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# **FORM AR21**

Trade Union and Labour Relations (Consolidation) Act 1992

### ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	INDEPENDENT PLOTS ASSOCIATION
Year ended:	30th JUNE 2014
List no:	7697
Head or Main Office:	THE OUD REFECTORY THE PRIORY HAYWARDS HEATH WEST SUSSEX RHIG 3UB
Website address (if available)	Www. ipapilot. com
Has the address changed during the year to which the return relates?	Yes No (Click the appropriate box)
General Secretary:	PHILIP FLOWER
Telephone Number:	01444 441149
Contact name for queries regarding	HANNAH WEST
Telephone Number:	01444 441149
E-mail:	finance @ ipapilot.com

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

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

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

For Unions based in Scotland: Certification Office for Trade Unions and Employers' Associations Melrose House, 69a George Street, Edinburgh EH2 2JG CERTIFICATION OFFICE FOR TRADE UNIONS & EMPLOYERS' ASSOCIATIONS

1 8 NOV 2014

RECEIVED

(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	544	q	À	22	575						
FEMALE	29	l	Ø	0	30						
TOTAL	573	10	Ø	22	A 605						

	Britain	Ireland	Republic	(including Channel Islands)	TOTALS		
MALE	544	9	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	22	575		
FEMALE	29	ı	Q	0	30		
TOTAL	573	10	Ø	22	A 605		
s held:		in totals box 'A' above		or authorised address	605		
				ST s in post at the end of	the year to which		
Please co return.				F OFFICERS ring the twelve month	s covered by this		
Title	e of Office	Name of Officer ceasing to hold off	l l	Date			
				3			
	1						
State who	ether the union is:						
				NI- 15-7			
a. A br	ranch of another tra	ade union?	Yes	No M			
If ye	es, state the name o	of that other union:					
b. A fe	ederation of trade u	nions?	Yes	No X			
lf y€	es, state the numbe	r of affiliated	***************************************				
and	names:						

### **EXECUTIVE COUNCIL**

Chairman

Richard Lotinga

Treasurer

Phillip Petitt

**Voting Members** 

Damon Hart Noel Baker James West Richard Lotinga Phillip Petitt

James Chandler – resigned 11th October 2013

OTHER INFORMATION

**General Secretary** 

Phillip Flower

Trustees

Trevor Newton Stuart Griffith Steven Randles

**Head Office** 

The Old Refectory

The Priory

Haywards Heath West Sussex RH16 3LB

# **GENERAL FUND**

(see notes 13 to 18)

WOOM!	£	£
INCOME From Members: Contributions and Subscriptions		79, 380
From Members: Other income from members (specify)		1 1, 360
Total other income from members		79, 380
Total of all income from members		
Investment income (as at page 12)		_
Other Income		2
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	4415	
	1 4.3	
Total of other income (as at page 4)	L	4415
	TOTAL INCOME	83, 797
EXPENDITURE		03, 111
Benefits to members (as at page 5)		59,190
Administrative expenses (as at page 10)		38, 301
Federation and other bodies (specify)		
		77
Total expenditure Federation and other bodies		
Taxation		
	. 1	
IOTA	AL EXPENDITURE	97, 491
Surplus (deficit) for year		(13, 694)
		(19 214)
Amount of general fund at beginning of year		72,375
Amount of general fund at end of year		56, 681

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

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION A	ND OTHER BODIES	
Other income		
Contribution from members	4415.	
TOT	AL OTHER INCOME	1.1.15
101	AL OTHER INCOME	4415
TOTAL OF A	ALL OTHER INCOME	4415.

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	27, 108
		Education and Training services	
Legal Costs	26,451.		
Representation –			
Non Employment Related Issues			
		Negotiated Discount Services	
Communications	657		
			70.000
		Salary Costs	32,082
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits			
Dispute Deficitio			
Other Cash Payments			
Other Oden's dymonto	Hadingergrangergrang		
		Tatal (alaan) da anno an 101 61	
carried forward	27, 108	Total (should agree with figure in General Fund)	59, 190

