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- PRINT ON ONE SIDE ONLY

# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Britannia Staff Union

Year ended:

2013 December 31

List no:

137

Head or Main Office:

Court Lodge, Leonard Street, Leek, ST13 5JP

Website address (if available)

Britanniasu.org.uk

Has the address changed during the year to which the return relates?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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(Click the appropriate box)

General Secretary:

John Stoddard

Telephone Number:

01538 399 627

Contact name for queries regarding

Jayne Buxton

Telephone Number:

01538 399 627

E-mail:

Jayne.buxton@britannia.co.uk

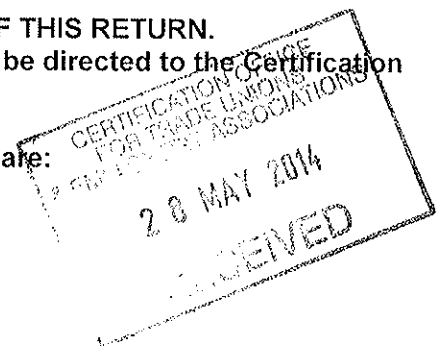
**PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.**

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  
22<sup>nd</sup> Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

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



(Revised February 2011)



# 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	657	1	0	0	<b>658</b>
FEMALE	1712	3	0	0	<b>1715</b>
TOTAL	2369	4	0	0	A <b>2373</b>

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

Number of members at end of year contributing to the General Fund	0
	2373

## 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
Treasurer	Wayne Lancaster	Not replaced	April 2013
Vice Chair	Carl Plant	Derek Adams	April 2013

State whether the union is:

a. A branch of another trade union?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, state the name of that other union:

b. A federation of trade unions?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, state the number of affiliated unions:

and names:

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		129,755
<b>From Members:</b> Other income from members (specify)		
Lottery Income	28,872	
<b>Total other income from members</b>		28,872
<b>Total of all income from members</b>		158,627
<b>Investment income (as at page 12)</b>		8,207
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	0	
<b>Total of other income (as at page 4)</b>		0
	<b>TOTAL INCOME</b>	166,834
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		3,616
<b>Administrative expenses (as at page 10)</b>		146,148
<b>Federation and other bodies (specify)</b>		
TUC	7,341	
Federation/Alliance for Finance	555	
<b>Total expenditure Federation and other bodies</b>		7,896
<b>Taxation</b>		1,641
	<b>TOTAL EXPENDITURE</b>	159,301
Surplus (deficit) for year		7,533
Amount of general fund at beginning of year		593,075
Amount of general fund at end of year		600,608

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		0
Other income		
<b>TOTAL OTHER INCOME</b>		0
<b>TOTAL OF ALL OTHER INCOME</b>		0

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	0
		Education and Training services	3,616
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>	0	<b>Total (should agree with figure in General Fund)</b>	3,616

(See notes 24 and 25)

<b>FUND 2</b>		<b>Fund Account</b>	
<b>Name:</b>	Death in Service	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>			
	Benefits to members	0	
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		0
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		21,000
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		21,000
	<b>Number of members contributing at end of year</b>		0

<b>FUND 3</b>		<b>Fund Account</b>	
<b>Name:</b>	Industrial Tribunal Fund	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		0
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		0
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		10,000
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		10,000
	<b>Number of members contributing at end of year</b>		2,373

(See notes 24 and 25)

FUND 4		Fund Account	
Name:	Injury and Sickness	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		<b>Total other income as specified</b>	
		<b>Total Income</b>	0
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		<b>Total Expenditure</b>	0
		<b>Surplus (Deficit) for the year</b>	
		<b>Amount of fund at beginning of year</b>	5,000
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	5,000
		<b>Number of members contributing at end of year</b>	0

FUND 5		Fund Account	
Name:		£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		<b>Total other income as specified</b>	
		<b>Total Income</b>	
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		<b>Total Expenditure</b>	
		<b>Surplus (Deficit) for the year</b>	
		<b>Amount of fund at beginning of year</b>	
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	
		<b>Number of members contributing at end of year</b>	





