%; height: 15px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80%; height: 15px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80%; height: 15px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80%; height: 15px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80%; height: 15px;" type="text"/> <sup>3</sup>
<b>1-3 should total "Number of votes cast"</b>	
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 50%; height: 15px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 50%; height: 15px;" type="text"/>
<p>If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot</p>	
<input style="width: 50%; height: 15px;" type="text"/>	
<p><b>Ballot 2</b></p>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80%; height: 15px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80%; height: 15px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80%; height: 15px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80%; height: 15px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80%; height: 15px;" type="text"/> <sup>3</sup>
<b>1-3 should total "Number of votes cast"</b>	
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 50%; height: 15px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 50%; height: 15px;" type="text"/>
<p>If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot</p>	
<input style="width: 50%; height: 15px;" type="text"/>	
<p><b>Ballot 3</b></p>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80%; height: 15px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80%; height: 15px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80%; height: 15px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80%; height: 15px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80%; height: 15px;" type="text"/> <sup>3</sup>
<b>1-3 should total "Number of votes cast"</b>	
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 50%; height: 15px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 50%; height: 15px;" type="text"/>
<p>If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot</p>	
<input style="width: 50%; height: 15px;" type="text"/>	

## Information on Industrial Action Ballots

Name of Organisation:		ASLEF			Reporting Period	Year ending 31.12.19			
Did the union hold any ballots in respect of industrial action during the return period?				<u>Yes</u>	For each ballot held please complete the information below				
If yes, how many ballots were held?				<u>12</u>					
Ballot	Number of individuals who were entitled to vote in the ballot	Number of votes cast in the ballot	Number of Individuals answering "Yes" to the question	Number of Individuals answering "No" to the question	Number of invalid or otherwise spoiled voting papers returned	Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot?	Does 226(2B) of the 1992 Act apply to this ballot?	If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot?	
1	252	152	128	23	1	Yes	Yes	Yes	
2	267	187	175	11	1	Yes	Yes	Yes	
3	127	114	113	1	0	Yes	Yes	Yes	
4	56	53	49	4	0	Yes	Yes	Yes	
5	1335	967	503	464	0	Yes	Yes	No	
6	1789	1548	565	982	1	Yes	Yes	No	
7	100	76	73	3	0	Yes	Yes	Yes	
8	47	31	30	1	0	Yes	Yes	Yes	
9	102	43	41	2	0	No	Yes	Yes	
10	59	35	35	0	0	Yes	Yes	Yes	
11	561	429	382	47	0	Yes	Yes	Yes	
12	49	40	40	0	0	Yes	Yes	Yes	

**Industrial Action 4**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 5**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 6**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 7**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 8**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Ballots & Industrial Action- If you have 6 or more entries for either of these, please complete the Excel Spreadsheet**

### Information on Industrial Action

<b>Name of Organisation:</b>		ASLEF			<b>Reporting Period</b>	Year ending 31.12.19
<b>Did Union members take industrial action during the return period in response to any inducement on the part of the union?</b>		<b><u>No</u></b>		<b>If YES, for each industrial action taken please complete the information below</b>		
<b>Industrial Action</b>	<b>Nature of the trade dispute for which action was taken</b>	<b>Dates of the industrial action taken</b>	<b>Number of days of industrial action</b>	<b>Nature of industrial action</b>	<b>Categories of nature of Trade Dispute</b>	
					<p>A: Terms and conditions of employment, or the physical conditions in which any workers are required to work</p> <p>B: Engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers</p> <p>C: Allocation of work or the duties of employment between workers or groups of workers</p> <p>D: Matters of discipline</p> <p>E: A worker's membership or non-membership of a trade union</p> <p>F: Facilities for officials of trade unions</p> <p>G: Machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a</p>	

## Notes to the accounts

(see notes 82 and 83)

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

See attached





**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

2. <b>FIXED ASSETS</b>	<b>Properties Note 19</b>	<b>Furniture fittings &amp; equipment</b>	<b>Computer equipment</b>	<b>Total</b>
	£	£	£	£
<b>VALUE</b>				
Balance 1 January 2019	9,216,733	203,018	91,394	9,511,145
Additions	1,413,786	32,192	649	1,446,627
<b>Balance 31 December 2019</b>	10,630,519	235,210	92,043	10,957,772
<b>DEPRECIATION</b>				
Balance 1 January 2019	346,730	153,258	17,433	517,421
Charged	63,284	38,914	19,320	121,518
<b>Balance 31 December 2019</b>	410,014	192,172	36,753	638,939
<b>BOOK VALUE</b>				
<b>Balance 31 December 2019</b>	10,220,505	43,038	55,290	10,318,833
Balance 31 December 2018	8,870,003	49,760	73,961	8,993,724

For a full breakdown of the properties see note 19 on page 26.

