

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

| | | | | |
|--|---|--------------------------|----|--|
| Name of Trade Union: | Advance | | | |
| Year ended: | 31 December 2019 | | | |
| List no: | 566T | | | |
| Head or Main Office address: | 2nd Floor | | | |
| | 16/17 High Street | | | |
| | Tring | | | |
| | Hertfordshire | | | |
| | | | | |
| Postcode | HP23 5AH | | | |
| Website address (if available) | https://www.advance-union.org/ | | | |
| 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: | Linda Rolph | | | |
| Telephone Number: | 01442 891122 | | | |
| Contact name for queries regarding the completion of this return | Sailesh P Mehta, HW Fisher & Company | | | |
| Telephone Number: | 020 7388 7000 | | | |
| E-mail: | smehta@hwfisher.co.uk | | | |

Please follow the guidance notes in the completion of this return

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 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

For Unions based in Scotland: eymw@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 | 1,773 | 228 | | 4 | 2,005 |
| Female | 4,247 | 305 | | 7 | 4,559 |
| Other | 59 | 1 | | | 60 |
| Total | 6,079 | 534 | | 11 | A 6,624 |

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

6,624

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 |
|-------------------------|---|------------------------------|----------------|
| NEC Vice - Chair | Maria Maleki | Sinead Purse | |
| NEC - Mortgage division | N/a | Dan Allsopp | |
| NEC - Head office sites | Nicola Jones | Nicky Jones | |
| | | | |
| | | | |
| | | | |

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:

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 | |
| Any Other Sources | |
| Draws and lotteries | 6,223 |
| Management expense allowance | 132,650 |
| Total other sources | 138,873 |
| Total of all other income | 138,873 |

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

| | | | £ |
|---|--------|---|--------|
| Representation – Employment Related Issues | | brought forward | 27,359 |
| | | Advisory Services | |
| | | Training and support | 2,487 |
| | | Library publications | 13 |
| Representation – Non Employment Related Issues | | Other Cash Payments | |
| | | Education and Training services | |
| Communications | | | |
| Magazine costs | 27,359 | | |
| | | Negotiated Discount Services | |
| Dispute Benefits | | Other Benefits and Grants (specify) | |
| | | Membership recruitment | 13,195 |
| | | VAT recoverable | -7,125 |
| carried forward | 27,359 | Total (should agree with figure in General Fund) | 35,929 |

(See notes 21 and 23)

| Fund 2 | | Fund Account | |
|---|---|--------------|---|
| Name: | | £ | £ |
| Income | | | |
| From members | | | |
| Investment income (as at page 12) | | | |
| Other income (specify) | | | |
| | | | |
| | Total other income as specified | | |
| | Total Income | | |
| | Interfund Transfers IN | | |
| Expenditure | | | |
| Benefits to members | | | |
| Administrative expenses and other expenditure (as at page 10) | | | |
| | Total Expenditure | | |
| | Interfund Transfers OUT | | |
| | 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 | | |
| | Interfund Transfers IN | | |
| Expenditure | | | |
| Benefits to members | | | |
| Administrative expenses and other expenditure (as at page 10) | | | |
| | Total Expenditure | | |
| | Interfund Transfers OUT | | |
| | 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 | | |

Political fund account

(see notes 24 to 33)

£

£

| | | | |
|---------------------------------|-----------------------------------|--|--|
| Political fund account 1 | | To be completed by trade unions which maintain their own political fund | |
| Income | Members contributions and levies | | |
| | Investment income (as at page 12) | | |
| Other income (specify) | | | |
| | | | |
| | | | |
| | | | |
| | | Total other income as specified | |
| | | Total income | |

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

| | |
|---|---|
| Expenditure A (as at page i) | |
| Expenditure B (as at page ii) | |
| Expenditure C (as at page iii) | |
| Expenditure D (as at page iv) | |
| Expenditure E (as at page v) | |
| Expenditure F (as at page vi) | |
| Non-political expenditure (as at page vii) | |
| | Total expenditure |
| | Surplus (deficit) for year |
| | Amount of political fund at beginning of year |
| | Amount of political fund at the end of year (as <u>Balance Sheet</u>) |
| | 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 contribute to the political fund |

