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- PRINT ON ONE SIDE ONLY

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

| Name of Trade Union: | GUILD OF PROFESSIONAL TEACHERS OF DANCE, MOVEMENT TO MUSIC AND PERFORMING ARTS |
|--|--|
| Year ended: | 31 ST DECEMBER 2013 |
| List no: | 555T |
| Head or Main Office: | 43 TELFER ROAD RADFORD COVENTRY CV6 3DG |
| Website address (if available) | |
| Has the address changed during the year to which the return relates? | Yes No X (Click the appropriate box) |
| General Secretary: | MR TERRY PERKINS |
| Telephone Number: | 02476 597907 |
| Contact name for queries regarding | MR PAUL COLLINS |
| Telephone Number: | 01695 577557 |
| E-mail: | paul@collinsco.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)

GUILD OF PROFESSIONAL TEACHERS OF DANCE, MOVEMENT TO MUSIC AND DRAMATIC ARTS.

FULL LIST OF OFFICERS AT December 2013.

PRESIDENT

MR ERIC ROWLAND.

2C. SALTERS ROAD, WALSALL WOOD

WALSALL, WS9 9JD.

SENIOR VICE- PRES.

MR FRANK PERCIVAL

19 BEVERLEY CLOSE, DOVECOTES

PENKRIDGE, STAFFS, ST19 5SS.

JUNIOR VICE- PRES.

MR MARK BIRCHENOUGH

15 ST. MARY'S GATE, WISTASTON,

CHESHIRE, CW2 8HH.

GENERAL SECRETARY

MR TERRY PERKINS

43. TELFER ROAD RADFORD

COVENTRY, CV6 3DG.

TREASURER

MR PAUL COLLINS

8 CHEVIOT WAY, SHEVINGTON PARK

ESTATE, KIRKBY, L33 4DF.

MINUTE SECRETARY

MRS MANDY HEATH

2C. SALTERS ROAD, WALSALL WOOD

WALSALL, WS9 9JD.

GENERAL OFFICERS.

MR RUSSELL BURNS

43. TELFER ROAD

COVENTRY CV6 3DG.

MR COLIN CORBETT

20 SOMMERSET AVENUE, DRATCOTT

PARK, RUGELEY, WS15 1LE

MRS LILIANE HEATH

PAXWOOD, 8 CONDOVER PARK

CONDOVER, NR SHREWSBURY SY57DU

MR GEORGE MCDONALD

34 LORD STREET, BURSCOUGH,

NR ORMSKIRK. L40 3BZ.

MRS GLENYS McGILL

3 CHRISTIE CLOSE, HOOTON,

SOUTH WIRRAL CH66 5NH

MISS MAUREEN MCDONALD

19 BURNSIDE, PARBOLD,

WIGAN WN8 7PD

MRS HAZEL PERCIVAL

19 BEVERLEY CLOSE, DOVECOTES

PENKRIDGE, STAFFS, ST19 5SS.

MR DAVID SMITH

17 OXFORD WAY, BASINGSTOKE. RG24 9EP.

CERTIFICATION OFFIGE
FOR TRADE UNIONS
& EMPLOYERS ASSOCIATIONS

2 7 MAY 2014

RECEIVED

RETURN OF MEMBERS

(see notes 10 and 11)

| | NUMBER OF MEMBERS AT THE END OF THE YEAR | | | | |
|--------|---|----|----|--------|-------|
| | Great Northern Irish Elsewhere Abroad Britain Ireland Republic (including Channel Islands) TOTALS | | | TOTALS | |
| MALE | 176 | 8 | 2 | 0 | 186 |
| FEMALE | 631 | 40 | 11 | 0 | 682 |
| TOTAL | 807 | 48 | 13 | 0 | A 868 |

| 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 | 862 |

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.

