

- DO NOT STAPLE
- 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:	<input type="text" value="POA"/>	
Year ended:	<input type="text" value="31 December 2013"/>	
List no:	<input type="text" value="264T"/>	
Head or Main Office:	<input type="text" value="Cronin House
245 Church Street
Edmonton
London
N9 9HW"/>	
Website address (if available)	<input type="text" value="www.poauk.org.uk"/>	
Has the address changed during the year to which the return relates?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Click the appropriate box)
General Secretary:	<input type="text" value="Stephen Gillan"/>	
Telephone Number:	<input type="text" value="0208 803 0255"/>	
Contact name for queries regarding	<input type="text" value="Bob Butterfield"/>	
Telephone Number:	<input type="text" value="01689 827505"/>	
E-mail:	<input type="text" value="Bob.butterfield@wilkinskennedy.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)

OFFICERS OF THE UNION

NATIONAL CHAIRMAN

PETE McPARLIN (HMP WANDSWORTH)

GENERAL SECRETARY

STEVE GILLAN

DEPUTY GENERAL SECRETARY

ANDY DARKEN

VICE CHAIR

RALPH VALERIO (ELMLEY)

NATIONAL EXECUTIVE COMMITTEE

JOHN HANCOCK (HMP WORMWOOD SCRUBS)

TERRY FULLERTON (HMP HOLME HOUSE)

JACKIE MARSHALL (STOKE HEATH)

IAN CARSON (HOLME HOUSE)

CHRIS DONOVAN (LICERPOOL)

MIKE ROLFE (ELMLEY)

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	21,875	1,290			23,165
FEMALE	7,544	421			7,965
TOTAL	29,419	1,711			A 31,130

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

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

31,130

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
Deputy General Secretary	Mark Freeman	Andrew Darken	16 May 2013
Vice Chairpersons	Tom Robson	Ralph Valerio	14 May 2013
Vice Chairpersons	Steve Bostock		14 May 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		4,532,176
From Members: Other income from members (specify)	-	
Total other income from members		-
Total of all income from members		4,532,176
Investment income (as at page 12)		
Other Income		
Contribution from relief fund		99,944
Contribution from political fund		5,135
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	24,968	
Total of other income (as at page 4)		24,968
TOTAL INCOME		4,662,223
EXPENDITURE		
Benefits to members (as at page 5)		1,395,371
Administrative expenses (as at page 10)		3,388,740
Federation and other bodies (specify)		
Eurofedop	14,846	
TUC	81,917	
Other	15,144	
Total expenditure Federation and other bodies		111,907
Taxation		-
TOTAL EXPENDITURE		4,896,018
Surplus (deficit) for year		(233,795)
Amount of general fund at beginning of year		3,108,995
Amount of general fund at end of year		2,875,200

(see notes 19 and 20)

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ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	1,186,943	brought forward	1,338,832
		Education and Training services	56,539
Representation – Non Employment Related Issues			
		Negotiated Discount Services	
Communications			
Magazine	99,531		
Diary	52,358	Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward	1,338,832	Total (should agree with figure in General Fund)	1,395,371

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	PROVIDENT BENEFIT	£	£
Income	From members		
	Investment income (as at page 12)		19,497
	Other income (specify) - Contribution from General Fund	297,261	
	Total other income as specified		297,261
	Total Income		316,758
Expenditure			
	Benefits to members - Industrial Industry Claim		194,710
	Death Benefits		126,132
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		320,842
	Surplus (Deficit) for the year		(4,084)
	Amount of fund at beginning of year		(7,226)
	Amount of fund at the end of year (as Balance Sheet)		(11,310)
	Number of members contributing at end of year		31,130

FUND 3		Fund Account	
Name:	RELIEF	£	£
Income	From members		115,415
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		115,415
	Total Income		
Expenditure			
	Benefits to members - Contribution to General Fund		99,944
	Branch Support		11,718
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		111,662
	Surplus (Deficit) for the year		3,753
	Amount of fund at beginning of year		97,709
	Amount of fund at the end of year (as Balance Sheet)		101,462
	Number of members contributing at end of year		31,130

FUND 4		Fund Account	
Name:	NATIONAL LEVY	£	£
Income			
	From members		
	Investment income (as at page 12)	2,654	
	Other income (specify)		
	Total other income as specified		2,654
	Total Income		2,654
Expenditure			
	Benefits to members European Legal Costs		31,962
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		31,962
	Surplus (Deficit) for the year		(29,308)
	Amount of fund at beginning of year		244,974
	Amount of fund at the end of year (as Balance Sheet)		215,666
	Number of members contributing at end of year		-

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

(See notes 24 and 25)

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

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

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund	
		£	£
Income	Members contributions and levies		44,082
	Investment income (as at page 12)		
	Other income (specify)		
Total other income as specified			-
Total income			44,082
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		26,915
	Non-political expenditure		5,135
Total expenditure			32,050
Surplus (deficit) for year			12,032
Amount of political fund at beginning of year			19,419
Amount of political fund at the end of year (as Balance Sheet)			31,451
Number of members at end of year contributing to the political fund			30,662
Number of members at end of the year not contributing to the political fund			468
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			4

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		1,510,652
Salaries and Wages included in above	£1,380,457	
Auditors' fees		11,750
Legal and Professional fees		73,862
Occupancy costs		121,346
Stationery, printing, postage, telephone, etc.		379,696
Expenses of Executive Committee (Head Office)		264,897
Expenses of conferences		313,084
Other administrative expenses (specify)		
Donations and Honoraries		13,183
Branch Refunds		51,255
Insurance		32,751
Memorabilia		8,145
Travel and Meeting Expenses		271,474
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		39,384
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Contribution to Provident Benefit fund		297,261
Total		3,388,740
Charged to:	General Fund (Page 3)	3,388,740
	Fund (Account)	
	Fund (Account)	
Total		

(see notes 34 to 44 below)

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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			
Other investment income (specify)			22,151
			22,151
		Total investment income	22,151
Credited to:			
		General Fund (Page 3)	
Provident		Fund (Account)	19,497
National Levy		Fund (Account)	2,654
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	22,151

BALANCE SHEET as at 31 December 2013

(see notes 47 to 50)