(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	me as specified	
		Total Income	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	· · · · · · · · · · · · · · · · · · ·	tal Expenditure	
	/	ta. mxponarea. o	
	Surplus (Def	cit) for the year	
	Amount of fund at be	· -	
	Amount of fund at the end of year (as		
		,	
	Number of members contributin	g at end of year	
·			
FUND 3		<del>,</del>	Fund Account
Name:		£	£
Income		<u> </u>	
	From members		
	Investment income (as at page 12)		
:	Other income (specify)		
		1	
	Total other inco	me as specified	
	/	Total Income	
	/		
Expenditure		Total moonie	
		rotal moonie	
	Benefits to members	Total moone	
	Administrative expenses and other expenditure (as at page	Total moone	
	Administrative expenses and other expenditure (as at page 10)		
	Administrative expenses and other expenditure (as at page 10)	otal Expenditure	
	Administrative expenses and other expenditure (as at page 10)  To	otal Expenditure	
	Administrative expenses and other expenditure (as at page 10)  To  Surplus (Def	otal Expenditure	
	Administrative expenses and other expenditure (as at page 10)  To  Surplus (Def Amount of fund at be	otal Expenditure ficit) for the year eginning of year	
	Administrative expenses and other expenditure (as at page 10)  To  Surplus (Def	otal Expenditure ficit) for the year eginning of year	
	Administrative expenses and other expenditure (as at page 10)  To  Surplus (Def Amount of fund at be	otal Expenditure licit) for the year eginning of year Balance Sheet)	

FUND 4			Fund Account						
Name:		£	£						
Income									
	From members								
	Investment income (as at page 12)								
	Other income (specify)	y							
	- a.a (open, , )								
			:						
	Total other incom	· /							
		/ Total Income							
Francis and Miller									
Expenditure	Benefits to members								
	Administrative expenses and other expenditure (as at page								
	10)								
	/	tal Expenditure							
	Surplus (Deficit) for the year								
	Amount of fund at be	•							
	Amount of fund at the end of year (as								
	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 inco	me as specified	:						
	/ Total other moon								
		Total Income							
Expenditure									
Expenditure									
Expenditure	Benefits to members								
Expenditure	Benefits to members Administrative expenses and other expenditure (as at page 10)	Total Income							
Expenditure	Benefits to members Administrative expenses and other expenditure (as at page 10)								
Expenditure	Benefits to members  Administrative expenses and other expenditure (as at page 10)  To	Total Income							
Expenditure	Benefits to members Administrative expenses and other expenditure (as at page 10)  To	Total Income  tal Expenditure							
Expenditure	Benefits to members Administrative expenses and other expenditure (as at page 10)  To  Surplus (Defination Amount of fund at be	Total Income  tal Expenditure  icit) for the year							
Expenditure	Benefits to members Administrative expenses and other expenditure (as at page 10)  To	Total Income  tal Expenditure  icit) for the year							
Expenditure	Benefits to members Administrative expenses and other expenditure (as at page 10)  To  Surplus (Defination Amount of fund at be	Total Income  tal Expenditure  icit) for the year eginning of year Balance Sheet)							

FUND 6					
Name:		£	£		
Income					
	From members				
	Investment income (as at page 12)				
	Other income (specify)				
	ا / Total other incor	me as specified			
	rotar other incor	Total Income			
		rotai income			
Expenditure					
•	Benefits to members				
	Administrative expenses and other expenditure (as at page				
	10)	( 3 km 1,4			
	/ 10	tal Expenditure			
		in e a			
	/	cit) for the year			
	Amount of fund at be Amount of fund at be				
	Amount of failu at the end of year (as	Dalance Oneet)			
	Number of members contributing	g at end of vear			
		<b>9</b>	I		
FUND 7			Fund Account		
FUND 7 Name:		£	Fund Account £		
<del></del>		£	,		
Name:	From members	£	,		
Name:	From members Investment income (as at page 12)	£	,		
Name:	/	£	,		
Name:	Investment income (as at page 12)	£	,		
Name:	Investment income (as at page 12)	£	,		
Name:	Investment income (as at page 12)	£	,		
Name:	Investment income (as at page 12) Other income (specify)		,		
Name:	Investment income (as at page 12)	me as specified	,		
Name:	Investment income (as at page 12) Other income (specify)		,		
Name:	Investment income (as at page 12) Other income (specify)	me as specified	,		
Name: Income	Investment income (as at page 12) Other income (specify)	me as specified	,		
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	me as specified	,		
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)	me as specified Total Income	,		
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)	me as specified	,		
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	me as specified Total Income	,		
Name: Income	Investment income (as at page 12) Other income (specify)  Total other income (specify)  Benefits to members Administrative expenses and other expenditure (as at page 10)  To  Surplus (Defi	me as specified Total Income  tal Expenditure	,		
Name: Income	Investment income (as at page 12) Other income (specify)  Total other income (specify)  Benefits to members Administrative expenses and other expenditure (as at page 10)  To  Surplus (Defination Amount of fund at better the specific page 10)	me as specified Total Income ital Expenditure	,		
Name: Income	Investment income (as at page 12) Other income (specify)  Total other income (specify)  Benefits to members Administrative expenses and other expenditure (as at page 10)  To  Surplus (Defi	me as specified Total Income ital Expenditure	,		
Name: Income	Investment income (as at page 12) Other income (specify)  Total other income (specify)  Benefits to members Administrative expenses and other expenditure (as at page 10)  To  Surplus (Defination Amount of fund at better the specific page 10)	me as specified Total Income  Ital Expenditure  Icit) for the year  Eginning of year  Balance Sheet)	,		

