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# FORM AR21

To be used for reporting years starting on or after 6 April 2015

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Balfour Beatty Group Staff Association
Year ended:	31 <sup>st</sup> December 2016
List no:	410T
Head or Main Office:	Balfour Beatty Group Staff Association West Service Road Raynesway Derby DE21 7BG
Website address (if available)	None
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	Susan West
Telephone Number:	01332-288887
Contact name for queries regarding	Simon Frost
Telephone Number:	01332-288357
E-mail:	<a href="mailto:simon.frost@bbfleetservices.com">simon.frost@bbfleetservices.com</a>

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

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

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

For Unions based in England and Wales:  
Certification Office for Trade Unions and Employers' Associations  
22<sup>nd</sup> Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:  
Certification Office for Trade Unions and Employers' Associations  
Melrose House, 69a George Street, Edinburgh EH2 2JG



(Revised June 2016)

# Balfour Beatty

Group Staff Association  
West Service Road  
Raynesway  
Derby  
DE21 7BG

01332 288887  
susan.west@balfourbeatty.com

Date: 20<sup>th</sup> January 2017

Balfour Beatty Group Staff Association

Ben Timson


Chairman

Simon Frost

Treasurer

Susan West

General Secretary

  
Susan West  
General Secretary

# 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	1098			1	<b>1099</b>
FEMALE	390				<b>390</b>
TOTAL	1488			1	A <b>1489</b>

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

1489

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

## OFFICERS IN POST

(see note 12)

**Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.**

## RETURN OF CHANGE OF OFFICERS

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

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		17,828.00
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		17,828.00
<b>Investment income (as at page 12)</b>		113.28
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		
	<b>TOTAL INCOME</b>	17,941.28
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		9,607.24
<b>Administrative expenses (as at page 10)</b>		1,890.00
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	11,497.24
Surplus (deficit) for year		6,444.04
Amount of general fund at beginning of year		53,282.37
Amount of general fund at end of year		59,726.41

# 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>Other income</b>		
<b>TOTAL OTHER INCOME</b>		
<b>TOTAL OF ALL OTHER INCOME</b>		

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Membership Legal Fees	1,730.40	<b>brought forward</b> Education and Training services	5,407.24
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications Prize draw	2,410.24		
Keyholders/Pens etc	1,266.60	Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits		Legal Advice	4,200.00
Other Cash Payments			
<b>carried forward</b>	5,407.24	<b>Total (should agree with figure in General Fund)</b>	9,607.24

(See notes 24 and 25)

<b>FUND 2</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<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>		
<b>Expenditure</b>			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	<b>Total Expenditure</b>		
	<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>		

<b>FUND 3</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<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>		
<b>Expenditure</b>			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	<b>Total Expenditure</b>		
	<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 24 and 25)

FUND 4		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>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<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 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>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<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 24 and 25)

<b>FUND 6</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<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>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<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>		

<b>FUND 7</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<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>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<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 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>	
		£	£
<b>Income</b>	Members contributions and levies		
	Investment income (as at page 12)		
	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 of political fund at beginning of year	
		Amount of political fund at the end of year (as Balance Sheet)	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

<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 fund	
		Amount held on behalf of central political fund at end of year	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

# ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

	£
<b>Administrative Expenses</b>	
Remuneration and expenses of staff	
Salaries and Wages included in above	£
Auditors' fees	1,812.00
Legal and Professional fees	
Occupancy costs	
Stationery, printing, postage, telephone, etc.	78.00
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify)	
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Charity donation	
<b>Total</b>	1,890.00
Charged to:	
General Fund (Page 3)	1,890.00
Fund (Account )	
Fund (Account )	
Fund (Account )	
Fund (Account )	
<b>Total</b>	1,890.00

**ANALYSIS OF OFFICIALS SALARIES AND BENEFITS**  
(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Pension Contributions s £	Benefits		Total £
				Description	Value £	

# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
		Total investment income	
		Credited to:	
		General Fund (Page 3)	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	

# BALANCE SHEET as at 31<sup>st</sup> Dec 2016

(see notes 47 to 50)