(see notes 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	Members contributions and levies			
	Investment income (as at page 12)			
	Other income (specify)			
		Total other income as specified		
		Total income		
<b>Expenditure</b>	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	

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	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		
<b>Expenditure</b>	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)

	£
<b>Administrative Expenses</b>	
Remuneration and expenses of staff	93,865
Salaries and Wages included in above	£93,865
Auditors' fees	3,212
Legal and Professional fees	1,515
Occupancy costs	22,774
Stationery, printing, postage, telephone, etc.	5,892
Expenses of Executive Committee (Head Office)	12,835
Expenses of conferences	0
Other administrative expenses (specify)	
Recruitment Costs	4,590
Bank Charges	475
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	990
Taxation	1,641
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
<b>Total</b>	147,789
Charged to:	
General Fund (Page 3)	147,789
Fund (Account )	
Fund (Account )	
Fund (Account )	
Fund (Account )	
<b>Total</b>	147,789

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Pension Contribution s £	Benefits		Total £
				Description	Value £	
General Secretary	£23,916.46					
Chairman	The above amount represents part reimbursement of the seconded salaries as agreed with the business.					
Assistant General Secretary						

# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			0
Dividends (gross) from:			
Equities (e.g. shares)			0
Interest (gross) from:			
Government securities (Gilts)			0
Mortgages			0
Local Authority Bonds			0
Bank and Building Societies			8,207
Other investment income (specify)			0
		Total investment income	8,207
Credited to:			
		General Fund (Page 3)	8,207
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	8,207

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
<b>Cost or Valuation</b>						
At start of year	165,376		48,728			214,104
Additions	0		314			314
Disposals	0		0			0
Revaluation/Transfer s	0		0			0
At end of year	165,376		49,042			214,418
<b>Accumulated Depreciation</b>						
At start of year	0		43,193			43,193
Charges for year	0		990			990
Disposals	0		0			0
Revaluation/Transfer s	0		0			0
At end of year	0		44,183			44,183
<b>Net book value at end of year</b>	165,376		4,859	0	0	170,235
<b>Net book value at end of previous year</b>	165,376		5,535			170,911

# 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)		
TOTAL QUOTED (as Balance Sheet)		
Market Value of Quoted Investment		
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		

# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		



# SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	158,627	0	158,627
From Investments	8,207	0	8,207
Other Income (including increases by revaluation of assets)	0	0	0
<b>Total Income</b>	166,834	0	166,834
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	159,301	0	159,301
<b>Funds at beginning of year</b> (including reserves)	629,075	0	629,075
<b>Funds at end of year</b> (including reserves)	636,608	0	636,608
<b>ASSETS</b>			
Fixed Assets			170,235
Investment Assets			0
Other Assets			518,218
		<b>Total Assets</b>	688,453
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	51,845
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			636,608

# 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 Attached

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2013

2. DEATH IN SERVICE FUND

	2013	2012
	£	£
<b><u>Income</u></b>		
Interest received	-	-
<b><u>Expenditure</u></b>		
Death grants	-	1,000
Excess of expenditure over income	-	1,000

3. FIXED ASSETS

	Land and Buildings	Office Equipment	Computers	Total
	£	£	£	£
<b>COST</b>				
At 31st December 2012	165,376	29,228	19,500	214,104
Additions	-	-	314	314
Disposals	-	-	-	-
At 31st December 2013	<b>165,376</b>	<b>29,228</b>	<b>19,814</b>	<b>214,418</b>
<b>DEPRECIATION</b>				
At 31st December 2012	-	24,511	18,682	43,193
Charge on disposals	-	-	-	-
Charge for the Year	-	708	282	990
At 31st December 2013	-	<b>25,219</b>	<b>18,964</b>	<b>44,183</b>
<b>NET BOOK VALUE</b>				
At 31st December 2013	<b>165,376</b>	<b>4,009</b>	<b>850</b>	<b>170,235</b>
At 31st December 2012	165,376	4,717	818	170,911