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1 To be completed by trade unions which maintain their own					
			ę	t	
Income	Members contributions an Investment income (as at Other income (specify)				
		Total other in	ncome as specified		
Expenditure			otal income		
·	Expenditure under section (Consolidation) Act 1992	on 82 of the Trade Union and Labour Relations 2 (specify)			
	Administration expenses	s in connection with political objects (specify)			
	Non-political expenditure				
		/ _	Total expenditure		
		Surp Amount of political fund a	lus (deficit) for year		
		Amount of political fund at the end of year	= = :		
		Amount of political fundat the end of year	(as balance offeet)		
		Number of members at end of year contributing	to the political fund		
		Number of members at end of the year not contributing			
Number of men political fund	nbers at end of year who ha	ve completed an exemption potice and do not therefore			
- position rana	·				
POLITICAL FU	ND ACCOUNT 2	To be completed by trade unions which act as	s components of a	central trade union	
			t	t	
Income	Contributions and levies coll Funds received back from Other income (specify)	ected from members on behalf of central political fund central political fund			
		Total other i	income as specified		
		rotarotneri	Total income		
Expenditure				L	
	Expenditure under secti (Consolidation) Act 199	on 82 of the Trade Union and Labour Relations 2 (specify)			
	Administration expense	s in connection with political objects (specify)			
	Non-political expenditur	е			
		C	Total expenditure		
		Surp Amount held on behalf of trade union political fund	olus (deficit) for year		
	/	Amount need on benan or trade union pointed rund  Amount remitted to			
	/	Amount held on behalf of central politica	·		
		Number of members at end of year contributing			
		Number of members at end of the year not contributing	•		
Number of mer political fund	mbers at end of year who ha	ve completed an exemption notice and do not therefore			