Political fund account 2 To be completed by trade unions which act as components of a central trade union

| | | | |
|--------------------|---|---|--|
| Income | Contributions and levies collected from members on behalf of central political fund | | |
| | Funds received back from central political fund | | |
| | Other income (specify) | | |
| | | | |
| | | | |
| | | Total other income as specified | |
| | | Total income | |
| Expenditure | Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify) | | |
| | | | |
| | Administration expenses in connection with political objects(specify) | | |
| | Non-political expenditure | | |
| | | Total expenditure | |
| | | Surplus (deficit) for year | |
| | | Amount held on behalf of trade union political fund at beginning of year | |
| | | Amount remitted to central political | |
| | | 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 34 and 35)

| | | £ |
|--|-----------------------|---------|
| Administrative Expenses | | |
| Remuneration and expenses of staff | | 168,117 |
| Salaries and Wages included in above | 168,117 | |
| Auditors' fees | | 19,728 |
| Legal and Professional fees | | 1,510 |
| Occupancy costs | | 25,923 |
| Stationery, printing, postage, telephone, etc. | | 1,102 |
| Expenses of Executive Committee (Head Office) | | 13,167 |
| Expenses of conferences | | 67,466 |
| Other administrative expenses (specify) | | |
| Bookkeeping | | 11,305 |
| Donations | | 12,781 |
| Repairs and maintenance | | 6,471 |
| Investment management fees | | 17,066 |
| Sundry expenses | | 5,758 |
| Office equipment and computer | | 28,184 |
| Utilities | | 2,689 |
| Motor costs | | 5,943 |
| Other Outgoings | | |
| Bank charges and HP interest | | 7,351 |
| Depreciation | | 23,504 |
| Loss on disposal of fixed asset | | 1 |
| Outgoings on land and buildings (specify) | | |
| Other outgoings (specify) | | |
| Total | | 418,066 |
| Charged to: | General Fund (Page 3) | 418,066 |
| Total | | 418,066 |

Analysis of investment income

(see notes 47 and 48)

| | Political Fund £ | | Other Fund(s) £ |
|--|------------------------|-------------------------|-----------------------|
| Rent from land and buildings | | | 8,790 |
| Dividends (gross) from: | | | |
| Equities (e.g. shares) | | | 53,019 |
| Interest (gross) from: | | | |
| Government securities (Gilts) | | | |
| Mortgages | | | |
| Local Authority Bonds | | | |
| Bank and Building Societies | | | 6,440 |
| Other investment income (specify) | | | |
| Gain on sale of investments | | | 24,344 |
| Increase in Investment Values | | | 205,810 |
| Decrease in value of investment properties | | | -21,327 |
| | | | 277,076 |
| | | Total investment income | 277,076 |
| | | Credited to: | |
| | | General Fund (Page 3) | 277,076 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Political Fund | |
| | | | |
| | | Total Investment Funds | 277,076 |

Fixed assets account

(see notes 53 to 57)

| | Land and Buildings | | Furniture and Equipment £ | Motor Vehicles £ | Not used for union business £ | Total £ |
|---|--------------------|----------------|------------------------------------|------------------------|--|------------|
| | Freehold £ | Leasehold £ | | | | |
| Cost or Valuation | | | | | | |
| At start of year | | | 96,476 | 87,936 | | 184,412 |
| Additions | | | 8,779 | 32,170 | | 40,949 |
| Disposals | | | -709 | | | -709 |
| Revaluation/Transfers | | | | | | |
| At end of year | | | 104,546 | 120,106 | | 224,652 |
| Accumulated Depreciation | | | | | | |
| At start of year | | | 89,987 | 53,389 | | 143,376 |
| Charges for year | | | 7,680 | 15,824 | | 23,504 |
| Disposals | | | -708 | | | -708 |
| Revaluation/Transfers | | | | | | |
| At end of year | | | 96,959 | 69,213 | | 166,172 |
| Net book value at end of year | | | | | | |
| Net book value at end of year | | | 7,587 | 50,893 | | 58,480 |
| Net book value at end of previous year | | | | | | |
| Net book value at end of previous year | | | 6,489 | 34,547 | | 41,036 |

