FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	The British Association of Dental Nurses
Year ended:	31 st December 2013
List no:	585T
Head or Main Office:	Room 200 Hillhouse Industrial Estate Thornton Lancashire FY5 4QD
Website address (if available)	www.badn.org.uk
Has the address changed during the year to which the return relates?	Yes No x (Click the appropriate box)
General Secretary:	Ms P Swain
Telephone Number:	01253 338365
Contact name for queries regarding	As above
Telephone Number:	As above
E-mail:	admin@badn.org.uk
PLEASE FOLLOW THE GUIDANCE NO Any difficulties or problems in the con Officer as below or by telephone to: 02	TES IN THE COMPLETION OF THIS RETURN. Inpletion of this return should be directed to the Certification 20 7210 3734
The address to which returns and other	er documents should be sent are:
For Unions based in England and Wal Certification Office for Trade Unions a 22 nd Floor, Euston Tower, 286 Euston	nd Employers' Associations 2 9 Mm.

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

(Revised February 2011)

BADN OFFICERS as at 31 DECEMBER 2013

President Fiona Ellwood BA (Hons) Ed, LCGI, FBADN

Immediate Past President Nicola Docherty BA

Finance Officer Joan Hatchard LCGI, FBADN

Northern Region Coordinator Carol Hay

North East Region Coordinator Vicki Adam (Acting)

North West Region Coordinator Donna Hough MBE MSc

Wales Region Coordinator Elaine Simmons LCGI, FBADN

South Central Region Coordinator Hazel Coey BA (Hons), LCGI, FBADN

Tracy Rogers

London & SE Region Coordinator Sarah Pepper

Seconded Members

Corporates

Education Jane Dalgarno BSc (Hons)

Practice Management/Reception Monica Morrison

RETURN OF MEMBERS

(see notes 10 and 11)

		NUMBER OF ME	MBERS AT THE	END OF THE YEA	R
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	45	3	0	0	148
FEMALE	5089	<u> </u>		34	5163
TOTAL	5134	42		34	ACO 1 1

Number of members included in totals box 'A' above for whom no home or authorised address s held:
Number of members at end of year contributing to the General Fund

-
5211

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.

1000400 Strake	ß		
Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
PRESIDENT	NICOLA DOCINGATY	FIUNA ELLWOUD	UCT 13
IMMEDIATE PASTANS		NICOLA DOCHERTY	0CT 13
PRESIDENT-ELECT	FLONA ELLWOOD		OCT 13
LUNDONASE RC	1,1,1,1,1,1	SARAM PEPPER	06713
NORTHERN RC	чина	CANOL MAY	00713
EMIDS RC	FIONA ELLWOOD	Mary.	OCTIZ
State whether the union is warms ac		VICK ADAM	DEC 13 DEC 13
a. A branch of another tr	ade union? Yes	No X	
If yes, state the name	of that other union:		
b. A federation of trade ι	inions? Yes	No X	
If yes, state the number	er of affiliated	The Management of the Control of the	
and names:			

GENERAL FUND

(see notes 13 to 18)

	£	£
NCOME From Members: Contributions and Subscriptions		195,868
From Members: Other income from members (specify)		
Total other income from members		195,868
Total of all income from members		195,868
Investment income (as at page 12)		1,437
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	17,318	
		,
Total of other income (as at page 4)		17,318
	TOTAL INCOME	214,623
EXPENDITURE		
Benefits to members (as at page 5)		39,483
Administrative expenses (as at page 10)		196,460
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		235,943
Taxation		447
	AL EXPENDITURE	236,390
Surplus (deficit) for year	-	(21,767)
Amount of general fund at beginning of year	ſ	275,189
Amount of general fund at end of year		253,422

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
		number of the state of the stat
TOTAL FEDERATION ANI	O OTHER BODIES	
Other income		
Conferences	6,473	1
Journal	1,590	1
Association merchandise	136 1,570	
Advertising MBNA credit card	391	1
Misc income & donations	7,158	
ТОТА	L OTHER INCOME	17,318
	and the state of t	
TOTAL OF AL	L OTHER INCOME	17,318

