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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:

Year ended:

List no:

Head or Main Office:

Website address (if available)

Has the address changed during the year to which the return relates? Yes No x *(Click the appropriate box)*

General Secretary:

Telephone Number:

Contact name for queries regarding

Telephone Number:

E-mail:

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



RBA Officers and Officials 2016

POSITION	NAME
PRESIDENT	DAVID PICKLES
MANAGER TRUSTEE	ALLAN ROBERTS
STAFF TRUSTEE	SYLVIA BERRILL
NATIONAL OFFICER	PAUL LEE
EXECUTIVE COUNCILLOR	SYLVIA BERRILL
	ALEX WRIGHT
	KATHY EMBLETON
	ANNIE PARTINGTON
	ANDY LOCKE
	JIM BUCHANAN
	ANDY SWEATMAN
	ALLAN ROBERTS
	CELINE HANLON
	MIKE COX
DELEGATE	SYLVIA BERRILL
	PAUL DERBYSHIRE
	ANNIE PARTINGTON
	ALEX WRIGHT
	PAUL DEACON
	DOUGLAS MAY
	ALLAN ROBERTS
	HAYLEY PARKES
	ANDY SWEATMAN
	DAVID MORGAN
	JIM BUCHANAN
	PETER WATSON
	ANDY LOCKE
	CELINE HANLON
	MARILYN GREEN
	KATHY EMBLETON
	MIKE COX
	JOHN THREADGOLD

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	499	0	1	2	502
FEMALE	1476	0	0	1	1477
TOTAL	1975	0	1	3	1979
				A	1979

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

0
1979

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
Vice President	Norma Sloan		31.12.2016
Delegate	Leisha McNaughton		30.06.2016
Delegate	Dorothy Hawkes		08.02.2016
Delegate	Marisa Hart		15.06.2016
Delegate	Emma Smith		30.06.2016
Delegate	Martin Campbell		30.06.2016
Delegate	Toni Burns		04.03.2016
Delegate	David Waugh		30.06.2016
Delegate	Gavin Goodall		30.06.2016
Delegate		David Morgan	01.07.2016

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		190,520
From Members: Other income from members (specify)	0	
	0	
	0	
Total other income from members		0
Total of all income from members		190,520
Investment income (as at page 12)		20,398
Other Income		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	5,159	
Total of other income (as at page 4)		5,159
		TOTAL INCOME
		216,077
EXPENDITURE		
Benefits to members (as at page 5)		2,109
Administrative expenses (as at page 10)		196,940
Federation and other bodies (specify)	0	
	0	
	0	
Total expenditure Federation and other bodies		0
Taxation (Deferred tax)		4,908
		TOTAL EXPENDITURE
		203,957
Surplus (deficit) for year		12,120
Amount of general fund at beginning of year (as restated)		558,313
Amount of general fund at end of year		570,433

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		0
Other income Compromise Agreement Income	5,159	
TOTAL OTHER INCOME		5,159
TOTAL OF ALL OTHER INCOME		5,159

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
		brought forward	(1,941)
Representation – Employment Related Issues Legal Fees – Member Claims	(1,941)	Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
		Honoraria	3,450
Advisory Services		Other Benefits and Grants (specify)	
		Death Claims	300
Dispute Benefits		Gifts of Comfort to Members	300
Other Cash Payments			
carried forward	(1,941)	Total (should agree with figure in General Fund)	2,109

(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)		
		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	154,655
Salaries and Wages included in above	112,247
Auditors' fees	4,500
Legal and Professional fees	5,219
Occupancy costs	782
Stationery, printing, postage, telephone, etc.	8,962
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify)	
Insurance	4,455
Sundry Expenses	1,832
Bank and Credit Card Charges	1,318
Hire of Equipment	474
Portfolio Management Fees and Commissions Paid	5,065
Other Outgoings	
Interest payable:	
Bank Loans (including Overdrafts)	
Mortgages	
Other Loans	
Depreciation	6,077
Taxation	
Outgoings on land and buildings (specify)	
Rental Property Expenses	7,017
Other outgoings (specify)	
Motor Expenses	13,328
Subscriptions	595
Profit on Disposal of Investments	(18,209)
Loss on Disposal of Assets	870
Total	196,940
Charged to:	
General Fund (Page 3)	196,940
Fund (Account)	
Total	196,940