Previous Year		£	£
	<b>Fixed Assets</b> (at page 14)		
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £ )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		
4,651.00	Sundry debtors		1,187.00
54,619.37	Cash at bank and in hand		61,727.61
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
59,270.37	<b>Total of other assets</b>		62,914.61
	<b>TOTAL ASSETS</b>		62,914.61
<del>53,282.37</del>	<i>General</i> Fund (Account )		59,726.41
	Fund (Account )		
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
(5,988.00)	Sundry creditors		(3,188.20)
	Accrued expenses		
	Provisions		
	Other liabilities		
(5,988.00)	<b>TOTAL LIABILITIES</b>		(3,188.20)
53,282.37	<b>TOTAL ASSETS</b>		59,726.41

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold old £	Leaseh £				
<b>Cost or Valuation</b>						
At start of year						
Additions						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Accumulated Depreciation</b>						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year						
Net book value at end of year						
Net book value at end of previous year						

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

<b>QUOTED</b>	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)		
Market Value of Quoted Investment		
<b>UNQUOTED</b> Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		



# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

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

# SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	17,828.00		17,828.00
From Investments	113.28		113.28
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	17,941.28		17,941.28
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	17,941.28		17,941.28
<b>Funds at beginning of year</b> (including reserves)	53,282.37		53,282.37
<b>Funds at end of year</b> (including reserves)	59,726.41		59,726.41
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			62,914.61
		<b>Total Assets</b>	62,914.61
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	(3,188.20)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			59,726.41

# NOTES TO THE ACCOUNTS

(see notes 72 and 73)

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

A large, empty rectangular box with a black border, intended for the user to enter or attach notes to the accounts. The box occupies most of the page below the instructions.

# ACCOUNTING POLICIES

(see notes 74 and 75)

## 1. ACCOUNTING POLICIES

### Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable law and the Financial Reporting Standard applicable to the Micro-entities Regime.

### Value Added Tax

The Association is not registered for VAT and accordingly, expenditure includes VAT where applicable.

### Fixed Assets

Items of equipment costing under £1,000 are written off to the Income and Expenditure Account in the year of acquisition. Items costing more than £1,000 will be capitalised and depreciated over their estimated useful lives.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's  
Signature: S. West

Chairman's  
Signature: [Signature]  
(or other official whose position should be stated)

Name: SUSAN WEST  
Date: 18th April 2017

Name: BEN TIMSON  
Date: 18th April 2017

## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	<input checked="" type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED (See Pages 23 and 24 and Notes 88 to 94)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

# AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?  
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/~~NO~~

If "No" please explain below.

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

YES/~~NO~~

If "No" please explain below.

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

YES/~~NO~~

If "No" please explain below.

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

# AUDITOR'S REPORT (continued)

PER ATTACHES

Signature(s) of auditor or auditors:	Alexander Sloan	
Name(s):	Alexander Sloan	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	50 Melville Street Edinburgh EH3 7HF	
Date:	10 MAY 2017	
Contact name and telephone number:	Alan Cunningham 0131 228 7979	

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

## **BALFOUR BEATTY GROUP STAFF ASSOCIATION**

### **Independent Auditor's Report to the Members of the Balfour Beatty Group Staff Association**

We have audited the financial statements of Balfour Beatty Group Staff Association for the year ended 31 December 2016 which comprise the Income and Expenditure Account, the Balance Sheet and related Notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard applicable to the Micro-entities Regime.

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

#### **Respective Responsibilities of the Central Staff Committee and the Auditors**

As explained more fully in the statement of the Central Staff Committee's Responsibilities, the Central Staff Committee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under Section 33 of the Trade Union and Labour Relations (Consolidation) Act 1992 and report in accordance with that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### **Scope of the Audit of the Financial Statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Central Staff Committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Central Staff Committee's report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion**

In our opinion, the financial statements:

- give a true and fair view of the state of the Association's financial affairs as at 31 December 2016 and of its transactions in the year then ended, and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 and the Constitution.