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

**3. TAXATION**

The Union is not liable to taxation on income from its members. Tax credits arise on dividends received. Corporation tax is payable on investment income to the extent that this exceeds provident benefits.

However the aggregate deferred tax relating to revalued investments that are recognised in the Income & Expenditure account has been provided for as below:

<b>Deferred Tax Provision</b>	<b>2019</b> £	<b>2018</b> £
Balance 1 January 2019	242,303	210,689
Revaluation of investment property At 31 December 2019 @17%	(179)	31,614
Balance 31 December 2019	<u>242,124</u>	<u>242,303</u>

**4. INVESTMENT INCOME**

	<b>2019</b> £	<b>2018</b> £
Dividends and interest received	81,782	74,383
Rents received	213,753	168,656
	<u>295,535</u>	<u>243,039</u>

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

	General Fund	Political Fund	Branches Gen Fund	Branches Political Fund	2019 TOTAL	2018
	£	£	£	£	£	£
<b>5 BENEFITS AND SERVICES</b>						
Legal services	31,759	-	-	-	31,759	45,855
Diaries	38,787	-	-	-	38,787	38,463
ASLEF Journal	281,514	-	-	-	281,514	260,055
Educational costs	132,757	-	-	-	132,757	57,524
Branches' General Fund education	-	-	24,024	-	24,024	-
Branches' Political Fund education	-	-	-	1,088	1,088	-
Rule 16.2 Hardship payments	23,212	-	-	-	23,212	6,500
	<u>508,029</u>	<u>-</u>	<u>24,024</u>	<u>1,088</u>	<u>533,141</u>	<u>408,397</u>
<b>6 AFFILIATION FEES</b>						
Labour Party (Appendix 1)	-	46,421	-	-	46,421	47,067
Scottish Labour Party (Appendix 1)	-	590	-	-	590	590
Branches' Political Fund affiliations	-	-	-	3,449	3,449	3,810
Branches' General Fund affiliations	-	-	3,591	-	3,591	5,598
Trades Union Congress	56,917	-	-	-	56,917	69,755
Scottish TUC	3,283	-	-	-	3,283	3,222
Wales TUC	158	-	-	-	158	252
TULO	-	1,237	-	-	1,237	2,396
Freight on Rail	9,600	-	-	-	9,600	3,200
International Transport Workers' Federation	35,084	-	-	-	35,084	33,271
European Transport Workers' Federation	15,627	-	-	-	15,627	14,856
Others (Appendix 1)	8,532	-	-	-	8,532	7,688
	<u>129,201</u>	<u>48,248</u>	<u>3,591</u>	<u>3,449</u>	<u>184,489</u>	<u>191,705</u>

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

7 DONATIONS	General Fund £	Political Fund £	Branches Gen Fund £	Branches Political Fund £	2019 TOTAL £	2018 £
Branches' General Fund Donations	-	-	12,114	-	-	14,438
District Organisers' General Fund Donations	3,926	-	-	-	-	5,500
Branches' Political Fund Donations	-	-	-	6,672	-	4,303
District Organisers' Political Fund Donations	-	1,070	-	-	-	-
Crisis National Homeless Charity	-	-	-	-	-	-
Institute of Employment Rights	1,000	-	-	-	-	6,000
Freight on Rail	-	-	-	-	-	2,000
Justice for Colombia	5,000	-	-	-	-	5,000
Action against asbestos	-	-	-	-	-	-
Hope Not Hate	1,200	-	-	-	-	-
Royal British Legion	1,500	-	-	-	-	-
Unions 21	3,353	-	-	-	-	3,061
Labour Party Election Campaign	-	96,370	-	-	-	2,890
People Assembly	-	-	-	-	-	1,000
We own it Ltd	2,500	-	-	-	-	-
Justice4Grenfell	3,000	-	-	-	-	-
Jenin Nursery	2,040	-	-	-	-	-

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

7 DONATIONS Cont'd	General Fund	Political Fund	Branches Gen Fund	Branches Political Fund	2019 TOTAL	2018
	£	£	£	£	£	£
Crowdfunding Appeal –C Ponsati	1,000	-	-	-	-	-
Centre for Labour & Social Studies	6,000	-	-	-	-	-
Stand up for Labour	-	-	-	-	-	1,000
For the Many	-	-	-	-	-	2,500
ICTUR	-	-	-	-	-	1,750
Morning Star Fighting Fund	1,000	-	-	-	-	1,000
Show Racism The Red Card	-	-	-	-	-	-
Sponsor ship of Billy Bragg	-	-	-	-	-	1,000
Funeral support	7,619	-	-	-	-	1,500
Hope not Hate Black History event	-	-	-	-	-	2,000
Young Mc Donald's workers	-	-	-	-	-	2,000
Albert Kennedy Trust	-	-	-	-	-	1,930
Palestine Solidarity	-	-	-	-	-	1,000
National Justice for Mineworkers	2,000	-	-	-	-	2,000
Others (Appendix 2)	14,791	6,720	-	-	-	20,850
	<u>55,930</u>	<u>104,160</u>	<u>12,114</u>	<u>6,672</u>	<u>178,876</u>	<u>82,722</u>

