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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	THE NATIONAL ASSOCIATION OF NFU GROUP SECRETARIES
Year ended:	31 OCTOBER 2012
List no:	3527
Head or Main Office:	NFU OFFICE THE BYRE LOWER HOOK FARM HOOK, WOOTTON BASSETT SWINDON, SN4 8EF
Website address (if available)	
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:	R BARNES
Telephone Number:	01905 424292
Contact name for queries regarding	N J BENT
Telephone Number:	01793 852622
E-mail:	nick@nfumutual-swinton.co.uk

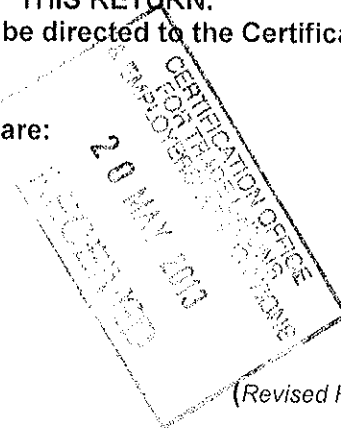
PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

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	391	48			439
FEMALE	128	18			146
TOTAL	519	66			A 585

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

585

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
Chairman	S Dew	R W Gawn	16 February 2012

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		109,773
From Members: Other income from members (specify)		
Total other income from members		109,773
Total of all income from members		
Investment income (as at page 12)		6,876
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)		721
	TOTAL INCOME	117,370
EXPENDITURE		
Benefits to members (as at page 5)		16,457
Administrative expenses (as at page 10)		90,709
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		414
	TOTAL EXPENDITURE	107,580
		9,790
Surplus (deficit) for year		
		146,893
Amount of general fund at beginning of year		
		156,683
Amount of general fund at end of year		

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 HEALTH SCHEME PREMIUMS	721	
TOTAL OTHER INCOME		721
TOTAL OF ALL OTHER INCOME		721

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		Member's legal expenses scheme	16,457
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	16,457

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	EDUCATION	£	£
Income			
	From members		73,144
	Investment income (as at page 12)		211
	Other income (specify)		
	Sponsorship	25,850	
	Contribution from General Fund	4,250	
		Total other income as specified	30,100
		Total Income	103,455
Expenditure			
	Benefits to members	0	
	Administrative expenses and other expenditure (as at page 10)	94,099	
		Total Expenditure	94,099
		Surplus (Deficit) for the year	9,356
		Amount of fund at beginning of year	16,876
		Amount of fund at the end of year (as Balance Sheet)	26,232
		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 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		38,644
Salaries and Wages included in above	£0	0
Auditors' fees		2,820
Legal and Professional fees		1,500
Occupancy costs		0
Stationery, printing, postage, telephone, etc.		9,140
Expenses of Executive Committee (Head Office)		34,671
Expenses of conferences		85,182
Other administrative expenses (specify)		
ADMINISTRATION OFFICER		6,701
BANK CHARGES		1,426
INSURANCE		3,762
SUNDRY EXPENSES (INC WEBSITE, TRAINING)		920
Other Outgoings:		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	Total	184,766
Charged to:	General Fund (Page 3)	90,709
	Fund (Account 1)	94,057
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	184,766

BALANCE SHEET as at 31 OCTOBER 2012

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
21,084	Quoted (Market value £ 28,974)		21,558
31,134	Unquoted		35,467
52,218	Total Investments		57,025
	Other Assets		
	Loans to other trade unions		
12,372	Sundry debtors		13,160
106,725	Cash at bank and in hand		122,973
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
119,097	Total of other assets		136,133
171,315	TOTAL ASSETS		193,158
	Fund (Account)		
	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		
391	Tax payable		456
4,431	Sundry creditors		4,777
2,724	Accrued expenses		5,010
	Provisions		
	Other liabilities		
7,546	TOTAL LIABILITIES		10,243
163,769	TOTAL ASSETS		182,915

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						
Additions						
Disposals						
Revaluation/Transfer s						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year						
Net book value at end of year						
Net book value at end of previous year						