Analysis of investments

(see notes 58 and 59)

| Quoted | All Funds Except Political Funds £ | Political Fund £ |
|--|--|---------------------|
| Equities (e.g. Shares) | 1,581,711 | |
| Government Securities (Gilts) | | |
| Other quoted securities (to be specified) | | |
| Bonds | 484,771 | |
| Total quoted (as Balance Sheet) | 2,066,482 | |
| Market Value of Quoted Investment | 2,066,482 | |
| Unquoted | | |
| Equities | | |
| Government Securities (Gilts) | | |
| Mortgages | | |
| Bank and Building Societies | | |
| Bank deposits | 94,570 | |
| Other unquoted investments (to be specified) | | |
| Investment properties | 603,876 | |
| Total unquoted (as Balance Sheet) | 698,446 | |
| Market Value of Unquoted Investments | 2,255,622 | |

Summary sheet

(see notes 62 to 73)

| | All funds except Political Funds £ | Political Funds £ | Total Funds £ |
|---|--|--------------------------|---------------------|
| Income | | | |
| From Members | 540,501 | | 540,501 |
| From Investments | 277,076 | | 277,076 |
| Other Income (including increases by revaluation of assets) | 138,873 | | 138,873 |
| Total Income | 956,450 | | 956,450 |
| Expenditure (including decreases by revaluation of assets) | | | |
| Total Expenditure | 473,505 | | 473,505 |
| Funds at beginning of year (including reserves) | 2,892,031 | | 2,892,031 |
| Funds at end of year (including reserves) | 3,374,976 | | 3,374,976 |
| Assets | | | |
| Fixed Assets | | | 58,480 |
| Investment Assets | | | 2,764,928 |
| Other Assets | | | 616,564 |
| | | Total Assets | 3,439,972 |
| Liabilities | | Total Liabilities | 64,996 |
| Net Assets (Total Assets less Total Liabilities) | | | 3,374,976 |

(see notes 74 to 80)

| | |
|---|--|
| Did the union hold any ballots in respect of industrial action during the return period? | <input type="text" value="NO"/> |
| If Yes How many ballots were held: <input style="width: 50px;" type="text"/> | |
| For each ballot held please complete the information below: | |
| Ballot 1 | |
| Number of individual who were entitled to vote in the ballot | <input style="width: 80px;" type="text"/> |
| Number of votes cast in the ballot | <input style="width: 80px;" type="text"/> |
| Number of Individuals answering "Yes" to the question | <input style="width: 80px;" type="text"/> ¹ |
| Number of individuals answering "No" to the question | <input style="width: 80px;" type="text"/> ² |
| Number of invalid or otherwise spoiled voting papers returned | <input style="width: 80px;" type="text"/> ³ |
| | 1-3 should total "Number of votes cast" |
| 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: 60px;" type="text"/> |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? | <input style="width: 60px;" type="text"/> |
| 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 | <input style="width: 60px;" type="text"/> |
| Ballot 2 | |
| Number of individual who were entitled to vote in the ballot | <input style="width: 80px;" type="text"/> |
| Number of votes cast in the ballot | <input style="width: 80px;" type="text"/> |
| Number of Individuals answering "Yes" to the question | <input style="width: 80px;" type="text"/> ¹ |
| Number of individuals answering "No" to the question | <input style="width: 80px;" type="text"/> ² |
| Number of invalid or otherwise spoiled voting papers returned | <input style="width: 80px;" type="text"/> ³ |
| | 1-3 should total "Number of votes cast" |
| 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: 60px;" type="text"/> |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? | <input style="width: 60px;" type="text"/> |
| 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 | <input style="width: 60px;" type="text"/> |
| Ballot 3 | |
| Number of individual who were entitled to vote in the ballot | <input style="width: 80px;" type="text"/> |
| Number of votes cast in the ballot | <input style="width: 80px;" type="text"/> |
| Number of Individuals answering "Yes" to the question | <input style="width: 80px;" type="text"/> ¹ |
| Number of individuals answering "No" to the question | <input style="width: 80px;" type="text"/> ² |
| Number of invalid or otherwise spoiled voting papers returned | <input style="width: 80px;" type="text"/> ³ |
| | 1-3 should total "Number of votes cast" |
| 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: 60px;" type="text"/> |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? | <input style="width: 60px;" type="text"/> |
| 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 | <input style="width: 60px;" type="text"/> |

Ballot 4

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

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 section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

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

Ballot 5

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

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 section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

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

Ballot 6

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

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 section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

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

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

Ballots & Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet (see note 81)

***Categories of Nature of Trade Dispute**

- A: terms and conditions of employment, or the physical conditions in which any workers require to work;
- B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;
- C: allocation of work or the duties of employment between workers or groups of workers;
- D: matters of discipline;
- E: a worker's membership or non-membership of a trade union;
- F: facilities for officials of trade unions;

- 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 trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

Did Union members take industrial action during the return period in response to any inducement on the part of the Union? YES/NO

If **YES**, for each industrial action taken please complete the information below:

Industrial Action 1

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 2

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 3

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.

use a continuation page if necessary

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

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.