| Name of Officer ceasing to hold office | Name of Officer Appointed | Date |
|--|--|--|
| Vacant | Mr M Birchenough | 12/7/2013 |
| Vacant | Mr R Burns | 12/7/2013 |
| Mrs S Hart | Miss M McDonald | 12/7/2013 |
| | | |
| | | |
| | ceasing to hold office Vacant Vacant | Ceasing to hold office Officer Appointed Vacant Mr M Birchenough Vacant Mr R Burns |

| Stat | e whether the union is: | | |
|------|---|-----|------|
| a. | A branch of another trade union? | Yes | No x |
| | If yes, state the name of that other union: | | |
| b. | A federation of trade unions? | Yes | No x |
| unin | If yes, state the number of affiliated | | |
| | and names: | | |
| | | | |

GENERAL FUND

(see notes 13 to 18)

| £ | £ |
|----------------|-----------------------------------|
| | 50,943 |
| | |
| | |
| | |
| | |
| | |
| | 50,943 |
| | 359 |
| | 777 |
| | |
| 988 | |
| | |
| | 988 |
| TOTAL INCOME | 52,290 |
| | |
| | |
| | 49,531 |
| | .0,00 |
| | |
| | |
| | |
| | |
| | |
| AL EVERIBITIES | |
| AL EXPENDITURE | 49,531 |
| | 2,759 |
| | |
| • | 84,187 |
| | 86,946 |
| | 988 TOTAL INCOME AL EXPENDITURE |

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

| DESCRIPTION | £ | £ |
|---------------------------------------|----------------|-----|
| Federation and other bodies | | |
| | | } |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL FEDERATION ANI | O OTHER BODIES | |
| Other income | | |
| NEWSLETTER ADVERTISING BRANCH SURPLUS | 310 678 | 77 |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | L OTHER INCOME | 988 |
| TOTAL OF ALI | L OTHER INCOME | 988 |

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

| Representation — Employment Related Issues Representation — Non Employment Related Issues Negotiated Discount Services Communications Advisory Services Other Benefits and Grants (specify) Dispute Benefits Other Cash Payments Total (should agree with figure in General Fund) | | £ | | £ |
|---|-------------------------------|----------|-------------------------------------|---|
| Representation – Non Employment Related Issues Negotiated Discount Services Communications Salary Costs Advisory Services Other Benefits and Grants (specify) Dispute Benefits Other Cash Payments Total (should agree with figure in | | | brought forward | |
| Representation – Non Employment Related Issues Negotiated Discount Services Communications Salary Costs Other Benefits and Grants (specify) Dispute Benefits Other Cash Payments Total (should agree with figure in | Employment Related Issues | | Education and Training convices | |
| Negotiated Discount Services Communications Salary Costs Advisory Services Other Benefits and Grants (specify) Other Cash Payments Total (should agree with figure in | | | Education and Training services | |
| Non Employment Related Issues Negotiated Discount Services Salary Costs Advisory Services Other Benefits and Grants (specify) Other Cash Payments Total (should agree with figure in | | | | |
| Negotiated Discount Services Communications Salary Costs Advisory Services Other Benefits and Grants (specify) Other Cash Payments Total (should agree with figure in | | | | |
| Negotiated Discount Services Communications Salary Costs Advisory Services Other Benefits and Grants (specify) Other Cash Payments Total (should agree with figure in | | | | |
| Communications Salary Costs Advisory Services Other Benefits and Grants (specify) Dispute Benefits Other Cash Payments Total (should agree with figure in | | | | |
| Communications Salary Costs Advisory Services Other Benefits and Grants (specify) Dispute Benefits Other Cash Payments Total (should agree with figure in | Non Employment Related Issues | | | |
| Communications Salary Costs Advisory Services Other Benefits and Grants (specify) Dispute Benefits Other Cash Payments Total (should agree with figure in | | | | |
| Advisory Services Other Benefits and Grants (specify) Dispute Benefits Other Cash Payments Total (should agree with figure in | | <u> </u> | Negotiated Discount Services | |
| Advisory Services Other Benefits and Grants (specify) Dispute Benefits Other Cash Payments Total (should agree with figure in | | W | | |
| Advisory Services Other Benefits and Grants (specify) Dispute Benefits Other Cash Payments Total (should agree with figure in | | | | |
| Advisory Services Other Benefits and Grants (specify) Other Cash Payments Total (should agree with figure in | Communications | | | |
| Advisory Services Other Benefits and Grants (specify) Other Cash Payments Total (should agree with figure in | | | | |
| Advisory Services Other Benefits and Grants (specify) Other Cash Payments Total (should agree with figure in | | | | |
| Other Benefits and Grants (specify) Dispute Benefits Other Cash Payments Total (should agree with figure in | | | Salary Costs | |
| Other Benefits and Grants (specify) Dispute Benefits Other Cash Payments Total (should agree with figure in | | | | |
| Other Cash Payments Carried forward Total (should agree with figure in | Advisory Services | | | |
| Other Cash Payments Carried forward Total (should agree with figure in | | | | |
| Other Cash Payments Carried forward Total (should agree with figure in | | | | |
| Other Cash Payments carried forward Total (should agree with figure in | | | Other Benefits and Grants (specify) | |
| Other Cash Payments carried forward Total (should agree with figure in | | | | |
| carried forward Total (should agree with figure in | Dispute Benefits | | | |
| carried forward Total (should agree with figure in | | | | |
| carried forward Total (should agree with figure in | | | | |
| carried forward Total (should agree with figure in | | | | |
| carried forward Total (should agree with figure in | | | | |
| carried forward Total (should agree with figure in | | | | |
| carried forward Total (should agree with figure in | Other Cash Payments | | | |
| carried forward Total (should agree with figure in General Fund) | · | | | |
| carried forward Total (should agree with figure in General Fund) | | | | |
| carried forward Total (should agree with figure in General Fund) | | | | |
| carried forward Total (should agree with figure in General Fund) | | | | |
| General Fund) | carried forward | | Total (should agree with figure in | |
| | James Torward | | General Fund) | |

