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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Leeds Building Society Staff Association

Year ended:

31st December 2014

List no:

794T

Head or Main Office:

105 Albion Street
Leeds
LS1 5AS

Website address (if available)

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

Yes

☐

No

☒

(Click the appropriate box)

General Secretary:

Ms Mary Clayton

Telephone Number:

0113 225 7526

Contact name for queries regarding

Mr T J Brannigan

Telephone Number:

0113 225 7526

E-mail:

tbrannigan@leedsbuildingsociety.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

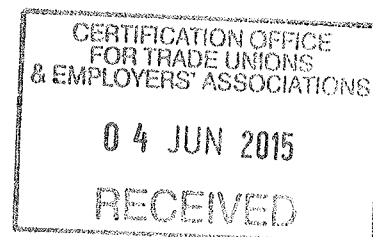
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
22nd 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 February 2011)

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	124	0	0	1	125
FEMALE	287	3	0	0	290
TOTAL	411	3	0	1	A 415

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

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

0
415

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
Chairman	Tom Brannigan	Tom Brannigan	01 Jan 2012
Vice Chair	Vanda Greenwood	Vanda Greenwood	01 Jan 2012
Secretary	Mary Clayton	Mary Clayton	01 Jan 2012
Treasurer	Norma Smallwood	Lindsey Mountain	01 Jan 2012

State whether the union is:

a. A branch of another trade union?

☐
☒ No

If yes, state the name of that other union:

b. A federation of trade unions?

☐
☒ No

If yes, state the number of affiliated unions:

and names:

Leeds Building Society Staff Association 31 Dec 2011

List of Officers

Chairman	Tom Brannigan
Vice Chairman	Lee Edwards
Secretary	Mary Clayton
Treasurer	Lyndsey Mountain

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		8,752
From Members: Other income from members (specify)		-
Total other income from members		-
Total of all income from members		8,752
Investment income (as at page 12)		66
Other Income		
Income from Federations and other bodies (as at page 4)	-	
Income from any other sources (as at page 4)	-	
Total of other income (as at page 4)		-
	TOTAL INCOME	8,818
EXPENDITURE		
Benefits to members (as at page 5)		-
Administrative expenses (as at page 10)		6,024
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		558
	TOTAL EXPENDITURE	6,582
Surplus (deficit) for year		2,236
Amount of general fund at beginning of year		46,611
Amount of general fund at end of year		48,847

(see notes 19 and 20)

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ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		Education and Training services	
Representation – Non Employment Related Issues			
		Negotiated Discount Services	
Communications			
		Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 3		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 24 and 25)

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

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

(See notes 24 and 25)

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

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

(see notes 26 to 31)

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

POLITICAL FUND ACCOUNT 2		To be completed by trade unions which act as components of a central trade union	
		£	£
Income	Contributions and levies collected from members on behalf of central political 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		-
Salaries and Wages included in above	£	-
Auditors' fees		900
Legal and Professional fees		4,596
Occupancy costs		-
Stationery, printing, postage, telephone, etc.		-
Expenses of Executive Committee (Head Office)		-
Expenses of conferences		523
Other administrative expenses (specify)		
SUND24		2
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		-
Mortgages		-
Other loans		-
Depreciation		2
Taxation		-
Outgoings on land and buildings (specify)		-
Other outgoings (specify)		-
	Total	6,024
Charged to:	General Fund (Page 3)	6,024
	Fund (Account)	-
	Fund (Account)	-
	Fund (Account)	-
	Fund (Account)	-
	Total	6,024

(see notes 34 to 44 below)

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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	-		66
Other investment income (specify)	-		-
	-		66
		Total investment income	66
Credited to:			
General Fund (Page 3)		66	
Fund (Account)		-	
Fund (Account)		-	
Fund (Account)		-	
Fund (Account)		-	
Fund (Account)		-	
Political Fund		-	
Total Investment Income		66	

BALANCE SHEET as at 31 December 2012

(see notes 47 to 50)

Previous Year		£	£
11	Fixed Assets (at page 14)		8
	Investments (as per analysis on page 15)		
	Quoted (Market value £)	—	
	Unquoted	—	
	Total Investments		—
	Other Assets		
	Loans to other trade unions	—	
	Sundry debtors	—	
47,870	Cash at bank and in hand	50,297	
	Income tax to be recovered	—	
	Stocks of goods	—	
	Others (specify)	—	
	Total of other assets		50,297
47,881	TOTAL ASSETS		50,305
46,611	Fund (Account)		48,847
	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	—	
382	Tax payable	558	
	Sundry creditors	—	
888	Accrued expenses	900	
	Provisions	—	
	Other liabilities	—	
	TOTAL LIABILITIES		1,458
47,881	TOTAL ASSETS		50,305

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			1,513			1,513
Additions			-			-
Disposals			-			-
Revaluation/Transfers			-			-
At end of year			1,513			1,513
Accumulated Depreciation						
At start of year			1,502			1,502
Charges for year			3			3
Disposals			-			-
Revaluation/Transfers			-			-
At end of year			1,505			1,505
Net book value at end of year			8			8
Net book value at end of previous year			11			11

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 ☐

NO ☒

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 ☐

NO ☐

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	8,752	-	8,752
From Investments	66	-	66
Other Income (including increases by revaluation of assets)	-	-	-
Total Income	8,818	-	8,818
EXPENDITURE (including decreases by revaluation of	6,582	-	6,582
Total Expenditure	6,582	-	6,582
Funds at beginning of year (including reserves)	46,611	-	46,611
Funds at end of year (including reserves)	48,847	-	48,847
ASSETS			
Fixed Assets			8
Investment Assets			-
Other Assets			50,297
Total Assets			50,305
LIABILITIES			
Total Liabilities			1,458
NET ASSETS (Total Assets less Total Liabilities)			48,847