**BALFOUR BEATTY GROUP STAFF ASSOCIATION**

**Independent Auditor's Report to the Members of the Balfour Beatty Group Staff Association (continued)**

**Matters on which we are Required to Report by Exception**

In respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- the Association has not kept proper accounting records; or
- it has not maintained a satisfactory system of control over its transactions; or
- if the financial statements to which the Annual Return relates do not agree with the accounting records; or
- if we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

*Alexander Sloan*

Alexander Sloan  
Chartered Accountants & Statutory Auditor  
50 Melville Street  
Edinburgh  
EH3 7HF

Date: *10 May 2017*



# MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

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

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

YES/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 information 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

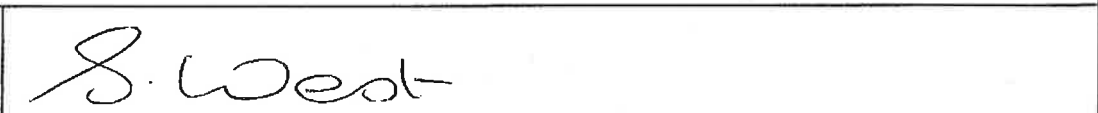
## SECTION TWO

*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	<input data-bbox="422 1758 1524 1836" type="text" value="S. West."/>
Office held	<input data-bbox="422 1848 1524 1926" type="text" value="General Secretary"/>
Date	<input data-bbox="422 1937 1524 1982" type="text" value="17th May 17"/>

Signed 10/5/17



**BALFOUR BEATTY GROUP**

**STAFF ASSOCIATION**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED**

**31 DECEMBER 2016**

## **BALFOUR BEATTY GROUP STAFF ASSOCIATION**

### **Legal and Administrative Information**

**Trade Union Name** Balfour Beatty Group Staff Association

**List Number** 410T

**Staff Association Members**

<b>Chairman:</b>	Ben Timson
<b>Vice-Chairman:</b>	Vacant
<b>Honorary Treasurer:</b>	Simon Frost
<b>General Secretary:</b>	Susan West

### **Principal Office and Registered office**

West Service Road  
Raynesway  
Derby  
DE21 7BG

### **Bankers**

Nationwide  
11A George Street  
Croydon  
Surrey  
CR9 1HP

### **Auditors**

Alexander Sloan  
Chartered Accountants  
50 Melville Street  
Edinburgh  
EH3 7HF

## **BALFOUR BEATTY GROUP STAFF ASSOCIATION**

### **Report of the Central Staff Committee for the year ended 31 December 2016**

The Members present their report and the financial statements of the Association for the year ended 31 December 2016.

#### **Members**

The Members of the Association serving during the year and since the year end are detailed on page 1.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

Balfour Beatty Group Staff Association is a trade union that is governed by its Constitution and Rules.

#### **Organisational Structure and Appointment of Members**

Central Staff Committee comprise the Chairman, Vice-Chairman, General Secretary and an Honorary Treasurer.

The Committee elects a Chairman whose term of office shall be for three years but who shall be eligible for re-election. In the event of the Chairman of the Association failing to be so re-elected at the end of any three year period, he shall remain a member of the Central Committee for the ensuing year. The Committee will also elect a Deputy Chairman from amongst its members and appoint a General Secretary and a Treasurer. Terms of Office shall likewise be for three years unless previously determined in accordance with these rules and holders shall be eligible for re-election. All necessary elections shall if possible take place in October.

## **OBJECTIVES**

- To regulate the relations between the Staff and Management of the Balfour Beatty Group of Companies and to afford a means of communication, consultation and negotiation between the Staff and Management on the terms and conditions of employment (including salary structures) and the general welfare of the Staff whilst in no way restricting any Staff Member's individual approach to Management.
- To promote in every way the interests of the Staff whilst recognising that the interests of the Group and the Staff are mutual in the long term.
- To administer such funds as may be at the disposal of the Association.
- To promote social and educational activities amongst members.

## **FINANCIAL REVIEW**

As indicated on page 6, the Association reported a Net Surplus for the year of £6,444 (2015 – £5,333).

## **RESERVES**

The Capital Fund, which represents the free reserves of the Association, had a closing balance at 31 December 2016 of £59,726 (2015 - £53,282).

## **BALFOUR BEATTY GROUP STAFF ASSOCIATION**

### **Statement of the Central Staff Committee's Responsibilities**

The Central Staff Committee is responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to trade unions, the Trade Union and Labour Relations (Consolidation) Act 1992, requires the Central Staff Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and which explain its transactions. In preparing these financial statements, giving a true and fair view, the Central Staff Committee is required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The Central Staff Committee is responsible for keeping proper accounting records with respect to the Association's transactions and its assets and liabilities and maintaining a satisfactory system of control of its accounting records, its cash holdings and all its receipts and remittances. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Central Staff Committee on 18 April 2017 and signed on their behalf by:



**S. West**  
General Secretary

## **BALFOUR BEATTY GROUP STAFF ASSOCIATION**

### **Independent Auditor's Report to the Members of the Balfour Beatty Group Staff Association**

We have audited the financial statements of Balfour Beatty Group Staff Association for the year ended 31 December 2016 which comprise the Income and Expenditure Account, the Balance Sheet and related Notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard applicable to the Micro-entities Regime.