Previous Year		£	£
1,719,881	Fixed Assets (at page 14)		1,694,710
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
1,436,674	Sundry debtors		1,589,058
2,258,693	Cash at bank and in hand		1,910,681
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		3,499,739
	TOTAL ASSETS		5,194,449
3,108,995	General Fund (Account)		2,875,200
(7,226)	Provident Benefit Fund (Account)		(11,310)
97,709	Relief Fund (Account)		101,462
244,974	National Levy (Account)		215,666
19,419	Political Fund (Account)		31,451
1,204,556	Revaluation Reserve		1,204,556
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
746,821	Sundry creditors	777,424	
	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		777,424
	TOTAL ASSETS		5,194,449

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings Freehold £ Leasehold £		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
Cost or Valuation						
At start of year	1,478,453	300,000	479,926	-	1	2,258,380
Additions	1,032	-	13,181	-	-	14,213
Disposals	-	-	-	-	-	-
Revaluation/Transfers	-	-	-	-	-	-
At end of year	1,479,485	300,000	493,107	-	1	2,272,593
Accumulated Depreciation						
At start of year	57,604	12,000	468,895	-	-	538,499
Charges for year	28,104	6,000	5,280	-	-	39,384
Disposals	-	-	-	-	-	-
Revaluation/Transfers	-	-	-	-	-	-
At end of year	85,708	18,000	474,175	-	-	577,883
Net book value at end of year						
	1,393,777	282,000	18,932	-	1	1,694,710
Net book value at end of previous year						
	1,420,849	288,000	11,031	-	1	1,719,881

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	4,944,852	44,082	4,988,934
From Investments	22,151	-	22,151
Other Income (including increases by revaluation of assets)	130,047	-	130,047
Total Income	5,097,050	44,082	5,141,132
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	5,360,484	32,050	5,392,534
Funds at beginning of year (including reserves)	4,649,008	19,419	4,668,427
Funds at end of year (including reserves)	4,385,574	31,451	4,417,025
ASSETS			
Fixed Assets			1,694,710
Investment Assets			-
Other Assets			3,499,739
Total Assets			5,194,449
LIABILITIES			
Total Liabilities			777,424
NET ASSETS (Total Assets less Total Liabilities)			4,417,025

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.

FINANCIAL STATEMENTS ATTACHED

POA

**THE PROFESSIONAL TRADES UNION FOR PRISON, CORRECTIONAL AND SECURE
PSYCHIATRIC WORKERS**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2013

WILKINS KENNEDY LLP

Chartered Accountants
Bridge House
London Bridge
London SE1 9QR

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE POA

We have audited the financial statements of the POA for the year ended 31 December 2013, which comprise the income and expenditure account, balance sheet, statement of total recognised gains and losses and the related notes. 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 POA's members, as a body. Our audit work has been undertaken so that we might state to the POA's 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 POA and the POA's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of the Committee of Management and Auditor

As explained in Note 19, the POA'S National Executive Committee is responsible for preparing financial statements which 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 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 the accounting policies are appropriate to the POA's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the National Executive Committee and the overall presentation of the financial statements.

Opinion on Financial Statements

In our opinion, the financial statements:

- give a true and fair view, in accordance with UK Generally Accepted Accounting Practice of the state of the POA's affairs as at 31 December 2013 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

Wilkins Kennedy Ltd

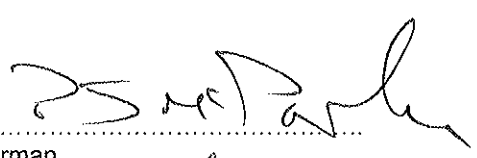
Bridge House
London Bridge
LONDON
SE1 9QR

Wilkins Kennedy LLP
Chartered Accountants
Statutory Auditor

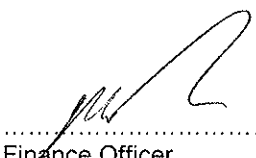
Date: *12th March 2014*

POA**BALANCE SHEET****AS AT 31 DECEMBER 2013**

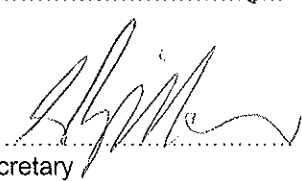
	Notes	2013 £	2012 £
FIXED ASSETS	2	1,694,710	1,719,881
CURRENT ASSETS			
Debtors	3	1,589,058	1,436,674
Cash at bank		1,910,681	2,258,693
		3,499,739	3,695,367
CREDITORS: Amounts falling due within one year	4	777,424	746,821
NET CURRENT ASSETS		2,722,315	2,948,546
NET ASSETS		£4,417,025	£4,668,427
PROVIDENT BENEFIT FUND	7	(11,310)	(7,226)
RELIEF FUND	8	101,462	97,709
POLITICAL FUND	9	31,451	19,419
NATIONAL LEVY FUND	10	215,666	244,974
ACCUMULATED FUND	11	2,875,200	3,108,995
REVALUATION RESERVE	12	1,204,556	1,204,556
MEMBERS' FUNDS	13	4,417,025	4,668,427



 Chairman



 Finance Officer



 General Secretary

Approved on:

12th March 2014

The attached notes form part of these financial statements.

POA**INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 DECEMBER 2013**

	Notes	2013 £	2012 £
INCOME			
Subscriptions receivable		4,532,176	4,893,625
Endorsement receipts		5,362	8,201
Contribution from Relief Fund	8	99,944	233,585
Contribution from Political Fund	9	5,135	19,977
		<hr/> 4,642,617	<hr/> 5,155,388
OVERHEAD EXPENDITURE			
Magazine net costs	6	79,925	84,939
Cost of diary		52,358	54,908
Refunds to branches		51,255	57,052
Salaries and superannuation		1,510,652	1,489,218
Expenses to Annual Conference		297,952	302,155
Expenses to regional meetings and special conferences		15,132	43,765
Travelling and meeting expenses		533,385	594,881
Printing, stationery, miscellaneous, postage and telephone expenses		387,841	395,479
Audit		11,750	11,750
Cost of Eurofedop:			
Affiliation fee		14,846	14,807
Travel, subsistence and accommodation		2,986	4,266
TUC – Affiliation fee		81,917	88,328
Other affiliation fees		15,144	17,582
Freehold properties:			
Rates and water		42,660	41,867
Fuel and cleaning		29,334	25,767
Insurance		46,751	48,949
Repairs and renewals		35,352	28,884
Contribution to Provident Benefit Fund	7	297,261	145,984
Legal and professional charges		1,260,805	1,569,313
Donations		12,975	16,736
Honorarium		208	500
Training and courses		56,539	77,063
Depreciation		39,384	38,680
		<hr/> 4,876,412	<hr/> 5,152,873
(DEFICIT)/ SURPLUS FOR THE YEAR		£(233,795)	£ 2,515

None of the above POA's activities were acquired or discontinued in either of the above two financial years.