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	2019	2018
		£	£
<b>8</b>	<b>CONFERENCE EXPENSES</b>		
	Annual assembly of delegates	232,100	258,221
	TUC Congress	41,306	25,187
	Scottish TUC	13,370	9,233
	Wales TUC	220	2,497
	TUC conferences	25,277	16,958
	ITF and ETF	22,208	55,913
	Labour Party	46,252	62,986
	Scottish Labour Party	5,350	7,036
	Wales Labour Party	7,560	3,535
	Rail, Tram Bus Union Rail, Maritime TU	13,612	80,860
	Others (Appendix 3)	76,508	65,188
		483,763	587,614
		483,763	587,614
<b>9</b>	<b>SALARIES AND EXPENSES</b>		
	General Secretary – M Whelan	26	103,132
	Executive committee	25	232,219
	Officers	26	853,412
	Head office staff		1,184,158
	Political salaries		19,997
	National insurance		271,821
	Pension, group life and permanent health costs		1,129,047
			3,793,786
			3,793,786

Included within pension costs above are £ 1,058,000 (2018: £1,199,000) in respect of current service cost and interest on liability as determined by the scheme actuary and shown in note 12.

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

	<b>2019</b>	<b>2018</b>
	£	£
<b>10 OTHER ORGANISING EXPENSES</b>		
Branch expenses	53,610	44,600
Branch officers' expenses	140,299	130,184
District organisers' expenses	1,779	4,032
Branches' General Fund		
- miscellaneous expenses	86,357	58,482
Branches' Political Fund		
- miscellaneous expenses	27,105	15,911
District council expenses	167,620	165,706
Company council representatives	16,050	13,248
Representative committees	36,294	30,977
Delegation and organising expenses	28,761	20,712
Trustees' expenses	8,418	8,071
	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
	<b>566,293</b>	<b>491,923</b>
	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
<b>11 OFFICE EXPENSES</b>		
Stationery, printing and publications	42,188	54,433
Communications	53,394	59,148
Bank charges and interest	21,302	20,117
Audit and accountancy	27,764	25,452
General legal and professional expenses	62,776	56,528
Goods purchased for presentation and resale	35,095	34,854
Ballots	18,192	45,912
Technology and sundry expenses	104,707	89,328
	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
	<b>365,418</b>	<b>385,772</b>
	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

**12. PENSION SCHEME CONTRIBUTIONS**

The Union operates a defined benefit scheme in the UK. The last actuarial valuation of the Scheme was carried out at 1 August 2016 revealing a funding deficit of £ 226,000. The results of this valuation have been updated to 31 December 2019 by a qualified actuary, independent of the Union. The assumptions used by the actuary are shown below.

ASLEF paid £22,200 per month for the year ending 31 December 2019 and have agreed to continue additional funding for the foreseeable future, in order to create a buffer for market and economic conditions.

Member contributions payable in addition to the above, remain at the rates of either 5% or 7.5% of pensionable pay.

The value of the assets and defined benefit obligations reflect market conditions at the year end.

At 31 December 2019 the deficit in the Scheme was £7,943,000 (2018: £7,138,000). The main contributing factors were:

- Changes in assumptions which significantly increased the defined benefit obligation (Primarily due to a lower discount rate following falls in corporate bond yields over the year); and
- Future service contributions paid were lower than required to meet the FRS 102 cost of benefits accruing, thereby increasing the deficit.

These have been partially offset by actual investment return achieved on the assets, which was higher than that required to match the expected increase in the defined benefit obligation over the year, and the change to the GMP equalisation allowance which has reduced the defined benefit obligation.

GMP: In 2018 a High Court ruling gave Trustees the duty to make sure that equal pension benefits were paid to men and women, including where these benefits are in the form of GMP. As a result, all schemes with GMP rights have to now allow for the equalisation of benefits for the effect of unequal GMPs. This has been allowed for within these disclosures, by increasing the defined benefit obligation by 0.2% (2018 0.55%). The GMP equalisation allowance of 0.2% of the defined benefit obligation equates to £ 55,000 (2018 £ 136,000) which is shown as a past service cost in these financial statements.

The change in the allowance for GMP equalisation from 0.55% to 0.2% has reduced the defined benefit Obligation by around £100,000. This will emerge as an actuarial gain and be reflected in Other Comprehensive Income.