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

#### **Respective Responsibilities of the Central Staff Committee and the Auditors**

As explained more fully in the statement of the Central Staff Committee's Responsibilities, the Central Staff Committee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under Section 33 of the Trade Union and Labour Relations (Consolidation) Act 1992 and report in accordance with that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### **Scope of the Audit of the Financial Statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Central Staff Committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Central Staff Committee's report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion**

In our opinion, the financial statements:

- give a true and fair view of the state of the Association's financial affairs as at 31 December 2016 and of its transactions in the year then ended, and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 and the Constitution.

**BALFOUR BEATTY GROUP STAFF ASSOCIATION**

**Independent Auditor's Report to the Members of the Balfour Beatty Group Staff Association (continued)**

**Matters on which we are Required to Report by Exception**

In respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- the Association has not kept proper accounting records; or
- it has not maintained a satisfactory system of control over its transactions; or
- if the financial statements to which the Annual Return relates do not agree with the accounting records; or
- if we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

*Alexander Sloan*

Alexander Sloan  
Chartered Accountants & Statutory Auditor  
50 Melville Street  
Edinburgh  
EH3 7HF

Date: *10 May 2017*



## Balfour Beatty Group Staff Association

### Income and Expenditure Account for the year ended 31 December 2016

	2016	2015
	£	£
<b>Income</b>		
Subscriptions	17,828	20,069
Interest	<u>113</u>	<u>106</u>
	17,941	20,175
<b>Expenditure</b>		
Legal fees	1,730	3,586
Printing	78	-
Legal Advisor Cards	4,200	1,924
Audit	1,812	1,428
AGM (cancellation costs)	-	4,680
Prize Draw	2,410	1,500
Secretarial	-	-
Promotional stationery	1,267	1,624
Charitable donation	<u>-</u>	<u>100</u>
	11,497	14,842
<b>Net Surplus for the year</b>	<u><u>6,444</u></u>	<u><u>5,333</u></u>

## Balfour Beatty Group Staff Association

### Balance Sheet as at 31 December 2016

	Notes	2016 £	2015 £
<b>Current Assets</b>			
Debtors	2	1,187	1,501
Prepayment		-	3,150
Cash at bank		61,728	54,619
<b>Creditors: amounts falling due within one year</b>	3	(3,189)	(5,988)
<b>Net Assets</b>		<u><u>59,726</u></u>	<u><u>53,282</u></u>
<b>Represented by:</b>			
<b>Capital Fund</b>	4	<u><u>59,726</u></u>	<u><u>53,282</u></u>

The financial statements were approved and authorised for issue by the Central Staff Committee on 18 April 2017 and signed on its behalf by:



**B Timson, Chairman**



**S Frost, Treasurer**



**S West, General Secretary**

## BALFOUR BEATTY GROUP STAFF ASSOCIATION

### Notes to the financial statements

For the year to 31 December 2016

#### 1. ACCOUNTING POLICIES

##### Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable law and the Financial Reporting Standard applicable to the Micro-entities Regime.

##### Value Added Tax

The Association is not registered for VAT and accordingly, expenditure includes VAT where applicable.

##### Fixed Assets

Items of equipment costing under £1,000 are written off to the Income and Expenditure Account in the year of acquisition. Items costing more than £1,000 will be capitalised and depreciated over their estimated useful lives.

#### 2. Debtors

	2016	2015
	£	£
Debtors (Subscriptions)	1,187	1,501
	<u>1,187</u>	<u>1,501</u>

#### 3. Creditors: amounts falling due within one year

	2016	2015
	£	£
Accruals	3,189	5,988
	<u>3,189</u>	<u>5,988</u>

**BALFOUR BEATTY GROUP STAFF ASSOCIATION**

**Notes to the financial statements**

**For the year to 31 December 2016**

**4. Capital Fund**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>At 1 January 2016</b>	53,282	47,949
<b>Surplus for the year</b>	6,444	5,333
<b>At 31 December 2016</b>	<u><b>59,726</b></u>	<u><b>53,282</b></u>