(See notes 24 and 25)

| FINE | (Occ flotes 2-r and 20) | | Fund Account |
|-------------|---|------------------------|--------------|
| FUND 2 | | | |
| Name: | | £ | £ |
| Income | | | |
| | From members | | |
| | Investment income (as at page 12) | | |
| | Other income (specify) | | |
| | | | |
| | | | |
| | | | |
| | Total other income | me as specified | |
| | | Total Income | |
| | | | |
| Expenditure | | | 1 |
| | Benefits to members | | |
| | Administrative expenses and other expenditure (as at page 10) | - Landard Control | |
| | | tal Expenditure | |
| | | · | |
| | Surplus (Def | icit) for the year | |
| | Amount of fund at be | eginning of year | |
| | Amount of fund at the end of year (as | Balance Sheet) | |
| | | and a selection of the | |
| | Number of members contributin | g at end of year | |

| FUND 3 | | | 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) | | |
| | · | tal Expenditure | |
| | Surplus (Def | icit) for the year | |
| | Amount of fund at be | eginning of year | |
| | Amount of fund at the end of year (as | Balance Sheet) | |
| | Number of members contributin | g at end of year | |

| FUND 4 | | | Fund Account |
|-------------|---|--------------------|---------------------|
| Name: | | £ | £ |
| Income | | | |
| | From members | | |
| | Investment income (as at page 12) | | |
| | Other income (specify) | | |
| | | | |
| | | | |
| | | | |
| | Total other income | me as specified | *** |
| | | Total Income | |
| Expenditure | | | |
| | Benefits to members | | |
| | Administrative expenses and other expenditure (as at page 10) | | |
| | To | tal Expenditure | |
| | | | |
| | Surplus (Def | icit) for the year | |
| | Amount of fund at be | | |
| | Amount of fund at the end of year (as | Balance Sheet) | |
| | Number of members contributin | g at end of year | |

| FUND 5 | | | Fund Account |
|-------------|---|--------------------|---------------------|
| Name: | | £ | £ |
| Income | | | |
| | From members | · | |
| | Investment income (as at page 12) | | |
| | Other income (specify) | | |
| | | | |
| | Total other inco | ne as specified | |
| | | Total Income | |
| Expenditure | | | |
| • | Benefits to members | | |
| | Administrative expenses and other expenditure (as at page 10) | | |
| | То | tal Expenditure | |
| | Surplus (Defi | icit) for the year | |
| | Amount of fund at be | ginning of year | |
| | Amount of fund at the end of year (as | Balance Sheet) | |
| | Number of members contributing | g at end of year | |

