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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Union of Country Sports Workers
Year ended:	31 st March 2012
List no:	761
Head or Main Office:	PO Box 129 Banbury OX17 2HX
Website address (if available)	ucsw.org
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:	Rob Lowe, Chairman
Telephone Number:	01295 712719
Contact name for queries regarding	Miss P White
Telephone Number:	01295 712719
E-mail:	office@ucsw.org

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					
FEMALE					
TOTAL	3,468	4	2	4	A 3,478

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

3478

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
Committee member	Stephen Evans	n/a	22 May 2011

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:



PO Box 129, Banbury, Oxon OX17 2HX

Telefax: 01295 712719

Website: www.ucsw.org Email: office@ucsw.org

List of Officers as at 31/03/2012 for Certification Office

Chairman	Rob Lowe
Committee	Matthew Allen Alex Ford Lindsay Hill Ian Summerell Pat Summerell Barrie Wade
Press Officer	Ian Summerell
Hon Treasurer	Colin Richmond-Watson
Administrator	Phillippa White
Secretary	Rachel Verdon

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		19,725
From Members: Other income from members (specify)		
Donations	413	
Total other income from members		413
Total of all income from members		20,138
Investment income (as at page 12)		5
Other Income		
Income from Federations and other bodies (as at page 4)	n/a	
Income from any other sources (as at page 4)	23,358	
Total of other income (as at page 4)		23,358
		TOTAL INCOME
		43,501
EXPENDITURE		
Benefits to members (as at page 5)		7,076
Administrative expenses (as at page 10)		31,919
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	38,995
		4,506
Surplus (deficit) for year		4,506
Amount of general fund at beginning of year		13,845
Amount of general fund at end of year		18,351

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		
Advertising	1,770	
Fund-Raising	19,335	
Merchandise Sales	2,234	
Membership Services	19	
TOTAL OTHER INCOME		23,358
TOTAL OF ALL OTHER INCOME		23,358

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 Magazine: <i>Living Country</i>	5,276	Salary Costs Editor	1,800
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	7,076

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		11,284
Salaries and Wages included in above	£ n/a	0
Auditors' fees		0
Legal and Professional fees		882
Occupancy costs		3,311
Stationery, printing, postage, telephone, etc.		4,497
Expenses of Executive Committee (Head Office)		971
Expenses of conferences		35
Other administrative expenses (specify)		
Promotions		1,923
Merchandise		1,102
Donations		6,750
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		1,164
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		31,919
Charged to:	General Fund (Page 3)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		31,919

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		5
Other investment income (specify)		
Total investment income		5
Credited to:		
General Fund (Page 3)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Political Fund		
Total Investment Income		5

BALANCE SHEET as at 31st March 2012

(see notes 47 to 50)

Previous Year		£	£
3,117	Fixed Assets (at page 14)		1,953
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
3,117	Total Investments		1,953
	Other Assets		
	Loans to other trade unions		
730	Sundry debtors		408
10,654	Cash at bank and in hand		15,923
	Income tax to be recovered		
3,265	Stocks of goods		3,196
	Others (specify)		
14,649	Total of other assets		19,527
17,766	TOTAL ASSETS		21,480
13,845	Fund (Account 1)		18,351
	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		
2,500	Loans: Other		1,500
	Bank overdraft		
	Tax payable		
1,421	Sundry creditors		1,629
	Accrued expenses		
	Provisions		
	Other liabilities		
17,766	TOTAL LIABILITIES		21,480
17,766	TOTAL ASSETS		21,480

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			11,647			11,647
Additions			0			0
Disposals			0			0
Revaluation/Transfer s			0			0
At end of year			11,647			11,647
Accumulated Depreciation						
At start of year			8,530			8,530
Charges for year			1,164			1,164
Disposals						
Revaluation/Transfer s						
At end of year			9,694			9,694
Net book value at end of year			1,953			1,953
Net book value at end of previous year			3,117			3,117

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	20,138		20,138
From Investments	5		5
Other Income (including increases by revaluation of assets)	23,358		23,358
Total Income	43,501		43,501
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	38,995		38,995
Funds at beginning of year (including reserves)	13,845		13,845
Funds at end of year (including reserves)	18,351		18,351
ASSETS			
Fixed Assets			1,953
Investment Assets			n/a
Other Assets			19,527
		Total Assets	21,480
LIABILITIES		Total Liabilities	3,129
NET ASSETS (Total Assets less Total Liabilities)			18,351

ACCOUNTING POLICIES


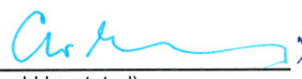
(see notes 74 and 75)

Income is recorded on a cash basis.
 Expenditure is recorded on an accrual basis.
 Depreciation of Fixed Assets is calculated at 10% for Furniture and Equipment.

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: Miss P White, Administrator Date: <u>2/5/12</u>	Chairman's Signature: <u></u> X (or other official whose position should be stated) Name: C W Richmond-Watson, Hon Treasurer Date: <u>5th May 2012</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	X	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	X	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	X	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	X	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	X	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSE D	X	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	X	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

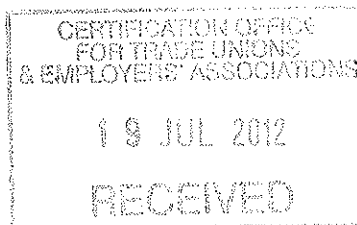
If "No" please explain below.

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)

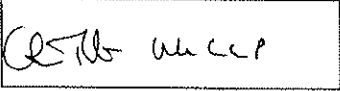
YES NO

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):	Grant Thornhill	
Profession(s) or Calling(s):	ACA	
Address(es):	Kettering	
Date:	21 May 2012	
Contact name and telephone number:	S Robinson 01536 315966	

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

**REPORT OF THE INDEPENDENT AUDITOR TO THE MEMBERS OF
THE UNION OF COUNTRY SPORTS WORKERS**

We have audited the AR 21 of The Union of Country Sports Workers for the year ended 31 March 2012 which comprise the general fund and the balance sheet and the supporting notes included in the AR 21. This Annual Return has been prepared under the accounting policies set out therein.

This report is made solely to the Union's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. 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 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 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 officers and auditors

As explained more fully in the statement of officers' responsibilities, the officer's are responsible for the preparation of the financial statements and AR21 and for being satisfied that they give a true and fair view. Our responsibility is to audit 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.

We report to you our opinion as to whether the AR21 gives a true and fair view and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. We also report to you if, in our opinion, the AR21 is not consistent with the financial statements, if the Union has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, if the Union has not established and maintained a satisfactory system of control over its accounting records, its cash holdings and all its receipts and remittances, if we have not received proper returns, adequate for our audit, from branches not visited by us and if the AR21 is not in agreement with the accounting records and returns.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm.

Basis of opinion

We conducted our audit in accordance with United Kingdom auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the officers in the preparation of the financial statements, and of whether the accounting policies are appropriate to the union's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.



**REPORT OF THE INDEPENDENT AUDITOR TO THE MEMBERS OF
THE UNION OF COUNTRY SPORTS WORKERS**

Opinion

In our opinion the AR21:

- gives a true and fair view of the state of the Union's affairs as at 31 March 2012 and of its surplus for the year then ended;

and

- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

Col TUB UCC LLP

GRANT THORNTON UK LLP
REGISTERED AUDITOR
CHARTERED ACCOUNTANTS

Kettering

21 May 2012