

- 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: ACCORD

Year ended: 31 DECEMBER 2012

List no: 588T

Head or Main Office: ACCORD  
SIMMONS HOUSE, 46 OLD BATH ROAD  
CHARVIL, READING  
BERKSHIRE  
RG10 9QR

Website address (if available) www.accord-myunion.org

Has the address changed during the year to which the return relates? Yes  No  (Click the appropriate box)

General Secretary: GED NICHOLS

Telephone Number: 01189 341 808

Contact name for queries regarding PAULA TEGG

Telephone Number: 01189 341 808

E-mail: Paula.tegg@AccordHQ.org

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

The address to which returns and other documents should be sent are:

For Unions based in England and Wales:  
Certification Office for Trade Unions and Employers' Associations  
22<sup>nd</sup> Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

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



(Revised February 2011)

# RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	7,939	492	1	3	<b>8,435</b>
FEMALE	16,791	801	1	0	<b>17,593</b>
TOTAL	24,730	1,293	2	3	<b>A 26,028</b>

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	26,028

## 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
President	Marilyn Morris	Chris Goldthorpe	27 April 2012
Vice-President	Chris Goldthorpe	Cilla Christmas	27 April 2012

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

**Accord**

**Year ended 31 December 2012**

**Officers in post at year end**

Chris Goldthorpe	President
Carly Anderson	Vice President
Cilla Christmas	Vice President
Ged Nichols	General Secretary
Joan Bland	Trustee
Peter Scott	Trustee
Jim Searle	Trustee
Rodney Grainger	Trustee
Gill Cookson	Principal Executive Council member
Carol Knowles	Principal Executive Council member
Margaret Betts	Principal Executive Council member
Andrew Seed	Principal Executive Council member
John McGrath	Principal Executive Council member
Doug Scott	Principal Executive Council member
Ross Martin	Principal Executive Council member
Michelle Hazlett	Principal Executive Council member
John Boyle	Principal Executive Council member
Chris Riley	Principal Executive Council member
David Arthur	Principal Executive Council member
Daniele Perez De Vera	Principal Executive Council member
Paul Torbet	Principal Executive Council member
Dianne Cousins	Principal Executive Council member
Emma Thornley	Principal Executive Council co-opted

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
From Members: Contributions and Subscriptions		2,412,637
From Members: Other income from members (specify)		
SUBSCRIPTION DRAW INCOME	239,123	
<b>Total other income from members</b>		239,123
<b>Total of all income from members</b>		2,651,760
<b>Investment income (as at page 12)</b>		87,827
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	8,881	
<b>Total of other income (as at page 4)</b>		8,881
	<b>TOTAL INCOME</b>	<b>2,748,468</b>
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		175,643
<b>Administrative expenses (as at page 10)</b>		2,262,637
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		2,438,280
<b>Taxation</b>		6,815
	<b>TOTAL EXPENDITURE</b>	<b>2,445,095</b>
<b>Surplus (deficit) for year</b>		303,373
<b>Amount of general fund at beginning of year</b>		3,822,875
<b>Amount of general fund at end of year</b>		4,126,248

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

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
Other income OTHER INCOME	8,881	
<b>TOTAL OTHER INCOME</b>		8,881
<b>TOTAL OF ALL OTHER INCOME</b>		8,881

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues LEGAL FEES	10,905	<b>brought forward</b> Education and Training services	90,465
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services LEGAL ADVICE LINE	17,160	Other Benefits and Grants (specify)	
TAX & PENSION ADVICE LINE	62,400	DEATH BENEFIT	6,300
Dispute Benefits		PERSONAL ACCIDENT PROTECTION	67,897
		BENEVOLENT FUND	485
		WILLIAM WRIGHT MEMORIAL FUND	4,441
Other Cash Payments		CLIVE WEBSTER MEMORIAL FUND	6,055
<b>carried forward</b>	90,465	<b>Total (should agree with figure in General Fund)</b>	175,643

(See notes 24 and 25)

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

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

(See notes 24 and 25)

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

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



(See notes 24 and 25)

