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- PRINT ON ONE SIDE ONLY

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: | Staff Union | West Bromwich Building Society Staff Union |
| Year ended: | | 31 December 2016 |
| List no: | | 625T |
| Head or Main Office: | | 2 Providence Place West Bromwich / West Midlands B70 8AF |
| Website address (if available) | | |
| Has the address changed during the year to which the return relates? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> (Click the appropriate box) |
| General Secretary: | | Elaine Duncum |
| Telephone Number: | | |
| Contact name for queries regarding | | Susan Allsopp |
| Telephone Number: | | 0121 796 7297 |
| E-mail: | | Susan.allsopp@westbrom.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: 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
Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

For Unions based in Scotland:

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



(Revised June 2017)



Union Support
 STAFF UNION
 WEST BROMWICH BUILDING SOCIETY

Your Committee

| Committee Member | Committee Position | Department | Extension | E-mail |
|------------------|----------------------|-----------------------------|-----------|--------------------------------|
| Holly O'Sullivan | Deputy Chair | Lending | 3623 | holly.osullivan@westbrom.co.uk |
| Susan Allsopp | Treasurer | Accounting Control | 7297 | Susan.Allsopp@westbrom.co.uk |
| Elaine Duncum | Secretary | Mortgage Admin | 6043 | elaine.duncum@westbrom.co.uk |
| Victoria Grew | Membership Secretary | Great Bridge Branch | 1062 | Victoria.Grew@westbrom.co.uk |
| Claire Page | Health & Safety | Merry Hill Branch | 1114 | claire.page@westbrom.co.uk |
| Andy Crump | Committee Member | Stone Cross Branch | 1058 | Andy.Crump2@westbrom.co.uk |
| Fiona Middleton | Committee Member | White Label | 3437 | fiona.middleton@WLLoans.co.uk |
| Carl Jones | Committee Member | Information Technology (IT) | 7865 | carl.jones@westbrom.co.uk |
| Jessica Fenton | Committee Member | Stone Cross Branch | 1058 | Jessica.Fenton@westbrom.co.uk |

All initial enquiries please e-mail the Staff Union Inbox: Staffunion@westbrom.co.uk

Staff Union - Ext 7720

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 | 163 | | | | |
| FEMALE | 315 | | | | |
| TOTAL | 478 | | | | A 478 |

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

| |
|-----|
| 478 |
|-----|

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 |
|-----------------|--|---------------------------|------------|
| Chairperson | Julie Holton | Holly O'Sullivan | 25/11/2016 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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)

| | £ | £ |
|--|--------------------------|---------------|
| INCOME | | |
| From Members: Contributions and Subscriptions | | 26,742 |
| From Members: Other income from members (specify) | | |
| Lottery | 1,150 | |
| | | |
| Total other income from members | | 1,150 |
| Total of all income from members | | |
| Investment income (as at page 12) | | 81 |
| Other Income | | |
| Income from Federations and other bodies (as at page 4) | | |
| Income from any other sources (as at page 4) | 4,850 | |
| Transfer from Union Learning Fund | 8,650 | |
| Total of other income (as at page 4) | | 13,500 |
| | TOTAL INCOME | 41,473 |
| EXPENDITURE | | |
| Benefits to members (as at page 5) | | 12,395 |
| Administrative expenses (as at page 10) | | 23,509 |
| Federation and other bodies (specify) | | |
| | | |
| Total expenditure Federation and other bodies | | |
| Taxation | | |
| | TOTAL EXPENDITURE | 35,904 |
| Surplus (deficit) for year | | 5,569 |
| Amount of general fund at beginning of year | | 61,665 |
| Amount of general fund at end of year | | 67,234 |

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

| DESCRIPTION | £ | £ |
|--|---|---|
| Federation and other bodies | | |
| TOTAL FEDERATION AND OTHER BODIES | | |
| Other income | | |
| TOTAL OTHER INCOME | | |
| TOTAL OF ALL OTHER INCOME | | |

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

| | £ | | £ |
|---|--------|---|-------------------------|
| Representation – Employment Related Issues Legal fees | 9,530 | brought forward Education and Training services Training courses | 10,130 2,265 |
| Representation – Non Employment Related Issues | | Negotiated Discount Services | |
| Communications | | Salary Costs | |
| Advisory Services | | Other Benefits and Grants (specify) | |
| Dispute Benefits | | | |
| Other Cash Payments Lottery prize monies | 600 | | |
| carried forward | 10,130 | Total (should agree with figure in General Fund) | 12,395 |