The attached notes form part of these financial statements.

POA**STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES****FOR THE YEAR ENDED 31 DECEMBER 2013**

	Notes	2013 £	2012 £
(Deficit)/ Surplus for the year		(233,795)	2,515
Provident Benefit Fund net movement for the year	7	(4,084)	(7,925)
Relief Fund net movement for the year	8	3,753	(88,547)
Political Fund net movement for the year	9	12,032	9,959
National Levy Fund net movement for the year	10	(29,308)	(73,303)
Revaluation reserve	12	-	-
TOTAL RECOGNISED GAINS AND (LOSSES) RELATING TO THE YEAR	13	£(251,402)	£(157,301)

The attached notes form part of these financial statements.

POA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2013

1. ACCOUNTING POLICIES

- a) The financial statements have been prepared under the historical cost convention, subject to the revaluation of certain assets and in accordance with applicable accounting standards.

The financial statements incorporate the results of the POA, the activities of which are continuing.

b) **Subscriptions**

Members' subscriptions are accrued so that the amount disclosed in the Income and Expenditure Account relates to the year under review.

c) **Depreciation**

Tangible fixed assets are written off by equal annual instalments over their expected useful lives as follows:

Computer equipment	-	over 3 years
Office equipment	-	over 4-5 years
Fixtures and fittings	-	over 5 years
Freehold property and improvements		
to freehold property	-	over 50 years
Leasehold property	-	over 50 years

Freehold and leasehold properties were re-valued at 31 December 2010.

d) **Cash Flow Statement**

The POA has taken advantage of the exemptions available under FRS 1 to small entities not to prepare a cash flow statement and associated notes.

e) **Provident Benefit Fund**

This Fund was established to receive all income and chargeable gains derived from the POA's investments, loans and bank interest. From the Fund are paid all provident benefits as defined under Section 467 ICTA 1988. Any shortfall is covered by a contribution from the Accumulated Fund and is separately disclosed in the Income and Expenditure Account.

f) **Relief Fund**

This Fund was established to make financial contributions to any member or branch of the POA who or which has suffered or is likely to suffer hardship in carrying out POA policy. The Fund is directly financed by monthly contributions from the Membership, as shown under Note 8 and any unused funds are separately shown in the Income and Expenditure account.

g) **Political Fund**

This fund was set up for the furtherance of the political objects to which Section 72 of the Trade Union & Labour Relations (Consolidation) Act 1992 applies. Unused funds are separately shown in the Income and Expenditure account.

h) **Levy Fund**

This fund was set up for one year only running from June 2007 to May 2008. Its main purpose is to assist in covering the costs of the POA going to the European Court to regain trade union rights.

i) **Pensions**

The POA operates a defined contribution pension scheme for its senior employees and support staff. The assets of the scheme are held separately from those of the POA in an independently administered fund.

j) **Branches**

Subscription income and expenditure relating to branches has been included in the income and expenditure account on an accruals basis.

POA

NOTES TO THE FINANCIAL STATEMENTS

(Continued)

2. FIXED ASSETS

	TOTAL £	Freehold Property and Improvements £	Leasehold Property £	Fixtures and Fittings £	Office Equipment £	Computer Equipment £	Goodwill POA Magazine £
COST OR VALUATION							
Brought forward at 1 January 2013	2,258,380	1,478,453	300,000	158,156	222,768	99,002	1
Additions	14,213	1,032	-	3,879	6,620	2,682	-
Carried forward at 31 December 2013 - Cost	497,593	4,485	-	162,035	229,388	101,684	1
- Valuation	1,775,000	1,475,000	300,000	-	-	-	-
	2,272,593	1,479,485	300,000	162,035	229,388	101,684	1
DEPRECIATION							
Brought forward at 1 January 2013	538,499	57,604	12,000	148,801	221,354	98,740	-
Charge for year	39,384	28,104	6,000	3,439	1,139	702	-
Carried forward at 31 December 2013	577,883	85,708	18,000	152,240	222,493	99,442	-
Net book value at 31 December 2013	£1,694,710	£1,393,777	£282,000	£9,795	£6,895	£2,242	£
Net book value at 31 December 2012	£1,719,881	£1,420,849	£288,000	£9,355	£1,414	£262	£ 1

Freehold and leasehold properties were revalued as at 31 December 2010 by Mehdi & Ward (Chartered Surveyors); Dacre Son & Hartley (Chartered Surveyors); Stephen Bailie (Estate Agents) and Allied Surveyors (Chartered Surveyors), all of whom are external to the POA, on an open market basis. Had these assets been carried at historical cost less depreciation, their net book values would have been £559,461 (2012: £572,084).

POA**NOTES TO THE FINANCIAL STATEMENTS**

(Continued)

3. DEBTORS	2013	2012
	£	£
SPOA	12,087	11,847
Northern Ireland	905	83
Loans	19,837	3,481
Subscriptions	366,499	410,705
Other debtors	488,582	369,031
Rates and water	10,004	9,980
Insurance	41,821	52,560
Repairs	4,498	4,607
VAT recoverable	12,958	17,098
Commission income	4,095	1,810
Fuel and cleaning services	-	199
Printing, postage and stationery	25,722	26,563
Lease rentals in advance	-	36,508
Travelling and meeting expenses	42,547	14,901
ULF/WULF/NIULF recoverable costs	4,490	3,144
Learning funds (Note 5)	409,274	325,969
Northern Ireland area and life assurance funds (Note 5)	30,830	38,800
Branch funds (Note 5)	114,909	109,388
	£1,589,058	£ 1,436,674

Due after more than one year £nil (2012: £nil)

