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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Warwick International Staff Association

Year ended:

31 December 2013

List no:

7821

Head or Main Office:

Warwick International Staff Association
Dock Road
Mostyn
Holywell
Flintshire CH8 9HE

Website address (if available)

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

Yes

No

(Click the appropriate box)

General Secretary:

William Ronald Thompson

Telephone Number:

01745 560651

Contact name for queries regarding

William Ronald Thompson

Telephone Number:

01745 560651

E-mail:

wthompson@warwickchem.com

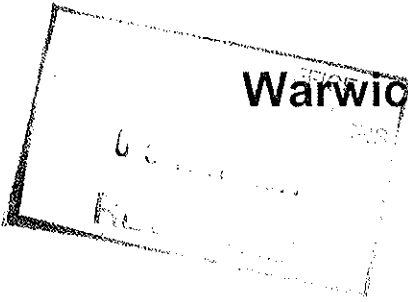
PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.
Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

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)



Warwick International Staff Association

Working **WISA** For You

List of Officers for Year Ending 31st December 2013

- | | |
|------------|--|
| R Healy | Chairman |
| B Thompson | Secretary & Treasurer |
| C Guest | Representative – Granulation Manufacturing |
| R Jones | Representative – TAED Manufacturing |
| E Kirby | Representative – Granulation Manufacturing |
| T Martin | Representative – Cell Leaders |
| A Marland | Vice-Chairman and Representative – Technical |

A Marland
Vice-Chairman

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	129				129
FEMALE	12				12
TOTAL	141				A 141

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

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

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
Representative	Kevin John Hirst	None	May 2013
Representative	Ritchie Jones	None	November 2013

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		
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		
Investment income (as at page 12)		11.82
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	10,748.00	
Total of other income (as at page 4)		10,748.00
	TOTAL INCOME	10,759.82
EXPENDITURE		
Benefits to members (as at page 5)		6,719.05
Administrative expenses (as at page 10)		9,039.23
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		15,758.28
Taxation		
	TOTAL EXPENDITURE	15,758.28
Surplus (deficit) for year		(4,998.46)
Amount of general fund at beginning of year		19,538.79
Amount of general fund at end of year		14,540.33

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 Gift from Warwick International	10,748.00	
TOTAL OTHER INCOME		10,748.00
TOTAL OF ALL OTHER INCOME		10,748.00

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		Education and Training services	1,941.65
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
		Teamwork events for members	1,550.00
Dispute Benefits		Social events for members	3,227.40
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	6,719.05

(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 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		
Salaries and Wages included in above	£	
Auditors' fees		1,200.00
Legal and Professional fees		35.00
Occupancy costs		
Stationery, printing, postage, telephone, etc.		960.38
Expenses of Executive Committee (Head Office)		5,897.23
Expenses of conferences		
Other administrative expenses (specify)		
Bank charges		100.73
Charitable donations		517.00
Raffle prizes		115.00
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		213.89
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		9,039.23
Charged to:	General Fund (Page 3)	9,039.23
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		9,039.23

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £	Other Fund(s) £
Rent from land and buildings		
Dividends (gross) from:		
Equities (e.g. shares)		
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		11.82
Other investment income (specify)		
Total investment income		11.82
Credited to:		
General Fund (Page 3)		11.82
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Political Fund		
Total Investment Income		11.82

BALANCE SHEET as at 31st December 2013

(see notes 47 to 50)

Previous Year		£	£
319.01	Fixed Assets (at page 14)		460.07
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
319.01	Total Investments		460.07
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
22,631.97	Cash at bank and in hand		16,515.42
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
22,631.97	Total of other assets		
22,950.98	TOTAL ASSETS		16,975.49
	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		
	Tax payable		
3,412.19	Sundry creditors		2,435.16
	Accrued expenses		
	Provisions		
	Other liabilities		
3,412.19	TOTAL LIABILITIES		2,435.16
19,538.79	TOTAL ASSETS		14,540.33

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			995.54			995.54
Additions			354.95			354.95
Disposals						
Revaluation/Transfer s						
At end of year			1,350.49			1,350.49
Accumulated Depreciation						
At start of year			676.53			676.53
Charges for year			213.89			213.89
Disposals						
Revaluation/Transfer s						
At end of year			890.42			890.42
Net book value at end of year			460.07			460.07
Net book value at end of previous year			319.02			319.02

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)

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			
From Investments	11.82		11.82
Other Income (including increases by revaluation of assets)	10,748.00		10,748.00
Total Income	10,759.82		10,759.82
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	15,758.28		15,758.28
Funds at beginning of year (including reserves)	19,538.79		19,538.79
Funds at end of year (including reserves)	14,540.33		14,540.33
ASSETS			
Fixed Assets			460.07
Investment Assets			
Other Assets			16,515.42
		Total Assets	16,975.49
LIABILITIES			
		Total Liabilities	2,435.16
NET ASSETS (Total Assets less Total Liabilities)			14,540.33

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.

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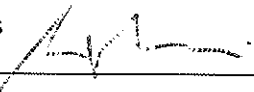
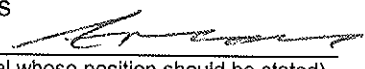
ACCOUNTING POLICIES

(see notes 74 and 75)

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: Mr William Thompson Date: <u>06 05 2014</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: Mr Alan Marland (acting Chairman) Date: <u>06/05/2014</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 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"/>

AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

Auditors' Report to the Members of the Warwick International Staff Association

We have audited the financial statements of the Warwick International Staff Association for the period ended 31 December 2013 which comprise the Income and Expenditure Account, Balance Sheet and related notes. The financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Our audit work has been undertaken so that we might state to the Council of Management 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 responsibility to anyone other than the Staff Association and the Staff Association's members for our audit work, for this report or for the opinion we have formed.

Respective responsibilities of officers and auditors

The union's committee is responsible for the preparation of financial statements and the annual return in accordance with applicable law and United Kingdom Accounting Standards.

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 Staff Association has not kept proper accounting records, if the Staff Association has not maintained a satisfactory system of control over its transactions, if the general fund and balance sheet are not in agreement with the books of account and if we have not received all the information and explanations we require for our audit.

Basis of audit opinion

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

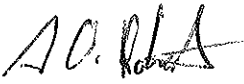
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity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

Opinion

In our opinion the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the Staff Association's affairs as at 31 December 2013 and of its deficit for the year then ended and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

Aled Owen Roberts
Salisbury & Company Business Solutions Limited
Chartered Accountants and
Statutory Auditors
Irish Square
St Asaph
LL17 0RN

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	Mr Aled Owen Roberts	
Profession(s) or Calling(s):	ACA 9254353	
Address(es):	Irish Square St Asaph Denbighshire LL17 0RN	
Date:	28 th April 2014	
Contact name and telephone number:	01745 586 606	

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