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2019

1.1 Accounting Convention

The financial statements have been prepared in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS102"). The accounts have been prepared under historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the financial statements.

Trade Unions are governed by the Trade Union and Labour Relations (Consolidation Act) 1992 Amended. Under that Act the accounts of Trade Unions are required to give a true and fair view. Therefore, the accounts of Trade Unions are prepared under FRS102. However, as a Trade Union is not a company the Regulations that form the basis of disclosures under FRS102 have been adapted as considered necessary to ensure the accounts give a true and fair view to the members of the Trade Union.

The Union is a public benefit entity.

1.2 Presentation currency

The financial statements have been prepared in sterling, which is the functional currency of the Union. Monetary amounts of these financial statements are rounded to the nearest pound.

1.3 Going concern

As stated in note 15, the National Executive Committee has considered the effect of the Covid-19 outbreak. The National Executive Committee considers that the outbreak is likely to cause some disruption to the Union's business but does not believe that this will be significant. The National Executive Committee has a reasonable expectation that the Union can continue as a going concern for a period of at least twelve months from the date of approval of these financial statements.

1.4 Subscriptions

Subscriptions are accounted for on an accruals basis.

1.5 Expenditure

All expenditure in the accounts is inclusive of VAT where applicable.

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2019

1.6 Current Taxation

Corporation tax is payable on all interest income, rental income and chargeable gains arising on the disposal of properties and investments but only to the extent that these exceed expenditure on provident benefits.

1.7 Deferred Taxation

Deferred tax liabilities arise in relation to the difference between the fair value of properties and investments and their original cost less any indexation applicable.

Deferred tax is calculated at the tax rates that are expected to apply in the period where the liability is settled or the asset is realised. Deferred tax is charged or credited in the income and expenditure account.

The Union has adopted a reinvestment policy whereby all realised proceeds on disposal of properties and investments are reinvested into other chargeable assets, thereby eliminating any current tax liability and thereby the need for the recognition of a deferred tax liability. Where the proceeds are not fully reinvested no current tax liability is considered likely to arise due to expenditure on provident benefits exceeding any chargeable gains that might arise.

1.8 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is provided on all tangible fixed assets to write off the cost less estimated residual value in equal annual instalments over the estimated useful economic lives of the assets. The estimated useful economic lives are as follows:

| | |
|--------------------------------|-----------|
| Fixtures, fittings & equipment | 25% - 50% |
| Motor vehicles | 25% |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the profit and loss account.

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2019

1.9 Investment properties

Investment properties are initially measured at cost and subsequently measured at fair value. Changes in the fair value of investment properties are recognised in the income and expenditure account.

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.11 Financial Instruments

The union has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial assets are recognised in the union's balance sheet when the union becomes party to the contractual provisions of the instrument.

Financial assets are classified into specified categories. The classification depends on the nature and purpose of the financial assets and is determined at the time of recognition.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Other financial assets

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes recognised in the income and expenditure account, except that investments in equity instruments that are not publically traded and whose fair value cannot be measured reliably are measured at cost less impairment.

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2019

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure account, are assessed for indicators of impairment at each reporting end date. They are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment is recognised in the income and expenditure accounts.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction. Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the activity of the Union from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. Trade payables are initially recognised at transaction price and derecognised when the Union's obligations are discharged cancelled or they expire.

1.12 Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price (where applicable). The income and expenditure account includes the net gains and losses arising on revaluation and disposals throughout the year. This is a change from prior period accounts where fixed asset investments were held at historical cost less any provision for impairment. The Union does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the Union is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

1.13 Realised gains and losses

All gains and losses are taken to the income and expenditure account as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are separated between surplus on investments and change in market value in the income and expenditure account.