4. CREDITORS: AMOUNTS DUE WITHIN ONE YEAR	2013	2012
	£	£
Legal and professional	48,279	49,810
Branch refunds	51,254	56,699
Travelling and meeting expenses	38,484	44,436
Salaries and pensions	22,401	26,728
Sundry creditors	61,993	94,991
Learning funds (Note 5)	409,274	325,969
Northern Ireland area and life assurance funds (Note 5)	30,830	38,800
Branch funds (Note 5)	114,909	109,388
	£777,424	£ 746,821

POA
NOTES TO THE FINANCIAL STATEMENTS

(Continued)

5. NATIONAL POA SECTIONS AND BRANCHES

Following discussions with the Certification Office for Trade Unions and Employers' Associations, it has been agreed that all funds in the name of the POA must be incorporated in the POA's financial statements. Accordingly the following funds have been included:-

- All Branch funds including:-
 - Broadmoor Hospital POA Fund
 - POA Ashworth Branch Fund
 - POA Rampton Hospital Branch Fund
 - The State Hospital Carstairs
- POA Union Learning Fund in England and Wales
- POA Northern Ireland Area Fund
- POA Northern Ireland Life Assurance Fund

The amounts involved have been shown both as assets of the POA within Debtors (Note 3) and as liabilities within Creditors (Note 4)

6. MAGAZINE

	2013	2012
	£	£
Sales	85	110
Advertising	19,521	16,868
	<hr/>	<hr/>
	19,606	16,978
Less: Magazine expenditure	(99,531)	(101,917)
	<hr/>	<hr/>
Net expenditure	£(79,925)	£(84,939)

7. MOVEMENT ON PROVIDENT BENEFIT FUND

	2013	2012
	£	£
Income		
Bank deposit interest	19,497	23,334
Deduct: Provident Benefits:		
Industrial Injury claims	(194,710)	(34,277)
Death Benefits	(126,132)	(142,967)
	<hr/>	<hr/>
	(301,345)	(153,910)
Contribution to Income and Expenditure Account	297,261	145,984
	<hr/>	<hr/>
Net movement for the year	(4,084)	(7,926)
At 1 January 2013	(7,226)	700
	<hr/>	<hr/>
At 31 December 2013	£(11,310)	£(7,226)

POA**NOTES TO THE FINANCIAL STATEMENTS**

(Continued)

	2013	2012
	£	£
8. MOVEMENT ON RELIEF FUND		
Member contributions	115,415	145,038
Deduct: Branch Support	(11,718)	-
	<hr/> 103,697	<hr/> 145,038
Contribution to Income & Expenditure Account	(99,944)	(233,585)
Net movement for the year	<hr/> 3,753	<hr/> (88,547)
At 1 January 2013	97,709	186,256
At 31 December 2013	<hr/> £ 101,462	<hr/> £ 97,709
9. MOVEMENT ON POLITICAL FUND		
	2013	2012
	£	£
Member contributions	44,082	53,498
Political Fund expenditure	(26,915)	(23,562)
Contribution to Income & Expenditure Account	(5,135)	(19,977)
Net movement for the year	<hr/> 12,032	<hr/> 9,959
At 1 January 2013	19,419	9,460
At 31 December 2013	<hr/> £ 31,451	<hr/> £ 19,419
10. MOVEMENT ON NATIONAL LEVY FUND		
	2013	2012
	£	£
Interest Earned	2,654	3,105
Deduct: European Legal costs	(31,962)	(76,408)
Net movements for the year	<hr/> (29,308)	<hr/> (73,303)
At 1 January 2013	244,974	318,277
At 31 December 2013	<hr/> £215,666	<hr/> £ 244,974
11. MOVEMENT ON ACCUMULATED FUND		
	2013	2012
	£	£
At 1 January 2013	3,108,995	3,106,480
(Deficit)/ Surplus for the year	(233,795)	2,515
At 31 December 2013	<hr/> £2,875,200	<hr/> £3,108,995

POA
NOTES TO THE FINANCIAL STATEMENTS
(Continued)

	2013 £	2012 £
12. REVALUATION RESERVE		
At 1 January 2013	1,204,556	1,204,556
At 31 December 2013	£1,204,556	£ 1,204,556
The revaluation reserve relates to an unrealised surplus on the revaluation of freehold and leasehold properties (Note 2).		
13. RECONCILIATION OF MOVEMENT IN MEMBERS' FUNDS	2013	2012
	£	£
(Deficit)/ Surplus for the year	(233,795)	2,515
Other recognised gains and losses	(17,607)	(159,816)
Net reduction in the year	(251,402)	(157,301)
Members' Funds at 1 January 2013	4,668,427	4,825,728
Members' Funds at 31 December 2013	£4,417,025	£4,668,427

14. TAXATION

The POA is assessable to UK Corporation Tax on all investment income and capital gains arising on the sale of investments. Under Section 467 ICTA 1988 the POA obtains exemption from income tax and corporation tax in respect of its income and chargeable gains which is not trading income and which is applicable and applied for the purpose of Provident Benefits.

15. PENSION CONTRIBUTIONS

The POA's contribution to its defined contribution pension schemes was £168,282 (2012: £261,673) in the year.

16. OPERATING LEASES

Net Obligations repayable:	2013
	£
Within one year	132,321
Between one and five years	200,252
Greater than 5 years	5,508
	£338,391

17. CONTINGENT LIABILITIES

Throughout the year the POA was involved in several matters of litigation. At the year end much of this litigation was still outstanding. All known costs incurred to date have been fully provided for within the accounts. However, no provision has been made in respect of outstanding cases in the event of adverse judgements and costs being awarded against the POA.

In September 2009 Lees Lloyd Whitley, the POA's national solicitor, went into administration. During 2010, the POA received notification from the joint administrators of a potential claim for additional monies that may or may not be due by the POA for services rendered by Lees Lloyd Whitley. At this stage the potential amount of any claim continues to not be quantifiable.

POA
NOTES TO THE FINANCIAL STATEMENTS
 (Continued)

18. RELATED PARTY TRANSACTIONS

The POA is under the control of its members.

P McParlin, S P Gillan, A Darken and R Valerio are all members of the National Executive Committee. P Chapple is the Finance Officer of the POA. At the 31 December 2013 they were also all trustees of the POA Welfare Fund. During the year member contributions to the POA Welfare Fund amounted to £171,675 (2012: £185,615) and at the balance sheet date, an amount was due to the fund of £13,396 (2012: £15,063).

