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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Voice
Year ended:	31 December 2015
List no:	265T
Head or Main Office:	2 St James Court Friar Gate Derby DE1 1BT
Website address (if available)	www.voicetheunion.org.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:	Ms Deborah Lawson
Telephone Number:	01332 372337
Contact name for queries regarding	Sue Cornish
Telephone Number:	01332 372337
E-mail:	Suecornish@voicetheunion.org.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

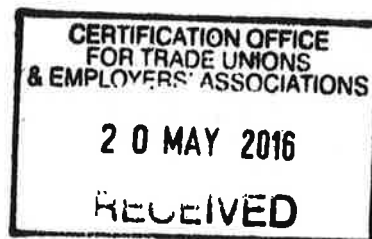
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

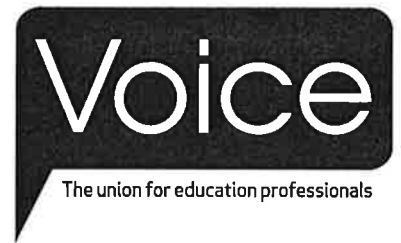
Certification Office for Trade Unions and Employers' Associations
22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:

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



(Revised February 2011)



>TEL
01332 372 337
>FAX
01332 290 310
>EMAIL
enquiries@voicetheunion.org.uk
>WEB
www.voicetheunion.org.uk

National Officers in post at 31 December 2015

Post	Holder
National Chairman	Mr M Barton
National Vice-Chairman	Mrs T Bottomley
Immediate Past Chairman	Mrs G Everett
Honorary Secretary	Mr D Whitewright
Honorary Treasurer	Mrs M Volpé
General Secretary	Ms D Lawson

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	3,224	13		1	3,238
FEMALE	16,307	25		23	16,355
TOTAL	19,531	38		24	A 19,593

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

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

17,132

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
National Chairman	Mrs Geraldine Everett	Mr Michael Barton	20 June 2015
National Vice Chairman	Mr Michael Barton	Mrs Teresa Bottomley	20 June 2015
Immediate Past Chairman	Mrs Yvonne Johns	Mrs Geraldine Everett	20 June 2015

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		1,969,026
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		1,969,026
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	26,553	
Total of other income (as at page 4)		26,553
		TOTAL INCOME
		1,995,579
EXPENDITURE		
Benefits to members (as at page 5)		390,046
Administrative expenses (as at page 10)		1,502,264
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
		TOTAL EXPENDITURE
		1,892,310
		Surplus (deficit) for year
		103,269
		Amount of general fund at beginning of year
		1,098,163
		Amount of general fund at end of year
		1,201,432

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION AND OTHER BODIES		
Other income		
Commissions	544	
Advertising	5,868	
Conferences	1,000	
CFA Insurance premium	1,100	
Settlement Agreements	16,025	
Sundry	2,016	
TOTAL OTHER INCOME		26,553
TOTAL OF ALL OTHER INCOME		26,553

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	162,785	brought forward Education and Training services	390,046
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications	227,261	Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward	390,046	Total (should agree with figure in General Fund)	390,046

(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		1,116,187
Salaries and Wages included in above	£938,021	
Auditors' fees		14,130
Legal and Professional fees		24,190
Occupancy costs		152,115
Stationery, printing, postage, telephone, etc.		121,891
Expenses of Executive Committee (Head Office)		36,969
Expenses of conferences		6,404
Other administrative expenses (specify)		
 Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		7,282
Mortgages		
Other loans		
Depreciation		23,096
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	Total	1,502,264
Charged to:	General Fund (Page 3)	1,502,264
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	1,502,264

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contributions s £	Other Benefits		
				Description	Value £	
General Secretary	61,615	7,389	1,818		70,822	

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 31 December 2015

(see notes 47 to 50)

Previous Year		£	£
826,495	Fixed Assets (at page 14)		811,574
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
98,910	Sundry debtors	125,268	
506,286	Cash at bank and in hand	561,587	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		686,855
1,431,691	TOTAL ASSETS		1,498,429
1,098,163	Fund (Account)		1,201,432
	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		
64,080	Sundry creditors		79,632
98,405	Accrued expenses		61,140
	Provisions		
171,043	Other liabilities		156,225
333,528	TOTAL LIABILITIES		296,997
1,431,691	TOTAL ASSETS		1,498,429

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	1,000,000		783,817			1,783,817
Additions	-		8,175			8,175
Disposals	-		(51,031)			(51,031)
Revaluation/Transfer s	-		-			-
At end of year	1,000,000		740,961			1,740,961
Accumulated Depreciation						
At start of year	196,734		760,588			957,322
Charges for year	8,743		14,353			23,096
Disposals	-		(51,031)			(51,031)
Revaluation/Transfer s	-		-			-
At end of year	205,477		723,910			929,387
Net book value at end of year	794,523		17,051			811,574
Net book value at end of previous year	803,266		23,229			826,495

