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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

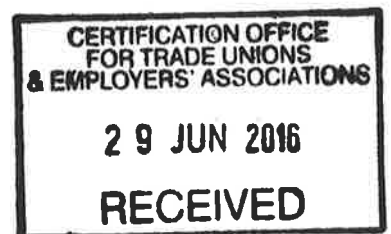
Name of Trade Union:	FDA	
Year ended:	31 DECEMBER 2015	
List no:	312T	
Head or Main Office:	FDA 8 LEAKE STREET LONDON SE1 7NN	
Website address (if available)	WWW.FDA.ORG.UK	
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	DAVE PENMAN	
Telephone Number:	020 7401 5555	
Contact name for queries regarding	EMMA BROOKS	
Telephone Number:	020 7401 5555	
E-mail:	EMMA@FDA.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)

Executive Committee

Gareth Hills	2012	ARC Bristol	President
Lorimer Mackenzie	1994	Scottish Gov	Admin, Econ & Acc
John McCullagh	2009	MoD	Admin, Econ & Acc
Robert Marshall	2015	Scottish Gov	Admin, Econ & Acc
Mike Buckley	2009	DWP	Admin, Econ & Acc
David Howdon	2003	DWP	Admin, Econ & Acc
Sofia Stayte	2015	DWP	Admin, Econ & Acc
Philip Cummings	2015	DOENI	NI Section
Matthew Lownds	2015	FCO	DSA
Phil Denning	2013	Education Scotland	Education Scotland
Stephen Head	2013	CPS Wales	CPS
Guy Davies**	2016	CPS Devon & Cornwall	CPS
David Chrimes	2013	CPS Thames & Chil	CPS
David Cain	2010	MiP	MiP
Jayne Thomas**	2016	MiP	MiP
Philip Kennedy**	2016	MiP	MiP
vacancy			MiP
Paula Houghton	2013	ARC Norfolk/Suffolk	ARC
Tony Wallace	2012	ARC Nottingham	ARC
Vicky Johnson**	2016	ARC West Midlands	ARC
Eugene Mitchell	2014	ARC Glasgow	ARC
Helen Baird-Parker	2015	ARC Legal & Gov	ARC
Peter Green**	2016	Ofsted	Ofsted
Richard Mulcahy**	2016	Welsh Gov	Devolved Wales
Tim Knight**	2016	DWP	Statisticians
Fiona Eadie	2011	COPFS	PFS & VP
Stephen Twigge**	2016	Nat Archives	Culture
Lesley Malpas	2011	Land Registry	Lawyers
Ian Whittaker**	2016	BIS	Lawyers
Sam Wheeler**	2016	CS Resourcing	Fast Stream
Lynda Priestley**	2016	HMRC	Keystone
Jason Wilde**	2016	HMRC	Keystone
Aidan Armitage**	2016	DWP	Keystone

CERTIFICATION OFFICE
 FOR TRADE UNIONS
 & EMPLOYERS' ASSOCIATIONS

 29 JUN 2016
 RECEIVED

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	7622	159	0	244	8025
FEMALE	8409	152	0	121	8682
TOTAL	16031	311	0	365	A 16707

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

	232
Number of members at end of year contributing to the General Fund	10644

OFFICERS IN POST

(see note 12)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

RETURN OF CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
Vice President	Gareth Hills	Andrew Morgan	6 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		3,077,688
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		3,077,688
Investment income (as at page 12)		29,526
Other Income		
Income from Federations and other bodies (as at page 4)	116,443	
Income from any other sources (as at page 4)	11,222	
Total of other income (as at page 4)		127,665
		TOTAL INCOME
		3,234,879
EXPENDITURE		
Benefits to members (as at page 5)		86,130
Administrative expenses (as at page 10)		3,151,804
Federation and other bodies (specify)		
Refer attached accounts	46,679	
Total expenditure Federation and other bodies		46,679
Taxation		0
		TOTAL EXPENDITURE
		3,284,613
		(49,734)
Amount of general fund at beginning of year		1,612,733
Amount of general fund at end of year		1,562,999

