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For Unions based in England and Wales:

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

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:

Certification Office for Trade Unions and Employers' Associations Name of Trade Union: **UFS** Year ended: 31 December 2012 List no: CO/698T Head or Main Office: The Old Station House Cotswold Rd Cheltenham **GL52 5HD** Website address (if available) Has the address changed during the Yes No (Click the appropriate box) year to which the return relates?

General Secretary:

Alan Wood

Telephone Number:

01242 708090

Contact name for queries regarding

Claire Holder

Telephone Number:

01242 708090

E-mail:

mail@ufsdirect.org

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)

RETURN OF MEMBERS

(see notes 10 and 11)

		NUMBER OF ME	MBERS AT THE	E END OF THE YEAF	₹
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	966	9		3	978
FEMALE	1187	13		4	1204
TOTAL	2153	22		7	2182

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

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

			3		
L	2	١	8	2	

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

a. A branch of another trade union? Yes No

If yes, state the name of that other union:

.

Yes No

If yes, state the number of affiliated

A federation of trade unions?

and names:

b.

National Executive Committee Members for Year Ending 31st December 2012

ALAN WOOD GENERAL SECRETARY

SUE HORTON CHAIR

ARTHUR CHAMPION

JOHN MURPHY

GRANT BARTLE

TIM PERKINS

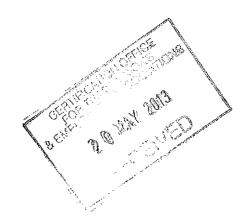
MITCH WENSLEY

GLEN WILLIAMS

ALEX ROBINSON

GRAHAM BRAZIER

ALEX BRAMLEY



GENERAL FUND

(see notes 13 to 18)

INCOME	£	£
From Members: Contributions and Subscriptions		251118
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		
Investment income (as at page 12)		9612
Other Income		9012
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	343653	
	343033	
Total of other income (as at page 4)		343653
	TOTAL INCOME	604383
EXPENDITURE	TOTAL INCOME	004303
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		632677
Federation and other bodies (specify)		032011
Total expenditure Federation and other bodies		632677
Taxation		032077
TOT	AL EXPENDITURE	000077
	AL EXI ENDITORE	632677
Surplus (deficit) for year		(28294)
Amount of general fund at beginning of year		223589
Amount of general fund at end of year		195295

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION	AND OTHER BODIES	
Other income		
Zurich reimbursed expenses Compromise agreements	226000	
ULF Grant income	9549 105719	
Sundry income	2385	
тс	OTAL OTHER INCOME	343653
TOTAL OF	ALL OTHER INCOME	343653

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		
Representation		brought forward	
Employment Related Issues		brought forward	
		Education and Training services	
		Tadadator Grant Gr	
Depresentation			
Representation –			
Non Employment Related Issues			
		N. C. C. D.	
		Negotiated Discount Services	
Communications and the second			
Communications			
		Salary Costs	
Advisory Services			
7 (d vidory oct vitable			
		Other Benefits and Grants (specify)	
		Other benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in	
		General Fund)	
	<u></u>	<u></u>	

(See notes 24 and 25)

FUND 2			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	*		
	Total other Inco	<u> </u>	
		Total Income	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page		
	10)		
	То	tal Expenditure	
	Surplus (Defi	cit) for the year	
	Amount of fund at be		
	Amount of fund at the end of year (as		
	Number of members contributing	g at end of year	
FUND 3			Fund Account
Name:		£	Fund Account
			Fund Account
Name:	From members		Fund Account
Name:	From members Investment income (as at page 12)		Fund Account
Name:			Fund Account
Name:	Investment income (as at page 12)		Fund Account
Name:	Investment income (as at page 12)		Fund Account
Name:	Investment income (as at page 12)		Fund Account
Name:	Investment income (as at page 12) Other income (specify)	•	Fund Account
Name:	Investment income (as at page 12)	ne as specified	Fund Account
Name:	Investment income (as at page 12) Other income (specify)	•	Fund Account
Name: Income	Investment income (as at page 12) Other income (specify)	ne as specified	Fund Account
Name:	Other income (as at page 12) Other income (specify) Total other income	ne as specified	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other income	ne as specified	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other income	ne as specified	Fund Account
Name: Income	Investment income (as at page 12) Other income (specify) Total other income Benefits to members Administrative expenses and other expenditure (as at page 10)	ne as specified	Fund Account
Name: Income	Investment income (as at page 12) Other income (specify) Total other income Benefits to members Administrative expenses and other expenditure (as at page 10)	ne as specified Total Income	Fund Account
Name: Income	Investment income (as at page 12) Other income (specify) Total other income Benefits to members Administrative expenses and other expenditure (as at page 10) To	ne as specified Total Income	Fund Account
Name: Income	Investment income (as at page 12) Other income (specify) Total other income Benefits to members Administrative expenses and other expenditure (as at page 10) To	ne as specified Total Income tal Expenditure cit) for the year	Fund Account
Name: Income	Investment income (as at page 12) Other income (specify) Total other Income Senefits to members Administrative expenses and other expenditure (as at page 10) To Surplus (Defi	ne as specified Total Income tal Expenditure cit) for the year ginning of year	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other income Benefits to members Administrative expenses and other expenditure (as at page 10) To Surplus (Definance)	ne as specified Total Income tal Expenditure cit) for the year ginning of year	Fund Account