(see notes 72 and 73)

Leeds Building Society Staff Association
31 December 2012

for the year ended 31 December 2012

Equipment - 25% per annum on reducing balance basis

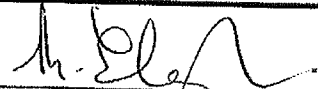
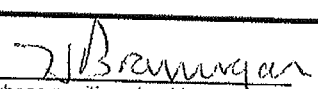
ACCOUNTING POLICIES

(see notes 74 and 75)

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>MARY E. CLAYTON</u> Date: <u>11/4/13</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>T.J. BRANNIGAN</u> Date: <u>11/4/13</u>
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CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

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

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)

Leeds Building Society Staff Association

Report of the auditors to the members of Leeds & Holbeck Building Society Staff Association

for the year ended 31 December 2012

This report is made solely to the Association's members, as a body. 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 an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body for our audit work, for this report, or for the opinions we have formed.

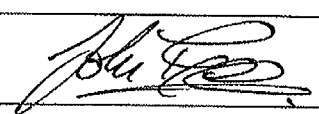
In our opinion, the Association has maintained proper accounting records, and has a satisfactory system of control and the attached Balance Sheet and Income and Expenditure Account give a true and fair view of the state of the Association's affairs as at 31st December 2012 and of the surplus of income over expenditure for the year then ended. These accounts have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.



John Beevers BA FCA (Senior Statutory Auditor)
For and on behalf of
SAGARS LLP
Chartered Accountants and Statutory Auditor

Gresham House
5-7 St Pauls Street
Leeds
LS1 2JG

5th April 2013

Signature(s) of auditor or auditors:		
Name(s):	MR J BEEVERS	
Profession(s) or Calling(s):	Senior Statutory Auditor	
Address(es):	Gresham House 5-7 St. Pauls Street Leeds LS1 2JG	
Date:	5 APRIL 2013	
Contact name and telephone number:	Farran Milnes 0113 297 6747	

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

Leeds Building Society Staff Association

Accounts

year ended 31 December 2012



Accounts
for the year ended 31 December 2012

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Report of the auditors to the members of Leeds & Holbeck Building Society Staff Association

for the year ended 31 December 2012

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In our opinion, the Association has maintained proper accounting records, and has a satisfactory system of control and the attached Balance Sheet and Income and Expenditure Account give a true and fair view of the state of the Association's affairs as at 31st December 2012 and of the surplus of income over expenditure for the year then ended. These accounts have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.



John Beevers BA FCA (Senior Statutory Auditor)
For and on behalf of
SAGARS LLP
Chartered Accountants and Statutory Auditor

Gresham House
5-7 St Pauls Street
Leeds
LS1 2JG

5th April 2013

Income and expenditure account
for the year ended 31 December 2012

	2012		2011	
	£	£	£	£
Income				
Members' subscriptions		8,752		8,946
Interest on Building Society Accounts		8		7
Interest on Bank Accounts		58		58
		<u>8,818</u>		<u>9,011</u>
Expenditure				
Expenses				
Committee travel and meeting expenses - general	523		502	
Sundry expenses	-		1	
Consultancy fees	4,596		5,725	
Audit fee	900		888	
Depreciation - computer equipment at 25% on written down value	3		4	
Tax deducted from Building Society interest at source	2		1	
		<u>6,024</u>		<u>7,121</u>
Surplus of income over expenditure before tax		<u>2,794</u>		<u>1,890</u>
Tax provision for current year		(558)		(382)
Surplus of income over expenditure		<u>2,236</u>		<u>1,508</u>

Balance sheet
as at 31 December 2012

	Note	2012 £	£	2011 £	£
Fixed assets					
Tangible assets	2		8		11
Current assets					
Building society deposits		17,109		14,740	
Cash at bank		33,188		33,130	
		<u>50,297</u>		<u>47,870</u>	
Current liabilities					
Creditors and Accruals		1,458		1,270	
Net current assets			48,839		46,600
Net assets			<u>48,847</u>		<u>46,611</u>
Financed by:					
General Fund	3		<u>48,847</u>		<u>46,611</u>

These Accounts were approved on 5th April 2013

T Brannigan – Chairman

T Brannigan

L Mountain – Treasurer

L Mountain

M Clayton – Secretary

M Clayton

**Notes to the accounts
for the year ended 31 December 2012**

1. Accounting policies

The Accounts have been prepared under the historical cost convention, using the following Accounting policies:

Turnover income

Any surplus/deficit of income over expenditure is carried forward to the general fund.

Depreciation of tangible fixed assets

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Equipment - 25% per annum on reducing balance basis

2. Tangible fixed assets

	Computer Equipment £
Cost	
At 1 January 2012 and 31 December 2012	<u>1,513</u>
Depreciation	
At 1 January 2012	1,502
Charge for the year	3
At 31 December 2012	<u>1,505</u>
Net book value	
At 31 December 2012	<u>8</u>
At 31 December 2011	<u>11</u>

3. General fund

	2012 £	2011 £
Opening balance	46,611	45,103
Surplus for the year	<u>2,236</u>	<u>1,508</u>
Carried forward at 31 Dec 12	<u>48,847</u>	<u>46,611</u>