19. NATIONAL EXECUTIVE COMMITTEE'S RESPONSIBILITIES

The National Executive Committee is responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Trade Union law requires the members of 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 Trade Union and of its income and expenditure for the year. In preparing the financial statements the members of the National Executive Committee 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 Trade Union will continue in operation.

The National Executive Committee is responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Trade Union and enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the Trade Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the members of the National Executive Committee are aware:

- there is no relevant audit information of which the Trade Union's auditor is unaware; and
- they have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

ACCOUNTING POLICIES

(see notes 74 and 75)

FINANCIAL STATEMENTS 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>[Signature]</u>	Chairman's Signature: <u>[Signature]</u>
Name: <u>Steve Gillan</u>	Name: <u>P.J. McParlin</u>
Date: <u>14th May 2014</u>	Date: <u>14th May 2014</u>

CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	<input checked="" type="checkbox"/>	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 checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	<input checked="" type="checkbox"/>	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 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

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)

ATTACHED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE POA

We have audited the financial statements of the POA for the year ended 31 December 2013, which comprise the income and expenditure account, balance sheet, statement of total recognised gains and losses and the related notes. 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 POA's members, as a body. Our audit work has been undertaken so that we might state to the POA's 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 POA and the POA's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of the Committee of Management and Auditor

As explained in Note 19, the POA'S National Executive Committee is responsible for preparing financial statements which 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 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 the accounting policies are appropriate to the POA's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the National Executive Committee and the overall presentation of the financial statements.

Opinion on Financial Statements

In our opinion, the financial statements:

- give a true and fair view, in accordance with UK Generally Accepted Accounting Practice of the state of the POA's affairs as at 31 December 2013 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

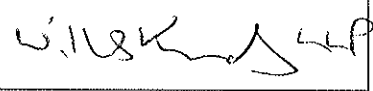
Bridge House
London Bridge
LONDON
SE1 9QR

Wilkins Kennedy LLP

Wilkins Kennedy LLP
Chartered Accountants
Statutory Auditor

Date: 12th March 2014

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	Wilkins Kennedy LLP	
Profession(s) or Calling(s):	Chartered Accountants Statutory Auditor	
Address(es):	Bridge House London Bridge London SE1 9QR	
Date:	12 MARCH 2014	
Contact name and telephone number:	R S Butterfield 01689 827505	

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

POA

THE PROFESSIONAL TRADES UNION FOR PRISON, CORRECTIONAL AND SECURE
PSYCHIATRIC WORKERS

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2013



WILKINS KENNEDY LLP
Chartered Accountants
Bridge House
London Bridge
London SE1 9QR

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE POA

We have audited the financial statements of the POA for the year ended 31 December 2013, which comprise the income and expenditure account, balance sheet, statement of total recognised gains and losses and the related notes. 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 POA's members, as a body. Our audit work has been undertaken so that we might state to the POA's 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 POA and the POA's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of the Committee of Management and Auditor

As explained in Note 19, the POA'S National Executive Committee is responsible for preparing financial statements which 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 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 the accounting policies are appropriate to the POA's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the National Executive Committee and the overall presentation of the financial statements.

Opinion on Financial Statements

In our opinion, the financial statements:

- give a true and fair view, in accordance with UK Generally Accepted Accounting Practice of the state of the POA's affairs as at 31 December 2013 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

Bridge House
London Bridge
LONDON
SE1 9QR

Wilkins Kennedy LLP
Wilkins Kennedy LLP
Chartered Accountants
Statutory Auditor

Date: 12th MARCH 2014

TRADE UNION REFORM AND EMPLOYMENT RIGHTS ACT 1993

We are required to return to the Certification Office an Annual Return form (AR21) which details the financial transactions of the Union in the previous year. This Annual Return has now been completed with the assistance of our Accountants and Auditors, Wilkins Kennedy, Bridge House, London Bridge, London SE1 9QR and has been lodged with the Certification Office. The Act, however, does specify the requirement to make a further statement to members with regard to various details contained in the Annual Return.

We are obliged to inform you of the total income and expenditure for the period to which the return relates. The period referred to is the year to 31 December 2013. The income for that period was £4,662,223 and the expenditure over that same period was £4,896,018. We are also required to inform members of the amount of income generated over that period as a result of membership subscriptions. This, in fact, amounted to £4,532,176. Two other areas that we are required to notify include the income and expenditure with regard to any political fund to the Union. The income from Members to the Political Fund in the year to 31 December 2013, amounted to £44,082 and there was expenditure of £32,050 in that year. We are also required to detail the salary and benefits provided by the Union during that period to the office holders that the law required to be elected. This, according to our Accountants, refers to the General Secretary post and all National Executive Committee Members.

With regard to the General Secretary, the gross salary for the period concerned was £74,376 with employer's National Insurance contributions of £9,858. Further benefits described are Pension contribution of £19,338 and provision of a Vauxhall Insignia (benefit - £8,180).

In respect of the Finance Officer, he was paid £43,302 for the period concerned with Employer's National Insurance Contributions thereon of £5,875. Further benefits described are pension contributions of £11,523 and provision of a Vauxhall Insignia and fuel allowance (benefit - £14,038).

With regard to the National Chairman, he was paid £10,017 to cover taxable benefits with Employer's National Insurance contributions of £1,152 thereon. He was also provided with a Vauxhall Insignia (benefit - £8,180).

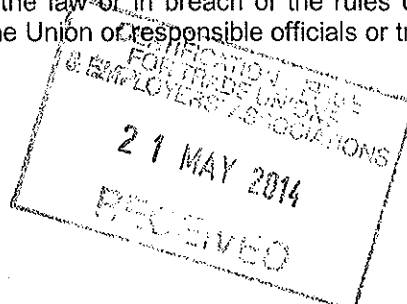
All other members of the NEC were provided with Vauxhall Insignias (total benefits - £87,214). Additionally, they were paid £91,765 to cover taxable benefits on which there was a total of £9,216 Employer's National Insurance contributions.

There is a mandatory obligation by the Association to publish a copy of the Auditors' Report for the period involved. This was circulated with the April 2014 edition of The Gatelodge magazine.