| 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) | | |
| | · | tal Expenditure | |
| | | | |
| | Surplus (Def | icit) for the year | |
| | Amount of fund at be | eginning of year | |
| | Amount of fund at the end of year (as | Balance Sheet) | |
| | | | |
| | Number of members contributin | g at end of year | |

| FUND 7 | | | 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) | | |
| | · | tal Expenditure | |
| | Surplus (Def | icit) for the year | |
| | Amount of fund at be | eginning of year | |
| | Amount of fund at the end of year (as | Balance Sheet) | |
| | Number of members contributin | g at end of year | |

(see notes 26 to 31)

| COLITICAL EL | BIN ANNIBITA | γr.) | | |
|--|---|---|---------------------------------------|-------------|
| | | | | |
| Income | Members contributions and | levies | | |
| | Investment income (as at pa Other income (specify) | age 12) | | |
| | | | | |
| | | إ Total other ir | ncome as specified | |
| T | | | Total income | |
| Expenditure | Expenditure under section (Consolidation) Act 1992 (| 82 of the Trade Union and Labour Relations (specify) | | |
| | Administration expenses i | n connection with political objects (specify) | | |
| | Non-political expenditure | | | |
| | | | Total expenditure | |
| | | • | us (deficit) for year | |
| | | Amount of political fund a | , , , , , , , , , , , , , , , , , , , | |
| | | Amount of political fund at the end of year | (as Balance Sheet) [| |
| | | Number of members at end of year contributing | to the political fund | |
| | Λ | lumber of members at end of the year not contributing | + | |
| Number of me political fund | | e completed an exemption notice and do not therefore | F | |
| | | | | |
| 5011TIO41 F | IND ACCOUNTS | Maritime and the Anada contains and the action | | |
| | | | | |
| Income | Contributions and levies collections received back from of Other income (specify) | cted from members on behalf of central political fund central political fund | | |
| | | | | |
| | | Total other i | ncome as specified | |
| | | Total other i | Total income | |
| Expenditure | | | rotal income | |
| Expenditure | Expenditure under section (Consolidation) Act 1992 | n 82 of the Trade Union and Labour Relations (specify) | | |
| | Administration expenses | in connection with political objects (specify) | | |
| Parties of the state of the sta | Non-political expenditure | | | |
| | | _ | Total expenditure | |
| | | · | olus (deficit) for year | |
| | | Amount held on behalf of trade union political fund | | |
| | | Amount remitted to | | |
| | | Amount held on behalf of central political | | |
| | | Number of members at end of year contributing | to the political fund | |
| | İ | Number of members at end of the year not contributing | to the political fund | |
| Number of me | embers at end of year who hav | e completed an exemption notice and do not therefore | contribute to the | |

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

(see notes 32 and 33)

| Administrative | £ |
|--|--------|
| Expenses | |
| Remuneration and expenses of staff | |
| Salaries and Wages included in above £22,666 | 22,666 |
| Auditors' fees | 1,200 |
| Legal and Professional fees | 0 |
| Occupancy costs | 0 |
| Stationery, printing, postage, telephone, etc. | 1,896 |
| Expenses of Executive Committee (Head Office) | 0 |
| Expenses of conferences | 0 |
| Other administrative expenses (specify) | |
| NEWSLETTER COSTS | 6,066 |
| INSURANCE | 13,433 |
| TRAVEL/BANK CHARGES/PRESIDENTS DINNER/SUNDRIES Other Outgoings | 4,090 |
| Interest payable: | |
| Bank loans (including overdrafts) | 0 |
| Mortgages | 0 |
| Other loans | 0 |
| Depreciation | 0 |
| Taxation | 180 |
| , 5,,5,,5,, | .00 |
| Outgoings on land and buildings (specify) | |
| | 0 |
| Other outgoings (specify) | J |
| | 0 |
| Total | 49,531 |
| Charged to: General Fund (Page 3) | 49,531 |
| Fund (Account) | 10,001 |
| Fund (Account) | |
| Fund (Account) | |
| Fund (Account) | |
| Total | 49,531 |