# 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  Auditors' fees Legal and Professional fees Occupancy costs  Stationery, printing, postage, telephone, etc. Expenses of Executive Committee (Head Office) Expenses of conferences Other administrative expenses (specify) Ochevitors  Other Outgoings Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify) Other outgoings (specify)  Charged to:  General Fund (Page 3) Fund (Account )	(ace notes of and so)		£
Remuneration and expenses of staff Salaries and Wages included in above  Auditors' fees Legal and Professional fees Occupancy costs Stationery, printing, postage, telephone, etc. Expenses of Executive Committee (Head Office) Expenses of conferences Other administrative expenses (specify) Oche actions  Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Charged to:  General Fund (Page 3) Fund (Account )	Administrative		<i>L</i>
Auditors' fees Legal and Professional fees Occupancy costs Stationery, printing, postage, telephone, etc. Expenses of Executive Committee (Head Office) Expenses of conferences Other administrative expenses (specify)  Ocheflors  Other Outgoings Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total  Charged to:  General Fund (Page 3) Fund (Account )	Expenses		12,488
Auditors' fees Legal and Professional fees Occupancy costs Stationery, printing, postage, telephone, etc. Expenses of Executive Committee (Head Office) Expenses of conferences Other administrative expenses (specify) Och actions  Other Outgoings Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )	Remuneration and expenses of staff		
Legal and Professional fees Occupancy costs Stationery, printing, postage, telephone, etc. Expenses of Executive Committee (Head Office) Expenses of conferences Other administrative expenses (specify)  Ocher Outgoings Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )	Salaries and Wages included in above	<u>O</u> SOB 3	
Legal and Professional fees Occupancy costs Stationery, printing, postage, telephone, etc. Expenses of Executive Committee (Head Office) Expenses of conferences Other administrative expenses (specify)  Ocher Outgoings Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )	Auditors' fees		625
Occupancy costs Stationery, printing, postage, telephone, etc.  Expenses of Executive Committee (Head Office)  Expenses of conferences Other administrative expenses (specify)  Ocheficials  Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )	Legal and Professional fees		1
Expenses of Executive Committee (Head Office)  Expenses of conferences  Other administrative expenses (specify)  On actions  Other Outgoings  Interest payable:  Bank loans (including overdrafts)  Mortgages  Other loans  Depreciation  Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total  Charged to:  General Fund (Page 3)  Fund (Account )	Occupancy costs		
Expenses of Executive Committee (Head Office)  Expenses of conferences  Other administrative expenses (specify)  On actions  Other Outgoings  Interest payable:  Bank loans (including overdrafts)  Mortgages  Other loans  Depreciation  Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total  Charged to:  General Fund (Page 3)  Fund (Account )	Stationery, printing, postage, telephone, etc.		2430
Other administrative expenses (specify)  Ochetions  Other Outgoings Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to: General Fund (Page 3) Fund (Account )	Expenses of Executive Committee (Head Office)		,
Other Outgoings Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )	Expenses of conferences		
Other Outgoings Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )	Other administrative expenses (specify)		
Other Outgoings Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )	Donations		300
Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )			
Interest payable: Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )	Other Outgoings		
Bank loans (including overdrafts) Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )			
Mortgages Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )			
Other loans Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account )			
Depreciation Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total Charged to:  General Fund (Page 3) Fund (Account ) Fund (Account ) Fund (Account ) Fund (Account )			
Taxation  Outgoings on land and buildings (specify)  Other outgoings (specify)  Total 38, 30   Charged to: General Fund (Page 3) Fund (Account )			
Outgoings on land and buildings (specify)  Total 38, 301  Charged to: General Fund (Page 3) Fund (Account )			351
Other outgoings (specify)  Total 38, 30   Charged to: General Fund (Page 3) Fund (Account ) Fund (Account ) Fund (Account ) Fund (Account )	Taxation		:
Other outgoings (specify)  Total 38, 30   Charged to: General Fund (Page 3) Fund (Account ) Fund (Account ) Fund (Account ) Fund (Account )	Outgoings on land and buildings (aposity)		
Charged to:  General Fund (Page 3) Fund (Account ) Fund (Account ) Fund (Account ) Fund (Account )	Outgoings on land and buildings (specify)		
Charged to:  General Fund (Page 3) Fund (Account ) Fund (Account ) Fund (Account ) Fund (Account )	Other outgoings (specify)		
Charged to:  General Fund (Page 3)  Fund (Account )  Fund (Account )  Fund (Account )  Fund (Account )			
Charged to:  General Fund (Page 3)  Fund (Account )  Fund (Account )  Fund (Account )  Fund (Account )		Total	38, 301
Fund (Account ) Fund (Account ) Fund (Account ) Fund (Account )	Charged to:	General Fund (Page 3)	
Fund (Account ) Fund (Account ) Fund (Account )			
Fund (Account )			
Fund (Account )		Fund (Account )	5.11 10.00 1
Total 38 301			
		Total	38,301

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

Total		ĊIJ	701 /01							
	fits	Value £			e projection de la constantina della constantina			***************************************		
Benefits	Other Benefits	Description								
	Pension Contribution	SE	0							
Employers N.I. contributions		ભ	3, 922							
Gross Salary		ĊĤ	36, 180							
Office held Gross &		GENERAL SECRETARY								

# **ANALYSIS OF INVESTMENT INCOME**

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings		•	<b>4</b>
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			2
Other investment income (specify)			
			:
			2
	Total in	vestment income	2
Credited t			
		ral Fund (Page 3)	2
		Fund (Account )	
	Γ	Fund (Account )  Political Fund	
		i Olitical Fullu	
	Total Ir	vestment Income	O
	. 2 22.7 11		2

BALANCE SHEET as at 30th JUNE 2014

(see notes 47 to 50)

Previous Year		£	£
1655	Fixed Assets (at page 14)		1264
	Investments (as per analysis on page 15)		•
	Quoted (Market value £ )		
	Unquoted Total Investments		
	Other Assets		
	Loans to other trade unions		
837	Sundry debtors	100	
99148	Cash at bank and in hand	125, 236	
	Income tax to be recovered	.007 200	
	Stocks of goods		
	Others (specify)		
80000	Total of other assets		125,436
99980	TO <sup>-</sup>	TAL ASSETS	-
·	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	<b>.</b>	
	Loans: Other		
	Bank overdraft		
2	Tax payable		2
704	Sundry creditors		3217
28554	Accrued expenses		1210
	Provisions		
1	Other liabilities		63, 590
29, 260	ТОТА	L LIABILITIES	68,019
72,315.	ТО	TAL ASSETS	58, 681.
1 -1 -1 -1 -1			T 20/ = 21:

# **FIXED ASSETS ACCOUNT**

(see notes 51 to 55)

	Land and Freehold Leasehold	Buildings £ £	Furniture and Equipment £	Motor Vehicles £	Not used for union business	Total £
Cost or Valuation	W. Artista (1994)		Adamentaria			
At start of year			SII4			SIILL
Additions			411			411
Disposals			(1299)			(1299)
Revaluation/Transfer						* `-)
s						,
At end of year			4226			4226
			•			
Accumulated Depreciation At start of year			3459			34.59
Charges for year			335			335
Disposals			(832)			(832)
Revaluation/Transfer			-			( )
s						
At end of year			2962			2962
Net book value at end of year			1264			1264
Net book value at end of previous year			1655			1655.

# **ANALYSIS OF INVESTMENTS**

(see notes 56 and 57)

	All Funds	Political Fund
	Except Political	
	Funds	£
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
and quater ecounties (to be opening)		
TOTAL QUOTED (as Balance Sheet)		
Market Value of Quoted Investment		
Equities		
Government Securities (Gilts)		
Mortgages		
Pank and Puilding Cociation		
Dank and Editiding Societies		
	The state of the s	
Other unquoted investments (to be specified)		
, , , , , , , , , , , , , , , , , , ,		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		
	Government Securities (Gilts)  Other quoted securities (to be specified)  TOTAL QUOTED (as Balance Sheet) Market Value of Quoted Investment  Equities  Government Securities (Gilts)  Mortgages  Bank and Building Societies  Other unquoted investments (to be specified)  TOTAL UNQUOTED (as Balance Sheet)	Except Political Funds £  Equities (e.g. Shares)  Government Securities (Gilts)  Other quoted securities (to be specified)  TOTAL QUOTED (as Balance Sheet)  Market Value of Quoted Investment  Equities  Government Securities (Gilts)  Mortgages  Bank and Building Societies  Other unquoted investments (to be specified)  TOTAL UNQUOTED (as Balance Sheet)

# **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	МоХ
if 120 hame the relevant companies.			
COMPANY NAME		STRATION NUMBI and & Wales, state	
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES	NOX
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAI	REHOLDERS	

# **SUMMARY SHEET**

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	79, 380		
From Investments	2		
Other Income (including increases by revaluation of assets)	4415		
Total Income	83,797		
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	97, 491		
Funds at beginning of year (including reserves) Funds at end of year (including reserves)	72, 375 58, 681		
ASSETS			
	Fixed Assets	ĺ	1264
	Investment Assets		\
	Other Assets		125,436
		Total Assets	126, 700
LIABILITIES		Total Liabilities	63,019
NET ASSETS (Total Assets less Total	<i>58, 681</i>		

# **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.

5el	separate sheets

# **ACCOUNTING POLICIES**

(see notes 74 and 75)					
		<del>DESCRIPTION FRAN</del>			
SIGNATURES TO THE ANN (see notes 76 and 77)	UAL RET	UR	N		
including the accounts and balance sheet co	ontained in the	retur	n.		
Secretary's Signature:  Name:  Secretary's  Signature:  (or other official whose position should be fated)  Name:  Name:  Secretary's  Signature:  (or other official whose position should be fated)  Name:  Secretary's  Signature:  (or other official whose position should be fated)					
Date: 3 NUCIUW 2014. Date:	3 Nove	MDOS	2014	_	
CHECK LIST					
(see notes 78 to 80) (please tick as appropria	te)				
IS THE RETURN OF OFFICERS ATTACHED?	YES	X	NO		
(see Page 2 and Note 12)	YES		NO	\	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED?	YES	X	NO		
(see Page 2 and Note 12) HAS THE RETURN BEEN SIGNED?	YES	X	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: (see Note 80)	ENCLOSE D		TO FOLLOW		
HAS THE SUMMARY SHEET BEEN COMPLETED	YES	X	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.

In the opinion of the auditors or auditor do the accounts they have audited and which are

1.