The assumptions used in calculating the defined benefit obligations for section 28 of FRS 102 are not used for funding the Scheme. The assumptions used in funding the Scheme and for calculating the funding deficit of £ 226,000 referred to above, are in accordance with s225 and s226 of The Pensions Act 2004.

**Present values of scheme liabilities, fair value of assets and deficit**

	<b>2019</b>	<b>2018</b>	<b>2017</b>
	£'000	£'000	£'000
Fair value of scheme assets	19,767	17,736	18,317
Present value of scheme liabilities	27,710	24,874	25,253
<b>Deficit in scheme</b>	<u>(7,943)</u>	<u>(7,138)</u>	<u>(6,936)</u>

There is no deferred tax asset or liability in relation to the above pension assets or liabilities.



**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

12 **PENSION SCHEME CONTRIBUTIONS (continued)**

	<b>2019</b>	<b>2018</b>
<b>Reconciliation of opening and closing balances of the fair value of scheme liabilities</b>		
	£'000	£'000
Scheme liabilities at 1 January 2019	24,874	25,253
Current service cost	864	895
Past service cost in respect of GMP equalisation	-	136
Interest cost	672	607
Contributions by scheme participants	153	146
Actuarial losses / (gains)	2,170	(1,163)
Benefits paid and death in service insurance premiums	(1,023)	(1,000)
<b>Scheme liabilities at 31 December 2019</b>	<b>27,710</b>	<b>24,874</b>

**Reconciliation of opening and closing balances of the fair value of scheme assets**

	£'000	£'000
Fair value of scheme assets at 1 January 2019	17,736	18,317
Expected return on scheme assets	1,603	(965)
Interest Income	478	439
Contributions by employer	820	799
Contributions by scheme participants	153	146
Benefits paid and death in service insurance premiums	(1,023)	(1,000)
<b>Fair value of scheme assets at 31 December 2019</b>	<b>19,767</b>	<b>17,736</b>

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

12 **PENSION SCHEME CONTRIBUTIONS (continued)**

**Total expense recognised in profit and loss account**

	<b>2019</b>	<b>2018</b>
	£'000	£'000
Current service cost	864	895
Past service cost in respect of GMP equalisation	-	136
Interest cost	194	168
<b>Total expense recognised in profit or loss</b>	<b>1,058</b>	<b>1,199</b>

	<b>2019</b>	<b>2018</b>
	£'000	£'000
<b>Other Comprehensive Income</b>		
Difference between interest costs and actual return on scheme assets:		
Amount: gain / (loss)	1,603	(965)
Effects of changes in the demographic and financial assumptions underlying the present value of the scheme liabilities:		
Amount: (loss) / gain on liabilities	(2,170)	1,163
<b>Total Other Comprehensive Income</b>	<b>(567)</b>	<b>198</b>

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

12 **PENSION SCHEME CONTRIBUTIONS (continued)**

**Assets**

	<b>2019</b>	<b>2018</b>	<b>2017</b>
	£'000	£'000	£'000
Insured Annuities	4,723	4,835	5,133
Equities	2,542	1,994	-
Diversified growth funds	11,514	10,108	12,618
Cash and net current assets	988	799	566
<b>Total assets</b>	<b>19,767</b>	<b>17,736</b>	<b>18,317</b>

None of the fair values of the assets shown above include any property occupied by, or other assets used by, the Union.

**ASSUMPTIONS**

	<b>2019</b>	<b>2018</b>	<b>2017</b>
Inflation - RPI	2.8%	3.3%pa	3.2%pa
Inflation – CPI	2.1%	2.3%pa	2.2%pa
Salary increases	2.6%	2.8%pa	2.7%pa
Rate of discount	1.9%	2.7%pa	2.4%pa
Allowance for pension in payment increases of RPI or 5% per annum if less	2.8%	3.2%pa	3.1%pa
Allowance for revaluation of deferred pensions of CPI previously RPI or 5% per annum if less	2.1%	2.30%pa	2.2%pa
Allowance for commutation of pension for cash at retirement	50% of max	50% of max	50% of max

The mortality assumptions adopted at 31 December 2019 imply the following life expectancies:

	<b>2019</b>	<b>2018</b>
Male retiring at age 65 in 2019	21.80	22.00
Female retiring at age 65 in 2019	24.00	23.90
Male retiring at age 65 in 2039	23.10	23.40
Female retiring at age 65 in 2039	25.50	25.40

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

**13 CONTINGENT LIABILITIES**

There were no contingent liabilities for the Union as at 31 December 2019 (2018 £ nil).

**14 CAPITAL COMMITMENTS**

Capital investment was further committed to in 2019 in respect of the following:

- Works on the Fire Escape at 77 St John Street at a cost of £ 65,000 plus vat plus fees with a proportion recoverable from adjoining properties amounting to approximately £ 41,000 plus vat plus fees, of this cost.
- Capital investment was agreed upon in 2019 for the upgrade and re-build of the ASLEF membership and system database at an initial estimated maximum cost of £ 300,000.
- ASLEF have made a commitment to additional investment in The People's Printing Press for a further 7 years at a cost of £ 2,000 per annum.

