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- PRINT ON ONE SIDE ONLY

# 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 <sup>st</sup> 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>	(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		

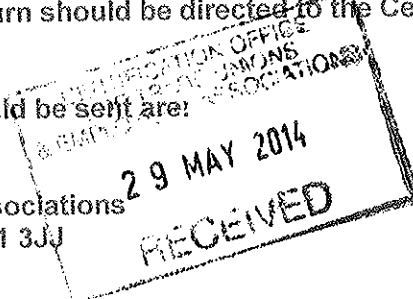
PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

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 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 (Acting)	Vicki Adam
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
London & SE Region Coordinator	Sarah Pepper
<u>Seconded Members</u>	
Corporates	Tracy Rogers
Education	Jane Dalgarno BSc (Hons)
Practice Management/Reception	Monica Morrison

# 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	45	3	0	0	48
FEMALE	5089	39	1	34	5163
TOTAL	5134	42	1	34	5211

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
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.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
PRESIDENT	NICOLA DOLMERTY	FIONA ELLWOOD	OCT 13
IMMEDIATE PAST PRES	-	NICOLA DOLMERTY	OCT 13
PRESIDENT-ELECT	FIONA ELLWOOD	-	OCT 13
LONDON SE RC	-	SARAM PEPPER	OCT 13
NORTHERN RC	-	CAROL MAY	OCT 13
EMMS RC	FIONA ELLWOOD	-	OCT 13

W FAST RC (ACTIVE) -

State whether the union is:

WMIDS RC

RIMMANNOUN ROUNDS

VICKI ADAM

DEC 13

DEC 13

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

(see notes 19 and 20)

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(see notes 21 to 23)

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# 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		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
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		3,683
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
<b>Total</b>		<b>196,460</b>
Charged to:	General Fund (Page 3)	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
<b>Total</b>		

(see notes 34 to 44 below)

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(see notes 45 and 46)

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# BALANCE SHEET as at

31/12/2013

(see notes 47 to 50)

Previous Year		£	£
9,521	<b>Fixed Assets</b> (at page 14)	7,307	
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £)		
36,687	Unquoted	37,761	
	<b>Total Investments</b>		45,068
	<b>Other Assets</b>		
	Loans to other trade unions		
4,648	Sundry debtors	5,547	
236,702	Cash at bank and in hand	215,359	
	Income tax to be recovered		
1,020	Stocks of goods	1,000	
	Others (specify)		
242,370	<b>Total of other assets</b>		221,906
288,578	<b>TOTAL ASSETS</b>		266,974
275,189	Fund (Account )		253,422
	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		
144	Tax payable		160
1,508	Sundry creditors		343
11,737	Accrued expenses		13,049
	Provisions		
	Other liabilities		
13,389	<b>TOTAL LIABILITIES</b>		13,552
288,578	<b>TOTAL ASSETS</b>		266,974

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold	£	£	£	£
<b>Cost or Valuation</b>						
At start of year			29,204			29,204
Additions			1,471			1,471
Disposals						
Revaluation/Transfers						
At end of year			30,675			30,675
<b>Accumulated Depreciation</b>						
At start of year			26,597			26,597
Charges for year			2,462			2,462
Disposals						
Revaluation/Transfers						
At end of year			29,059			29,059
<b>Net book value at end of year</b>			1,616			1,616
<b>Net book value at end of previous year</b>			2,607			2,607

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED		All Funds Except Political Funds £	Political Fund  £
	Equities (e.g. Shares)	37,761	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)	37,761	
	Market Value of Quoted Investment	37,965	
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)

<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 checked="" 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	195,868		195,868
From Investments	1,437		1,437
Other Income (including increases by revaluation of assets)	17,318		17,318
<b>Total Income</b>	214,623		214,623
<b>EXPENDITURE</b> (including decreases by revaluation of Total Expenditure)			
	236,390		236,390
<b>Funds at beginning of year</b> (including reserves)	275,189		275,189
<b>Funds at end of year</b> (including reserves)	253,422		253,422
<b>ASSETS</b>			
Fixed Assets			7,307
Investment Assets			37,761
Other Assets			221,906
<b>Total Assets</b>			266,974
<b>LIABILITIES</b>		<b>Total Liabilities</b>	13,552
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			253,422

# 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.

<p><i>CHIEF EXECUTIVE'S</i>                  Secretary's                  Signature: <u><i>[Signature]</i></u>                  Name: <u>PAMELA SWAIN</u>                  Date: <u>10/5/14</u></p>	<p><i>PRESIDENT'S</i>                  Chairman's                  Signature: <u><i>[Signature]</i></u>                  (or other official whose position should be stated)                  Name: <u>FIONA ELLWOOD</u>                  Date: <u>20/5/14</u></p>
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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) <i>online</i>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80) <i>online</i>	ENCLOSE D	<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

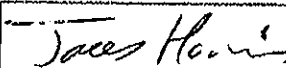
(see notes 81 to 86)

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)

Signature(s) of auditor or auditors:		
Name(s):	Jones Harris Limited	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	17 St Peters Place Fleetwood Lancashire FY7 6EB	
Date:	26/6/14	
Contact name and telephone number:	M Wigley 01253 874255	

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