	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)  YESINO  IT 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)

# AUDITOR'S REPORT (continued)

See separate		· · · · · · · · · · · · · · · · · · ·	
Signature(s) of auditor or auditors:	Chritopher bilily of	٨	
Name(s):	CHRISTOPHER WHITLEY JONE	s [	
Profession(s) or Calling(s):	FCA (KAEW)		
Address(es):	PRB ACCOUNTANTS ULP KINGFISHER HOUSE HORSTWOOD GRANGE HURSTWOOD UANE HAYWARDS HEATH RHIT FOX		
Date:			
Contact name and telephone number:	0144 458252		

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

# INDEPENDENT PILOTS ASSOCIATION (TRADE UNION)

# FINANCIAL STATEMENTS 30TH JUNE 2014

### FINANCIAL STATEMENTS

### YEAR ENDED 30TH JUNE 2014

CONTENTS	PAGE
Executive Council and Other Information	1
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Independent Auditor's Report to the Members	3 - 4
Income and Expenditure Account	5
Balance Sheet	6
Notes to the Financial Statements	7 - 8



### THE EXECUTIVE COUNCIL'S REPORT AND STATEMENT TO MEMBERS

### INCOME AND EXPENDITURE

The total income of the Union for the period was £83,797. This amount included payments of £79,380 in respect of membership of the Union. The Union's total expenditure for the period was £97,491. The Union does not maintain a political fund.

# SALARY PAID TO THE GENERAL SECRETARY AND/OR MEMBERS OF THE EXECUTIVE COUNCIL

The General Secretary of the Union was paid £36,180 in respect of salary for the year.

### IRREGULARITY STATEMENT

A Member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the Union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The Member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the Officials of the Union, the Trustees of the property of the Union, the Auditor or Auditors of the Union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a Member believes that the financial affairs of the Union have been or are being conducted in breach of the law or in breach of rules of the union and contemplates bringing civil proceedings against the Union or responsible Officials or Trustees, he should consider obtaining independent legal advice.

### STATEMENT OF RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

The Trade Union and Labour Relations (consolidation) Act 1992 (amended) requires the Union to submit a return each year to the Certification Officer. The 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 the surplus or deficit of the Union for that period. The financial statements set out on the following pages have been prepared on the same basis and are used to complete the return to the Certification Officer.

The requirement to prepare financial statements that give a true and fair view is the responsibly of the Executive Council. The Executive Council is responsible for preparing accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). In preparing these Financial Statements, the Executive Council is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standard have been followed
- prepare the Financial Statements on the going concern basis unless it is inappropriate to do so.

The Executive Council is responsible for keeping adequate accounting records that are sufficient to show and explain the Union's transactions and disclose with reasonable accuracy at any time the financial position of the Union. The Executive Council 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, as well as establishing and maintaining a satisfactory system of control of the Union's accounting records, its cash holdings and all its receipts and remittances.

In so far as the Executive Council is aware:

- there is no relevant audit information of which the Union's Auditor is unaware; and
- the Executive Council has taken all steps that it ought to have taken to make it aware of any relevant audit information and to establish that the Auditor is aware of that information.

R. LOTINGA

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDEPENDENT PILOTS ASSOCIATION

### YEAR ENDED 30TH JUNE 2014

We have audited the financial statements of Independent Pilots Association for the year ended 30 June 2014 on pages 5 to 8. 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. Our audit work has been undertaken so that we might state to the union's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the union members as a body, for our audit work, for this report, or for the opinions we have formed.

### RESPECTIVE RESPONSIBILITIES OF OFFICERS AND AUDITOR

As explained more fully in the Statement of Responsibilities of the Executive Council set out on page 2, the Executive 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 the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Union's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Executive Council and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Officer's Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the union's' affairs as at 30 June 2014 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (consolidation) Act 1992 (amended).

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDEPENDENT PILOTS ASSOCIATION (continued)

### YEAR ENDED 30TH JUNE 2014

### 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 (amended) requires us to report to you 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
- a satisfactory system of control over transactions has not been maintained
- the financial statements are not in agreement with the accounting records and returns; or
- · certain disclosures of officers' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Kingfisher House Hurstwood Grange Hurstwood Lane Haywards Heath West Sussex RH17 7QX

Christopher Whitley-Jones FCA

without whaten

(Senior Statutory Auditor)

For and on behalf of PRB Accountants LLP Chartered Accountants and Statutory Auditors