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)		
NFU MUTUAL UNIT MANAGER	21,558	
TOTAL QUOTED (as Balance Sheet)	21,558	
Market Value of Quoted Investment	28,974	
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
BARCLAYS DEFINED RESERVED PLAN	35,467	
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	35,467	
Market Value of Unquoted Investments	35,467	

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 <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)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input 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 £
INCOME			
From Members	182,917		182,917
From Investments	7,087		7,087
Other Income (including increases by revaluation of assets)	30,821		30,821
Total Income	220,825		220,825
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	201,679		201,679
Funds at beginning of year (including reserves)	163,769		163,769
Funds at end of year (including reserves)	182,915		182,915
ASSETS			
Fixed Assets			
Investment Assets			57,025
Other Assets			136,133
Total Assets			193,158
LIABILITIES			
Total Liabilities			10,243
NET ASSETS (Total Assets less Total Liabilities)			182,915

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.

See pages 15 – 17 of the attached accounts.

ACCOUNTING POLICIES


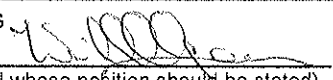
(see notes 74 and 75)

See page 14 of the attached accounts

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>RUPERT BARRY BARNES</u> Date: <u>15/05/2013</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>William R Gawn</u> Date: <u>15-05-2013</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)	ENCLOSE D	<input checked="" type="checkbox"/>	TO FOLLOW	<input 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)

See pages 6 – 7 of the attached accounts.

Signature(s) of auditor or auditors:		
Name(s):	P D Smith	
Profession(s) or Calling(s):	Certified accountant	
Address(es):	Cranbrook House 287-291 Banbury Road Oxford OX2 7JQ	
Date:		
Contact name and telephone number:	01865 404726	

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 NATIONAL ASSOCIATION OF GROUP
SECRETARIES TO THE NATIONAL FARMERS
UNIONS OF THE UNITED KINGDOM**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 OCTOBER 2012**

**The MGroup Partnership
Registered Auditors
Cranbrook House
287-291 Banbury Road, Oxford
OX2 7JQ**

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE
UNITED KINGDOM
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2012

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**THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE
UNITED KINGDOM
INFORMATION
FOR THE YEAR ENDED 31 OCTOBER 2012**

OFFICERS OF THE ASSOCIATION

R W Gawn (Chairman)
H Kirby (Vice Chairman)
R Barnes (General Secretary)
N Bent (Treasurer)
S Dew (Chairman) (resigned 16 February 2012)

REGISTERED OFFICE

NFU Office
The Byre
Lower Hook farm
Hook, Wooton Bassett
Swindon
SN4 8EF

AUDITORS

The MGroup Partnership
Registered Auditors
Cranbrook House
287-291 Banbury Road
Oxford
OX2 7JQ

On 31st October 2012 The MGroup Partnership incorporated Petersons Accountants Ltd and at that time took over as Auditors.

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
GENERAL SECRETARY'S REPORT
FOR THE YEAR ENDED 31 OCTOBER 2012

The General Secretary presents his annual report with the audited financial statements of the General Fund and the Education Fund for the year ended 31 October 2012.

CONSTITUTION

The objects of the Union are:

- To assist the membership in promoting the success of their individual businesses.
- To regulate on behalf of members, the remuneration, terms and conditions of employment with their employers the National Farmers' Unions.
- To represent on behalf of commissioned members, Agency matters with their principals the National Farmers' Union Mutual Insurance Society Ltd.
- To promote the welfare of members of the Association and take any appropriate action for the advancement and training of it's members.
- To relieve through a separately constituted Benevolent Fund, distress through misfortune.
- The promotion of group buying schemes and the provision of external services to members.

OFFICERS OF THE ASSOCIATION

In accordance with clause 4 (ii) of the Constitution, the following were deemed elected Officers of the Association at the Annual General Meeting held on 8 March 2012:

R W Gawn (Chairman)
H Kirby (Vice Chairman)
R Barnes (General Secretary)
N Bent (Treasurer)
S Dew (Chairman) (resigned 16 February 2012)

The Officers are appointed in accordance with Clause 4 (ii) of the Association's Constitution and Rules.

**THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
GENERAL SECRETARY'S REPORT
FOR THE YEAR ENDED 31 OCTOBER 2012**

Other members of the National Council defined as officers of the Association by virtue of the operation of the Act are listed below:

Regional Council As appointed	Continuing In office	Appointed	Retired
East Midlands	P Cook		
Central		K Rillie	J Witt
Northern Ireland	R. Campbell		
North Wales		W Roberts	A Griffiths
Scotland South		K Thom	N Clancy
South Wales	F Fitzpatrick		
South East		R Buer	H Kirby
West Midlands		M Nicholls	C Hillyard
Scotland North	R C F High		
North East	G Todd		
North West	L Young		
North		J Cosker	P D Palmer
East Anglia	D Blackwell		R Morrell
South West	M Clements		
Group Services	L Bray		
Education		S Cluckie	A. Neath
Past Chairman		S Dew	J Skelton
Mutual Liaison	J Parker		

AUDITORS

The MGroup Partnersip, have indicated their willingness to continue in office, subject to the approval of members at the Annual General Meeting.

**THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
GENERAL SECRETARY'S REPORT
FOR THE YEAR ENDED 31 OCTOBER 2012**

STATEMENT OF OFFICERS' RESPONSIBILITIES

The Officers are responsible for preparing the General Secretary's Report and the financial statements in accordance with applicable law and regulations.

The Officers are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The Officers must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Association and the surplus or deficit of the Association for that period.

In preparing these financial statements, the Officers are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Officers are responsible for keeping adequate accounting records that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the United Kingdom Generally Accepted Accounting Practice (and applicable law). They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Officers confirm that so far as they are aware, there is no relevant audit information of which the Association's auditors are unaware. They have taken all the steps that they ought to have taken as Officers in order to make themselves aware of any relevant audit information and to establish that the Association's auditors are aware of that information.

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM

GENERAL SECRETARY'S REPORT

FOR THE YEAR ENDED 31 OCTOBER 2012

STATEMENT REQUIRED BY SECTION 32A (6) (a) OF THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992 AS AMENDED BY THE EMPLOYMENT RELATIONS ACT 1999

A Member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The Member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a Member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice.

Approved by the Council on 7th March 2013 and signed on its behalf by:

R Barnes (General Secretary)
Secretary

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM FOR THE YEAR ENDED 31 OCTOBER 2012

TO THE MEMBERS OF THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM

We have audited the financial statements of The National Association of Group Secretaries to the National Farmers Union of the United Kingdom for the year ended 31 October 2012 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Generally Accepted Accounting Practice.

This report is made solely to the union's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended). 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 THE DIRECTORS AND AUDITORS

As explained more fully in the Statement of Officer's Responsibilities set out on page 4, the union's Officers are responsible for the preparation of the financial statements 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.

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 accounting policies are appropriate to the union's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the officers and the overall presentation of the financial statements.

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 October 2012 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended).

OPINION ON OTHER MATTERS

In our opinion the information given in the Report of the General Secretary for the financial year for which the financial statements are prepared is consistent with the financial statements.

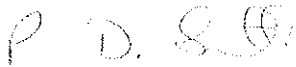
THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
FOR THE YEAR ENDED 31 OCTOBER 2012

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters in which we are required to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



PD Smith (Senior Statutory Auditor)

For and on behalf of
THE MGROUP PARTNERSHIP
STATUTORY AUDITORS

Cranbrook House
287-291 Banbury Road
Oxford
OX2 7JQ

29 April 2013

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
 DETAILED INCOME AND EXPENDITURE ACCOUNT - GENERAL
 FOR THE YEAR ENDED 31 OCTOBER 2012