Number of members contributing at end of year

(See notes 24 and 25)

| FUND 4 | | Fund Account | |
|---|--|---------------------|---|
| Name: | | £ | £ |
| Income | | | |
| From members | | | |
| Investment income (as at page 12) | | | |
| Other income (specify) | | | |
| Total other income as specified | | | |
| Total Income | | | |
| Expenditure | | | |
| Benefits to members | | | |
| Administrative expenses and other expenditure (as at page 10) | | | |
| Total Expenditure | | | |
| Surplus (Deficit) for the year | | | |
| Amount of fund at beginning of year | | | |
| Amount of fund at the end of year (as Balance Sheet) | | | |
| Number of members contributing at end of year | | | |

| FUND 5 | | Fund Account | |
|---|--|---------------------|---|
| Name: | | £ | £ |
| Income | | | |
| From members | | | |
| Investment income (as at page 12) | | | |
| Other income (specify) | | | |
| Total other income as specified | | | |
| Total Income | | | |
| Expenditure | | | |
| Benefits to members | | | |
| Administrative expenses and other expenditure (as at page 10) | | | |
| Total Expenditure | | | |
| Surplus (Deficit) for the year | | | |
| Amount of fund at beginning of year | | | |
| Amount of fund at the end of year (as Balance Sheet) | | | |

Number of members contributing at end of year

(see notes 26 to 31)

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

| POLITICAL FUND ACCOUNT 2 | | To be completed by trade unions which act as components of a central trade union | |
|---------------------------------|---|---|---|
| | | £ | £ |
| Income | Contributions and levies collected from members on behalf of central political fund | | |
| | Funds received back from central political fund | | |
| | Other income (specify) | | |
| | Total other income as specified | | |
| | | Total income | |
| Expenditure | Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify) | | |
| | Administration expenses in connection with political objects (specify) | | |
| | Non-political expenditure | | |
| | | Total expenditure | |
| | Surplus (deficit) for year | | |
| | Amount held on behalf of trade union political fund at beginning of year | | |
| | Amount remitted to central political fund | | |
| | Amount held on behalf of central political fund at end of year | | |
| | Number of members at end of year contributing to the political fund | | |
| | Number of members at end of the year not contributing to the political fund | | |
| | Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund | | |

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

(see notes 32 and 33)

| | | £ |
|--|-----------------------|---------|
| Administrative Expenses | | |
| Remuneration and expenses of staff | | 13,594 |
| Salaries and Wages included in above | £0 | |
| Auditors' fees | | 1,560 |
| Legal and Professional fees | | 877 |
| Occupancy costs | | |
| Stationery, printing, postage, telephone, etc. | | 331 |
| Expenses of Executive Committee (Head Office) | | 1,201 |
| Expenses of conferences | | |
| Other administrative expenses (specify) | | |
| Website & computer costs | | 725 |
| Marketing | | (1,947) |
| Incidental | | 55 |
| Other Outgoings | | |
| Interest payable: | | |
| Bank loans (including overdrafts) | | |
| Mortgages | | |
| Other loans | | |
| Depreciation | | 5,422 |
| Taxation | | 21 |
| Outgoings on land and buildings (specify) | | |
| Other outgoings (specify) Transfer to general fund | | 8,650 |
| Affiliation fees | | 1,912 |
| Total | | 32,401 |
| Charged to: | General Fund (Page 3) | 23,509 |
| | Fund (Account2) | 8,892 |
| | Fund (Account) | |
| | Fund (Account) | |
| | Fund (Account) | |
| Total | | |

BALANCE SHEET as at 31 December 2016

(see notes 47 to 50)