**BRITANNIA STAFF UNION**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2013**

**4. DEBTORS**

	2013	2012
	£	£
Learning Fund	18,033	10,940
Other Debtors	4,070	5,397
Prepayments	<u>1,418</u>	<u>1,447</u>
	<u>23,521</u>	<u>17,784</u>

**5. CREDITORS**

	2013	2012
	£	£
Accrued Salary Costs - Officer Secondments	28,000	18,300
Other Creditors	852	657
Accruals	12,336	2,728
Deferred income – At Risk Fund	9,016	24,911
Corporation Tax	<u>1,641</u>	<u>2,371</u>
	<u>51,845</u>	<u>48,967</u>

**6. GENERAL FUND**

	2013	2012
	£	£
At 31 <sup>st</sup> December 2012	593,075	550,570
Add: Excess of Income over Expenditure in the year	<u>7,533</u>	<u>42,505</u>
At 31 <sup>st</sup> December 2013	<u>600,608</u>	<u>593,075</u>

**BRITANNIA STAFF UNION**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2013**

**7. DEATH IN SERVICE FUND**

	<b>2013</b>	2012
	£	£
At 31 <sup>st</sup> December 2012	<b>21,000</b>	22,000
Less: Expenditure in the year	<u>-</u>	<u>1,000</u>
At 31st December 2013	<b>21,000</b>	21,000

**8. INDUSTRIAL TRIBUNAL FUND**

	<b>2013</b>	2012
	£	£
At 31st December 2013	<b>10,000</b>	10,000

This fund has been established to assist members with legal expenses incurred during representation at Industrial Tribunals in cases of alleged unfair dismissal.

**9. INJURY AND SICKNESS FUND**

	<b>2013</b>	2012
	£	£
At 31st December 2013	<b>5,000</b>	5,000

This fund has been established to assist members who have enforced absence from work through injury or sickness and have a grievance against Co-op Bank.

**10. POLITICAL AFFILIATION**

The Britannia Staff Union has no political fund and no political affiliation.

**11. TRADE UNION CONGRESS AFFILIATION**

The Union is affiliated to the Trade Union Congress.

**12. MEMBERSHIP NUMBERS**

At 31st December 2013 there were 2,373 members of the Union (2012 - 2,802).

## BRITANNIA STAFF UNION

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 DECEMBER 2013

#### 13. RELATED PARTY TRANSACTIONS

As part of their day to day duties certain officers of the National Executive Committee personally incur costs on behalf of the Union, which are reimbursed during the year:

	£
John Stoddard	1,628
Adrian Northcott	2,068
Lisa Beverley	681
Kimberley Bailey	128
Derek Adams	1,207

The union paid Carl Plant £300 (2012 - £300) for website maintenance and gave a leaving gift with the value of £200 (2012 - £nil) during the period of which £nil (2012 - £nil) was outstanding at the year end.

The Union also gave leaving gifts to the value of £200 each to Wayne Lancaster and Lisa Beverley (2012 - £nil) of which £nil (2012 - £nil) was outstanding at the year end.

The Union contributes towards the salaries of 3 officers of the National Executive Committee, who are paid employees of the Co-op Group. During the year the cost of the contribution by the Union was £33,616 (2012 - £18,300) of which £28,000 relates to 2013 secondment contributions and £5,616 relates to an under accrual in the previous year.

#### 14. ULTIMATE CONTROLLING PARTY

The union is controlled by National Executive Committee.