Finally, we are required to direct members as to what steps they may take where they are concerned that some irregularity has occurred or is occurring with regard to the Union finances.


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 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 the rules of the Union and contemplates bringing civil proceedings against the Union or responsible officials or trustees, he/she should consider obtaining independent legal advice.

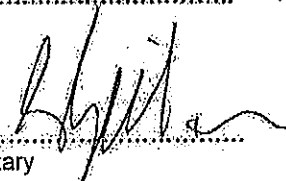


POA**BALANCE SHEET****AS AT 31 DECEMBER 2013**

	Notes	2013 £	2012 £
FIXED ASSETS	2	1,694,710	1,719,881
CURRENT ASSETS			
Debtors	3	1,589,058	1,436,674
Cash at bank		1,910,681	2,258,693
		<u>3,499,739</u>	<u>3,695,367</u>
CREDITORS: Amounts falling due within one year	4	<u>777,424</u>	<u>746,821</u>
NET CURRENT ASSETS		<u>2,722,315</u>	<u>2,948,546</u>
NET ASSETS		<u>£4,417,025</u>	<u>£4,668,427</u>
PROVIDENT BENEFIT FUND	7	(11,310)	(7,226)
RELIEF FUND	8	101,462	97,709
POLITICAL FUND	9	31,451	19,419
NATIONAL LEVY FUND	10	215,666	244,974
ACCUMULATED FUND	11	2,875,200	3,108,995
REVALUATION RESERVE	12	<u>1,204,556</u>	<u>1,204,556</u>
MEMBERS' FUNDS	13	<u>4,417,025</u>	<u>4,668,427</u>


 Chairman


 Finance Officer


 General Secretary

Approved on:

12th March 2014

The attached notes form part of these financial statements.

POA**INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 DECEMBER 2013**

	Notes	2013 £	£	2012 £	£
INCOME					
Subscriptions receivable			4,532,176		4,893,625
Endorsement receipts			5,362		8,201
Contribution from Relief Fund	8		99,944		233,585
Contribution from Political Fund	9		5,135		19,977
			<u>4,642,617</u>		<u>5,155,388</u>
OVERHEAD EXPENDITURE					
Magazine net costs	6	79,925		84,939	
Cost of diary		52,358		54,908	
Refunds to branches		51,255		57,052	
Salaries and superannuation		1,510,652		1,489,218	
Expenses to Annual Conference		297,952		302,155	
Expenses to regional meetings and special conferences		15,132		43,765	
Travelling and meeting expenses		533,385		594,881	
Printing, stationery, miscellaneous, postage and telephone expenses		387,841		395,479	
Audit		11,750		11,750	
Cost of Eurofedop:					
Affiliation fee		14,846		14,807	
Travel, subsistence and accommodation		2,986		4,266	
TUC – Affiliation fee		81,917		88,328	
Other affiliation fees		15,144		17,582	
Freehold properties:					
Rates and water		42,660		41,867	
Fuel and cleaning		29,334		25,767	
Insurance		46,751		48,949	
Repairs and renewals		35,352		28,884	
Contribution to Provident Benefit Fund	7	297,261		145,984	
Legal and professional charges		1,260,805		1,569,313	
Donations		12,975		16,736	
Honorarium		208		500	
Training and courses		56,539		77,063	
Depreciation		39,384		38,680	
		<u>4,876,412</u>		<u>5,152,873</u>	
(DEFICIT)/ SURPLUS FOR THE YEAR			<u>£(233,795)</u>		<u>£ 2,515</u>

None of the above POA's activities were acquired or discontinued in either of the above two financial years.

The attached notes form part of these financial statements.

POA**STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES****FOR THE YEAR ENDED 31 DECEMBER 2013**

	Notes	2013 £	2012 £
(Deficit)/ Surplus for the year		(233,795)	2,515
Provident Benefit Fund net movement for the year	7	(4,084)	(7,925)
Relief Fund net movement for the year	8	3,753	(88,547)
Political Fund net movement for the year	9	12,032	9,959
National Levy Fund net movement for the year	10	(29,308)	(73,303)
Revaluation reserve	12	-	-
TOTAL RECOGNISED GAINS AND (LOSSES) RELATING TO THE YEAR	13	<u>£(251,402)</u>	<u>£(157,301)</u>

The attached notes form part of these financial statements.

POA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2013

1. ACCOUNTING POLICIES

- a) The financial statements have been prepared under the historical cost convention, subject to the revaluation of certain assets and in accordance with applicable accounting standards.

The financial statements incorporate the results of the POA, the activities of which are continuing.

b) **Subscriptions**

Members' subscriptions are accrued so that the amount disclosed in the Income and Expenditure Account relates to the year under review.

c) **Depreciation**

Tangible fixed assets are written off by equal annual instalments over their expected useful lives as follows:

Computer equipment	over 3 years
Office equipment	over 4-5 years
Fixtures and fittings	over 5 years
Freehold property and improvements	
to freehold property	over 50 years
Leasehold property	over 50 years

Freehold and leasehold properties were re-valued at 31 December 2010.

d) **Cash Flow Statement**

The POA has taken advantage of the exemptions available under FRS 1 to small entities not to prepare a cash flow statement and associated notes.

e) **Provident Benefit Fund**

This Fund was established to receive all income and chargeable gains derived from the POA's investments, loans and bank interest. From the Fund are paid all provident benefits as defined under Section 467 ICTA 1988. Any shortfall is covered by a contribution from the Accumulated Fund and is separately disclosed in the Income and Expenditure Account.

f) **Relief Fund**

This Fund was established to make financial contributions to any member or branch of the POA who or which has suffered or is likely to suffer hardship in carrying out POA policy. The Fund is directly financed by monthly contributions from the Membership, as shown under Note 8 and any unused funds are separately shown in the Income and Expenditure account.

g) **Political Fund**

This fund was set up for the furtherance of the political objects to which Section 72 of the Trade Union & Labour Relations (Consolidation) Act 1992 applies. Unused funds are separately shown in the Income and Expenditure account.

h) **Levy Fund**

This fund was set up for one year only running from June 2007 to May 2008. Its main purpose is to assist in covering the costs of the POA going to the European Court to regain trade union rights.

i) **Pensions**

The POA operates a defined contribution pension scheme for its senior employees and support staff. The assets of the scheme are held separately from those of the POA in an independently administered fund.

j) **Branches**

Subscription income and expenditure relating to branches has been included in the income and expenditure account on an accruals basis.