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	٤		E
Representation –		brought forward	39,483
Employment Related Issues		Education and Training services	
Mawana andadia a	To an analysis of the state of		
Representation – Non Employment Related Issues			
Tron Employment Related Issues			
		Negotiated Discount Services	
Communications			
Conferences	9,344		
Journal Training Costs	17,184		
Showcase	2,047	Salary Costs	
Advisory Services	660	1	
, ,			
		Other Benefits and Grants (specify)	
Dispute Benefits			:
Legal advice line	40.00.40	The state of the s	
asgai davios inte	10,248		
			-
Other Cash Payments			***************************************
			e e e e e e e e e e e e e e e e e e e
carried forward	20.400	Total (should agree with figure in	
	39,483	General Fund)	39,483

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

(see	notes	32	and	33)	ł

(000 10000 02 010 00)	£
Administrative	
Expenses	
Remuneration and expenses of staff	124,428
Salaries and Wages included in above £118,176	
Auditors' fees	3,300
Legal and Professional fees	1,684
Occupancy costs	18,388
Stationery, printing, postage, telephone, etc.	23,317
Expenses of Executive Committee (Head Office)	6,491
Expenses of conferences	
Other administrative expenses (specify)	
Insurance and bank charges	10,309
Merchandise and miscellaneous	3,191
Advertising	1,669
Other Outgoings	
Interest payable:	1
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	3,683
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	

Total	196,460
Charged to: General Fund (Page 3)	
Fund (Account)	
Total	

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

Tota		CJ	52,979							
	its	Value £	1,402							
Benefits	Other Benefits	Description	Medical insurance							
	Pension Contribution	w W	1,431	:						
Employers N.I. contributions		СЦ	5,146							
Gross Salary		બ	45,000							
Office held			Chief Executive							

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			1,437
			La graphy and an analysis of the state of th
Other investment income (specify)			
	Total	investment income	1,437
Credit	ed to:		
	Gei	neral Fund (Page 3)	1,437
		Fund (Account)	
		Fund (Account)	The state of the s
		Political Fund	
	Tota	il Investment Income	1,437

BALANCE SHEET as at

31/12/2013

(see notes 47 to 50)

commence of the second		E.	£
evious Year 9,521	Fixed Assets (at page 14)	7,307	
	Investments (as per analysis on page 15)		
	Quoted (Market value £)	37,761	
36,687	Unquoted Total Investments	37,701	45,068
	Other Assets		
	Loans to other trade unions		
4,648	Sundry debtors	5,547	
236,702	Cash at bank and in hand	215,359	
200,702	Income tax to be recovered		
1,020	Stocks of goods	1,000	
1,02.0	Others (specify)		
242,370	Total of other assets		221,906
288,578	то	TAL ASSETS	266,974
	Fund (Account)	The second secon	253,422
275,189	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account		
	Revaluation Reserve		i
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		***************************************
	Loans: Other		
	Bank overdraft		4.0
14	Tax payable		16
1,50	8 Sundry creditors		34
11,73	7 Accrued expenses		13,0
	Provisions		
	Other liabilities	A Prince and Property in State of the State	
13,38	TOT	AL LIABILITIES	13,5
288,57	ng m	OTAL ASSETS	266,9

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and I Freehold Leasehold	Buildings £££	Furniture and Equipment £	Motor Vehicles £	Not used for union business	Total £
Cost or Valuation						
At start of year			29,204			29,204
Additions			1,471			1,471
Disposals						•
Revaluation/Transfer						
S						
At end of year			30,675	THE PROPERTY OF THE PROPERTY O		30,675

Accumulated Depreciation At start of year			00 50			
Charges for year			26,597			26,597
Disposals			2,462			2,462
Revaluation/Transfer						
S						
At end of year			29,059			29,059
						20,000

Net book value at end of year			1,616			1,616
Net book value at end of previous year			2,607	hadrone hadron de har de hadron hadro		2,607