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2019

1.14 Leases

Assets held under hire purchase contracts are capitalised and depreciated over the period of the estimated useful economic lives of the assets. The finance charges are allocated over the period of the lease in proportion to the capital outstanding and are charged to the income and expenditure account. Rentals payable under operating leases, including any lease incentives received, are charged to the income and expenditure account on a straight line basis over the term of the relevant lease.

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

2 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

In the application of the Union's accounting policies, the Union is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period , or in the period of the revision and future periods if the revision affects both current and future periods.

The Union consider that there were no estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

| 3 OTHER INCOME | 2019 | 2018 |
|-------------------------------|----------------|----------------|
| | £ | £ |
| Draws and lotteries: | | |
| Draw income | 27,423 | 30,746 |
| Prizes awarded | (21,200) | (22,900) |
| Management expenses allowance | 132,650 | 130,000 |
| | <u>138,873</u> | <u>137,846</u> |

| 4 SERVICES TO MEMBERS | 2019 | 2018 |
|-------------------------------------|---------------|---------------|
| | £ | £ |
| Magazine costs | 27,359 | 25,721 |
| Membership supplies and recruitment | 2,178 | 5,056 |
| Postage | 709 | 951 |
| Telephone and fax | 10,308 | 12,226 |
| Training and support | 2,487 | 2,069 |
| Library publications | 13 | 161 |
| VAT recoverable | (7,125) | (5,869) |
| | <u>35,929</u> | <u>40,315</u> |

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

| 5 | COMMITTEE AND MEETING COSTS | 2019 | 2018 |
|----------|---|----------------|---------------|
| | | £ | £ |
| | National Executive Committee | 6,545 | 3,232 |
| | External committee costs | 20,464 | 20,727 |
| | Management expenses | 50,412 | 49,755 |
| | Other committee and area meetings | 16,100 | 21,802 |
| | Election costs | 6,622 | - |
| | | <u>100,143</u> | <u>95,516</u> |
| | | | |
| 6 | ADMINISTRATION EXPENSES | 2019 | 2018 |
| | | £ | £ |
| | Audit and accountancy | 19,728 | 19,360 |
| | Bookkeeping | 11,305 | 10,800 |
| | Legal and professional | 1,510 | 425 |
| | Bank charges and hire purchase interest | 7,351 | 7,616 |
| | Donations | 12,781 | 11,541 |
| | Printing and stationery | 1,102 | 1,942 |
| | Gifts and samples | 595 | 689 |
| | Sundry expenses | 5,163 | 3,563 |
| | Investment management fee | 17,066 | 16,676 |
| | | <u>76,601</u> | <u>72,612</u> |
| | | | |
| 7 | PREMISES AND EQUIPMENT COSTS | 2019 | 2018 |
| | | £ | £ |
| | Rent, rates and insurance | 25,923 | 28,766 |
| | Repairs and maintenance | 6,471 | 2,367 |
| | Utilities | 2,689 | 2,114 |
| | Motor | 5,943 | 7,192 |
| | Office equipment and computer | 28,184 | 33,367 |
| | Gain on sale of fixed assets | 1 | (13,469) |
| | Depreciation | 23,504 | 34,653 |
| | | <u>92,715</u> | <u>94,990</u> |

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

8 TANGIBLE FIXED ASSETS

| | Motor Vehicles £ | Fixtures, fittings & equipment £ | Total £ |
|---------------------------------|---------------------------------|---|--------------------|
| COST | | | |
| At 1 January 2019 | 87,936 | 96,476 | 184,412 |
| Additions | 32,170 | 8,779 | 40,949 |
| Disposals | - | (709) | (709) |
| At 31 December 2019 | <u>120,106</u> | <u>104,546</u> | <u>224,652</u> |
| ACCUMULATED DEPRECIATION | | | |
| At 1 January 2019 | 53,389 | 89,987 | 143,376 |
| Charge for the year | 15,824 | 7,680 | 23,504 |
| Relating to disposals | - | (708) | (708) |
| At 31 December 2019 | <u>69,213</u> | <u>96,959</u> | <u>166,172</u> |
| NET BOOK VALUE | | | |
| At 31 December 2019 | <u>50,893</u> | <u>7,587</u> | <u>58,480</u> |
| At 31 December 2018 | <u>34,547</u> | <u>6,489</u> | <u>41,036</u> |

