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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:

National House Building Council Staff Association

Year ended:

31st December 2016

List no:

711T

Head or Main Office:

NHBC House
Davy Avenue
Knowlhill
Milton Keynes
Buckinghamshire
MK 5 8FP

Website address (if available)

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

Yes

☐

No

☒

(Click the appropriate box)

General Secretary:

Tom Howard

Telephone Number:

01908 746735

Contact name for queries regarding

Laura Heritage (Treasurer)

Telephone Number:

01908 747837

E-mail:

lheritage@nhbc.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)

**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
ASSOCIATION DETAILS AND ADVISERS**

Head office: NHBC House
Davy Avenue
Knowlhill
Milton Keynes
Buckinghamshire
MK5 8FP

List Number: 711T

General Secretary: Stephanie Francis

Treasurer: Laura Heritage

Auditor: BHP, Chartered Accountants
Bathurst House
86 Micklegate
York
YO1 6LQ

Bankers: National Westminster
11 Nursery Parade
Marsh Road
Leagrave
Luton
LU3 1QR

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	545	14	0	1	560
FEMALE	169	3	0	0	172
TOTAL	714	17	0	1	732

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

732

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
Staff Rep	Dave Deacon		Jan 2016
Staff Rep	Sharon Brosnan		Feb 2016

State whether the union is:

a. A branch of another trade union?

Yes ☐

No ☒

If yes, state the name of that other union:

b. A federation of trade unions?

Yes	<input type="checkbox"/>
-----	--------------------------

No	<input checked="" type="checkbox"/>
----	-------------------------------------

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		17,154
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		17,154
Investment income (as at page 12)		34
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)		34
	TOTAL INCOME	17,188
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)	12,433	
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	12,433
Surplus (deficit) for year		4,755
Amount of general fund at beginning of year		103,798
Amount of general fund at end of year		108,553

(see notes 19 and 20)

5

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			
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	

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		

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		

FUND 6		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 7		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund	
		£	£
Income	Members contributions and levies		
	Investment income (as at page 12)		
	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		1,116
Legal and Professional fees		6,532
Occupancy costs		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		592
Other administrative expenses (specify)		
Leaving Gifts, Prize Draws		1,733
Election Expenses		2,460
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		12,433
Charged to:		
General Fund (Page 3)		12,433
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Total		12,433

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total
			Pension Contribution s £	Other Benefits Description	Value £	
Tom Howard (Chair)						
Laura Heritage (Treasurer)	0	0	0		0	0
Stephanie Francis	0	0	0		0	0
Richard Hartshorn						
Alan Williamson	0	0	0		0	0
Steven Greenley	0	0	0		0	0
Paul Rushton	0	0	0		0	0
Dave Mooney	0	0	0		0	0
Des Colgan	0	0	0		0	0
Mike Rooney	0	0	0		0	0
Dave Deacon	0	0	0		0	0
Sharon Brosnan	0	0	0		0	0
Rachel Colclough	0	0	0		0	0
Daniel Massey	0	0	0		0	0
Laura Miller	0	0	0		0	0

Office held	Gross Salary	Employers N.I. contributions	Benefits			Total
	£	£	Pension Contribution s £	Other Benefits		£
				Description	Value £	
Darren Ward	0	0	0		0	0
Justyn Robert Lewis	0	0	0		0	0
Laura Gylanders	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0

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			34
Other investment income (specify)			
Total investment income			34
Credited to:			
General Fund (Page 3)			34
Fund (Account)			
Fund (Account)			
Fund (Account)			
Fund (Account)			
Fund (Account)			
Political Fund			
Total Investment Income			34