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

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

(see notes 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	Members contributions and levies			
	Investment income (as at page 12)			
	Other income (specify)			
		Total other income as specified		
		Total income		
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
			Total expenditure	
			Surplus (deficit) for year	
			Amount of political fund at beginning of year	
			Amount of political fund at the end of year (as Balance Sheet)	
		Number of members at end of year contributing to the political fund		
		Number of members at end of the year not contributing to the political fund		
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	Contributions and levies collected from members on behalf of central political fund			
	Funds received back from central political fund			
	Other income (specify)			
		Total other income as specified		
		Total income		
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
			Total expenditure	
			Surplus (deficit) for year	
			Amount held on behalf of trade union political fund at beginning of year	
			Amount remitted to central political fund	
		Amount held on behalf of central political fund at end of year		
		Number of members at end of year contributing to the political fund		
		Number of members at end of the year not contributing to the political fund		
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

# ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		
Salaries and Wages included in above	£974,742	974,742
Auditors' fees		23,264
Legal and Professional fees		59,936
Occupancy costs		14,166
Stationery, printing, postage, telephone, etc.		51,925
Expenses of Executive Committee (Head Office)		
Expenses of conferences		85,412
Other administrative expenses (specify)		
INSURANCE		28,122
MOTOR EXPENSES		40,454
MEMBERS MEETING & TRAVEL EXPENSES		114,537
HQ STAFF MEETING & TRAVEL EXPENSES		153,832
CAMPAIGNS & PUBLISHING		201,457
TRAINING		21,384
AFFILIATIONS FEES		126,650
MAINTENANCE, REPAIRS & IT SUPPORT		71,179
SUNDRY EXPENSES		10,445
BANK CHARGES		12,115
BALLOT EXPENSES		56,534
CHARITABLE DONATIONS		9,089
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		1,904
Depreciation		43,948
Other outgoings (specify)		
SUBSCRIPTION DRAW PRIZE MONEY		160,200
LOSS ON FOREIGN EXCHANGE		1,342
<b>Total</b>		2,262,637
Charged to:		
General Fund (Page 3)		2,262,637
<b>Total</b>		2,262,637

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contributions £	Other Benefits		
				Description	Value £	
General Secretary - salary	106,097	14,929	0	Car and fuel	8,164	125,519
- bonus	10,500			Medical cover	668	
				Low interest loan	90	
President	0			Car	9,740	9,740

# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £	Other Fund(s) £
Rent from land and buildings		9,500
Dividends (gross) from:		
Equities (e.g. shares)		
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		8,350
Other investment income (specify)		
<b>PROFIT ON SALE OF INVESTMENTS</b>		<b>69,977</b>
		<b>87,827</b>
	<b>Total investment income</b>	<b>87,827</b>
Credited to:		
	General Fund (Page 3)	87,827
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Political Fund	
	<b>Total Investment Income</b>	<b>87,827</b>

# BALANCE SHEET as at 31 DECEMBER 2012

(see notes 47 to 50)

Previous Year		£	£
158,745	<b>Fixed Assets</b> (at page 14)	216,615	
	<b>Investments</b> (as per analysis on page 15)		
3,348,479	Quoted (Market value £ 3,736,070)	3,499,586	
	Unquoted		
3,507,224	<b>Total Investments</b>		3,716,201
	<b>Other Assets</b>		
	Loans to other trade unions		
317,197	Sundry debtors		273,806
467,836	Cash at bank and in hand		560,841
4,528	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
789,561	<b>Total of other assets</b>		834,647
4,296,785	<b>TOTAL ASSETS</b>		4,550,848
	Fund (Account )		
	Fund (Account )		
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		5,107
40,289	Sundry creditors		29,140
315,273	Accrued expenses		293,520
	Provisions		
118,348	Other liabilities – LOAN FROM UNITY TRUST BANK		96,833
	<b>TOTAL LIABILITIES</b>		424,600
	<b>TOTAL ASSETS</b>		4,126,248

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
<b>Cost or Valuation</b>						
At start of year	254,360		501,594			755,954
Additions			24,973	76,846		101,819
Disposals						
Revaluation/Transfers						
At end of year	254,360		526,567	76,846		857,773
<b>Accumulated Depreciation</b>						
At start of year	136,216		460,994			597,209
Charges for year	5,087		19,649	19,212		43,948
Disposals						
Revaluation/Transfers						
At end of year	141,303		480,643	19,212		641,158
<b>Net book value at end of year</b>						
Net book value at end of year	113,057		45,924	57,634		216,615
<b>Net book value at end of previous year</b>						
Net book value at end of previous year	118,144		40,600			158,745

