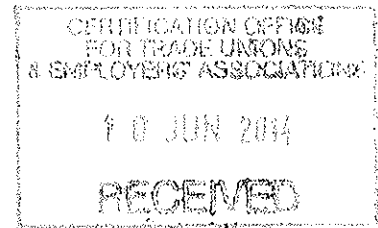


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FORM AR21



Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Institute of Journalists Trade Union
Year ended:	31st December 2013
List no:	7387
Head or Main Office:	2 Dock Offices, Surry Quays Road. London. SE16 2XU
Website address (if available)	http://cioj.co.uk/
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	Mr Dominic Cooper
Telephone Number:	020 7252 1187
Contact name for queries regarding	Mr Dominic Cooper
Telephone Number:	020 7252 1187
E-mail:	dc@cioj.co.uk

PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

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

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:

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

(Revised February 2011)

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	717	7	18	131	873
FEMALE	292	3	5	52	352
TOTAL	1009	10	23	183	A 1225

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

1
1225

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

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
Vice President	Charlie Harris	Paul Leighton	Feb 2013
President	Norman Bartlett	Charlie Harris	Feb 2013
Immediate Past President	John Thorpe	Norman Bartlett	Feb 2013

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)	75600	
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		75600
	TOTAL INCOME	75600
EXPENDITURE		
Benefits to members (as at page 5)		2466
Administrative expenses (as at page 10)		63353
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		65819
Taxation		
	TOTAL EXPENDITURE	65819
Surplus (deficit) for year		9781
Amount of general fund at beginning of year		19248
Amount of general fund at end of year		29029

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies Contributions received from The Chartered Institute of Journalists	75600	
TOTAL FEDERATION AND OTHER BODIES		75600
Other income		
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		75600

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Insurance and Subscriptions	2466	brought forward Education and Training services	2466
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward	2466	Total (should agree with figure in General Fund)	2466

(See notes 24 and 25)

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

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

(See notes 24 and 25)

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

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

(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		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
			Total expenditure
		Surplus (deficit) for year	
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as Balance Sheet)	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	

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

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

(see notes 32 and 33)

		£
Administrative Expenses		
Remuneration and expenses of staff		58264
Salaries and Wages included in above	£55659	
Auditors' fees		1200
Legal and Professional fees		1112
Advertising		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Travel and Meetings		1046
Sundries		1524
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Bank Charges		207
	Total	63353
Charged to:	General Fund (Page 3)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	63353

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Pension Contribution s £	Benefits		Total £
				Description	Value £	
General Secretary	34975	4184	2605			

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

BALANCE SHEET as at 31st December 2013

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)	0	
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		0
	Other Assets		
	Loans to other trade unions		
1477	Sundry debtors	6505	
19001	Cash at bank and in hand	23724	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		30229
	TOTAL ASSETS		30,229.00
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
30	Sundry creditors		
1200	Accrued expenses		1200
	Provisions		
	Other liabilities		
1230	TOTAL LIABILITIES		1200
19248	TOTAL ASSETS		29029

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year			779			779
Additions			0			0
Disposals			0			0
Revaluation/Transfer s			0			0
At end of year			779			779
Accumulated Depreciation						
At start of year			779			779
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year			779			779
Net book value at end of year			0			0
Net book value at end of previous year			195			195

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)		
Market Value of Quoted Investment		
UNQUOTED Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input checked="" 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	75600		75600
From Investments			
Other Income (including increases by revaluation of assets)	75600		75600
Total Income	75600		75600
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	65819		65819
Funds at beginning of year (including reserves)	19248		19248
Funds at end of year (including reserves)	29029		29029
ASSETS			
Fixed Assets			0
Investment Assets			
Other Assets			30229
Total Assets			30229
LIABILITIES			
Total Liabilities			1200
NET ASSETS (Total Assets less Total Liabilities)			29029

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

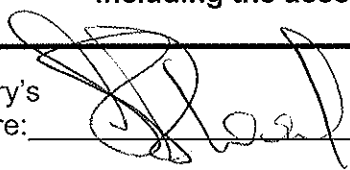
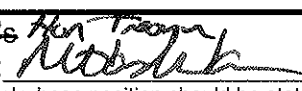
(see notes 74 and 75)

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: 	Chairman's Signature  Signature: _____ (or other official whose position should be stated)
Name: <u>Mr Dominic Cooper</u>	Name: <u>Michael Hudson</u>
Date: <u>27 May 2014</u>	Date: <u>May 27, 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)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSE D	<input 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

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

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)