FOND 4			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Other moonie (opeony)		
	Total other Inco	me as specified	
		Total Income	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		tal Expenditure	
	I C	tai Expenditure	
		cit) for the year	
	Amount of fund at the		
	Amount of fund at the end of year (as	Balance Sheet)	
	Number of members contributing	a of and of year	
	Humber of members contributing	g at end of year	
FUND 5			Fund Account
FUND 5			Fund Account
Name:		£	Fund Account
			Fund Account
Name:	From members		Fund Account
Name:	Investment income (as at page 12)		Fund Account
Name:			Fund Account
Name:	Investment income (as at page 12)		Fund Account
Name:	Investment income (as at page 12)		Fund Account
Name:	Investment income (as at page 12)		Fund Account
Name:	Investment income (as at page 12) Other income (specify)	*	Fund Account
Name:	Investment income (as at page 12)	ne as specified	Fund Account
Name:	Investment income (as at page 12) Other income (specify)	*	Fund Account
Name: Income	Investment income (as at page 12) Other income (specify)	ne as specified	Fund Account
Name:	Other income (as at page 12) Other income (specify) Total other income	ne as specified	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other income (specify) Benefits to members	ne as specified	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other income	ne as specified	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other income (specify) Benefits to members Administrative expenses and other expenditure (as at page 10)	ne as specified	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other income (specify) Benefits to members Administrative expenses and other expenditure (as at page 10)	ne as specified Total-Income	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other income Benefits to members Administrative expenses and other expenditure (as at page 10) To	ne as specified Total-Income	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other income Benefits to members Administrative expenses and other expenditure (as at page 10) To	ne as specified Total Income tal Expenditure cit) for the year	Fund Account
Name: Income	Investment income (as at page 12) Other income (specify) Total other income Benefits to members Administrative expenses and other expenditure (as at page 10) To Surplus (Defi	ne as specified Total-Income tal Expenditure cit) for the year ginning of year	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other income Benefits to members Administrative expenses and other expenditure (as at page 10) To Surplus (Definance)	ne as specified Total Income tal Expenditure cit) for the year ginning of year Balance Sheet)	Fund Account