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

| Total | | сн | 14,176 | 8,490 | | | | | | | | |
|--|-------------------------|-------------|-------------------|-------------------------------|---|--|--|--|--|--|---------------------|--|
| | fits | Value £ | 0 | 0 | | | | | | | | |
| Benefits | Other Benefits | Description | 0 | 0 | | | | | | | | |
| The state of the s | Pension Contribution | े द्रा | 0 | 0 | *************************************** | | | | | | | |
| Employers N.I. Contribution s | | ч | 786 | 96 | | | | W 19 19 19 19 19 19 19 19 19 19 19 19 19 | | | | |
| Gross Salary | | Сhţ | 13,390 | 8,394 | | | | and the state of t | | | And Andrews Andrews | |
| Office held | | | GENERA/MEMBERSHIP | TREASURER/DD ADMINISTRATOR | | | | | | The state of the s | | |

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

| | Political Fund £ | | Other Fund(s) £ |
|-----------------------------------|--|--|-----------------------|
| Rent from land and buildings | | | |
| Dividends (gross) from: | t + + + + + + + + + + + + + + + + + + + | | |
| Equities (e.g. shares) | | | |
| Interest (gross) from: | | | |
| Government securities (Gilts) | | | |
| Mortgages | | | |
| Local Authority Bonds | | AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA | |
| Bank and Building Societies | - Control of the Cont | | 359 |
| | | | |
| | | | |
| Other investment income (specify) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | - | 359 |
| | | | |
| | Total in | nvestment income | 359 |
| | | | |
| Credited to: | | | |
| | Gene | eral Fund (Page 3) | 359 |
| | ı | Fund (Account) | |
| | I | Fund (Account) | |
| | ! | Fund (Account) | |
| | • | Fund (Account) | |
| | | Fund (Account) | |
| | | Political Fund | |
| | | | |
| | Total I | nvestment Income | 359 |

BALANCE SHEET as at

31/12/2013

(see notes 47 to 50)

| Previous Year | | £ | £ |
|---------------|---|---------------|--------|
| | Fixed Assets (at page 14) | L | |
| : | Investments (as per analysis on page 15) | | |
| | Quoted (Market value £) | | |
| | Unquoted Total Investments | | |
| | Other Assets | | |
| | Loans to other trade unions | | |
| | Sundry debtors | | |
| 77,140 | Cash at bank and in hand | 77,794 | |
| | Income tax to be recovered | | |
| | Stocks of goods | | : |
| 10 870 | Others (specify) PREPAYMENTS | 12 830 | |
| | Total of other assets | | 90,624 |
| 88,010 | то | TAL ASSETS | 90,624 |
| 84,187 | Fund (Account GENERAL) | | 86,946 |
| | Fund (Account) | | |
| | Fund (Account) | | |
| | Superannuation Fund (Account) | | |
| | Political Fund (Account) | | |
| | Revaluation Reserve | 1 | |
| | LIABILITIES | | |
| | Amount held on behalf of central trade union political fund | | |
| | Loans: From other trade unions | | |
| | Loans: Other | | |
| | Bank overdraft | | |
| | Tax payable | | |
| 3,823 | Sundry creditors | : | 3,678 |
| | Accrued expenses | | |
| | Provisions | | |
| | Other liabilities | | |
| | TOTA | L LIABILITIES | 3,678 |
| 88,010 | то | TAL ASSETS | 90,624 |

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

| | Land and E Freehold Leasehold | Buildings £££ | Furniture and Equipment £ | Motor Vehicles £ | Not used for union business £ | Total £ |
|---|--|------------------|------------------------------------|------------------------|-------------------------------|------------|
| Cost or Valuation | | | | | | |
| At start of year | | | 3,543 | | | 3,543 |
| Additions | | | 0 | | | 0 |
| Disposals | | | 0 | | | 0 |
| Revaluation/Transfer s | - diameter and the second seco | | 0 | | | 0 |
| At end of year | | | 3,543 | | | 3,543 |
| Accumulated Depreciation At start of year | | | 3,543 | | | 3,543 |
| Charges for year | | | 0 | | | 0 |
| Disposals | | | 0 | | | 0 |
| Revaluation/Transfer s | | | 0 | | | 0 |
| At end of year | | | 3,543 | | | 3,543 |
| | | | | | | |
| Net book value at end of year | | | 0 | | | 0 |
| | | | | | | |
| Net book value at end of previous year | | | 0 | | | 0 |