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)		
LLOYDS BANKING GROUP ORDINARY SHARES	98,266	
UNITY TRUST BANK ORDINARY C SHARES	120	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
PRUDENTIAL PRUDENCE BOND	250,000	
METLIFE BOND	250,000	
CANADA LIFE BOND	250,000	
SWIP LIQUIDITY FUND	401,200	
AEGON SCOTTISH EQUITABLE BOND	250,000	
STERLING INVESTMENT BOND	250,000	
FRIENDS PROVIDENT	250,000	
SWIP MULTI-MANAGER DIVERSITY FUND	500,000	
CLERICAL MEDICAL	250,000	
ST JAMES PLACE	750,000	
TOTAL QUOTED (as Balance Sheet)	3,499,586	
Market Value of Quoted Investment	3,736,070	
<b>UNQUOTED</b>		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		



# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

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

# SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	2,651,760		2,651,760
From Investments	87,827		87,827
Other Income (including increases by revaluation of assets)	8,881		8,881
<b>Total Income</b>	2,748,468		2,748,468
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	2,445,095		2,445,095
<b>Funds at beginning of year</b> (including reserves)	3,822,875		3,822,875
<b>Funds at end of year</b> (including reserves)	4,126,248		4,126,248
<b>ASSETS</b>			
Fixed Assets			216,615
Investment Assets			3,499,586
Other Assets			834,647
		<b>Total Assets</b>	4,550,848
<b>LIABILITIES</b>		<b>Total Liabilities</b>	424,600
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			4,126,248

# 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

# ACCOUNTING POLICIES



(see notes 74 and 75)

SEE ATTACHED

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>FRED NICHOLS</u> Date: <u>25<sup>TH</sup> APRIL 2013</u>	President's Signature: <u></u> Name: <u>CAROL GOLDMOLE</u> Date: <u>25<sup>TH</sup> APRIL 2013</u>
--	---

## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

# AUDITOR'S REPORT

(see notes 81 to 86)

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

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)

See attached

# AUDITOR'S REPORT (continued)

SEE ATTACHED

Signature(s) of auditor or auditors:		
Name(s):	WMT	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS & STATUTORY AUDITORS	
Address(es):	TORRINGTON HOUSE 47 HOLYWELL HOUSE ST ALBANS HERTS, AL1 1HD	
Date:	26th April 2013	
Contact name and telephone number:	ELIZABETH IRVINE 01727 838 255	

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

**ACCORD****INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACCORD**

We have audited the financial statements of Accord, which comprise the income and expenditure account, the balance sheet and the associated notes numbered 1 to 10, for the year ended 31 December 2012. 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 union's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the union's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the union and the union's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of the Principal Executive Council and auditors**

As described in the Statement of Principal Executive Council's Responsibilities, the Union's Principal Executive Council is responsible for the preparation of the financial statements. It is our responsibility to audit and express an opinion on the financial statements in accordance with applicable legal and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board'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 union's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the officers; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2012 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.



WMT  
Chartered Accountants and Statutory Auditors  
Torrington House  
47 Holywell Hill  
St Albans  
Hertfordshire  
AL1 1HD

26th April 2013

## ACCORD

## NOTES ON FINANCIAL STATEMENTS

31 DECEMBER 2012

**1. Constitution**

The Union was formed on 1st August 1977. Membership is open to all employees of Lloyds Banking Group plc, which is to include any subsidiary or merged organisation and any limited company or firm owned by or under the control of Lloyds Banking Group plc, or such other employers as the Principal Executive Council shall from time to time determine. The Union represents the interests of its members in all matters relating to their employment.

The Union is registered as a trade union and has received its Certificate of Independence under the Trade Union and Labour Relations (Consolidation) Act 1992.

**2. Statement of accounting policies**

The financial statements have been prepared in accordance with applicable accounting standards.

**Accounting convention**

The accounts have been prepared under the historical cost convention. The principal accounting policies which the union has adopted within that convention are set out below.

**Turnover**

Turnover represents amounts receivable in respect of subscriptions and other services.