**15 OPERATING LEASE OBLIGATION**

Operating leases existing during 2019 had the following commitments:

	<b>2019</b>	<b>2018</b>
	£	£
Payments due within one year	42,372	38,915
Payments due 2 to 5 years	112,787	106,066
Payments due over 5 years to the end of the lease period	1,141,891	470,749

**16 OPERATING LEASES REVENUE**

Leases for the rental of Floors 1 & 2 at 77 St John Street. Recognised commitments include:

	<b>2019</b>	<b>2018</b>
	£	£
Payments due within one year	205,000	205,000
Payments due 2 to 5 years	479,819	639,563
Payments due over 5 years to the end of the lease period	-	-

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

17	<b>DILAPIDATION RESERVE</b>	<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
	Balance at 1 January 2019	297,399	269,928
	Increase in reserve	146,159	200,738
	Utilised	(426,124)	(173,267)
	At 31 December 2019	<u>17,434</u>	<u>297,399</u>
18	<b>ACCUMULATED FUNDS</b>		
		Balance at 1 January 2019	Surplus/ for year
		Balance 31 December 2019	
		£	£
	General Fund	5,561,751	1,039,909
	Distress / Hardship Fund	1,500,000	-
	Fighting Fund	88,670	398
	Branches' General Fund	316,504	1,327
	Political Fund	120,783	(21,157)
	<b>Total</b>	<u>7,587,708</u>	<u>1,020,477</u>
		<u>8,608,185</u>	

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

**19 PROPERTIES**

	<b>FREEHOLD PROPERTIES</b>	<b>FREEHOLD INVESTMENT PROPERTY</b>	<b>LEASE HOLD PROPERTY</b>	<b>TOTAL PROPERTY</b>
	£	£	£	£
<b>MARKET VALUE</b> 31 December 2019		2,891,580		2,891,580
<b>COST</b> 31 December 2019	6,221,998		1,516,941	7,735,939
<b>VALUE</b> 31 December 2019	<u>6,221,998</u>	<u>2,891,580</u>	<u>1,516,941</u>	<u>10,630,519</u>
<b>NET BOOK VALUE</b> 31 December 2019	<u>5,849,497</u>	<u>2,891,580</u>	<u>1,479,428</u>	<u>10,220,505</u>
<b>NET BOOK VALUE</b> 31 December 2018	<u>5,400,683</u>	<u>2,891,580</u>	<u>577,740</u>	<u>8,870,003</u>

The Freehold properties net book value at 31 December 2019 comprised of the following :

77 St John Street £4,340,017, 14 A Bonny Street £1,189,277, 86 Hillside Gardens £ 229,438, and 3 Gunning Way £90,765.

The long leasehold properties net book value at 31 December 2019 comprised of the following:  
Flat 4, 242-244 St John Street £573,721 and Apt 604 9b Clerkenwell Road £905,707.

<b>20 QUOTED INVESTMENTS</b>	<b>2019</b>	<b>2018</b>
	£	£
Market value at 1 January 2019	4,267,071	3,989,148
Additions	53,744	544,132
Unrealised gain / (loss)	517,790	(266,209)
Market value at 31 December 2019	<u>4,838,605</u>	<u>4,267,071</u>

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

21	<b>DEBTORS AND PREPAYMENTS</b>	<b>2019</b>	<b>2018</b>
		£	£
	Trade debtors	61,172	48,965
	Accrued income	248,019	174,633
	Prepayments	154,480	142,727
	Other debtors	284,707	210,807
		748,378	577,132
		748,378	577,132
22	<b>CASH AT BANK</b>		
	Cash on deposit	686,199	1,020,672
	ASLEF Fighting Fund	89,032	88,662
	Other bank balances	179,134	390,232
		954,365	1,499,566
		954,365	1,499,566
23	<b>CREDITORS AND ACCRUALS</b>		
	Trade creditors	65,271	108,644
	Social security and other taxes	102,555	98,658
	Accruals	257,476	214,251
	Other creditors	131,854	143,578
		557,156	565,131
		557,156	565,131
24	<b>POST BALANCE SHEET EVENT</b>		

Subsequent to the year end the Covid 19 pandemic has caused uncertainty in the global economy. Further information is provided in the Foreword to the Annual Report and the Going Concern note (1b).

No adjustment has been made to the Financial Statements.