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

| QUOTED | | All Funds | Political Fund |
|----------|--|--|----------------|
| | | Except Political | |
| | | Funds | £ |
| | | £ | |
| | | | |
| | Equities (e.g. Shares) | | |
| | | | |
| | | Lebert Control of the | |
| | Government Securities (Gilts) | | |
| | , , | ļ | |
| | | | |
| | | | |
| | Other quoted securities (to be specified) | - Land | |
| | | | |
| | | | |
| | TOTAL QUOTED (as Balance Sheet) | | - |
| | Market Value of Quoted Investment | | |
| 1 | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| UNQUOTED | Equities | | |
| | | | |
| | | | |
| | Government Securities (Gilts) | | |
| | | | |
| | | | |
| | Madagaa | | |
| | Mortgages | L | |
| | | | |
| | | | |
| | Bank and Building Societies | ļ | |
| | | | |
| | | | |
| 1 | Other unquoted investments (to be specified) | | |
| | Other unquoted investments (to be specified) | 1 | |
| | | | |
| | 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? | Table State | YES | NO X |
|---|---|--------------------------------------|----------|
| If YES name the relevant companies: | | | |
| COMPANY NAME | | STRATION NUMBE and & Wales, state | |
| | | | · |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 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 SHAF | REHOLDERS | |
| | | | <u> </u> |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SUMMARY SHEET

(see notes 60 to 71)

| | All funds except Political Funds £ | Political Funds £ | Total Funds £ |
|---|--|-------------------------|---------------------|
| INCOME | | | |
| From Members | 50,943 | 0 | 50,943 |
| From Investments | 359 | 0 | 359 |
| Other Income (including increases by revaluation of assets) | 988 | 0 | 988 |
| Total Income | 52,290 | 0 | 52,290 |
| EXPENDITURE (including decreases by revaluation of | | | |
| Total Expenditure | 49,531 | 0 | 49,531 |
| Funds at end of year (including reserves) ASSETS | 86,946 | 0 | 86,946 |
| | Fixed Assets | | |
| | Investment Assets | | |
| | Other Assets | | 90,624 |
| | | Total Assets | 90,624 |
| LIABILITIES | | Total Liabilities | 3,678 |
| NET ASSETS (Total Assets less Total | al Liabilities) | | 86,946 |
| | | | |

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.

| RELATED PARTY TRANSACTIONS |
|--|
| A NUMBER OF COMMITTEE MEMBERS ARE ALSO TRUSTEES OF A RELATED CHARITY |
| "THE GUILD OF PROFESSIONAL TEACHERS OF DANCING BENEVOLENT FUND" (REGISTERED |
| CHARITY NUMBER 293303). |
| DURING THE YEAR THERE WERE NO TRANSACTIONS BETWEEN THE GUILD AND THE RELATED |
| PARTY |
| AT 31 ST DECEMBER 2013 £ NIL (2012 £ NIL) WAS OWING TO THE RELATED PARTY. |
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ACCOUNTING POLICIES