BALANCE SHEET as at 31 December 2016

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		Nil
	Other Assets		
	Loans to other trade unions		
2,702	Sundry debtors		
101,533	Cash at bank and in hand	111,397	
	Income tax to be recovered		
	Stocks of goods		
643	Others (specify) Prepayments	732	
	Total of other assets		112,129
	TOTAL ASSETS		112,129
	<div style="text-align: right;">Fund (Account)</div> <div style="text-align: right;">Fund (Account)</div> <div style="text-align: right;">Fund (Account)</div> <div style="text-align: right;">Superannuation Fund (Account)</div> <div style="text-align: right;">Political Fund (Account)</div> <div style="text-align: right;">Revaluation Reserve</div>		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
1,080	Accrued expenses	3,576	
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		3,576
	TOTAL ASSETS		108,553

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)		
	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 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	17,154		17,154
From Investments	34		34
Other Income (including increases by revaluation of assets)			
Total Income	17,188		17,188
EXPENDITURE (including decreases by revaluation of assets)	12,433		12,433
Total Expenditure	12,433		12,433
Funds at beginning of year (including reserves)	103,798		103,798
Funds at end of year (including reserves)	108,553		108,553
ASSETS			
Fixed Assets			
Investment Assets			
Other Assets			112,129
Total Assets			112,129
LIABILITIES			
Total Liabilities			3,576
NET ASSETS (Total Assets less Total Liabilities)			108,553

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 audited accounts

ACCOUNTING POLICIES

(see notes 74 and 75)

See attached audited accounts

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's

Signature: LAURA HERFAGE

Name: *[Signature]*

Date: 13/7/17

Chairman's

Signature: *[Signature]*
(or other official whose position should be stated)

Name: TOM HOWARD

Date: 13/7/17

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)

Audit report attached

AUDITOR'S REPORT (continued)

See attached audited accounts

Signature(s) of auditor or auditors:	<i>BHP LLP</i>	
Name(s):	<i>BHP, CHARTERED ACCOUNTANTS</i>	
Profession(s) or Calling(s):	<i>CHARTERED ACCOUNTANTS</i>	
Address(es):	<i>86 MICKLEGATE YORK YO1 6LQ</i>	
Date:	<i>19 July 2017</i>	
Contact name and telephone number:	<i>D SOWDEN 01904 628551</i>	

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

MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

made in accordance with section 24ZD of the
Trade Union and Labour Relations (Consolidation) Act 1992.

At the end of the reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

YES/NO

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21.

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21.

MEMBERSHIP AUDIT CERTIFICATE SECTION ONE

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

1. In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

YES/NO

2. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

YES/NO

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) **send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.**

CERTIFICATION OFFICE
FOR TRADE UNIONS
& EMPLOYERS

08 AUG 2017

MEMBERSHIP AUDIT CERTIFICATE

SECTION TWO

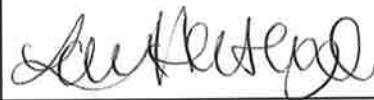
For a trade union with no more than 10,000 members at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

☒ YES ☐ NO

If "NO" Please explain below:

Signature



Name

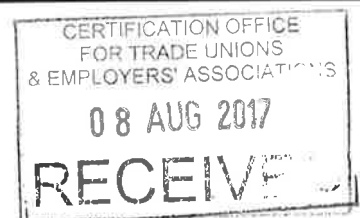
LAURA HERITAGE

Office held

Treasurer

Date

7/8/17



**NATIONAL HOUSE BUILDING
COUNCIL STAFF ASSOCIATION**

**FINANCIAL STATEMENTS
31 December 2016**

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**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION**

Year ended 31 December 2016

We have audited the financial statements of the National House Building Council Staff Association for the year ended 31 December 2016 set out on pages 4 to 6. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the association and the members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of members and auditor

As described on page 6 the National Treasurer is 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 and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with Auditing Practices Board (APB's) Ethical Standards for Auditors.

Scope of the audit

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate.