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies Recharges to security services	116,443	
TOTAL FEDERATION AND OTHER BODIES		116,443
Other income PSM – advertising and subscription income Sale of diaries Other	4,287 5,518 1,417	
TOTAL OTHER INCOME		11,222
TOTAL OF ALL OTHER INCOME		127,665

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Legal Fees	86,130	brought forward Education and Training services	86,130
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward	86,130	Total (should agree with figure in General Fund)	86,130

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	SECTION AND BRANCH FUNDS	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Net increase in year	72,964	
	Total other income as specified		72,964
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		72,964
	Amount of fund at beginning of year		814,485
	Amount of fund at the end of year (as Balance Sheet)		887,449
	Number of members contributing at end of year		

FUND 3		Fund Account	
Name:	JOINT VENTURE FUND	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Share of Joint Venture Surplus	197,419	
	Total other income as specified		197,419
	Total Income		197,419
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		197,419
	Amount of fund at beginning of year		2,173,589
	Amount of fund at the end of year (as Balance Sheet)		2,371,008
	Number of members contributing at end of year		6043

(See notes 24 and 25)

FUND 4		Fund Account	
Name:	PENSION DEFICIT	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Reduction in deficit in year	471,000	
	Total other income as specified		471,000
	Total Income		471,000
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		471,000
	Amount of fund at beginning of year		(2,128,000)
	Amount of fund at the end of year (as Balance Sheet)		(1,657,000)
	Number of members contributing at end of year		28

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		1,544,212
Salaries and Wages included in above	£1,227,267	
Auditors' fees		6,600
Legal and Professional fees		92,745
Occupancy costs		403,442
Stationery, printing, postage, telephone, etc.		298,106
Expenses of Executive Committee (Head Office) & Branches		160,802
Expenses of conferences		23,294
Other administrative expenses (specify)		
PSM Production costs		89,170
Annual membership cards		9,602
Member products		19,867
Bank charges and subscription collection costs		6,274
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		52,333
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Section Rebates		445,357
	Total	3,151,804
Charged to:	General Fund (Page 3)	3,151,804
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	3,151,804

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contribution s £	Other Benefits		
				Description	Value £	
General Secretary	101,464	11,723	29,729		142,916	

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)			29,413
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			113
Other investment income (specify)			
		Total investment income	29,526
Credited to:			
		General Fund (Page 3)	29,526
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	29,526

BALANCE SHEET as at 31st December 2015

(see notes 47 to 50)

Previous Year		£	£
83,292	Fixed Assets (at page 14)		56,086
	Investments (as per analysis on page 15)		
2,641,707	Quoted (Market value £3,931,869)		3,153,043
43,827	Unquoted		73,581
2,768,826	Total Investments		3,282,710
	Other Assets		
	Loans to other trade unions		
546,444	Sundry debtors		603,028
1,604,946	Cash at bank and in hand		1,209,747
	Income tax to be recovered		
	Stocks of goods		
814,485	Others (specify) Section Funds		887,449
2,965,875	Total of other assets		2,700,224
5,734,701	TOTAL ASSETS		5,982,934
1,612,733	General Fund (Account 1)		1,562,999
814,485	Section & Branch Fund (Account 2)		887,449
2,173,589	Joint Venture Fund (Account 3)		2,371,008
(2,128,000)	Pension Deficit (Account 4)		(1,657,000)
	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		
32,124	Tax payable		35,838
122,196	Trade creditors		109,070
593,201	Accrued expenses		610,470
2,128,000	Provisions – Pension Liability		1,657,000
386,373	Other liabilities – Due to MiP		406,100
5,734,701	TOTAL LIABILITIES		5,982,934
5,734,701	TOTAL ASSETS		5,982,934

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		105,462	860,039			965,501
Additions			25,124			25,124
Disposals						
Revaluation/Transfers						
At end of year		105,462	885,163			990,625
Accumulated Depreciation						
At start of year		84,916	797,293			882,209
Charges for year		10,274	42,056			52,330
Disposals						
Revaluation/Transfers						
At end of year		95,190	839,349			934,539
Net book value at end of year						
		10,272	45,814			56,086
Net book value at end of previous year						
		20,546	62,746			83,292