FUND 6			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inco	me as specified	
		Total Income	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page		
	10)		
	10	tal Expenditure	
	· <u>··············</u>	cit) for the year	
	Amount of fund at be Amount of fund at the end of year (as		
	Amount or tund at the end of year (as	balance Sheet)	
	Number of members contributing	g at end of year	
		J J	
FUND 7			Fund Account
FUND 7		£	Fund Account
		£	Fund Account
Name:	From members	£	Fund Account
Name:	From members Investment income (as at page 12)	*	Fund Account
Name:	Investment income (as at page 12)	£	Fund Account
Name:		*	Fund Account
Name:	Investment income (as at page 12)	£	Fund Account
Name:	Investment income (as at page 12)	£	Fund Account
Name:	Investment income (as at page 12) Other income (specify)		Fund Account
Name:	Investment income (as at page 12)	me as specified	Fund Account
Name:	Investment income (as at page 12) Other income (specify)		Fund Account
Name: Income	Investment income (as at page 12) Other income (specify)	me as specified	Fund Account
Name:	Investment income (as at page 12) Other income (specify)	me as specified	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other inco Benefits to members Administrative expenses and other expenditure (as at page	me as specified	Fund Account
Name: Income	Other income (as at page 12) Other income (specify). Total other inco Benefits to members Administrative expenses and other expenditure (as at page 10)	me as specified Total Income	Fund Account
Name: Income	Other income (as at page 12) Other income (specify). Total other inco Benefits to members Administrative expenses and other expenditure (as at page 10)	me as specified	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other Income	me as specified Total Income	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other Inco Benefits to members Administrative expenses and other expenditure (as at page 10) To Surplus (Def	me as specified Total Income Ital Expenditure Icit) for the year	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other Inco Benefits to members Administrative expenses and other expenditure (as at page 10) To Surplus (Def Amount of fund at be	me as specified Total Income Ital Expenditure Icit) for the year reginning of year	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other Inco Benefits to members Administrative expenses and other expenditure (as at page 10) To Surplus (Def	me as specified Total Income Ital Expenditure Icit) for the year reginning of year	Fund Account
Name: Income	Other income (as at page 12) Other income (specify) Total other Inco Benefits to members Administrative expenses and other expenditure (as at page 10) To Surplus (Def Amount of fund at be	me as specified Total Income Ital Expenditure Icit) for the year Eginning of year Balance Sheet)	Fund Account

(see notes 26 to 31)

POLITICAL FU	POLITICAL FUND ACCOUNT 1 To be completed by trade unions which maintain their or		wn fund
Income	Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other i	ncome 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		
		l otal expenditure	
	Surp	lus (deficit) for year	
	Amount of political fund a	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		
Number of mem	bers at end of year who have completed an exemption notice and do not therefore		
political fund		-	

	EUND ACCOUNT 2 To be completed by trade unions which act as	Tomponents of a c	Ziidai dade t
		-	
ncome	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund Other income (specify)		
	Total other i	ncome as specified	
		Total income	
Expenditur		-	
	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	
	Surp	tus (deficit) for year	
	Amount held on behalf of trade union political fund	at beginning of year	
	Amount remitted to		
	Amount held on behalf of central political	·	
	Number of members at end of year contributing		
	Number of members at end of the year not contributing	·	
Number of r political fund	members at end of year who have completed an exemption notice and do not therefore	contribute to the	
political full			

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	433681
Salaries and Wages included in above £366151	
Auditors' fees	1500
Legal and Professional fees	10162
Occupancy costs	9249
Stationery, printing, postage, telephone, etc.	33248
Expenses of Executive Committee (Head Office)	10392
Expenses of conferences	11130
Other administrative expenses (specify)	
General insurance	13459
Computer and leasing costs	13166
Courses and training	4017
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	4416
Mortgages	0
Other loans	0
Depreciation	4966
Taxation	0
Outgoings on land and buildings (specify) Premises repairs	9352
Management fees and property repairs	3089
Other outgoings (specify) bad debts re subsidiary companies	41228
ULF grant expenses	29622
Total	632677
Charged to: General Fund (Page 3)	632677
Fund (Account)	
Total	632677

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS (see notes 34 to 44 below)

Total		स	148606				,		
	fits	Value £	11773						
Benefits	Other Benefits	Description	Car benefits etc						
	Pension Contribution	S £	24994	,					
Employers N.I. contributions		cı	11612				-		
Gross Salary		다	100227						
Office held			General Secretary						

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings	***************************************		9540
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			72
Other investment income (specify)			
	Total	investment income	9612
Cre	dited to:		
	Gen	eral Fund (Page 3)	9612
		Fund (Account)	
		Political Fund	
	Total	Investment Income	9612

BALANCE SHEET as at

31 December 2012

(see notes 47 to 50)

Previous Year		£	£
177232	Fixed Assets (at page 14)		307968
	Investments (as per analysis on page 15)	ДОВЕТИТЕ	
	Quoted (Market value £)		
6 177238	Unquoted Total Investments		307974
177250	Other Assets		307974
	Loans to other trade unions		
30791	Sundry debtors		9139
70324	Cash at bank and in hand		61972
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
101115	Total of other assets		71111
278353	тот	AL ASSETS	379085
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		:
	LIABILITIES		
1	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
51249	Loans: Other		173264
	Bank overdraft		
	Tax payable		10079
595	Sundry creditors		95
2920	Accrued expenses		352
	Provisions		
	Other liabilities		
54764	TOTAL	LIABILITIES	183790
223589		IET ASSETS	195295