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

	All Funds	Political Fund
	Political	
		£
	~	
Equities (e.g. Shares)	37,761	500000000000000000000000000000000000000
		מינות אינות אונות
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL OHOTED (on Palanon Shoot)	Any 100 A 4	
market value of Quoted investment	37,905	
Equities		
		200
Government Securities (Gilts)		100000000000000000000000000000000000000
N.A. J. Communication		
wortgages		
		2000000
Bank and Building Societies		
Datin and Dahaning Goodato		200
		NO CONTRACTOR OF THE PROPERTY
Other unquoted investments (to be specified)		
		2200
TOTAL UNQUOTED (as Balance Sheet)	Market of the States of Angular straight, is the states of the Angular being which which have a the states of the	2007 S. 100 S
Market Value of Unquoted Investments		
	Government Securities (Gilts) Other quoted securities (to be specified) TOTAL QUOTED (as Balance Sheet) Market Value of Quoted Investment Equities Government Securities (Gilts) Mortgages Bank and Building Societies Other unquoted investments (to be specified) TOTAL UNQUOTED (as Balance Sheet)	Equities (e.g. Shares) Equities (e.g. Shares) 37,761 Government Securities (Gilts) Other quoted securities (to be specified) TOTAL QUOTED (as Balance Sheet) Market Value of Quoted Investment 37,965 Equities Government Securities (Gilts) Mortgages Bank and Building Societies Other unquoted investments (to be specified) TOTAL UNQUOTED (as Balance Sheet)

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? If YES name the relevant companies: COMPANY NAME	COMPANY REGIS registered in Engla registered)	YES STRATION NUMBE and & Wales, state	NO ER (if not where
			WANTED THE STREET OF THE STREE
			NAME AND ADDRESS OF THE PROPERTY OF THE PROPER
Are the shares which are controlled by the union registered in the names of the union's trustees? If NO, state the names of the persons in whom the		YES	мо⊠
shares controlled by the union are registered. COMPANY NAME	NAMES OF SHAI	REHOLDERS	
		and the second s	

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	195,868		195,868
From Investments	1,437		1,437
Other Income (including increases by revaluation of assets)	17,318		17,318
Total Income	214,623		214,623
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	236,390		236,390
Funds at beginning of year (including reserves) Funds at end of year	275,189		275,189
,	253,422		
			253,422
			253,422
ASSETS	Fixed Assets		253,422 7,307
			253,422 7,307 37,761
	Fixed Assets		7,307 37,761
	Fixed Assets Investment Assets	Total Assets	7,307
	Fixed Assets Investment Assets	Total Assets Total Liabilities	7,307 37,761 221,906

ACCOUNTING POLICIES

(see notes 74 and 75)

					ong Communication (
			na de la composição de la		
SIGNATURES TO THI	6 and 77)				
including the accounts and balance	e sheet c	ontained in the $arphi$	returi	1.	
Secretary's Signature: Signature: (or other official whose position should be stated) Name: PAMELA SWAIN Name: Floware Ellipson Date: 10/5/14 Date: 20/5/14					
CHECI (see notes (please tick as	78 to 80)	ate)			
				NO	
IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)		YES		IVO	
HAS THE RETURN OF CHANGE OF OFFICERS BEI COMPLETED?	EN	YES	Ø	NO	
(see Page 2 and Note 12) HAS THE RETURN BEEN SIGNED?	Andrews (1) principle of the particular state and the particular state of the	YES		NO	
(see Pages 19 and 21 and Notes 76 and 77) HAS THE AUDITOR'S REPORT BEEN COMPLETED	2	YES		NO	
(see Pages 20 and 21 and Notes 2 and 77)					
IS A RULE BOOK ENCLOSED?		YES		NO	
(see Notes 8 and 78) A MEMBER'S STATEMENT IS:		ENCLOSE		TO FOLLOW	
(see Note 80) HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)		YES		NO	

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)

YESANO

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)

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	•			
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\$ B				
19. Table 19. Ta				
Signature(s) of auditor or auditors:	Jaces Howis			
	Jaces 1100 mg			
		; , 1 ;		
Name(s):	Jones Harris Limited			
Profession(s) or Calling(s):	Chartered Accountants			
] {		
Address(es):	17 St Peters Place			
	Fleetwood			
	Lancashire FY7 6EB			
	I I I VIII	l į		
Data.		į r		
Date:	26/6/14			
Contact name and telephone number:	M Wigley 01253 874255			
Trans- spectros-resolution of organization and a spectral spectra sp				
The result of the second country of the seco	on a transfer of the parameter of the control of the control of the production of the control of	legraneur variante	PROGRAMA LENGTH COME WINNESS TO SERVICE AND ADMINISTRATION OF THE PROGRAMMENT AND ADMINISTRATION OF THE PROG	7 70 3

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