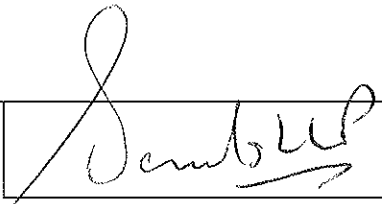
YES

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)

AUDITOR'S REPORT (continued)

See attached

Signature(s) of auditor or auditors:



Name(s):

Mr S Narula

Profession(s) or Calling(s):

FCA

Address(es):

3 Locks Yard
High Street
Sevenoaks, Kent
TN13 1LT

Date:

28th May 2014

Contact name and telephone number:

01732 742089

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



Report of the Council and
Financial Statements
for the Year Ended 31 December 2013
for
Institute of Journalists Trade Union

Institute of Journalists Trade Union

Contents of the Financial Statements
for the Year Ended 31 December 2013

	Page
Institute Information	1
Report of the Council	2
Report of the Independent Auditors	3
Income and Expenditure Account	4
Balance Sheet	5
Notes to the Financial Statements	6 - 7
Detailed Income and Expenditure Account	8

Institute of Journalists Trade Union

Company Information
for the Year Ended 31 December 2013

SECRETARY:

D Cooper

REGISTERED OFFICE:

2 Dock Offices
Surrey Quays Road
London
SE16 2XU

AUDITORS:

Samuels LLP
Chartered Accountants
Statutory Auditors
3 Locks Yard
High Street
Sevenoaks
Kent
TN13 1LT

Institute of Journalists Trade Union

Report of the Council
for the Year Ended 31 December 2013

The Council presents report with the financial statements of the company for the year ended 31 December 2013.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of protecting its members' interest in the workplace and campaigning for better conditions for working journalists.

The Institute is fully funded by the Chartered Institute of Journalists.

During the year, The Institute of Journalists paid for £4,080, of expenses on behalf of The Chartered Institute of Journalists, which is repayable. This item appears as a debtor on the accounts.

Council Members

Ken Brookes
Keith Lockwood
Andy Smith
Janice Shillum Bhend
Karen Birch
Mark Croucher
Robin Morgan

Charlie Harris – President – (deceased 4 January 2014)
Paul Leighton – Vice President
Amanda Brodie – Chairman Professional Practices Board
Michael Hardware – Honorary Treasurer

STATEMENT OF COUNCIL'S RESPONSIBILITIES

The Council is responsible for preparing the Report of the Council and the financial statements in accordance with applicable law and regulations.

The Council has elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The Council must not approve the financial statements unless satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the Institute for that period. In preparing these financial statements, the Council is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Institute will continue in business.

The Council is responsible for keeping adequate accounting records that are sufficient to show and explain the Institute's transactions and disclose with reasonable accuracy at any time the financial position of the Institute. The Council is also responsible for safeguarding the assets of the Institute and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Council is aware, there is no relevant audit information of which the Institute's auditors are unaware, and the Council has taken all the steps that ought to have taken as a Council in order to make aware of any relevant audit information and to establish that the Institute's auditors are aware of that information.

AUDITORS

The auditors, Samuels LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE COUNCIL:

.....
Mr Dominic Cooper - Secretary

Date: 28 May 14

**Report of the Independent Auditors to the Council of
Institute of Journalists Trade Union**

We have audited the financial statements of Institute of Journalists Trade Union for the year ended 31 December 2013 on pages four to seven. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

Respective responsibilities of Council and auditors

As explained more fully in the Statement of Council's Responsibilities set out on page two, the Council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Trade Union and Labour Relations Act (Consolidation) Act 1992 (Amended).

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 Institute's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Council; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Council 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 Institute's affairs as at 31 December 2013 and of its surplus for the year then ended; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended).

Going Concern

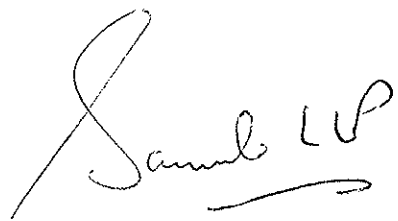
The Institute is operating with the support of the Chartered Institute of Journalists. These financial statements have been prepared on a going concern basis, which assumes that this support will continue.

Matters on which we are required to report by exception

We are required by Trade Union and Labour Relations Act (Consolidation) 1992 (Amended) 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 financial statements are not in agreement with the accounting records and returns; or
- A satisfactory system of control over transactions has not been maintained; or
- we have not received all the information and explanations we require for our audit; or
- the Council was not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the Report of the Council.