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

**25 EXECUTIVE COMMITTEE (Note 9)**

Name		Daily Allowance	Fares and petrol	Postage and telephone	Sundries	Total
		£	£	£	£	£
Baxter	J	17,239	360	344	-	17,943
Calfe	D	11,830	639	761	33	13,263
Colombini	M	35,628	497	823	-	36,948
Metcalfe	J	27,533	770	589	-	28,892
Hudd	A	5,110	1,123	418	17	6,668
Kaye	H	40,159	334	913	-	41,406
Wakenshaw	M	23,406	289	407	-	24,102
Wilkinson	T#	29,615	97	689	-	30,401
		190,520	4,109	4,944	50	199,623
Accommodation, hotels and food						32,596
# T Wilkinson - wages include payments to London Underground of £12,000						<b>232,219</b>

**26 OFFICERS (Note 9)**

Name		Salary	Fares and petrol	Postage and telephone	Sundries	Total
		£	£	£	£	£
Brennan	F	85,202	996	1,015	39	87,252
Corbett	B	85,202	1,276	1,284	39	87,801
Fisher	R	85,202	562	514	39	86,317
Gibson	N	85,202	1,841	1,109	39	88,191
Lindsay	K	85,202	10,942	1,841	36	98,021
Morris	G	85,202	4,538	671	42	90,453
Hourigan	A	85,202	3,462	1,958	39	90,661
Weller	S##	89,029	629	698	8,592	98,948
Whelan	M	103,132	3,543	1,717	42	108,434
Whitehead	N	85,202	4,242	520	39	90,003
		873,777	32,031	11,327	8,946	926,081
Accommodation, hotels and food						30,463
## S Weller - sundries includes £8,553 VAT on secondment payments to Southern						<b>956,544</b>



## APPENDIX 1

### Affiliation Fees

War on Want	£	270
National Pensioners Convention	£	1,063
Unions 21	£	709
Action for Southern Africa	£	200
JFC Affiliation	£	250
Unite Against Fascism	£	80
Campaign Against Climate Change	£	300
Affiliation to Palestine Solidarity Campaign	£	500
Brazil Solidarity Initiative	£	100
ICTUR-Affiliation Fee	£	750
Labour Research Department	£	2,018
Venezuela Solidarity Campaign	£	100
The People's Assembly	£	100
Bevan Foundation	£	354
Nicaragua Solidarity Campaign Action Group	£	325
Justice4Grenfell	£	100
Living Rent Affiliation	£	500
Mechanics Centre Affiliation	£	50
Campaign for Trade Union Freedom	£	150
Liberation	£	120
Marx Memorial Library	£	250
Living Wage	£	144
Cuba Solidarity Campaign	£	100

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**£ 8,532**

## APPENDIX 2

### Donations

Anti Nazi League	£	150
Follonby Miners	£	350
Kazan Workers	£	575
Donation to Support Brazil Solidarity	£	50
Banners Held High	£	500
Love Music Hate Racism	£	250
Liberation	£	500
Scottish Hazards Support	£	200
People's History Museum	£	300
Support Venezuela Solidarity Campaign 2019	£	250
GMB Northants Community Branch	£	250
TUC May Day Support to Chesterfield	£	250
Auchengeich Disaster Commemoration	£	250
Waverly Borough Council & Farnham Town Council Election	£	600
Tackle Prostate Cancer	£	500
AAD conference Leeds South and East foodbank	£	515
Simon on the streets	£	655
Banner Theatre	£	100
135th Durham Miner's Gala	£	100
GOA Apartments Funding	£	430
Campaigns	£	1,858
Donation Raised-AAD	-£	712
Woodcraft Folk Palestinian Children Camp	£	500
L.Young	£	100
Cornwall Trade Union Council	£	250
TUC LESE Regional Campaign Fund Support	£	280
Donation in supporting Wapping the workers story	£	500
E.A.Hall Donation for BAME Banner	£	900
Robin Hood Tax Campaign	£	500
Nicaragua Solidarity Campaign	£	100
York Disabled Worker's Co-Operative	£	250
Freedom for Ocalan Fundraising Dinner 2019	£	400
RMSF Fundraising Dinner	£	400
Barnsley Miners Wives	£	100
African Caribbean Leukaemia Trust	£	260
CND	£	250
Union News	£	200
Amnesty International	£	64
Sponsorship of Yellow Pages	£	500
BAME donations	£	300
WCC donations	£	373
RMS donations	£	642
	<b>£</b>	<b>14,791</b>

## APPENDIX 2 (Continued)

### Political Donations

Robin Hood Tax LP Policy	£	500
Harwich Labour Party Fundraiser	£	1,000
Jarrow CLP Fund Raising Dinner	£	580
STULP	£	500
Orpington CLP Fundraiser	£	400
S Pritchard Crawley Borough Council	£	250
Blaydon CLP Constituency Dinner	£	250
Medway Council CLP	£	250
Birkenhead CLP-Ballot Donation	£	250
Welsh Labour-Gala Dinner Auction Prize	£	200
Midlothian North CLP	£	1,000
Shrewsbury 24 Campaign-Labour Party Conference 2019	£	250
Wansbeck CLP Annual Dinner	£	500
LGBT Labour donation	£	50
Sarah Jones MP Croydon Central	£	250
Yorkshire & Humber CLP 2017 donation never cashed	-£	210
	<b>£</b>	<b>6,720</b>