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

9 INVESTMENTS

| MARKET VALUE | Listed | | Bank | Total |
|-------------------------------|------------------|----------------|-----------------|------------------|
| | Equities | Bonds | Deposits | |
| | £ | £ | £ | £ |
| At 1 January 2019 | 1,401,117 | 460,784 | 26,604 | 1,888,505 |
| Additions | 95,461 | 97,611 | - | 193,072 |
| Disposals | (104,833) | (89,467) | - | (194,300) |
| Net movement in cash deposits | - | - | 67,966 | 67,966 |
| Change in Investment Values | 189,966 | 15,843 | - | 205,809 |
| At 31 December 2019 | <u>1,581,711</u> | <u>484,771</u> | <u>94,570</u> | <u>2,161,052</u> |

| | Cost | Market value |
|---------------|------------------|---------------------|
| | £ | £ |
| Equities | 917,555 | 1,581,711 |
| Bonds | 362,817 | 484,771 |
| Bank deposits | 94,570 | 94,570 |
| | <u>1,374,942</u> | <u>2,161,052</u> |

10 INVESTMENT PROPERTY

| | 2019 |
|---------------------|----------------|
| | £ |
| FAIR VALUE | |
| At 1 January 2019 | 268,327 |
| Additions | 356,876 |
| Decrease in value | (21,327) |
| At 31 December 2019 | <u>603,876</u> |

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

| 11 | DEBTORS AND PREPAYMENTS | 2019 | 2018 |
|-----------|---|---------------|-----------------|
| | | £ | £ |
| | Trade debtors | 33,903 | 32,500 |
| | Other debtors | 5,087 | 3,737 |
| | Prepayments and accrued income | 20,301 | 11,884 |
| | | <u>59,291</u> | <u>48,121</u> |
| | | | <i>Restated</i> |
| 12 | CREDITORS AND ACCRUALS | 2019 | 2018 |
| | | £ | £ |
| | Trade creditors | 10,144 | 9,774 |
| | Other creditors | - | 2,091 |
| | Taxes and social security | 1,883 | 3,033 |
| | Accruals and deferred income | 20,128 | 15,600 |
| | Obligations under finance lease | 9,969 | 9,465 |
| | | <u>42,124</u> | <u>39,963</u> |
| | | | <i>Restated</i> |
| 13 | CREDITORS DUE AFTER MORE THAN ONE YEAR | 2019 | 2018 |
| | | £ | £ |
| | Obligations under finance lease | 22,872 | 9,671 |
| | | <u>22,872</u> | <u>9,671</u> |

Comparatives have been restated so as to be comparable with the current year.

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

| | | | |
|-----------|---|-------------------------|-------------------------|
| 14 | FINANCIAL INSTRUMENTS | 2019 £ | 2018 £ |
| | Financial assets: | | |
| | Measured at fair value through income and expenditure | 2,066,482 | 1,861,901 |
| | Basic debt instruments measured at cost less impairment | 38,990 | 30,341 |
| | Cash and cash equivalents | 651,843 | 695,676 |
| | | <u>2,757,315</u> | <u>2,587,918</u> |
| | Financial liabilities: | | |
| | Short-term debt instruments measured at cost | 40,241 | 36,930 |
| | Long-term debt instruments measured at cost | 22,872 | 9,671 |
| | Total financial liabilities | <u>63,113</u> | <u>46,601</u> |

15 OPERATING LEASE COMMITMENTS

At 31 December 2019 there were outstanding commitments for future minimum lease payments under non-cancellable operating leases which fall due as follows:

| | Land and buildings | | Other | |
|--|---------------------------|---------------|---------------|--------------|
| | 2019 | 2018 | 2019 | 2018 |
| | £ | £ | £ | £ |
| Within one year | 11,557 | 11,557 | 4,637 | 3,984 |
| In the second to fifth years inclusive | 46,228 | 46,228 | 18,547 | 5,976 |
| After five years | 21,531 | 33,088 | - | - |
| | <u>79,316</u> | <u>90,873</u> | <u>23,184</u> | <u>9,960</u> |