| Previous Year | | £ | £ |
|---------------|---|---|--------|
| 6,942 | Fixed Assets (at page 14) | | 227 |
| | Investments (as per analysis on page 15) | | |
| | Quoted (Market value £) | | |
| | Unquoted | | |
| | Total Investments | | |
| | Other Assets | | |
| | Loans to other trade unions | | |
| 7,537 | Sundry debtors | | 2,920 |
| 68,617 | Cash at bank and in hand | | 66,900 |
| | Income tax to be recovered | | |
| | Stocks of goods | | |
| | Others (specify) | | |
| 76,154 | Total of other assets | | 69,820 |
| | TOTAL ASSETS | | 70,047 |
| | Fund (Account) | | |
| | Fund (Account) | | |
| | Fund (Account) | | |
| | Superannuation Fund (Account) | | |
| | Political Fund (Account) | | |
| | Revaluation Reserve | | |
| | LIABILITIES | | |
| | Amount held on behalf of central trade union political fund | | |
| | Loans: From other trade unions | | |
| | Loans: Other | | |
| | Bank overdraft | | |
| 53 | Tax payable | | 39 |
| 2,929 | Sundry creditors | | 1,274 |
| 10,879 | Accrued expenses | | 1500 |
| | Provisions | | |
| | Other liabilities | | |
| 13,861 | TOTAL LIABILITIES | | 2,813 |
| 69,235 | TOTAL ASSETS | | 67,234 |

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

| | Land and Buildings | | Furniture and Equipment £ | Motor Vehicles £ | Not used for union business £ | Total £ |
|---|--------------------|-----------|------------------------------|---------------------|----------------------------------|----------------|
| | Freehold | Leasehold | | | | |
| | £ | £ | | | | |
| Cost or Valuation | | | | | | |
| At start of year | | | 23,909 | | | 23,909 |
| Additions | | | | | | |
| Disposals | | | (22,066) | | | (22,066) |
| Revaluation/Transfers | | | | | | |
| At end of year | | | 1,843 | | | 1,843 |
| Accumulated Depreciation | | | | | | |
| At start of year | | | 16,967 | | | 16,967 |
| Charges for year | | | 78 | | | 78 |
| Disposals | | | (15,430) | | | (15,430) |
| Revaluation/Transfers | | | | | | |
| At end of year | | | 1,615 | | | 1,615 |
| Net book value at end of year | | | 227 | | | 227 |
| Net book value at end of previous year | | | 6,942 | | | 6,942 |

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

| QUOTED | | 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 | | |
| UNQUOTED | Equities | | |
| | Government Securities (Gilts) | | |
| | Mortgages | | |
| | Bank and Building Societies | | |
| | Other unquoted investments (to be specified) | | |
| | TOTAL UNQUOTED (as Balance Sheet) | | |
| | Market Value of Unquoted Investments | | |

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

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

SUMMARY SHEET

(see notes 60 to 71)

| | All funds except Political Funds £ | Political Funds £ | Total Funds £ |
|--|--|--------------------------|---------------------|
| INCOME | | | |
| From Members | 27,892 | | 27,892 |
| From Investments | 103 | | 103 |
| Other Income (including increases by revaluation of assets) | 13,500 | | 13,500 |
| Total Income | 41,495 | | 41,495 |
| EXPENDITURE (including decreases by revaluation of | | | |
| Total Expenditure | 43,496 | | 43,496 |
| | | | |
| Funds at beginning of year (including reserves) | 69,235 | | 69,235 |
| Funds at end of year (including reserves) | 67,234 | | 67,234 |
| | | | |
| ASSETS | | | |
| Fixed Assets | | | 227 |
| Investment Assets | | | |
| Other Assets | | | 69,820 |
| | | Total Assets | 70,047 |
| LIABILITIES | | | |
| | | Total Liabilities | 2,813 |
| NET ASSETS (Total Assets less Total Liabilities) | | | 67,234 |

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.

2 STAFF REMUNERATION

| | 2016 £ | 2015 £ |
|--|-----------|-----------|
| Salary costs – Union Learning Fund | (3,176) | 50,309 |
| Secondment fee charged by West Bromwich Building Society | 16,770 | 21,889 |
| | £15,594 | £72,198 |

The secondment fee relates to an amount agreed with West Bromwich Building Society during the year as a contribution by the Union towards the salary of the Chairperson who was on full time secondment until 14 October 2016.

The salary costs for Union Learning Fund relates to amounts overcharged in earlier years.