(see notes 74 and 75)

| 1.1 THE ACCOUNTS ARE PREPARED UNDER THE HISTORICAL COST CONVENTION AND IN |
|---|
| ACCORDANCE WITH UNITED KINGDOM ACCOUNTING STANDARDS (UNITED KINGDOM |
| GENERALLY ACCEPTED ACCOUNTING PRACTICE). |
| 1.2 SUBSCRIPTIONS REPRESENTS THE TOTAL AMOUNT RECEIVABLE IN RESPECT OF THE YEAR |
| LES ANY AMOUNTS DEEMED UNCOLLECTIBLE FROM MEMBERS. |
| 1.3 DEPRECIATION IS PROVIDED AT RATES CALCULATED TO WRITE OFF THE COST OF EACH |
| ASSET IN EXCESS OF £1,000 OVER IT'S EXPECTED USEFUL LIFE AS FOLLOWS: |
| FIXTURES, FITTINGS AND EQUIPMENT – STRAIGHT LINE OVER THREE YEARS |
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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: (or other official whose position should be stated) |
|---------------------------------|--|
| Name:_MR TERRY PERKINS | Name: MR ERIC ROWLAND |
| Date: 16 TH MAY 2014 | Date: 16 TH MAY 2014 |

CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

| IS THE RETURN OF OFFICERS ATTACHED? | YES | NO | |
|---|---------|-----------|--|
| (see Page 2 and Note 12) | | | |
| HAS THE RETURN OF CHANGE OF OFFICERS BEEN | YES | NO | |
| COMPLETED? | | | |
| (see Page 2 and Note 12) | | | |
| HAS THE RETURN BEEN SIGNED? | YES | NO | |
| (see Pages 19 and 21 and Notes 76 and 77) | | | |
| HAS THE AUDITOR'S REPORT BEEN COMPLETED? | YES | NO | |
| (see Pages 20 and 21 and Notes 2 and 77) | | | |
| IS A RULE BOOK ENCLOSED? | YES | NO | |
| (see Notes 8 and 78) | | | |
| A MEMBER'S STATEMENT IS: | ENCLOSE | TO FOLLOW | |
| (see Note 80) | D | | |
| HAS THE SUMMARY SHEET BEEN COMPLETED | YES | NO | |
| (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)

SEE ATTACHED REPORT

Guild of Professional Teachers of Dance, Movement to Music

and Dramatic Arts

Independent auditors' report to the members of the Guild of Professional Teachers of Dance, Movement to Music and Dramatic Arts

We have audited the financial statements of the Guild of Professional Teachers of Dance, Movement to Music and Dramatic Arts for the year ended 31st December 2013, which comprise the Income and Expenditure account, the balance sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the union's members, as a body, in accordance with the law. 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 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 union's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the executive committee and auditors

The law requires the executive committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the union and of the surplus or deficit of the union for that period. In preparing those financial statements, the executive committee is required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the union will continue in business.

The executive committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the union and to enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended). They are 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.

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

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm

Guild of Professional Teachers of Dance, Movement to Music

and Dramatic Arts

Independent auditors' report to the members of the Guild of Professional Teachers of Dance, Movement to Music and Dramatic Arts (continued)

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 31st December 2013 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and with the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended).

Matters on which we are required to report by exception

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

- (a) proper books of account have not been kept by the union in accordance with the requirements of the legislation,
- (b) a satisfactory system of control over transactions has not been maintained by the union in accordance with the requirements of the legislation,
- (c) the income and expenditure account to which our report relates, and the balance sheet are not in agreement with the books of account of the union,
- (d) we have not obtained all the information and explanations necessary for the purposes of our audit.

Hayes & Co.

Statutory Auditor & Chartered Accountants

Hayas - C

St Andrews House

3 Tarleton Office Park

Tarleton

PR4 6JF

16 May 2014

AUDITOR'S REPORT (continued)

| SEE ATTACHED REPORT | ************************************** | | |
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| Signature(s) of auditor or auditors: | * * | | |
| orginataro(o) or addition of additioner | Heaven | | |
| | | | |
| Name(s): | HAYES & CO | | |
| | | | |
| Profession(s) or Calling(s): | STATUTORY AUDITOR | | ••••••••••••••••••••••••••••••••••••••• |
| Troicedicti(d) of Calling(d). | | | |
| Address(es): | St Andrews House | | |
| Addiess(es). | 3 Tarleton Office Park | | |
| | Tarleton | | |
| | PR4 6JF | | |
| | | | |
| Date: | 16 th May 2014 | | |
| | | 1 | |
| Contact name and telephone number: | GERRY HUGHES | | |
| | 01772-814417 | | |

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