# ACCOUNTING POLICIES

(see notes 74 and 75)

See Attached

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u><i>J. Stoddard</i></u> Name: <u>John Stoddard</u> Date: <u>19<sup>th</sup> May 14</u>	Chairman's Signature: <u><i>A. Northcott</i></u> (or other official whose position should be stated) Name: <u>ADRIAN NORTHCOTT</u> Date: <u>27 MAY 2014</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 type="checkbox"/>	TO FOLLOW	<input checked="" type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

**BRITANNIA STAFF UNION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

**1. ACCOUNTING POLICIES**

**Accounting Convention**

The accounts are prepared under the historical cost convention and in accordance with applicable Accounting Standards.

**Income and Expenses**

The Union is registered for Value Added Tax and is a partially exempt organisation. All income and expenses are, therefore, shown net of reclaimable Value Added Tax.

**Subscriptions**

Subscriptions represent the amounts received in the year from the Union Members.

**Learning Fund**

The Union has been awarded funds from the Learning Fund, which is a government inspired initiative to give employees, through their Trade Unions, improved access to education via a supported network of Union Learning Representatives.

The Learning Fund expenditure and funding is shown on an accruals basis in the income and expenditure account.

**Depreciation**

Depreciation is calculated so as to write-off the original cost on a reducing balance basis over the expected useful lives of the assets concerned. Depreciation is charged in full on all assets purchased during the year but is not charged on assets disposed of during the year. The principal rates used are: -

Office equipment	15%
Computers	25%

No depreciation is charged on land and buildings as the property is maintained to an extremely high standard and should maintain its value indefinitely.



# 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

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

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

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)

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS  
OF BRITANNIA STAFF UNION  
FOR THE YEAR ENDED 31 DECEMBER 2013**

We have audited the financial statements on pages 5 to 12, which have been prepared in accordance with applicable Accounting Standards, under the historical cost convention, and the accounting policies set out on page 8.

**RESPECTIVE RESPONSIBILITIES OF THE NATIONAL EXECUTIVE COMMITTEE AND AUDITORS**

The National Executive Committee's responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of the National Executive Committee's Responsibilities on page 2.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. We also report to you if, in our opinion the National Executive Committee's report is not consistent with the financial statements, if the Union has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read the National Executive Committee's report and consider the implications for our report if we become aware of any apparent misstatements within it.

**BASIS OF AUDIT 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 National Executive Committee 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.

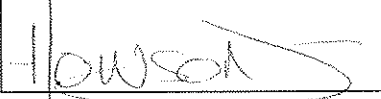
## AUDITOR'S REPORT (continued)

### OPINION

In our opinion the financial statements give a true and fair view of the state of the Union's affairs at 31st December 2013 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.

It is also our opinion that:

- a) the trade union has kept proper accounting records in accordance with the requirements of section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992,
- b) the trade union has maintained a satisfactory system of control over its transactions in accordance with the requirements of section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992, and
- c) the accounts agree with the accounting records

Signature(s) of auditor or auditors:		
Name(s):	Howsons	
Profession(s) or Calling(s):	Chartered Accountants Statutory Auditors	
Address(es):	52 Broad Street Leek Staffordshire ST13 5NS	
Date:	06-05-14	
Contact name and telephone number:	James Eyre-Walker 01538 393600	

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

BRITANNIA STAFF UNION  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2013

BRITANNIA STAFF UNION  
REPORT OF THE NATIONAL EXECUTIVE COMMITTEE  
FOR THE YEAR ENDED 31 DECEMBER 2013

The National Executive Committee has pleasure in presenting their Report and the Financial Statements for the Union for the year ended 31st December 2013.

**PRINCIPAL OBJECTIVES**

The principal objective of the Union is to regulate the relations between the Co-op Banking Group including its subsidiaries and its employees in employment matters through the process of collective bargaining and negotiation.

**ANNUAL REVIEW**

The Union generated a total surplus of £7,533 (2012 - £42,505), which has been transferred to the Unions funds.

Subscriptions were slightly inflated in 2012 due to the extraordinary way in which paydays fell during the year, resulting in 14 deductions taking place in 2012, rather than the usual 13.