BALANCE SHEET as at

31st December 2016

(see notes 47 to 50)

Previous Year		£	£
16,495	Fixed Assets (at page 14)		14,949
	Investments (as per analysis on page 15)		
316,410	Quoted (Original Cost – 236,379)	364,616	
288,834	Unquoted	288,857	
	Total Investments		653,473
	Other Assets		
	Loans to other trade unions		
3,783	Sundry debtors – Prepayments	4,630	
	Sundry debtors – Deposits paid	28,000	
74,469	Cash at bank and in hand	35,837	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)	14,279	
14,002	Accrued Income	17,861	
19,867	Loan		
	Total of other assets		100,607
733,860	TOTAL ASSETS		769,029
558,313	Fund (Account - General)		570,433
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
132,514	Revaluation Reserve		157,056
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
6,094	Bank overdraft		
	Tax payable		
3,364	Sundry creditors	3,730	
9,252	Accrued expenses	8,683	
20,703	Provisions	25,611	
3,620	Other liabilities – PAYE	3,516	
	TOTAL LIABILITIES		41,540
733,860	TOTAL ASSETS		769,029

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			2,638	28,969		31,607
Additions			120	9,738		9,858
Disposals				(15,980)		(15,980)
Revaluation/Transfers						
At end of year			2,758	22,727		25,485
Accumulated Depreciation						
At start of year			1,211	13,901		15,112
Charges for year			395	5,682		6,077
Disposals				(10,653)		(10,536)
Revaluation/Transfers						
At end of year			1,606	8,930		10,536
Net book value at end of year			1,152	13,797		14,949
Net book value at end of previous year			1,427	15,068		16,495

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Shares	314,515	
Bonds	50,101	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	364,616	
Original Cost of Quoted Investment	236,379	
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Money Market Deposits	4,849	
Equalisations		
Other unquoted investments (to be specified)		
Investment Properties	284,008	
TOTAL UNQUOTED (as Balance Sheet)	288,857	
Market Value of Unquoted Investments	288,857	

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	190,520		190,520
From Investments	20,398		20,398
Other income	5,159		5,159
Increases by revaluation of assets	24,542		24,542
Total Income	240,619		240,619
EXPENDITURE (including decreases by revaluation of assets)	203,957		203,957
Total Expenditure	203,957		203,957
Funds at beginning of year (including reserves) (as restated)	690,827		690,827
Funds at end of year (including reserves)	727,489		727,489
ASSETS			
Fixed Assets			14,949
Investment Assets			669,956
Other Assets			84,124
		Total Assets	769,029
LIABILITIES AND PROVISIONS			
		Total Liabilities	41,540
NET ASSETS (Total Assets less Total Liabilities)			727,489

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.

Attached behind.

ACCOUNTING POLICIES

(see notes 74 and 75)


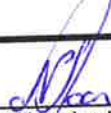
Attached behind.



SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

President's Signature: <u></u> Name: <u>David Pickles</u> Date: <u>23/05/2017</u>	Vice President's Signature: <u></u> (or other official whose position should be stated) Name: <u>Norma Sloan</u> Date: <u>23/05/2017</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 type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input 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 type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input 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	<input type="checkbox"/>

THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies

Union information

The Retail Book, Stationery and Allied Trades Employees' Association is a Trade Union.

1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the Union. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the members have a reasonable expectation that the Union has adequate resources to continue in operational existence for the foreseeable future. Thus the members continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Income and expenditure

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the Union cannot reclaim it.

1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	20% straight line basis
Motor vehicles	25% straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

1.5 Investment properties

Investment property, which is property held to earn rentals and/or for capital appreciation, is initially recognised at cost, which includes the purchase cost and any directly attributable expenditure. Subsequently it is measured at fair value at the reporting end date. The surplus or deficit on revaluation is recognised in the comprehensive income statement.