	2012 £	2011 £
INCOME		
Membership subscriptions	109,773	100,319
Commissions and surplus	-	36
Health scheme premiums	721	701
	<u>110,494</u>	<u>101,056</u>
Administrative expenses		
Members' legal expenses scheme	16,457	16,515
Chairman honorarium and expenses	16,593	12,906
Vice Chairman honorarium and expenses	6,163	4,956
Treasurer honorarium and expenses	1,205	1,172
Mutual Liaison Chairman honorarium	4,507	4,110
General Secretary honorarium and expenses	10,176	10,763
Administration Officer	6,701	7,661
Insurance - General	3,762	3,468
Website costs	281	350
Regional expenses	869	209
Council and committee expenses	24,385	22,055
Administration expenses	5,568	5,403
General fund - Contribution to Education fund	4,250	4,250
Training	604	-
Legal and professional fees	1,500	-
Auditors' remuneration - audit fees	2,820	3,074
Bank charges - General	1,290	924
Sundry expenses	35	35
	<u>107,166</u>	<u>97,851</u>
Operating surplus carried down	<u>3,328</u>	<u>3,205</u>

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE
 UNITED KINGDOM
 DETAILED INCOME AND EXPENDITURE ACCOUNT - GENERAL
 FOR THE YEAR ENDED 31 OCTOBER 2012

	2012 £	2011 £
Operating surplus brought down	3,328	3,205
Investment income		
Dividends listed investments FII	4,807	1,528
Interest receivable		
Bank interest - General	2,069	1,720
Surplus on ordinary activities	10,204	6,453
Taxation on ordinary activities		
Taxation for the year	414	351
SURPLUS FOR THE FINANCIAL YEAR	9,790	6,102
Income and expenditure account brought forward	146,893	140,791
INCOME AND EXPENDITURE ACCOUNT CARRIED FORWARD	156,683	146,893

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
 DETAILED INCOME AND EXPENDITURE ACCOUNT - EDUCATION
 FOR THE YEAR ENDED 31 OCTOBER 2012

	2012 £	2011 £
INCOME		
Income from delegates	73,144	70,332
Sponsorship	25,850	16,535
Education - Contribution from general fund	4,250	4,250
	<u>103,244</u>	<u>91,117</u>
Administrative expenses		
Committee meetings	5,167	4,870
Hotel and conferences	63,037	62,299
Equipment	22,145	22,931
Administration and printing	3,572	1,512
Bank charges - Education	136	92
	<u>94,057</u>	<u>91,704</u>
Operating surplus / (deficit)	<u>9,187</u>	<u>(587)</u>
Interest receivable		
Bank interest - Education	211	195
	<u>9,398</u>	<u>(392)</u>
Surplus / (deficit) on ordinary activities		
Taxation on ordinary activities		
Taxation for the year	42	40
SURPLUS / (DEFICIT) FOR THE FINANCIAL YEAR	<u>9,356</u>	<u>(432)</u>
Income and expenditure account brought forward	16,876	17,308
INCOME AND EXPENDITURE ACCOUNT CARRIED FORWARD	<u><u>26,232</u></u>	<u><u>16,876</u></u>

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM

DETAILED INCOME AND EXPENDITURE ACCOUNT - GENERAL AND EDUCATION

FOR THE YEAR ENDED 31 OCTOBER 2012

	2012 £	2011 £
INCOME		
Membership subscriptions	109,773	100,319
Income from delegates	73,144	70,332
Commissions and surplus	-	36
Sponsorship	25,850	16,535
Health scheme premiums	721	701
Education - Contribution from general fund	4,250	4,250
	213,738	192,173
Administrative expenses		
Members' legal expenses scheme	16,457	16,515
Chairman honorarium and expenses	16,593	12,906
Vice Chairman honorarium and expenses	6,163	4,956
Treasurer honorarium and expenses	1,205	1,172
Mutual Liaison Chairman honorarium	4,507	4,110
General Secretary honorarium and expenses	10,176	10,763
Administration Officer	6,701	7,661
Insurance - General	3,762	3,468
Website costs	281	350
Regional expenses	869	209
Council and committee expenses	24,385	22,055
Committee meetings	5,167	4,870
Administration expenses	5,568	5,403
General fund - Contribution to Education fund	4,250	4,250
Hotel and conferences	63,037	62,299
Equipment	22,145	22,931
Administration and printing	3,572	1,512
Training	604	-
Legal and professional fees	1,500	-
Auditors' remuneration - audit fees	2,820	3,074
Bank charges - General	1,290	924
Bank charges - Education	136	92
Sundry expenses	35	35
	201,223	189,555
Operating surplus carried down	12,515	2,618