POA

NOTES TO THE FINANCIAL STATEMENTS

(Continued)

2. FIXED ASSETS	TOTAL £	Freehold Property and Improvements £	Leasehold Property £	Fixtures and Fittings £	Office Equipment £	Computer Equipment £	Goodwill POA Magazine £
COST OR VALUATION							
Brought forward at 1 January 2013	2,258,380	1,478,453	300,000	158,156	222,768	99,002	1
Additions	14,213	1,032	-	3,879	6,620	2,682	-
Carried forward at 31 December 2013 - Cost	497,593	4,485	-	162,035	229,388	101,684	1
- Valuation	1,775,000	1,475,000	300,000	-	-	-	-
	2,272,593	1,479,485	300,000	162,035	229,388	101,684	1
DEPRECIATION							
Brought forward at 1 January 2013	538,499	57,604	12,000	148,801	221,354	98,740	-
Charge for year	39,384	28,104	6,000	3,439	1,139	702	-
Carried forward at 31 December 2013	577,883	85,708	18,000	152,240	222,493	99,442	-
Net book value at 31 December 2013	£1,694,710	£1,393,777	£282,000	£9,795	£6,895	£2,242	£
Net book value at 31 December 2012	£1,719,881	£1,420,849	£288,000	£9,355	£1,414	£262	£ 1

Freehold and leasehold properties were revalued as at 31 December 2010 by Mehdi & Ward (Chartered Surveyors); Dacre Son & Hartley (Chartered Surveyors); Stephen Bailie (Estate Agents) and Allied Surveyors (Chartered Surveyors), all of whom are external to the POA, on an open market basis. Had these assets been carried at historical cost less depreciation, their net book values would have been £559,461 (2012: £572,084).

POA**NOTES TO THE FINANCIAL STATEMENTS**
(Continued)

3. DEBTORS	2013 £	2012 £
SPOA	12,087	11,847
Northern Ireland	905	83
Loans	19,837	3,481
Subscriptions	366,499	410,705
Other debtors	488,582	369,031
Rates and water	10,004	9,980
Insurance	41,821	52,560
Repairs	4,498	4,607
VAT recoverable	12,958	17,098
Commission income	4,095	1,810
Fuel and cleaning services		199
Printing, postage and stationery	25,722	28,563
Lease rentals in advance		36,508
Travelling and meeting expenses	42,547	14,901
ULF/WULF/NIULF recoverable costs	4,490	3,144
Learning funds (Note 5)	409,274	325,969
Northern Ireland area and life assurance funds (Note 5)	30,830	38,800
Branch funds (Note 5)	114,909	109,388
	<u>£1,589,058</u>	<u>£ 1,436,674</u>

Due after more than one year £nil (2012: £nil)

4. CREDITORS: AMOUNTS DUE WITHIN ONE YEAR	2013 £	2012 £
Legal and professional	48,279	49,810
Branch refunds	51,254	56,699
Travelling and meeting expenses	38,484	44,436
Salaries and pensions	22,401	26,728
Sundry creditors	61,993	94,991
Learning funds (Note 5)	409,274	325,969
Northern Ireland area and life assurance funds (Note 5)	30,830	38,800
Branch funds (Note 5)	114,909	109,388
	<u>£777,424</u>	<u>£ 746,821</u>

POA
NOTES TO THE FINANCIAL STATEMENTS

(Continued)

5. NATIONAL POA SECTIONS AND BRANCHES

Following discussions with the Certification Office for Trade Unions and Employers' Associations, it has been agreed that all funds in the name of the POA must be incorporated in the POA's financial statements. Accordingly the following funds have been included:-

- All Branch funds including:-
 - Broadmoor Hospital POA Fund
 - POA Ashworth Branch Fund
 - POA Rampton Hospital Branch Fund
 - The State Hospital Carstairs
- POA Union Learning Fund in England and Wales
- POA Northern Ireland Area Fund
- POA Northern Ireland Life Assurance Fund

The amounts involved have been shown both as assets of the POA within Debtors (Note 3) and as liabilities within Creditors (Note 4)

6. MAGAZINE	2013	2012
	£	£
Sales	85	110
Advertising	19,521	16,868
	<hr/>	<hr/>
	19,606	16,978
Less: Magazine expenditure	(99,531)	(101,917)
	<hr/>	<hr/>
Net expenditure	£(79,925)	£(84,939)
	<hr/>	<hr/>
7. MOVEMENT ON PROVIDENT BENEFIT FUND	2013	2012
Income	£	£
Bank deposit interest	19,497	23,334
Deduct: Provident Benefits:		
Industrial Injury claims	(194,710)	(34,277)
Death Benefits	(126,132)	(142,967)
	<hr/>	<hr/>
	(301,345)	(153,910)
Contribution to Income and Expenditure Account	297,261	145,984
	<hr/>	<hr/>
Net movement for the year	(4,084)	(7,926)
At 1 January 2013	(7,226)	700
	<hr/>	<hr/>
At 31 December 2013	£(11,310)	£(7,226)
	<hr/>	<hr/>

POA**NOTES TO THE FINANCIAL STATEMENTS**

(Continued)