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and I Freehold Leasehold	Buildings £ £	Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
Cost or Valuation						
At start of year	150000		108226			258226
Additions	135000		702			135702
Disposals						
Revaluation/Transfer						
S						
At end of year	285000		108928			393928
	<u></u>					
Accumulated Depreciation At start of year			80994			80994
Charges for year			4966			4966
Disposals			4900			4900
Revaluation/Transfer						
S						
At end of year			85960			85960
			<u> </u>			
Net book value at end of year	285000		22968			307968
Net book value at end of previous year	150000		27232			177232

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED		All Funds Except Political Funds	Political Fund
		£	٨.
	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL OLIOTED (see Delever - Ohne-t)		
	TOTAL QUOTED (as Balance Sheet) Market Value of Quoted Investment		
	marrier value of Quotou moscumone		
			:
UNQUOTED	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	Private companies	6	
	TOTAL UNQUOTED (as Balance Sheet)	6	
	Market Value of Unquoted Investments	6	

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? If YES name the relevant companies:		√YES □	NO
COMPANY NAME		STRATION NUMB and & Wales, state	
Seasons (Cheltenham) Limited	04442935		
Greenlight Solutions UK Limited	04948346		
Are the shares which are controlled by the union registered in the names of the union's trustees?		√YES	NO[]
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHA	REHOLDERS	
		······································	

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	251118		251118
From Investments	9612		9612
Other Income (including increases by revaluation of assets)	343653		343653
Total Income	604383		604383
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	632677		632677
Funds at beginning of year (including reserves) Funds at end of year (including reserves)	223589 195295		223589 195295
ASSETS			
	Fixed Assets		307968
	Investment Assets		6
	Other Assets	<u></u>	71111
		Total Assets	379085
LIABILITIES		Total Liabilities	183790
NET ASSETS (Total Assets less Total	_ f		195295

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.

For note to the accounts please see attached audited accounts	

ACCOUNTING POLICIES

(see notes 74 and 75)

Please see attached audited accounts for accounting p	oolicies				
	****	······································			
SIGNATURES TO TH	FANNI	IAI RFT	HR	N	
(see notes		// Line I Chan E	O 1 7.1	•	
(see notes	ro and rr)				
including the accounts and balan	ce sheet cor	ntained in the	returr	١.	
Deply					
Assistant General secretary's	General s				
Signature: L. Marrent	Signature		I I-I I	- A - A - A	
Signature. Privile:	(or other offici	ial whose position s	vonia pe	stated)	
Name: LYNDA MERRETT	Name: Al	AN WOOD			
1 VOLITO: In 11 Var/ V FV best (1 Van V 1	rano. / L	, ((1 (((((((((((((((((
Date: 26 March 2013	Date:26 M	larch 2013			
CHECI	X I IST				
(see notes	70 (0 00)				
(please tick as	s appropriate	e)			
		· · · · · · · · · · · · · · · · · · ·			T (
IS THE RETURN OF OFFICERS ATTACHED?		✓ YES	$ \mathbf{M} $	NO	
(see Page 2 and Note 12)		/\/\(\(\)\(\)		NO	
HAS THE RETURN OF CHANGE OF OFFICERS BEI COMPLETED?	=N	✓ YES		NO	
(see Page 2 and Note 12)					
HAS THE RETURN BEEN SIGNED?		✓ YES		NO	1
(see Pages 19 and 21 and Notes 76 and 77)		, IES	<u> </u>	INO	
HAS THE AUDITOR'S REPORT BEEN COMPLETED)?	✓ YES		NO	\vdash
(see Pages 20 and 21 and Notes 2 and 77)	•	1.0		140	
IS A RULE BOOK ENCLOSED?		✓ YES	V	NO	$\dagger \Box$
(see Notes 8 and 78)				· · · -	-/
A MEMBER'S STATEMENT IS:		ENCLOSE		√ TO	V
(see Note 80)		D	'	FOLL	
			1 /	OW	1

 $\sqrt{}$

NO

YES

HAS THE SUMMARY SHEET BEEN COMPLETED

(see Page 17 and Notes 7 and 59)

AUDITOR'S REPORT

(see notes 81 to 86)

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

1.	In the opinion of the auditors or auditor do the accounts they have audited and which are
	contained in this return give a true and fair view of the matters to which they relate?
	(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

✓ YES/NO

If "No" please explain below.