Mr S Narula (Senior Statutory Auditor)
for and on behalf of Samuels LLP
Chartered Accountants
Statutory Auditors
3 Locks Yard
High Street
Sevenoaks
Kent
TN13 1LT



Date: 28th May 2014

Institute of Journalists Trade Union

Income and Expenditure Account
for the Year Ended 31 December 2013

	Notes	31.12.13 £	31.12.12 £
CONTRIBUTIONS RECEIVABLE		75,600	75,600
Administrative expenses		<u>65,819</u>	<u>64,871</u>
OPERATING SURPLUS and SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION	2	9,781	10,729
Tax on surplus on ordinary activities	3	<u>-</u>	<u>-</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>9,781</u>	<u>10,729</u>

The notes form part of these financial statements

Institute of Journalists Trade Union

Balance Sheet
31 December 2013

	Notes	31.12.13 £	31.12.12 £
CURRENT ASSETS			
Debtors	4	6,505	1,477
Cash at bank		<u>23,724</u>	<u>19,001</u>
		30,229	20,478
CREDITORS			
Amounts falling due within one year	5	<u>1,200</u>	<u>1,230</u>
NET CURRENT ASSETS		<u>29,029</u>	<u>19,248</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>29,029</u>	<u>19,248</u>
RESERVES			
Income and expenditure account	7	<u>29,029</u>	<u>19,248</u>
		<u>29,029</u>	<u>19,248</u>

The financial statements have been prepared in accordance the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Council on 27 May 14..... and were signed by:



.....
Michael Hardware – Honorary Treasurer

Institute of Journalists Trade Union

Notes to the Financial Statements
for the Year Ended 31 December 2013

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Contributions receivable

The contributions receivable from the Chartered Institute of Journalists allow the Trade Union to operate efficiently and effectively. They include contribution towards labour costs for the employees employed by the Trade Union, but required to carry out work for the Chartered Institute of Journalists. The Chartered Institute of Journalists provides whatever funding is required to allow the Trade Union to continue in existence.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Pension costs and other post-retirement benefits

The Institute operates a defined contribution pension scheme. Contributions payable to the Institute's pension scheme are charged to the profit and loss account in the period to which they relate.

2. OPERATING SURPLUS

The operating surplus is stated after charging:

	31.12.13	31.12.12
	£	£
Auditors Remuneration	1,200	1,200
Pension costs	<u>2,605</u>	<u>2,374</u>

3. TAXATION

Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year ended 31 December 2013 nor for the year ended 31 December 2012.

4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.13	31.12.12
	£	£
Social Security and other tax	1,519	469
Other Debtors	4,080	-
Prepayments and accrued income	<u>906</u>	<u>1,008</u>
	<u>6,505</u>	<u>1,477</u>

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.13	31.12.12
	£	£
Trade creditors	-	30
Accrued expenses	<u>1,200</u>	<u>1,200</u>
	<u>1,200</u>	<u>1,230</u>

Institute of Journalists Trade Union

Notes to the Financial Statements - continued
for the Year Ended 31 December 2013

6. **RELATED PARTY DISCLOSURES**

The ultimate controlling party is The Chartered Institute of Journalists, who fund The Institute of Journalists Trade Union.

During the year, The Chartered Institute of Journalists contributed £75,600 to the Institute of Journalists (2012 - £75,600). The contributions received from the Chartered Institute of Journalists allow the Trade Union to operate efficiently and effectively.

During the year, The Institute of Journalists paid for £4,080, of expenses on behalf of The Chartered Institute of Journalists, which is repayable. This item appears as a debtor on the accounts.

7. **RESERVES**

	Income and expenditure account £
At 1 January 2013	19,248
Surplus for the year	<u>9,781</u>
At 31 December 2013	<u><u>29,029</u></u>

Institute of Journalists Trade Union

Detailed Income and Expenditure Account
for the Year Ended 31 December 2013

	31.12.13		31.12.12	
	£	£	£	£
Contributions Receivable		75,600		75,600
Expenditure				
Wages	55,659		53,784	
Pensions	2,605		2,374	
Travel and Meetings	1,046		1,050	
Insurance and Subscriptions	2,466		3,017	
Sundry expenses	1,524		600	
Legal and Professional Fees	1,112		2,638	
Auditors' remuneration	<u>1,200</u>		<u>1,200</u>	
		<u>65,612</u>		<u>64,663</u>
		9,988		10,937
Finance costs				
Bank charges		<u>207</u>		<u>208</u>
NET SURPLUS		<u><u>9,781</u></u>		<u><u>10,729</u></u>

This page does not form part of the statutory financial statements