**Fixed asset depreciation**

The provision for depreciation is calculated on the net cost of fixed assets so as to write off fixed assets as follows:

Freehold property	50 years
Fixtures and fittings	2-10 years

**Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**Fixed asset investments**

Fixed asset investments are stated at cost less provision for a diminution in value which is considered permanent.

**Pension costs**

The pension costs charged in the financial statements represent the contributions payable by the company during the year in accordance with FRS 17.

**Foreign currency translation**

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to profit and loss account.



## ACCORD

## NOTES ON FINANCIAL STATEMENTS

31 DECEMBER 2012

## 3. Staff costs

	2012 £	2011 £
Wages and salaries	974,742	1,011,722

## 4. Tangible fixed assets

	Motor Vehicles £	Fixtures and Fittings £	Freehold Property £	Total £
<b>Cost or valuation</b>				
1 January 2012	-	501,594	254,360	755,954
Additions	76,846	24,973	-	101,819
	<hr/>	<hr/>	<hr/>	<hr/>
31 December 2012	76,846	526,567	254,360	857,773
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>				
1 January 2012	-	460,994	136,216	597,209
Charge for period	19,212	19,649	5,087	43,948
	<hr/>	<hr/>	<hr/>	<hr/>
31 December 2012	19,212	480,643	141,303	641,158
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net book amount</b>				
31 December 2012	57,634	45,924	113,057	216,615
	<hr/>	<hr/>	<hr/>	<hr/>
31 December 2011	-	40,600	118,144	158,745
	<hr/>	<hr/>	<hr/>	<hr/>

## ACCORD

## NOTES ON FINANCIAL STATEMENTS

31 DECEMBER 2012

**5. Investments**

The movements in investments during the year were:

	<b>2012</b>	<b>2011</b>
	£	£
Cost less permanent diminution in value at 1 January 2012	3,348,479	3,413,266
Additions	1,001,107	750,213
Disposals	(850,000)	(750,000)
Provision for diminution in value	-	(65,000)
	<hr/>	<hr/>
Cost less permanent diminution in value at 31 December 2012	<u>3,499,586</u>	<u>3,348,479</u>

The Union holds the following investments at 31 December 2012:

	<b>2012</b>	<b>2011</b>
	£	£
Prudential Prudence Bond	250,000	250,000
Metlife Bond	250,000	250,000
Unity Trust Shares	120	120
Canada Life Bond	250,000	250,000
SWIP Liquidity Fund	401,200	250,093
Skandia Life Bond	-	250,000
Legal & General Bond	-	250,000
Aegon Scottish Equitable Bonds	250,000	500,000
Sterling Investment Bond	250,000	250,000
Lloyds Banking Group plc Ordinary Shares	98,266	98,266
Friends Provident	250,000	250,000
St James Place	750,000	-
SWIP Diversity Fund	500,000	500,000
Clerical Medical	250,000	250,000
	<hr/>	<hr/>
	<u>3,499,586</u>	<u>3,348,479</u>

The Union holds investments for the long term and hence has a policy of valuing them at historic cost, less a provision for any diminution in value considered permanent. The total market values of the above investments exceed their carrying value.

## ACCORD

## NOTES ON FINANCIAL STATEMENTS

31 DECEMBER 2012

**6. Corporation tax**

	<b>2012</b>	<b>2011</b>
Surplus for the year before tax	310,188	160,304
Surplus for the year multiplied by standard rate of corporation tax at 20% (2011: 20%)	62,038	32,061
Non-taxable expenditure	441,767	475,063
Non-taxable income	(498,698)	(506,314)
Adjustment for prior years	1,708	(5,338)
Current tax charge/(credit) for the year	6,815	(4,528)

**7. Loan from Unity Trust Bank**

The loan is to assist the Union in the purchase of its freehold property, upon which the loan is secured. A loan of £96,833 (2011: £118,348) is repayable over a remaining term with interest being charged at Unity Bank standard variable rate.

**8. Accumulated fund**

	<b>General £</b>
Brought forward as at 1st January 2012	3,822,875
Surplus for the year	303,373
Carried forward as at 31 December 2012	4,126,248

**9. Related Party Transactions**

The union has advanced a loan to G Nichols, General Secretary with interest being charged at the rate available to Lloyds Banking Group employees. At the year end the total outstanding was £226,683 (2011: £235,374).

**10. Control**

The activities of the union are controlled by the Principal Executive Council. There is no ultimate controlling party.