- 2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
 - (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records? (See section 36(3) of the 1992 Act, set out in note 83)

✓ YES/NO

If "No" please explain below.

- 3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
 - (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.

(See section 36(4) of the 1992 Act set out in rule 83)

√ YES/NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document. (See note 85)

PLEASE SEE ATTACHED ACCOUNTS (PAGE 2) FOR AUDITORS REPORT

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	Fraher Accord		
Name(s):	Avalon Accounting		
Profession(s) or Calling(s):	Chartered Accountants and Registered Auditor		
Address(es):	11 Penny Close Longlevens Gloucester GL2 0NP		
Date:	28/03/2013		
Contact name and telephone number:	D Horgan		

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

UFS

Accounts for the year ended

31 December 2012

UFS Report and accounts Contents

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Property rental accounts	5
Balance Sheet	6
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UFS

Statement of Responsibilities of the National Executive Committee

Government legislation relating to trade unions requires the Union to submit a return for each calandar year to the Certification Officer. This return contains accounts which must give a true and fair view of the state of affairs of the Union at the year end and of its transactions for the year then ended. The accounts set out on the following pages have been prepared on the same basis and are used to complete the return to the Certification Officer.

In relation to UFS these requirements are the responsibility of the National Executive Committee. It is responsible for preparing the accounts in accordance with applicable law and United Kingdom Accounting Standards and in so doing:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The National Executive Committee are responsible for keeping proper accounting records and establishing and maintaining a satisfactory system of control over its records and transactions in order to comply with the Trade Union and Labour Relations (Consolidated) Act 1992 (Amended). It is also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

A Wood General Secretary Approved by the board on 21 March 2013

UFS

Independent auditors' report to the members of UFS

We have audited the accounts of UFS for the year ended 31 December 2012 which comprise the Income and Expenditure account, the Balance Sheet, the Property rental accounts and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Generally Accepted Accounting Practice.

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

Respective responsibilities of the National Executive Committee and auditors

As explained more fully in the Statement of responsibilities the National Executive Committee are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts 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 accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material mistatement, 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 resonableness of significant accounting estimates made by the National Executive Committee; and the overall presentation of the accounts.

Opinion on the accounts

In our opinion the accounts:

give a true and fair view of the state of the union's affairs as at 31 December 2012 and of its loss for the year then
ended:

Matters on which we are required to report by exception

We are required to report to you by exception in respect of the following matters if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- · the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit; or

We have nothing to report to you in respect of the above matters.

Avalon Accounting
Chartered Accountants and Statutory Auditor
11 Penny Close
Longlevens
Gloucester
GL2 0NP

21 March 2013

UFS Summary income and expenditure account for the year ended 31 December 2012

	2012 £	2011 £
Sales	594,771	681,782
Interest received	72	75
Gross profit	594,843	681,857
Administrative expenses	(627,351)	(676,515)
Operating (loss)/profit	(32,508)	5,342
Income from rental property	4,214	5,121
(Loss)/profit before tax	(28,294)	10,463

UFS
Detailed income and expenditure account for the year ended 31 December 2012

	2012 £	2011 £
Income	~	~
Subscriptions	251,118	265,934
Re-imbursed expenses	226,000	246,000
Compromise agreements	9,549	8,850
ULF Grant received	105,719	151,086
Sundry income received	2,385	9,912
	594,771	681,782
Administrative expenses		
Staff salaries and NI	366,151	362,064
Temporary staff and recruitment	1,200	1,235
Staff pension costs	66,330	45,941
Full time official expenses	10,392	6,029
Delegates and hotel expenses	11,130	12,839
Rent	9,249	18,167
Premises expenses	9,352	-
Cleaning	3,486	3,506
Repairs and maintenance	2,958	4,434
Postage and stationery	2,870	3,693
Printing and publications	3,258	2,417
Telephone and fax	9,598	8,366
Computer and leasing costs	13,166	18,865
Sundry expenses	3,178	4,466
General insurance	13,459	13,273
Health insurance	1,261	~
Motor expenses	2,549	2,789
Courses and training	4,017	9,705
Subscriptions	u u	493
Advertising and PR	1,084	7,659
Legal and professional	5,662	2,244
Audit and accountancy fees	6,000	5,997
Bank charges	3,006	3,546
Property loan interest	2,179	-
Depreciation	4,966	5,797
ULF grant expenses	29,622	103,184
Provision for debt due from subsidiary companies	41,228	29,806
	627,351	676,515