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE
 UNITED KINGDOM
 DETAILED INCOME AND EXPENDITURE ACCOUNT - GENERAL AND EDUCATION
 FOR THE YEAR ENDED 31 OCTOBER 2012

	2012 £	2011 £
Operating surplus brought down	12,515	2,618
Investment income		
Dividends listed investments FII	4,807	1,528
Interest receivable		
Bank interest - Education	211	195
Bank interest - General	2,069	1,720
	<u>2,280</u>	<u>1,915</u>
Surplus on ordinary activities	<u>19,602</u>	<u>6,061</u>
Taxation on ordinary activities		
Taxation for the year	456	391
SURPLUS FOR THE FINANCIAL YEAR	<u>19,146</u>	<u>5,670</u>
Income and expenditure account brought forward	163,769	158,099
INCOME AND EXPENDITURE ACCOUNT CARRIED FORWARD	<u><u>182,915</u></u>	<u><u>163,769</u></u>

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE
 UNITED KINGDOM
BALANCE SHEET
 AS AT 31 OCTOBER 2012

	Notes	2012 £	2011 £
CURRENT ASSETS			
Debtors	5	13,160	12,372
Investments	6	57,025	52,218
Cash at bank and in hand		122,973	106,725
		<u>193,158</u>	<u>171,315</u>
CREDITORS: Amounts falling due within one year	7	10,243	7,546
		<u>182,915</u>	<u>163,769</u>
NET CURRENT ASSETS			
		<u>182,915</u>	<u>163,769</u>
NET ASSETS		<u>182,915</u>	<u>163,769</u>
CAPITAL AND RESERVES			
General Fund		156,683	146,893
Education Fund		26,232	16,876
		<u>182,915</u>	<u>163,769</u>

Approved by the Council on 7th March 2013 and signed on its behalf by:

R W Gawn (Chairman)

N Bent (Treasurer)

Date approved by the board: 7 March 2013

1 STATEMENT OF ACCOUNTING POLICIES

Constitution

The Association is listed under the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 1999. The financial statements have been prepared in accordance with the provisions of the Act as amended.

Accounting convention

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards.

Income

Income represents the amounts receivable in respect of subscriptions and other services.

Investments

Current asset investments are stated at the lower of cost and net realisable value.

Taxation

The Association is liable to Corporation Tax on income and chargeable gains as a Trade Union. For this purpose, funds derived from members do not rank as income, but Corporation Tax is chargeable on trading profits, investment and rental income, and gains arising on the disposal of chargeable assets.

Under the Value Added Tax Act 1994, Schedule 9, Trade Unions having as their main object the negotiation on behalf of members of the terms and conditions of their employment are exempt from Value Added Tax for membership benefits supplied or available in return for subscriptions as is the provision, otherwise than for profit, of training and retraining for the trade or profession and employment of members. Exemption is not available however, for the supply of goods and services, other than those referred to above, which members pay for separately. Such supplies to members and in addition supplies to third parties would normally be taxable supplies but the Association is not registered for VAT because its taxable supplies are below the annual registration limit.

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 OCTOBER 2012

2 MEMBERS' SUBSCRIPTIONS

Members' subscriptions represent the aggregate from all members subscribing the correct level of subscriptions as laid down by the previous Annual General Meeting. All other receipts from members and past members, unless reclaimed in the year, are accounted for as donations. The analysis of membership is as follows:

	2012		2011	
	No.	£	No.	£
Full members	261	68,373	259	63,782
Full members who are not senior group or branch secretaries	210	38,855	203	33,702
Associate members	3	120	5	210
Life and retired members*	86	600	85	450
Employed accounts executives	11	620	18	794
Employed seniors	14	1,205	20	1,381
	<u>585</u>	<u>109,773</u>	<u>590</u>	<u>100,319</u>

* Following a questionnaire, this represents the number wishing to remain as members. The income arising for the current year is shown after deduction of the unexpired value of subscriptions to the end of the calendar year and a similar addition from the previous year. There were no new full members (2011 - none), who are not senior group or branch secretaries. Membership numbers include retired members who paid life subscriptions at retirement prior to 2002. Since then retiring members pay quinquennial subscriptions.