## APPENDIX 3

### Conference Expenses

Parliamentary reception costs 2019	£	9,986
Durham Miners Gala 2019	£	12,283
PSU Conference	£	1,000
Events and Fundraiser costs 2019	£	11,439
Biennial Delegate Conference 2019	£	510
Hope Not Hate event costs 2019	£	2,272
Tolpuddle Festival 2019	£	10,678
Hong Kong delegation costs 2019	£	8,129
Pride and LGBT events 2019	£	1,301
LDAG event 2019	£	609
NLF event costs 2019	£	1,887
NPC event costs 2019	£	788
May Day Rally costs 2019	£	1,071
Delegation to Valencia event 2019	£	490
SE Grenoble costs 2019	£	698
JFC events 2019	£	515
Croatian drivers events 2019	£	3,741
Cuba Solidarity support and events 2019	£	3,481
Hazards conference 2019	£	3,755
TALGO 2019	£	420
Burston Rally 2019	£	704
Grenfell Fundraiser events 2019	£	714
International Brigade Memorial Trust	£	36
	<b>£</b>	<b>76,508</b>

# Accounting policies



(see notes 84 and 85)



## Signatures to the annual return

(see notes 86 & 87)

**Including the accounts and balance sheet contained in the return. Please send the return with the original signatures. Copies will not be accepted.**

Secretary's Signature:		Chairman's Signature:	
			<small>(or other official whose position should be stated)</small>
Name:	Mick Whelan General Secretary	Name:	Dave Calfe ASLEF President
Date:	20.05.20	Date:	20.05.20

## Checklist

(see notes 88 to 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	<b>X</b>	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	<b>X</b>	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	<b>X</b>	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	<b>X</b>	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	<b>X</b>	No	
A member statement is: (see Note 80)	Enclosed		To follow	<b>X</b>
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	<b>X</b>	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	<b>X</b>	No	

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

**1. ACCOUNTING POLICIES**

**a) Basis of preparation**

These financial statements have been prepared in accordance with UK GAAP, including Financial Reporting Standard 102- " The Financial Reporting standard applicable in the United Kingdom and Republic of Ireland"

The financial statements are prepared under the historical cost convention as modified by the revaluation of freehold investment properties and investments to Fair Value (Market Value) in accordance with FRS102. Changes in fair value are recognised in the Income and Expenditure Account for the year.

The financial statements have been prepared under FRS 102 and their preparation, in compliance with FRS102 requires the use of certain critical accounting estimates (note 1m).

**b) Going concern**

The financial statements are drawn up on the going concern basis which assumes the Union will continue in operational existence for the foreseeable future. Due consideration has been given to the working capital and cash flow requirements of the group for at least 12 months from the date of signature on the accounts.

The Union have generated a surplus of £1,020,477 in 2019 (2018: £626.970). And the Union held net cash of £945,365 at the year end

As stated in the Foreword on pages 1 to 3, the members of Executive Committee expect the Union to generate a surplus in 2020 after taking into account the potential effects of Covid 19.

On the basis of the above information, the members of Executive Committee consider it appropriate to prepare the Union financial statements on the going concern basis.

**c) Members' contributions**

Contributions are shown in the accounts on the basis of cash receivable for the year.

**d) Other income**

Other income such as rent is dealt with on an accrual basis.

**e) Payments to branches**

Control over the use of the amounts paid to Branches' General Funds under Rule 10.5 (a) and Branches' Political Funds under Rule 10.5 (i) is delegated to branches. Branches' General and Political Funds are incorporated in these financial statements.

**f) Fixed assets**

Fixed assets are stated at cost less accumulated depreciation.

Depreciation is provided on the following bases:

Freehold land	Nil
Freehold buildings (excluding investment property )	Over their estimated remaining useful lives ranging from 40 to 50 years from 1 January 1991 or 100 years from date of purchase if later.
Leasehold property	Over the term of the 150 year lease.
Furniture and fittings and equipment	At 10 per cent per annum on cost
Computer equipment	At 20 per cent per annum on cost

**ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

**g) Investments**

Quoted Investments are stated at fair value which is deemed to be market value at the Balance Sheet date. Movements in the market value are accounted for in the Statement of Comprehensive Income after the results from the operating activities for the year. Unquoted investments are stated at cost.