UFS
Property rental accounts
for the year ended 31 December 2012

	2012 £	2011 £
Income Rents from investment property	9,540	9,372
Expenses Property repairs Management fees Light,heat and power Garden maintenance Bank loan interest	1,944 1,145 - - 2,237	1,064 1,145 - - 2,042
	5,326	4,251
Profit for year	4,214	5,121

UFS Balance Sheet as at 31 December 2012

1	Notes		2012 £		2011 £
Fixed assets Tangible assets Investments	2 3	-	307,968 6 307,974		177,232 6 177,238
Current assets Debtors Cash at bank and in hand	4 _	9,139 61,972 71,111		30,791 70,324 101,115	
Creditors: amounts falling due within one year	5	(19,801)		(25,515)	
Net current assets			51,310		75,600
Total assets less current liabilities			359,284		252,838
Creditors: amounts falling due after more than one year	6		(163,989)		(29,249)
Provisions for liabilities			w		-
Net assets			195,295		223,589
Capital and reserves General fund Revaluation reserve Loss before tax for year	7		128,123 95,466 (28,294)	_	117,660 95,466 10,463
Members' funds		:	195,295		223,589

A Wood

General Secretary

Approved by the board of the National Executive Committee on 21 March 2013

UFS

Notes to the Accounts for the year ended 31 December 2012

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention as modified by the revaluation of investment properties. These financial statements present information about the union as an individual undertaking and not about the group as there is no requirement to prepare group accounts.

Subscriptions

Member subscriptions are accounted for on a receipts basis.

Grants receivable

Grants receivable are accounted for on a receipts basis and recognised in the same period as the related expenditure.

Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Fixtures and fittings Office Equipment

15% reducing balance 20% reducing balance

2 Tangible fixed assets

3	Freehold properties £	Office equipment £	Fixtures & fittings £	Total £
Cost or valuation	•			
At 1 January 2012	150,000	74,303	33,923	258,226
Additions	135,000	702	, =	135,702
Disposals		-	-	_
At 31 December 2012	285,000	75,005	33,923	393,928
Depreciation				
At 1 January 2012	-	57,399	23,595	80,994
Charge for the year	-	3,419	1,547	4,966
On disposals	_		-	
At 31 December 2012		60,818	25,142	85,960
Net book value				
At 31 December 2012	285,000	14,187	8,781	307,968
At 31 December 2011	150,000	16,904	10,328	177,232

The freehold properties are valued by the officers of the union at open market value at 31 December 2012.

UFS Notes to the Accounts for the year ended 31 December 2012

3 Investments

S	Cost At 1 January 2012 Additions Disposals			vestments in subsidiary undertakings £	Total £
	At 31 December 2012			6	6
	The company holds 20% or more	of the share capital o	of the following	g companies:	
	Company Seasons (Cheltenham) Limited Greenlight Solutions UK Limited	Shares held Class Ordinary Ordinary	% 100 100	Capital and reserves £ (353,189) (44,338)	Profit (loss) for the year £ (53,789) (967)
4	Debtors			2012 £	2011 £
	Trade debtors Other debtors			9,139	20,500 10,291 30,791
5	Creditors: amounts falling due	within one year		2012 £	2011 £
	Business loans Accruals Deferred income Other taxes and social security co Other creditors	sts		9,275 352 10,079 95 19,801	22,000 2,920 - - 595 25,515
6	Creditors: amounts falling due	after one year		2012 £	2011 £
	Business loans Other creditors			163,989	29,249
				163,989	29,249

UFS Notes to the Accounts for the year ended 31 December 2012

7	Revaluation reserve	2012 £	2011 £
	At 1 January 2012 Arising on revaluation during the year	95,466 -	95,466 -
	At 31 December 2012	95,466	95,466

8 Related party transactions

Rent of £7583 was paid to Seasons (Cheltenham) Limited, a 100% owned subsidiary company.

9 Business loans

The union makes fixed capital monthly payments. The interest charged on the loans is calculated on a monthly basis. The bank holds a legal charge over the investment property.