### **INCOME AND EXPENDITURE ACCOUNT**

### YEAR ENDED 30TH JUNE 2014

	Note	2014 £		2013 £
INCOME		_		~
Member Subscriptions Other Income Bank Interest Receivable		79,380 4,415 2		89,316 1,070 2
TOTAL INCOME		83,797		90,388
LESS: EXPENDITURE				
Salaries and Subcontractors Staff Training Travel and Subsistence Telephone and Computer Printing, Stationery and Postage Sundry Expenses Donations Subscriptions Advertising Legal and Professional Fees Accountancy Fees Depreciation of Fixtures and Fittings Loss on Disposal of Fixed Assets	40,102 967 3,501 1,425 816 846 300 - 48,558 625 335 16		14,137 72 3,881 1,249 239 237 3,000 360 340 59,207 610 559	
TOTAL EXPENDITURE		(97,491)		(83,891)
PROFIT/(DEFICIT) ON ORDINARY AC BEFORE TAXATION	TIVITIES	(13,694)		6,497
Tax on Profit/(Deficit) on Ordinary Activi	ties 5	<u>.</u>		<del>-</del>
SURPLUS/(DEFICIT) FOR THE FINAN	CIAL YEAR	(13,694)		6,497
Balance Brought Forward		72,375		65,878
Balance Carried Forward		58,681		72,375

All of the activities of the Union are classed as continuing.

The Union has no recognised gains or losses other than the results for the year as set out above.

### **BALANCE SHEET**

### **30TH JUNE 2014**

		2014		2013	
FIXED ASSETS	Note	£	£	£	£
Tangible Assets	6		1,264		1,655
CURRENT ASSETS Other debtors Cash at Bank		200 125,236		832 99,148	
TOTAL CURRENT ASSETS		125,436		99,980	
CREDITORS: Amounts falling d within one year	ue	1 275			
Trade Creditors Corporation Tax		1,375 2		2	
PAYE and Social Security Accruals and Deferred Income		1,842 64,800		704 28,554	
TOTAL CURRENT LIABILITIES		68,019		29,260	
NET CURRENT ASSETS			57,417		70,720
TOTAL ASSETS LESS CURREN	IT LIABII	_ITIES	58,681		72,375
REPRESENTED BY, GENERAL	FUNDS:		\$13.140,0000033104444400044		2007
Brought Forward at 1st July 2013 Surplus/Deficit for the year	3		72,375 (13,694)		65,878 6,497
Carried Forward at 30th June 2	014		58,681		72,375

These Financial Statements were approved for issue on .3/.11/2014....., on behalf of

the Union by:

MŘ R LOTINGA

MR P FLOWER

### NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 30TH JUNE 2014

### 1. ACCOUNTING POLICIES

### Basis of Accounting

The Financial Statements have been prepared under the historical cost convention, and in accordance with applicable UK accounting standards.

### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures & Fittings

- 25% reducing balance basis

### 2. PARTICULARS OF EMPLOYEES

The average number of staff employed by the Union during the financial year was:

	2014 No	2013 No
Number of staff	1	1
The aggregate payroll costs of the above w	vere:	
	2013 £	2012 £
Wages and Salaries Social Security Costs Sub-contractors Recruitment	36,180 3,922 -	12,287 925 - 838
	40,102	14,050

# 3. TRANSACTIONS WITH MEMBERS OF THE EXECUTIVE COUNCIL AND GENERAL SECRETARY

During the year, the Union paid the following amounts to Members of the Executive Council, General Secretary and Assistant General Secretary, included in Salaries, in the Income and Expenditure Account:

	2013 £	2012 £
P Flower	36,180	12,287

### NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 30TH JUNE 2014

### 4. OTHER RELATED PARTY TRANSACTIONS

During the year, the Union received its Subscription Income of £79,380 (2013 - £89,316) via the Independent Pilots Association, a company limited by guarantee, which is affiliated to the Union. At the year end the Union owed £63,590 (2013 - £27,869) to the Independent Pilots Association in respect of recharges.