ADVANCE

NOTES TO THE ACCOUNTS

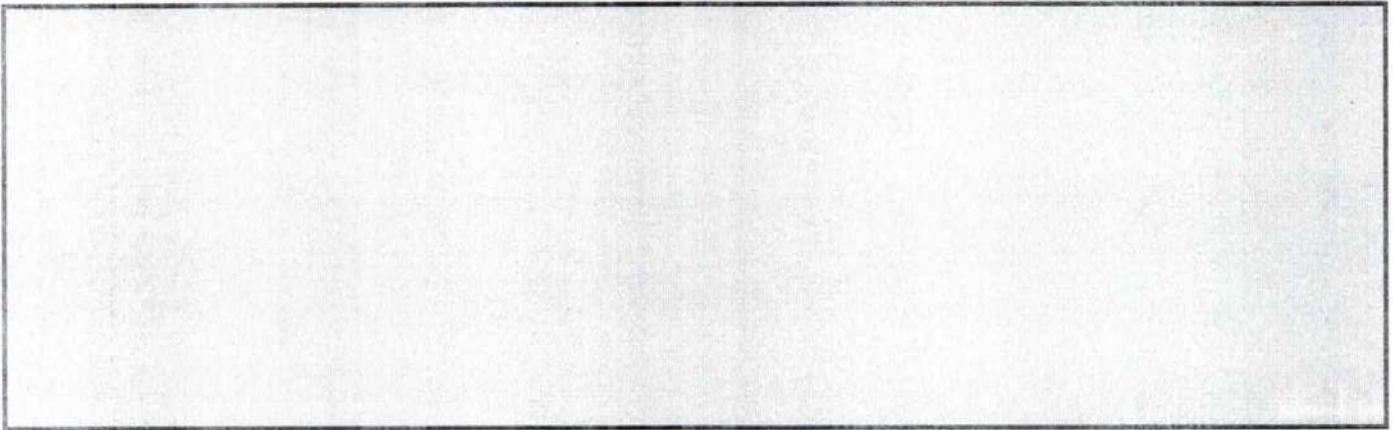
YEAR ENDED 31 DECEMBER 2019

16 POST BALANCE SHEET EVENTS

The National Executive Committee has considered the effect of the Covid-19 outbreak that has been spreading throughout the world in early 2020 on the Union's activities. Although the outbreak is likely to cause some disruption to the Union's business, the National Executive Committee does not believe that this will be significant. The reason is that the National Executive Committee will take action in order to mitigate the risk. The Covid-19 outbreak may have a material effect on the value of the Union's investments, but National Executive Committee is unable to quantify the extent of any change in value at this time. The National Executive Committee has a reasonable expectation that the Union has adequate resources to continue in operation for twelve months from the date of approval of these financial statements.

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: | Linda Rolph | Chairman's Signature: | <i>Caroline Stevens</i> <small>Caroline Stevens (Sep 23, 2020 07:20 GMT+1)</small> |
| | | | <small>(or other official whose position should be stated)</small> |
| Name: | Linda Rolph | Name: | Caroline Stevens |
| Date: | 18/09/2020 | Date: | 23/09/2020 |

Checklist

(see notes 88 to 89)

(please tick as appropriate)

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

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.

SEE 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

SEE 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.

**REPORT OF THE INDEPENDENT AUDITORS
TO THE MEMBERS OF THE
ADVANCE**



Opinion

We have audited the financial statements of Advance ["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 Statement of Changes in Equity, the Statement of Cash Flows and notes to the financial statements, including a summary of the 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).

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 income and expenditure for the year then ended; and
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

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 the audit of the financial statements in the UK, including the FRC'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 ISA's (UK) require us to report to you where:

- The Union's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The Union 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 a 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 Union 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 of 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.

**REPORT OF THE INDEPENDENT AUDITORS
TO THE MEMBERS OF THE
ADVANCE**



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 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

The Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) requires us to report to you if, in our opinion:

- A satisfactory system of control over transactions has not been maintained; or
- The Union has not kept proper accounting records; or
- The financial statements are not in agreement with the books of account; or
- We have not received all the information and explanations we need for our audit.

We have nothing to report in this regard.