Where fair value cannot be achieved without undue cost or effort, investment property is accounted for as tangible fixed assets.

THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies

(Continued)

1.6 Impairment of fixed assets

At each reporting period end date, the Union reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the Union estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.7 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The Union has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 Section 1A to all of its financial instruments.

Financial instruments are recognised in the Union's statement of financial position when the Union becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

(Continued)

1 Accounting policies

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the Union after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

The Union has obtained exemption from the Revenue Commissioners in respect of corporation tax, it being a Union not carrying on a business for the purposes of making a profit. DIRT tax is payable on any interest income received in excess of £32.

1.9 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Union is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.11 Leases

Rental income from operating leases is recognised on a straight line basis over the term of the relevant lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight line basis over the lease term.

1.12 Investments

Listed investments are initially stated at cost. Subsequently they are measured at market value at the reporting end date. The surplus or deficit on revaluation is recognised in the comprehensive income statement.

THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

2 Operating surplus	2016	2015
	£	£
Operating surplus for the year is stated after charging/(crediting):		
Fees payable to the Union's auditor for the audit of the Union's financial statements	4,500	4,428
	<u> </u>	<u> </u>
Administrative expenses includes the following:		
Allowances and expenses	4,504	4,955
- president's expenses	17,751	12,331
- delegates expenses	2,113	613
- conference and training costs	2,952	2,954
- national officer's expenses	<u> </u>	<u> </u>
	27,320	20,853
	<u> </u>	<u> </u>
Claims and benefits	300	1,108
- death claims	(1,971)	(1,613)
- legal fees regarding members' claims	300	352
- gifts and grants to members	<u> </u>	<u> </u>
	(1,341)	(153)
	<u> </u>	<u> </u>
3 Employees		
The average monthly number of persons employed by the Union during the year was 4 (2015 - 4).		
4 Interest receivable and similar income	2016	2015
	£	£
Interest receivable and similar income includes the following:		
Income from shares in group undertakings	10,544	10,231
	<u> </u>	<u> </u>

THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

5 Tangible fixed assets

	Plant and machinery etc £
Cost	
At 1 January 2016	
Additions	31,607
Disposals	9,858
	(15,980)
At 31 December 2016	<u>25,485</u>
Depreciation and impairment	
At 1 January 2016	
Depreciation charged in the year	15,112
Eliminated in respect of disposals	6,077
	(10,653)
At 31 December 2016	<u>10,536</u>
Carrying amount	
At 31 December 2016	14,949
At 31 December 2015	<u><u>16,495</u></u>

6 Investment property

	2016 £
Fair value	
At 1 January 2016 and 31 December 2016	<u><u>284,008</u></u>

Investment property comprises of 2 residential properties. The fair value of the investment properties has been arrived at on the basis of valuations carried out at the year end 31 December 2016 by property agents, who are not connected with the Union. The valuations were made on an open market value basis by reference to market evidence of transaction prices for similar properties.

On historical cost basis these would have been included at an original cost of £255,008 (2015 - £255,008).

7 Fixed asset investments

	2016 £	2015 £
Investments	369,465	321,237
Loans	16,483	16,132
	<u>385,948</u>	<u>337,369</u>

THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

		(Continued)	
7	Fixed asset investments		
	Movements in fixed asset investments		Investments other than loans £
	Cost or valuation		337,369
	At 1 January 2016		46,255
	Additions		24,541
	Valuation changes		374
	Equalisations and other adjustments		(22,591)
	Disposals		<u>385,948</u>
	At 31 December 2016		<u>385,948</u>
	Carrying amount		385,948
	At 31 December 2016		<u><u>385,948</u></u>
	At 31 December 2015		<u><u>337,369</u></u>
8	Debtors	2016	2015
		£	£
	Amounts falling due within one year:		
	Other debtors	48,287	21,519
		<u>48,287</u>	<u>21,519</u>
9	Creditors: amounts falling due within one year	2016	2015
		£	£
	Bank loans and overdrafts	-	6,094
	Trade creditors	620	1,263
	Other taxation and social security	3,516	3,621
	Other creditors	11,793	11,352
		<u>15,929</u>	<u>22,330</u>
		<u><u>15,929</u></u>	<u><u>22,330</u></u>
10	Revaluation reserve		

THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

10 Revaluation reserve	(Continued)	
	2016 £	2015 £
At beginning of year	132,515	29,000
Effect of transition to FRS 102	-	121,434
At beginning of year	132,515	150,434
Revaluation surplus arising in the year	24,541	(17,919)
At end of year	157,056	132,515

11 Related party transactions

During the year ended 31 December 2010 a loan of £30,000 was granted to the Union's President, Mr. D. Pickles. The loan was originally repayable over a period of approximately 6 years with an interest rate of 5.5% above the Bank of England base rate.

In January 2015 Mr. D. Pickles borrowed a further £10,000 from the Union, which was added to the original loan still outstanding and the loan was changed to 6% fixed interest.

In July 2016 the monthly repayments reduced from £400 to £200, thus increasing the term of the loan.

As at 31 December 2016 the balance outstanding was £17,861 (2015 - £19,867) of which £1,378 (2015 - £3,734) is shown in Other Debtors and £16,483 (2015 - £16,132) is shown in Fixed Asset Investments on the Statement of Financial Position.

The loan is unsecured, however the Union has received an assignment of a life insurance policy in case of the death of Mr. D. Pickles.

12 Honoraria

During the year £3,540 (2015 - £2,159) was paid in respect of the Trustees.

13 Transitional prior period adjustment

The transitional adjustment relates to a change in accounting policies on investments from cost to fair market value, required under FRS 102.

Changes to the statement of financial position

	At 31 December 2015		
	As previously reported £	Adjustment £	As restated £
Total equity	608,016	82,811	690,827

THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

(Continued)

13 Transitional prior period adjustment

Changes to the income statement

	Period ended 31 December 2015		
	As previously reported	Adjustment	As restated
	£	£	£
Profit for the financial period	12,111	3,584	15,695

14 Approval of financial statements

The financial statements were approved by the Trustees on 9 February 2017 and by the Executive Council of 14 March 2017. Final approval was given to the financial statements by the Annual Delegates Conference on 15/16 March 2017.

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)

Attached behind.

Signature(s) of auditor or auditors:



Name(s):

Paul Pointer
On behalf of
PBA Accountants and
Business Advisers Ltd

Profession(s) or Calling(s):

FCCA

Address(es):

130 High Street
Hungerford
Berkshire
RG17 0DL

Date:

8 MAY 2017

Contact name and telephone number:

Paul Pointer FCCA
01488 682027

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

THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

We have audited the financial statements of The Retail Book, Stationery and Allied Trades Employees' Association for the year ended 31 December 2016 set out on pages 10 to 13. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the association's members. Our audit work has been undertaken so that we might state to the Union 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.

Respective responsibilities of trustees and auditors

The trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the association and of the income and expenditure of the association for that period. In preparing these financial statements, the trustees are required to:

- i select suitable accounting policies and then apply them consistently;
- ii make judgements and estimates that are reasonable and prudent;
- iii prepare the financial statements on the going concern basis unless it is inappropriate to presume that the association will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the association and to enable it to ensure that the financial statements comply with the required association's rules. They are also responsible for taking reasonable steps to safeguard the assets of the association and to prevent and detect fraud and other irregularities.

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 association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

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 surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- and
- have been prepared in accordance with the requirements of the Companies Act 2006.

In our opinion, based on the work undertaken in the course of our audit, the information given in the financial statements for the financial year for which the financial statements are prepared is consistent with the financial statements, which have been prepared in accordance with applicable legal requirements.

THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- proper books of account have not been kept by the association in accordance with the requirements of the legislation,
- a satisfactory system of control over transactions has not been maintained by the association 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 association,



Mr Paul Pointer FCCA (Senior Statutory Auditor)
for and on behalf of PBA Accountants and Business Advisers Ltd

8 May 2017

Certified Chartered Accountants
Statutory Auditor

130 High Street
Hungerford
Berkshire
RG17 0DL

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.**

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	David Pickles
Office held	President
Date	23/05/2017