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 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	1,969,026		1,969,026
From Investments			
Other Income (including increases by revaluation of assets)	26,553		26,553
Total Income	1,995,579		1,995,579
EXPENDITURE (including decreases by revaluation of	1,892,310		1,892,310
Total Expenditure	1,892,310		1,892,310
Funds at beginning of year (including reserves)	1,098,163		1,098,163
Funds at end of year (including reserves)	1,201,432		1,201,432
ASSETS			
Fixed Assets			811,574
Investment Assets			
Other Assets			686,855
Total Assets			1,498,429
LIABILITIES			
Total Liabilities			296,997
NET ASSETS (Total Assets less Total Liabilities)			1,201,432

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.

A large, empty rectangular box with a black border, occupying most of the page. It is intended for the user to enter their notes to the accounts.

NOTES TO THE ACCOUNTS*Entity Information*

Voice is a trade union, which is registered with the Certification Officer under Section 3 of the Trade Union and Labour Relations (Consolidation) Act 1992. The address of the head office is 2 St James' Court, Friar Gate, Derby, DE1 1BT.

Judgements in applying accounting policies and key sources of estimation uncertainty

There are no significant judgements and estimates made by management in the preparation of the financial statements.

Balance Sheet

The freehold land and buildings of the Union were revalued on an open market value for existing use basis at 11 September 1992 by Frank Innes, Chartered Surveyors, at £1,000,000.

Pension Commitments

The Union operates defined contributions pension schemes for the majority of staff members. Scheme contributions are paid to, and managed by, an insurance company in separate funds, with an individual policy for each member.

Capital Commitments

Capital expenditure authorised but not committed at 31 December 2015 was £NIL, (2014 £NIL).

Political Fund

The Union does not contribute to any political fund.

NOTES TO THE ACCOUNTS (continued)

Other Financial Commitments

As at 31 December 2015 the Union had commitments under non-cancellable operating leases as set out below:

	Office equipment		Land & buildings	
	2015	2014	2015	2014
	£	£	£	£
Operating leases which expire:				
within 1 year	7,460	8,674	25,056	29,462
within 2 to 5 years	9,541	17,001	12,528	-
in over 5 years	-	-	-	-
	<u>17,001</u>	<u>25,675</u>	<u>37,584</u>	<u>29,462</u>

First time adoption of FRS 102

The policies applied under the Union's previous accounting framework are not materially different to FRS 102 and have not impacted on equity or surplus or deficit.

ACCOUNTING POLICIES

Basis of preparation of accounts

These accounts have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ('FRS 102')'.

This is the first year in which the financial statements have been prepared under FRS102. Refer to note 19 for an explanation of the transition.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the Union's accounting policies.

Going Concern

National Executive have reviewed the performance of the Union and their expectations for 2016 onwards and believe the Union will continue to operate as a going concern for the foreseeable future.

Members' subscriptions

Members' subscriptions shown in the Revenue Account are those received in respect of the year.

Depreciation of fixed assets

Tangible fixed assets are stated at cost or valuation less depreciation and impairment charges. Depreciation is provided at rates calculated to write off the cost or valuation, less estimated residual values, of all tangible fixed assets, except investment properties, evenly over their expected useful lives. Freehold land is not depreciated. Depreciation of other assets is calculated at the following rates:

Freehold buildings	-	over 100 years
Office equipment, fixtures and fittings	-	over 5 years
Computer equipment	-	over 3 years
Conference equipment	-	over 5 years

Debtors

Short term debtors are measured at transaction price, less any impairment.

Creditors

Short term creditors are measured at transaction price.