Responsibilities of the General Secretary

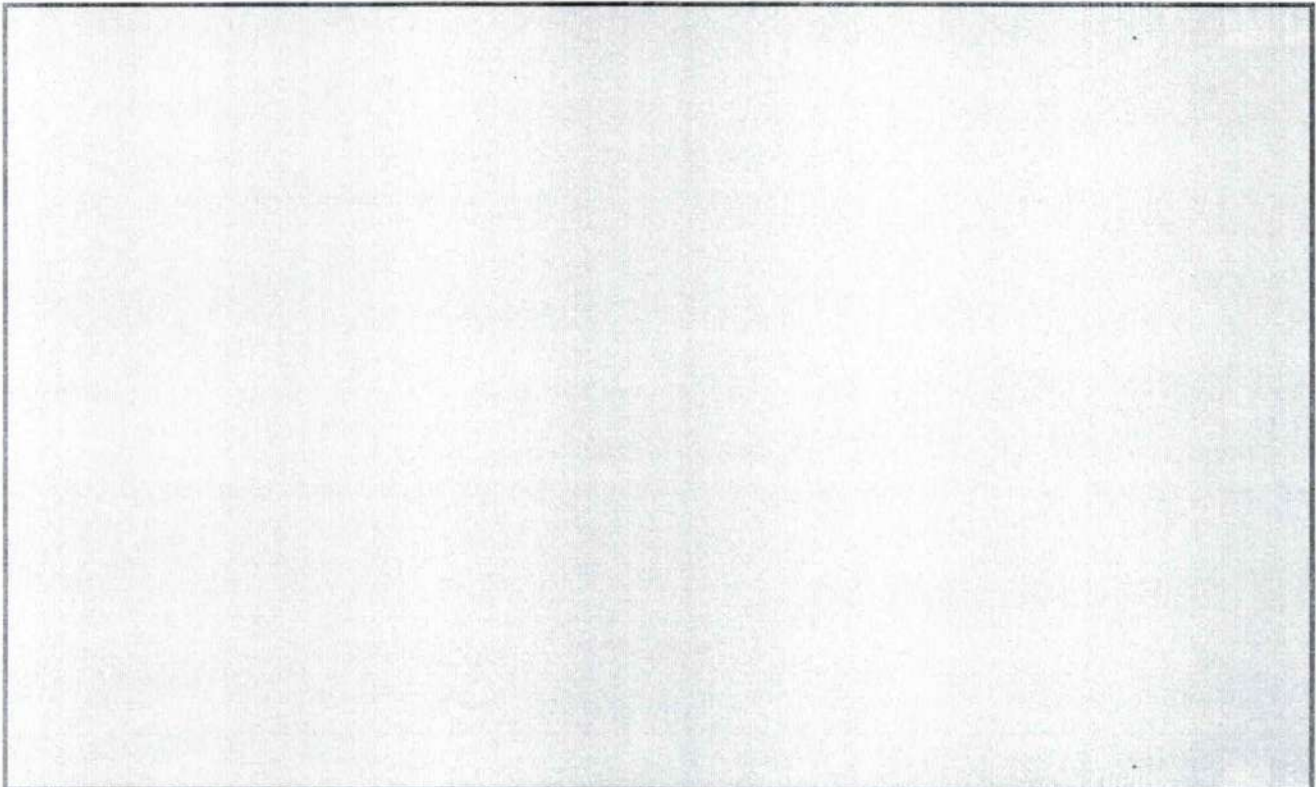
As explained more fully in the Statement of Responsibilities of the General Secretary, the General Secretary is responsible for the preparation of financial statements and being satisfied that they give a true and fair view, and for such internal control as the Union determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the General Secretary 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 Union either intends to liquidate 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 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.

Auditor's report (continued)



Signature(s) of auditor or auditors:

HW Fisher

Name(s):

HW Fisher

Profession(s) or Calling(s):

Chartered Accountants, Statutory Auditor

Address(es):

Acre House

11-15 William Road

London

Postcode

NW1 3ER

Date

24 September 2020

Contact name for inquiries and telephone number:

Sailesh P Mehta
020 7388 7000

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

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?

No

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 / No

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

Yes / No

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 | |
| Address | |
| Date | |
| Contact name and telephone number | |

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

If "No" Please explain below:

| | |
|-------------|---|
| Signature | <u>Linda Rolph</u> <small>Linda Rolph (Sep 18, 2020 14:33 GMT+1)</small> |
| Name | Linda Rolph |
| Office held | General Secretary |
| Date | 18/09/2020 |