3 FIXED ASSETS

| | Computer equipment £ | Furniture & fittings £ | Total £ |
|------------------------|----------------------------|------------------------------|------------|
| Cost | | | |
| As at 1 January 2016 | 23,235 | 674 | 23,909 |
| Disposals | (22,066) | - | (22,066) |
| 31 December 2016 | 1,169 | 674 | 1,843 |
| Depreciation | | | |
| As at 1 January 2016 | 16,577 | 390 | 16,967 |
| Charge for the year | 7 | 71 | 78 |
| Eliminated on disposal | (15,429) | - | (15,430) |
| As at 31 December 2016 | 1,155 | 461 | 1,616 |
| Net book value | | | |
| As at 31 December 2016 | £14 | £213 | £227 |
| As at 31 December 2015 | £6,658 | £284 | £6,942 |

4 APB ETHICAL STANDARD – PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

ACCOUNTING POLICIES

(see notes 74 and 75)

1 ACCOUNTING POLICIES

Accounting convention

The accounts have been prepared under the historical cost convention, and in accordance with UK Generally Accepted Accounting Practice and with the Trade Union and Labour Relations (Consolidation) Act 1992.

Tangible Fixed Assets



The computer equipment is being depreciated over its useful life on a reducing balance basis at a rate of 33 1/3% per annum.

The furniture and fittings are being depreciated over their useful life on a reducing balance basis at a rate of 25% per annum.

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

| | |
|--|---|
| Secretary's Signature: <u></u> Name: <u>Elaine Duncom</u> Date: <u>20/7/17</u> | Chairman's Treasurer Signature: <u></u> (or other official whose position should be stated) Name: <u>SP Allsopp</u> Date: <u>20/7/17</u> |
|--|---|

CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

| | | | | |
|--|----------|-------------------------------------|-----------------------|-------------------------------------|
| IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12) | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12) | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77) | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77) | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| IS A RULE BOOK ENCLOSED? (see Notes 8 and 78) | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| A MEMBER'S STATEMENT IS: (see Note 80) | ENCLOSED | <input checked="" type="checkbox"/> | TO FOLLOW | <input 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 type="checkbox"/> | NO <i>only 478</i> | <input checked="" type="checkbox"/> |

members

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 (section one)

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
WEST BROMWICH BUILDING SOCIETY STAFF UNION**

We have audited the financial statements of West Bromwich Building Society Staff Union for the year ended 31 December 2016 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Generally Accepted Accounting Practice.

This report is made solely to the union's members. Our audit work has been undertaken so that we might state to the union's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the union and the union's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the management committee and auditor

As explained more fully on page 5, the committee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. 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 Auditing, including "APB Ethical Standard – Provisions Available for Small Entities (Revised)", in the circumstances set out in note 4 to the financial statements.

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 Union's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the committee; and the overall presentation of the financial statements.

Opinion on financial statements

In our opinion the financial statements:

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

Matters on which we are required to report by exception

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

- proper books of account have not been kept by the Union in accordance with the requirements of the legislation;
- a satisfactory system of control of transactions has not been maintained by the union in accordance with the requirements of the legislation;
- the revenue account or the other accounts (if any) to which our report relates, and the balance sheet are not in agreement with the books of account of the Union; and
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Signature(s) of auditor or auditors:



Name(s):

Shaun Philpott FCA

Profession(s) or Calling(s):

Chartered Accountant

Address(es):

Copia Wealth & Tax Ltd
8 Pendeford Place
Pendeford Business Park
Wolverhampton WV9 5HD

Date:

29 June 2017

Contact name and telephone number:

01902 783172

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

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.**

& E.

07 AUG 2017

REC

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 | Susan Husopp | | | | | |
| Office held | Treasurer | <table border="1"><tr><td>CERT FOR & EMP</td><td></td></tr><tr><td>07 AUG 2017</td><td></td></tr></table> | CERT FOR & EMP | | 07 AUG 2017 | |
| CERT FOR & EMP | | | | | | |
| 07 AUG 2017 | | | | | | |
| Date | 3/8/2017 | | | | | |

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copy

TUC MEMBERSHIP RETURN

In line with TUC Rules and Standing orders Rule 3 each organisation is required to inform the General Secretary of Congress the number of members as at 1st January 2017.

Name of Union:

Total Membership as recorded at 1st January 2017: 478

Of which men were: 163

Of which women were: 315

Please give separate figures wherever possible.

*I also enclose a copy of the union's 2016 Annual Return to the Certification Officer, with a copy of the union's 2016 Statement of Accounts.

**Signed by
General Secretary**



Returns can be: Emailed to FinanceOffice@tuc.org.uk

Faxed to 0207 467 1353

Posted to TUC Finance
Congress House
Great Russell Street
London
WC1B 3LS

Returns are required by the 31st May 2017.

sent 11/5/17

*If you have not completed the Certification Officer's AR21 for 2016, or published your accounts, please forward a copy as soon as possible, when available.