### 5. TAXATION ON ORDINARY ACTIVITIES

	2014	2013
	£	£
Current tax:		
UK Corporation tax based on the results for the		
year at 20% (2013 - 20%)	-	-
Over provision in prior years	-	-
•		1744 474
Total current tax	₩	-
	1 agriculture	100 - 000000 %

### 6. TANGIBLE FIXED ASSETS

	Fixtures & Fittings
COST At 1st July 2013 Additions Disposals	5,114 411 (1,299)
At 30th June 2014	4,226
DEPRECIATION At 1st July 2013 Charge for the year On disposals At 30th June 2014	3,459 335 (832) 2,962
NET BOOK VALUE At 30th June 2014	1,264
At 30th June 2013	1,655

### 7. LEGAL DEFENCE FUND

The Union maintains its own legal defence fund for the benefit of members. This is maintained as part of the general fund and reviewed by the Executive Council on a quarterly basis.

an Independent Trade Union

INCOME AND EXPENDITURE ACCOUNT			
Year Ended 30th June			
	2014	2013	
Income:	£	£	
Member Subscriptions	79,380	89,316	
Interest Received	2	2	
Other Income	4,415	1,070	
Total Income:	83,797	90,388	
Expenditure:			
Employee Costs	41,069	14,122	
Advertising, Promotion & Entertainment	0	340	
Printing, Postage & Stationary	816	239	
Telephone & Fax	1,425	1,249	
Travel Costs	3,501	3,881	
Accountancy	625	610	
Legal Fees	48,558	59,294	
Depreciation	335	559	
Sundry Expenses	846	597	
Donations	300	3,000	
Loss on disposal of Assets	16	0	
Total expenditure:	97,491	83,891	
Surplus(+)/Deficit(-) for the year <u>before</u> tax	-13,694	6,497	
Tax (R=rebate)	0	0	
Surplus(+)/Deficit(-) for the year <u>after</u> tax	-13,694	6,497	

BALANCE SHEET				
As at 30th June				
	Note	2014	2013	
		£	£	
Fixed Assets				
Tangible Assets	6	1,264	1,655	
Current Assets			,	
Cash at Bank		125,236	99,148	
Other Debtors		200	832	
Total Assets	_	126,700	101,635	
Liabilities (Falling due within one year)				
Corporation Tax		2	2	
PAYE & Social Security		1,842	704	
Trade Creditors		1,375	이	
Accruals, Deferred Income & Creditors		64,800	28,554	
Total Current Liabilities	•	68,019	29,260	
	_			
Total Assets <u>less</u> Total Current Liabilities		58,681	72,375	
Represented by:				
Brought forward at 1st July		72,375	65,878	
Surplus(+) /Deficit(-) for the Year		-13,694	6,497	
Carried forward at 30th June		58,681	72,375	

All of the activities of the Union are classed as continuing. The Union has no recognised gains or losses other than the results as set out above. These Financial Statements were approved by the Union EC & signed on the originals by R Lotinga (Chmn) & P Flower(G.Sec), 3rd November 2014 Notes to the Financial Statements, 30th June 2014.

### 1. Accounting Policies / Basis of Accounting:

The Financial Statements are prepared under the historical cost convention and in accordance with applicable accounting standards.

Depreciation is calculated so as to write off the cost of an asset, less it's estimated residual value, over the useful economic life of that asset as follows: Fixtures and Fittings, 25% reducing balance basis.

2. Particulars of Employee costs:	The average number of staff employed during the year was: 1		1 (2012/13:1)
	2013/14	2012/13	
Salaries	36,180	12,287	
Social Security costs	3,922	925	
Staff Training	967	72	
Sub-Contractors	0	0	
Recruitment costs	0	838	
	41,069	14,122	

### 3. Payments to Officers of the Union

The following amounts were paid to Officers of the Union and are included in Salaries shown above.

	2013/14	2012/13
P Flower	36,180	12,287
	36,180	12,287

### 4. Related Party Transactions

Subscription Income of £79,380 was received via the Independent Pilots Association, a company limited by guarantee, to which the Union is associated.

5. Taxation on Ordinary Activities	2013/14	2012/13
UK Corporation Tax @ 20%	0	0
6. Tangible Fixed Assets (Fixtures & Fittings)	2013/14	2012/13
Cost b/f at 1st July	5,114	4,455
Additions in the year	411	659
Disposals	-1,299	0
at 30th June	4,226	5,114
Depreciation b/f at 1st July	3,459	2,899
Charge for the year	335	560
Disposals	-832	0
at 30th June	2,962	3,459
Net Book Value at 30th June	1,264	1,655

Financial Report to the Members for Year Ended 30th June 2014.
Representational activitiy increased compared to previous years as is shown by the increased figure of employee costs and legal fees combined. The overall result regrettably was a deficit for the year and the Executive Council will look at ways to address this whilst maintaining the level of service but without the need to increase subscription fees.
P.Petitt, Treasurer