Northern Ireland Members' Subscriptions

The analysis of the Northern Ireland membership, which is included above, is as follows:

	2012		2011	
	No.	£	No.	£
Full members	21	5,725	20	4,914
Full members who are not senior group or branch secretaries	32	6,165	32	5,149
Associate members	-	-	-	-
Life and retired members*	13	-	13	-
Employed accounts executives	-	-	4	120
Employed seniors	-	-	-	-
	<u>66</u>	<u>11,890</u>	<u>69</u>	<u>10,183</u>

* Following a questionnaire, this represents the number wishing to remain as members. There were no new full members (2011 - none), who are not senior groups or branch secretaries.

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2012

3 OPERATING SURPLUS	2012	2011
	£	£
The operating surplus is stated after charging:		
Auditors' remuneration - audit fees	2,820	3,074
	<u>2,820</u>	<u>3,074</u>
4 TAXATION ON ORDINARY ACTIVITIES	2012	2011
	£	£
Corporation tax - General	414	351
Corporation tax - Education	42	40
	<u>456</u>	<u>391</u>
5 DEBTORS	2012	2011
	£	£
Other debtors	13,160	12,372
	<u>13,160</u>	<u>12,372</u>
General fund	9,908	9,850
Education fund	3,252	2,522
	<u>13,160</u>	<u>12,372</u>
6 CURRENT ASSET INVESTMENTS	2012	2011
	£	£
Other investments	57,025	52,218
	<u>57,025</u>	<u>52,218</u>

£20,000 was invested with NFU Mutual Unit Managers Ltd on 19 January 2009 and income accrued of £1,558 since that date has been reinvested, totalling £21,558. At 31 October 2012 the market value of this investment was £28,974.

£30,000 was invested with Barclays Defined Reserve Plan on 17 September 2010 and income accrued of £5,467 since that date has been reinvested, totalling £35,467. At 31 October 2012 the market value of the investment was £35,467.

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 OCTOBER 2012

7 **CREDITORS:** amounts falling due within one year

	2012	2011
	£	£
Trade creditors	4,773	-
Taxation payable	456	391
Accruals and deferred income - General	5,014	7,155
	<u>10,243</u>	<u>7,546</u>
General fund		
Taxation payable	414	351
Education fund		
Taxation payable	42	40

8 **RELATED PARTY TRANSACTIONS**

During the year, the following transactions with related parties took place:

Party and relationship	Description of transaction and amounts
R W Gawn Chairman	R W Gawn received £4,507 honorarium as Chairman and £1,733 honorarium as Vice Chairman (2011 - £3,426). Expenses of £7,100 (2011 - £165) were paid for travel and subsistence.
S Dew Past Chairman	S Dew received £2,806 (2011 £7,020) honorarium as Chairman. Expenses of £6,274 (2011 - £5,125) were paid for travel and subsistence.
H Kirby Vice Chairman	H Kirby received £2,773 (2011 £nil) honorarium as Vice Chairman. Expenses of £1,786 (2011 - £nil) were paid for travel and subsistence.
R Barnes General Secretary	R Barnes received £8,618 (2011 £8,045) honorarium as General Secretary. Expenses of £1,559 (2011 - £1,369) were paid for travel and subsistence.
P J Parker Mutual Liaison Chairman	P J Parker received £4,507 (2011 £4,100) honorarium as Mutual Liaison Chairman. Expenses of £2,438 (2011 - £1,246) were paid for travel and subsistence.
N J Bent Treasurer	N J Bent received £1,160 (2011 £1,144) honorarium as Treasurer. Expenses of £246 (2011 - £235) were paid for travel and subsistence.

9 **CONTROL**

The council has ultimate control of the association.