**NATIONAL EXECUTIVE COMMITTEE OFFICERS**

Officers who served during the year were as follows:-


- |                  |   |
|------------------|---|
| John Stoddard    | General Secretary                                   |
| Adrian Northcott | Chairman  |
| Lisa Beverley    | Assistant General Secretary                         |
| Gavin Noyce      | Vice Chairman                                       |
| Carl Plant       | Vice Chairman retired 24 <sup>th</sup> April 2013   |
| Kimberley Bailey | Vice Chairman                                       |
| Derek Adams      | Vice Chairman appointed 24 <sup>th</sup> April 2013 |
| Wayne Lancaster  | Treasurer retired 24 <sup>th</sup> April 2013       |

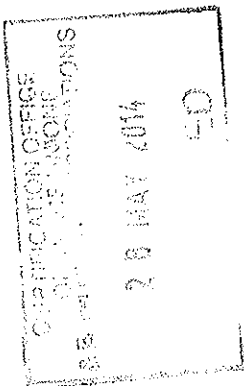
**AUDITORS**

The Auditors, Howsons, have expressed their willingness to continue in office and a resolution to re-appoint them will be put to the members at the Annual General Meeting.

Signed on behalf of the National Executive Committee

**HOWSONS**  
Chartered Accountants  
Registered auditors

  
John Stoddard  
General Secretary  
Date: 6.5.14



**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS  
OF BRITANNIA STAFF UNION  
FOR THE YEAR ENDED 31 DECEMBER 2013**

We have audited the financial statements on pages 5 to 12, which have been prepared in accordance with applicable Accounting Standards, under the historical cost convention, and the accounting policies set out on page 8.

**RESPECTIVE RESPONSIBILITIES OF THE NATIONAL EXECUTIVE COMMITTEE AND AUDITORS**

The National Executive Committee's responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of the National Executive Committee's Responsibilities on page 2.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. We also report to you if, in our opinion the National Executive Committee's report is not consistent with the financial statements, if the Union has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read the National Executive Committee's report and consider the implications for our report if we become aware of any apparent misstatements within it.

**BASIS OF AUDIT 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 National Executive Committee 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.

**BRITANNIA STAFF UNION  
STATEMENT OF THE NATIONAL EXECUTIVE COMMITTEE'S RESPONSIBILITIES  
FOR THE YEAR ENDED 31 DECEMBER 2013**

Trade Union law requires the National Executive Committee to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Britannia Staff Union and of the surplus or deficit of the Britannia Staff Union for that period. In preparing those financial statements the National Executive Committee is required to: -

- a) Select suitable accounting policies and then apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent;
- c) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Britannia Staff Union will continue to operate.

The National Executive Committee is also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Britannia Staff Union and to enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. It must also establish and maintain a satisfactory system of control over its accounting records, its cash holdings and all its receipts and remittances.

It is also responsible for safeguarding the assets of the Britannia Staff Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

OF BRITANNIA STAFF UNION *continued*.....


FOR THE YEAR ENDED 31 DECEMBER 2013

OPINION

In our opinion the financial statements give a true and fair view of the state of the Union's affairs at 31st December 2013 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.

It is also our opinion that:

- a) the trade union has kept proper accounting records in accordance with the requirements of section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992,
- b) the trade union has maintained a satisfactory system of control over its transactions in accordance with the requirements of section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992, and
- c) the accounts agree with the accounting records

  
 Hewsons  
 Chartered Accountants  
 Statutory Auditor

50 Broad Street  
 Leek  
 Staffordshire  
 ST13 5NS

Date: 30 April 2014

BRITANNIA STAFF UNION  
 INCOME & EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2013