**h) Investment property**

Investment property at the balance sheet date is valued at fair value which deemed to be market value at that date. Movements in the market value are accounted for in the Statement of Comprehensive Income after the results from the operating activities for the year.

**i) Provisions**

Provisions, where considered appropriate, are made on a consistent and prudent basis. The valuation is based on reasoned estimation of costs as provided by independent third parties, and can be carried forward to future periods.

**j) Taxation**

Taxation has been applied in accordance with current UK taxation legislation.

Value added Tax is only partially recoverable. The non-recoverable element is expensed through the Statement of Comprehensive Income in the operating costs of the Union.

Deferred tax is provided to take account of material timing differences in the accounting treatment of certain assets or accounting purposes and for taxation purposes.

**k) Operating leases**

Rental income from leases is charged to the Statement of Comprehensive Income as and when due.

Lease payments are expensed to the Statement of Comprehensive Income on a straight line basis during the year as part of the operating costs of the Union.

**l) Defined benefit pension scheme**

The surplus or deficit arising on the Union's defined benefit pension scheme is disclosed in the Union's Balance Sheet. Movements on the pension scheme are reflected through the Income and Expenditure Account to the extent that they relate to the employer's current service costs (which is reflected within staff costs) or movements arising from expected returns on scheme assets net of interest on scheme liabilities. Movements arising from changes in actuarial assumptions are reflected through the Statement of Comprehensive Income.

**m) Critical accounting assumptions and judgements**

The preparation of financial statements requires management to make judgements, estimates and assumptions in the application of accounting policies that affect the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and judgements are continuously evaluated and are based on historical experience and other factors including expectations of future events that are believed to be reasonable. Revisions to accounting estimates are recognised in the period in which the estimates are revised and any future period affected.

In preparing these financial statements, the Union has made the following judgements:

Determined whether there are any indicators of impairment of the Union's tangible fixed assets. Factors taken into consideration in reaching such a decision include the economic viability and expected future financial performance of the asset and where it is a component of a larger cash-generating unit, the viability and expected future performance of that unit.

Pension scheme – see note above.

# Checklist for auditor's report

(see notes 90 and 96)

The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.

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 related? (See section 36(1) and (2) of the 1992 Act and notes 92 and 93)

Please explain in your report overleaf or attached.

2. 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 note 92)

Please explain in your report overleaf or attached

3. Your auditors or auditor must include in their report the following wording:

**In our opinion the financial statements:**

- give a true and fair view of the matters to which they relate to.
- have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.



**Auditor's report (continued)**

See attached

Signature(s) of auditor or auditors:

BDO LLP

Name(s):

BDO LLP

Profession(s) or Calling(s):

Chartered Accountants

Address(es):

55 Baker Street

London

Postcode

W1U 7EU

Date

28-May-20

Contact name for inquiries and telephone number:

Ben Courts 020 7486 5888

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

## **INDEPENDENT AUDITORS' REPORT TO THE ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN**

### **Opinion**

We have audited the financial statements of the Associated Society of Locomotive Engineers and Firemen (ASLEF) (the 'Union') for the year ended 31 December 2019 which comprise the income and expenditure account, the statement of comprehensive income, the balance sheet, the cash flow statement and notes to the financial statements, 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 FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2019 and of its result 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 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 Auditor's 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 UK, including the FRC's Ethical Standard, and we have fulfilled our 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 audit opinion.

### **Conclusions relating to going concern**

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

- the Executive Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate, or
- the Executive Committee 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.

### **Other information**

The Executive Committee is responsible for the other information. The other information comprises the information included in the Foreword to the 2019 Annual Report and Financial Statements, other than the financial statements and our auditor's 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.

## **INDEPENDENT AUDITORS' REPORT TO THE ASSOCIATED SOCIETY OF LOCOMOTIVE ENGINEERS AND FIREMEN**

### **Matters in which we are required to report by exception**

In light of the knowledge and understanding of the Union and its environment obtained in the course of the audit, we have not identified material misstatements in the financial report.

We have nothing to report in respect of the following matters to which the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, in accordance with the requirements; or
- the union has not maintained a satisfactory system of controls over its transactions in accordance with the requirements; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of the Executive Committee**

As explained more fully in the Statement of The Executive Committee's Responsibilities, the Executive Committee are 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 Executive Committee 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 Executive Committee are 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 Executive Committee either intend to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

### **Auditor's 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 auditor's 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Councils website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

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



BDO LLP  
Chartered Accountants Statutory Auditor  
55 Baker Street, London, W1U 7EU

12 May 2020 \_\_\_\_\_

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

## Membership audit certificate

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

(See notes 97 to 103)

At the end of the reportign period proceding 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	BDO LLP
Name	BDO LLP
Address	55 Baker Street, London, W1U 7EU
Date	28-May-20
Contact name and telephone number	Ben Courts 020 7486 5888

# 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	