	2013 £	2012 £
8. MOVEMENT ON RELIEF FUND		
Member contributions	115,415	145,038
Deduct: Branch Support	(11,718)	-
	<u>103,697</u>	<u>145,038</u>
Contribution to Income & Expenditure Account	(99,944)	(233,585)
Net movement for the year	<u>3,753</u>	<u>(88,547)</u>
At 1 January 2013	<u>97,709</u>	<u>186,256</u>
At 31 December 2013	<u>£ 101,462</u>	<u>£ 97,709</u>
9. MOVEMENT ON POLITICAL FUND		
	2013 £	2012 £
Member contributions	44,082	53,498
Political Fund expenditure	(26,915)	(23,562)
Contribution to Income & Expenditure Account	(5,135)	(19,977)
	<u>12,032</u>	<u>9,959</u>
Net movement for the year	<u>12,032</u>	<u>9,959</u>
At 1 January 2013	<u>19,419</u>	<u>9,460</u>
At 31 December 2013	<u>£ 31,451</u>	<u>£ 19,419</u>
10. MOVEMENT ON NATIONAL LEVY FUND		
	2013 £	2012 £
Interest Earned	2,654	3,105
Deduct: European Legal costs	(31,962)	(76,408)
	<u>(29,308)</u>	<u>(73,303)</u>
Net movements for the year	<u>(29,308)</u>	<u>(73,303)</u>
At 1 January 2013	<u>244,974</u>	<u>318,277</u>
At 31 December 2013	<u>£215,666</u>	<u>£ 244,974</u>
11. MOVEMENT ON ACCUMULATED FUND		
	2013 £	2012 £
At 1 January 2013	3,108,995	3,106,480
(Deficit)/ Surplus for the year	(233,795)	2,515
At 31 December 2013	<u>£2,875,200</u>	<u>£3,108,995</u>

POA
NOTES TO THE FINANCIAL STATEMENTS
(Continued)

	2013 £	2012 £
12. REVALUATION RESERVE		
At 1 January 2013	1,204,556	1,204,556
At 31 December 2013	£1,204,556	£ 1,204,556
The revaluation reserve relates to an unrealised surplus on the revaluation of freehold and leasehold properties (Note 2).		
13. RECONCILIATION OF MOVEMENT IN MEMBERS' FUNDS.		
	2013 £	2012 £
(Deficit)/ Surplus for the year	(233,795)	2,515
Other recognised gains and losses	(17,607)	(159,816)
Net reduction in the year	(251,402)	(157,301)
Members' Funds at 1 January 2013	4,668,427	4,825,728
Members' Funds at 31 December 2013	£4,417,025	£4,668,427

14. TAXATION

The POA is assessable to UK Corporation Tax on all investment income and capital gains arising on the sale of investments. Under Section 467 ICTA 1988 the POA obtains exemption from income tax and corporation tax in respect of its income and chargeable gains which is not trading income and which is applicable and applied for the purpose of Provident Benefits.

15. PENSION CONTRIBUTIONS

The POA's contribution to its defined contribution pension schemes was £168,282 (2012: £261,673) in the year.

16. OPERATING LEASES

Net Obligations repayable:	2013 £
Within one year	132,321
Between one and five years	200,252
Greater than 5 years	5,508
	£338,391

17. CONTINGENT LIABILITIES

Throughout the year the POA was involved in several matters of litigation. At the year end much of this litigation was still outstanding. All known costs incurred to date have been fully provided for within the accounts. However, no provision has been made in respect of outstanding cases in the event of adverse judgements and costs being awarded against the POA.

In September 2009 Lees Lloyd Whitley, the POA's national solicitor, went into administration. During 2010, the POA received notification from the joint administrators of a potential claim for additional monies that may or may not be due by the POA for services rendered by Lees Lloyd Whitley. At this stage the potential amount of any claim continues to not be quantifiable.

POA
NOTES TO THE FINANCIAL STATEMENTS
(Continued)

18. RELATED PARTY TRANSACTIONS

The POA is under the control of its members.

P McParlin, S P Gillan, A Darken and R Valerio are all members of the National Executive Committee. P Chapple is the Finance Officer of the POA. At the 31 December 2013 they were also all trustees of the POA Welfare Fund. During the year member contributions to the POA Welfare Fund amounted to £171,675 (2012: £185,615) and at the balance sheet date, an amount was due to the fund of £13,396 (2012: £15,063).

19. NATIONAL EXECUTIVE COMMITTEE'S RESPONSIBILITIES

The National Executive Committee is responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Trade Union law requires the members of 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 Trade Union and of its income and expenditure for the year. In preparing the financial statements the members of the National Executive Committee 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 Trade Union will continue in operation.

The National Executive Committee is responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Trade Union and enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the Trade Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the members of the National Executive Committee are aware:

- there is no relevant audit information of which the Trade Union's auditor is unaware; and
- they have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

POA
NEC/FTO/ADVISERS EXPENSES AND BENEFITS SUMMARY 2013

	SUBSISTENCE	PETROL MOTOR	TRAVEL	HOTEL COSTS	MOBILE PHONE	HONORARIUM	TOTAL
S Baines	312	1,192	337	1,217	8	-	3,066
G Birchall	378	1,271	148	2,159	16	-	3,972
S Bostock	439	1,997	328	2,153	7	-	4,924
D Acaster	482	1,194	602	2,749	2	-	5,029
P Chapple	689	4,993	258	4,176	12	208	10,336
M Rolfe	413	2,455	211	364	71	-	3,514
D Evans	-	-	-	456	-	-	456
M Freeman	415	937	206	442	107	-	2,107
T Fullerton	1,694	5,620	1,555	8,957	23	-	17,849
S Gillan	1,163	4,265	2,451	4,953	76	-	12,908
J Hancock	1,000	4,089	551	3,517	138	-	9,295
A Hogg	612	4,344	929	770	33	-	6,688
D Keys	1,134	3,985	3,207	2,255	192	-	10,773
S Lewis	692	2,607	101	1,572	37	-	5,009
P McParlin	1,416	2,124	4,441	1,786	65	-	9,832
A Merricks	286	989	100	1,035	37	-	2,447
J Robinson	946	2,393	-	49	265	-	3,653
T Robson	399	1,150	358	2,858	27	-	4,792
J Simpson	974	4,251	735	7,484	45	-	13,489
F Spratt	320	8,326	-	185	269	-	9,100
G Travis	1,550	6,018	1,131	4,417	23	-	13,139
B Traynor	441	1,464	315	3,131	39	-	5,390
P Fairlie	2,363	4,919	1,282	488	22	-	9,074
R Valerio	1,445	4,314	3,709	1,588	33	-	11,089
I Carson	418	2,804	478	3,832	11	-	7,543
A Darken	232	2,511	1,021	807	53	-	4,624
C Donovan	314	1,810	131	1,722	111	-	4,088
J Marshall	1,000	3,144	1,034	7,329	34	-	12,541
	<u>21,527</u>	<u>85,166</u>	<u>25,619</u>	<u>72,451</u>	<u>1,756</u>	<u>208</u>	<u>206,727</u>