	2013	2012
	£	£
<b>INCOME</b>		
Subscriptions	129,755	141,082
Lottery Income	59,283	67,040
Less: Prizes	<u>(30,411)</u>	<u>(39,010)</u>
Interest Received	<u>8,287</u>	<u>11,857</u>
	<b>166,334</b>	<b>180,969</b>
<b>EXPENDITURE</b>		
Cost of Meetings	12,835	11,719
Subsistence	1,034	430
Staff and Pension Costs	59,215	54,291
Staff Secondments	33,616	18,543
Law Reports and Publications	219	422
Training	3,616	1,697
Members Recruitment & Thank You Expenses	4,590	5,745
Federation/Alliance for Finance	555	1,538
TUC	7,341	9,825
Printing, Postage, Stationery & Advertising	2,208	2,793
Computer Consumables and Maintenance	476	469
Communications	3,208	5,026
Rates	6,105	6,231
Heat, Light & Water	6,135	4,366
Audit & Accountancy Charges	3,212	3,829
Professional Fees	1,296	-
Bank Charges	475	354
Insurance	2,439	2,421
Repairs & Renewals	2,720	2,471
Sundry Expenses	1,823	1,194
Cleaning	1,867	1,866
Depreciation	990	1,105
Learning Fund Expenses	40,746	24,097
Learning Fund Staff Costs	69,611	66,867
Less Funding Received	<u>(108,572)</u>	<u>(91,206)</u>
	<b>157,660</b>	<b>136,093</b>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<b>9,174</b>	<b>44,876</b>
Corporation Tax	<u>1,641</u>	<u>2,371</u>
<b>SURPLUS TRANSFERRED TO GENERAL FUND</b>	<b>7,533</b>	<b>42,505</b>

BRITANNIA STAFF UNION  
 NOTES TO THE ACCOUNTS  
 FOR THE YEAR ENDED 31 DECEMBER 2013

BRITANNIA STAFF UNION  
 BALANCE SHEET  
 AS AT 31 DECEMBER 2013

	Notes	2013	2012
		£	£
<b>FIXED ASSETS</b>	3	170,235	170,911
<b>CURRENT ASSETS</b>			
Sundry debtors and prepayments	4	23,521	17,784
Current Account		17,735	7,481
Britannia International		-	275,426
Permanent Bank International Ltd		106,280	106,280
NatWest Deposit Account		-	100,000
Leek United Building Society		268,000	-
Aldermore 1yr Fixed Savings		102,673	-
Cash in Hand		9	160
		518,218	507,131
<b>CURRENT LIABILITIES</b>			
Creditors and accruals	5	51,845	48,967
<b>NET CURRENT ASSETS</b>		466,373	458,164
<b>NET ASSETS</b>		636,608	629,075
<b>FUNDS</b>			
General	6	600,608	593,075
Death in Service	7	21,000	21,000
Industrial Tribunal	8	10,000	10,000
Injury and Sickness	9	5,000	5,000
<b>TOTAL FUNDS</b>		636,608	629,075

1. ACCOUNTING POLICIES

Accounting Convention

The accounts are prepared under the historical cost convention and in accordance with applicable Accounting Standards.

Income and Expenses

The Union is registered for Value Added Tax and is a partially exempt organisation. All income and expenses are, therefore, shown net of reclaimable Value Added Tax.

Subscriptions

Subscriptions represent the amounts received in the year from the Union Members.

Learning Fund

The Union has been awarded funds from the Learning Fund, which is a government inspired initiative to give employees, through their Trade Unions, improved access to education via a supported network of Union Learning Representatives.

The Learning Fund expenditure and funding is shown on an accruals basis in the income and expenditure account.

Depreciation

Depreciation is calculated so as to write-off the original cost on a reducing balance basis over the expected useful lives of the assets concerned. Depreciation is charged in full on all assets purchased during the year but is not charged on assets disposed of during the year. The principal rates used are:-

Office equipment	15%
Computers	25%

No depreciation is charged on land and buildings as the property is maintained to an extremely high standard and should maintain its value indefinitely.