ACCOUNTING POLICIES (continued)*Pensions*

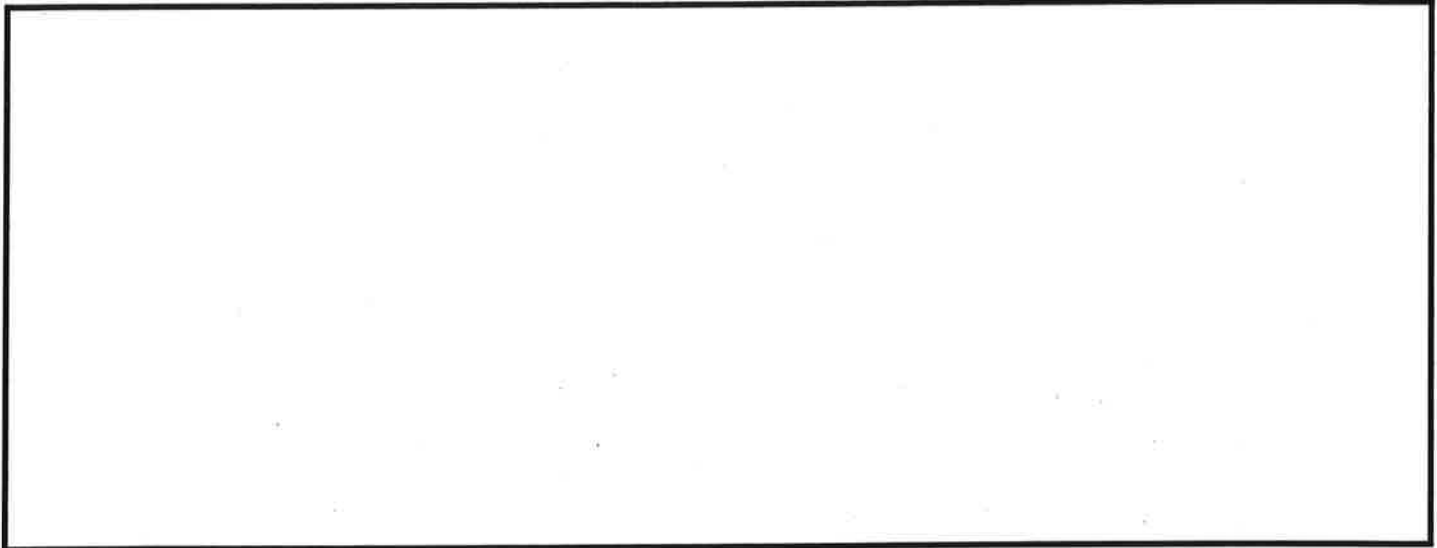
The Union operates defined contribution pension schemes for eligible members. Contributions in respect of the year are charged to the Revenue Account.

Operating leases

Rentals payable under operating leases, where substantially all of the benefits and risks of ownership remain with the lessor, are charged to the Revenue Account as incurred.

ACCOUNTING POLICIES

(see notes 74 and 75)



SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

<p>Treasurer's Secretary's Signature: <u>Margaret Volpe</u> Name: <u>MARGARET VOLPE</u> Date: <u>13.5.16</u></p>	<p>Chairman's Signature: <u>[Signature]</u> (<u>M. J. BARTON</u>) (or other official whose position should be stated) Name: <u>MICHAEL J. BARTON.</u> Date: <u>13TH MAY 2016</u></p>
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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)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	<input checked="" 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/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)

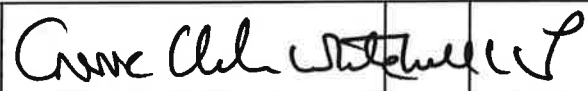
YES/NO

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 independent auditors' report for the year ended 31 December 2015.

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	Crowe Clark Whitehill LLP	
Profession(s) or Calling(s):	Chartered Accountants and Registered Auditor	
Address(es):	Black Country House Rounds Green Road Oldbury West Midlands B69 2DG	
Date:	19 May 2016	
Contact name and telephone number:	Dave Darlaston 0121 543 1900	

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 AUDITORS' REPORT

*Made in accordance with section 36 of the
United Kingdom Trade Union and Labour Relations (Consolidation) Act 1992*



We have audited the accounts on pages 3 to 19, which have been prepared in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and on the basis of the accounting policies set out on page 19.

This report is made solely to the Union's members, as a body, in accordance with the United Kingdom Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Union's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Union's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Council and Auditors

Trade Union law and rules of the Union require the Council to prepare accounts 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 year. The financial information for the Annual Return is extracted from the audited accounts. In preparing the accounts, the Council is required to:

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

The Council is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Union and to enable it to ensure that the accounts comply with Chapter III of the United Kingdom Trade Union and Labour Relations (Consolidation) Act 1992. It is also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

We have been appointed as auditor under section 33 of the Trade Union and Labour Relations (Consolidation) Act 1992 and report in accordance with section 36 of that Act.

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.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the union's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the officers; and the overall presentation of the financial statements.

We read all the financial and non-financial information in the financial statements 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 the Financial Statements

In our opinion the financial statements:

- give a true and fair view of the state of the Union' s affairs as at 31 December 2015 and of its surplus 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.

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 requires us to report to you if, in our opinion:

- proper accounting records have not been kept;
- a satisfactory system of control over its accounting records, cash holdings and receipts and remittances has not been maintained; or
- the financial statements are not in agreement with the accounting records and returns.