Opinion

In our opinion the financial statements:

- give a true and fair view of the state of the affairs of the Association as at 31 December 2016 and of the surplus for the year then ended; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION (contd.)**

Year ended 31 December 2016

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept; or
- the association has not maintained a satisfactory system of control over its transactions in accordance with the requirements of the legislation; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

BHP LLV

BHP, Chartered Accountants

**Chartered Accountants
Statutory Auditor**
Bathurst House,
86 Micklegate,
York
YO1 6LQ

Date: *19 July 2017*

NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
INCOME AND EXPENDITURE ACCOUNT
Year ended 31 December 2016

	2016	2015
INCOME		
Subscriptions	17,154	15,834
Bank interest received	34	33
	<hr/>	<hr/>
	17,188	15,867
 ADMINISTRATION EXPENDITURE		
Group legal fees insurance policy	5,766	5,073
Conference & travel expenses	2,325	1,973
Audit & accountancy fees	1,116	1,140
Legal fees	766	-
Election expenses	2,460	2,340
	<hr/>	<hr/>
	12,433	10,526
	<hr/>	<hr/>
 SURPLUS FOR THE FINANCIAL YEAR	£4,755	£5,341
	<hr/> <hr/>	<hr/> <hr/>

NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION

BALANCE SHEET

As at 31 December 2016

	2016	2015
CURRENT ASSETS		
Cash at bank		
- Current Account	29,651	19,821
- Liquidity Deposit Account	81,746	81,712
Sundry debtors	-	2,702
Insurance prepayment	732	643
	<hr/>	<hr/>
	112,129	104,878
Less: Sundry creditors	(3,576)	(1,080)
	<hr/>	<hr/>
NET CURRENT ASSETS	£108,553	£103,798
	<hr/>	<hr/>
CAPITAL AND RESERVES		
GENERAL FUND		
Balance at 1 January 2016	103,798	98,457
Surplus of income over expenditure for the year	4,755	5,341
	<hr/>	<hr/>
MEMBERS' FUNDS	£108,553	£103,798
	<hr/>	<hr/>

Approved on behalf of the Association by:

T. Howard
Chairman

23 June 2017



NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
NOTES TO THE ACCOUNTS
For the year ended 31 December 2016

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1. Accounting Policies
Accounting Convention

The financial statements are prepared under the historical cost convention and in accordance with the applicable UK accounting standards.

Funds

General (unrestricted) funds represent the funds of the Association that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Association.

Income

Income consists of membership subscriptions and interest which are accounted for on a receipts basis.

Expenditure

Expenditure is accounted for when incurred.

2. National Treasurer's Responsibilities

Law applicable to trade unions in England and Wales requires the national treasurer to prepare financial statements that give a true and fair view of the state of affairs of the Association at the end of the financial year and of its surplus or deficit for the financial year. In doing so the national treasurer is required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgments 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 Association will continue in business.

The national treasurer is responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Association and enable him to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. The Treasurer is 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.

3. Status

The Association is a members voluntary organisation that is open to all persons employed by the NHBC. The Executive Committee are involved in the running of the Association in accordance with the Staff Association Constitution.



Raising Standards. Protecting Homeowners

NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP
Tel: 0344 633 1000 Fax: 01908 747255 www.nhbc.co.uk

Staff Association Treasurers Report Year End December 2016

At calendar year end December 2015 the balance at the bank stood at £29,217.96. This figure is comprised of total income (from membership fees in 2016 and brought forward balances of previous years) of £39,244.58 less expensive for the year of £10,026.62.

Membership has increased throughout the year, each month increasing on the previous year. December 2016 membership stood at 732 up 47 members on December 2015. In monetary terms the increase meant we collected £1,320.00 in additional fees in comparison to 2015 this took the 2016 income from membership to £17,154.00.

Expenditure for the year stood at £10,026.62, this is £510 less than 2015. NHBC still continue to cover the cost of travel and hotel expenses for the Staff Association committee therefore our expensive aren't likely to change dramatically year on year.

Our secondary account, the Liquidity Manager Account, had a yearend balance of £81,745.58. We made £34.10 in interest in the year. It is worth noting that the re-investment of these funds had been put on hold while we explored the option of a 'Hardship Fund'.

Our accounts for the previous year have been recently signed off by our Auditors BHP and their report will be available on the Hub as soon as we receive it back.