These Financial Statements were approved by the National Executive Committee on 31<sup>st</sup> December 2013 and signed on its behalf by:-

*J. Stoddard*

J. Stoddard - General Secretary

*A. Northcott*

A. Northcott - Chairman

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2013

2. DEATH IN SERVICE FUND

	2013	2012
	£	£
<u>Income</u>		
Interest received	-	-
<u>Expenditure</u>		
Death grants	-	1,000
Excess of expenditure over income	-	1,000

3. FIXED ASSETS

	£	£	£	£	Total
	Land and Buildings	Office Equipment	Computers		
At 31st December 2012	165,376	29,228	19,500		214,104
Additions	-	-	314		314
Disposals	-	-	-		-
At 31st December 2013	165,376	29,228	19,814		214,418

DEPRECIATION

At 31st December 2012	24,511	18,682			43,193
Charge on disposals	-	-			-
Charge for the Year	708	282			990
At 31st December 2013	25,219	18,964			44,183

NET BOOK VALUE

At 31st December 2013	165,376	4,009	850		170,235
At 31st December 2012	165,376	4,717	818		170,911

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2013

4. DEBTORS

	2013	2012
	£	£
Learning Fund	18,033	10,940
Other Debtors	4,070	5,397
Prepayments	1,418	1,447
	<u>23,521</u>	<u>17,784</u>

5. CREDITORS

	2013	2012
	£	£
Accrued Salary Costs - Officer Secondments	28,000	18,300
Other Creditors	852	657
Accruals	12,336	2,728
Deferred income - At Risk Fund	9,016	24,911
Corporation Tax	1,641	2,371
	<u>51,845</u>	<u>48,967</u>

6. GENERAL FUND

	2013	2012
	£	£
At 31st December 2012	593,075	550,570
Add: Excess of Income over Expenditure in the year	7,533	42,505
At 31st December 2013	<u>600,608</u>	<u>593,075</u>



BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2013

7. DEATH IN SERVICE FUND

	2013	2012
At 31 <sup>st</sup> December 2012	£ 21,000	£ 22,000
Less: Expenditure in the year	1,000	1,000
At 31 <sup>st</sup> December 2013	21,000	21,000

8. INDUSTRIAL TRIBUNAL FUND

	2013	2012
At 31 <sup>st</sup> December 2013	£ 10,000	£ 10,000

This fund has been established to assist members with legal expenses incurred during representation at Industrial Tribunals in cases of alleged unfair dismissal.

9. INJURY AND SICKNESS FUND

	2013	2012
At 31 <sup>st</sup> December 2013	£ 5,000	£ 5,000

This fund has been established to assist members who have enforced absence from work through injury or sickness and have a grievance against Co-op Bank.

10. POLITICAL AFFILIATION

The Britannia Staff Union has no political fund and no political affiliation.

11. TRADE UNION CONGRESS AFFILIATION

The Union is affiliated to the Trade Union Congress.

12. MEMBERSHIP NUMBERS

At 31<sup>st</sup> December 2013 there were 2,373 members of the Union (2012 - 2,802).

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2013

13. RELATED PARTY TRANSACTIONS

As part of their day to day duties certain officers of the National Executive Committee personally incur costs on behalf of the Union, which are reimbursed during the year:

	£
John Stoddard	1,628
Adrian Northcott	2,068
Lisa Beverley	681
Kimberley Bailey	128
Derek Adams	1,207

The union paid Carl Plant £300 (2012 - £300) for website maintenance and gave a leaving gift with the value of £200 (2012 - £nil) during the period of which £nil (2012 - £nil) was outstanding at the year end.

The Union also gave leaving gifts to the value of £200 each to Wayne Lancaster and Lisa Beverley (2012 - £nil) of which £nil (2012 - £nil) was outstanding at the year end.

The Union contributes towards the salaries of 3 officers of the National Executive Committee, who are paid employees of the Co-op Group. During the year the cost of the contribution by the Union was £33,616 (2012 - £18,300) of which £28,000 relates to 2013 secondment contributions and £5,616 relates to an under accrual in the previous year.

14. ULTIMATE CONTROLLING PARTY

The union is controlled by National Executive Committee.