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares) As per attached accounts	3,153,043	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)	3,153,043	
	Market Value of Quoted Investment	3,931,869	
UNQUOTED	Equities Unity Trust Plc	20,500	
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	Cash held by Broker	53,081	
	TOTAL UNQUOTED (as Balance Sheet)	73,581	
	Market Value of Unquoted Investments	73,581	

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	3,077,688		3,077,688
From Investments	29,526		29,526
Other Income (including increases by revaluation of assets)	869,048		869,048
Total Income	3,976,262		3,976,262
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	3,284,613		3,284,613
Funds at beginning of year (including reserves)	2,472,807		2,472,807
Funds at end of year (including reserves)	3,164,456		3,164,456
ASSETS			
Fixed Assets			56,086
Investment Assets			3,226,624
Other Assets			2,700,224
		Total Assets	5,982,934
LIABILITIES			
		Total Liabilities	2,818,478
NET ASSETS (Total Assets less Total Liabilities)			3,164,456

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.

Refer to attached accounts

ACCOUNTING POLICIES

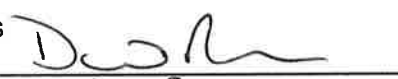

(see notes 74 and 75)

Refer to attached accounts

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>DAVID PENMAN</u> Date: <u>14/6/16</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>GARETH HILLS</u> Date: <u>15/6/16</u>
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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)	ENCLOSE D	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

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

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

YES/

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/

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/

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 BELOW

AUDITOR'S REPORT (continued)

REPORT OF THE AUDITORS TO THE MEMBERS OF THE FDA

We have audited the financial statements on pages 1 to 8 which have been prepared under the historical cost convention and the accounting policies set out on page 4.

This report is made solely to the members as a body. Our work has been undertaken so that we may state to the Union's members those matters that 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 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 FDA AND THE AUDITORS

As described on page 3 the FDA is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. We have been appointed as auditor under Section 33 of the Trade Union and Labour Relations 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 error or fraud. This includes an assessment of whether the accounting policies are appropriate to the FDA'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.

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 transactions for the year ended on that date.
- 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 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 (Amended) 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.

CIVVALS LIMITED
Statutory Auditors
& Chartered Accountants

50 Seymour Street
London
W1H 7JG

6 April 2016

Signature(s) of auditor or auditors:	<i>Civvals Ltd</i>	
Name(s):	CIVVALS LIMITED	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS & REGISTERED AUDITORS	
Address(es):	50 SEYMOUR STREET LONDON W1H 7JG	
Date:	<i>27/05/2016</i>	
Contact name and telephone number:	M. TULLETT 0207 258 3461	

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

FDA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2015

FDA
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015		2014	
	£	£	£	£	£
<u>INCOME</u>					
Members' Subscriptions			3,077,688		3,096,941
Affiliated Associations Subscriptions			116,443		108,128
Bank Interest received	113			146	
Dividends and Other Interest Received	29,477			33,423	
		29,590		33,569	
<u>Less:</u> Corporation Tax thereon	64			-	
			29,526	33,569	33,569
Miscellaneous Receipts:					
- PSM			4,287		1,365
- Income from Diaries			5,518		4,401
- Other			1,417		-
			3,234,879	3,244,404	3,244,404
<u>EXPENSES</u>					
Branch Expenses		13,398		9,860	
Section Rebates and Additional Support		445,357		460,638	
Employment expenses		1,248,282		1,153,967	
Pension Contributions		295,930		271,097	
Printing & Stationery		3,065		6,408	
Advertising, Information & Publications		20,637		7,046	
Postage & Delivery		7,311		9,953	
Communications, including Website costs		47,147		40,203	
Meetings & Hospitality inc. associated Travel & Subsistence		147,404		105,097	
Recruitment Initiatives incl. Fast Stream Annual Event		142,814		59,260	
Affiliation & Membership Fees		46,679		46,797	
Audit Fee		6,600		4,800	
Legal & Professional Fees		178,875		162,600	
Honoraria, Gifts & Donations		750		954	
Campaign and Ballot Fund		40,230		86,886	
Delegate Conference		23,294		25,415	
Depreciation		52,333		54,156	
Office Rent, Rates & Services		403,442		407,057	
PSM Production Costs		89,170		74,781	
Member Products		19,867		9,592	
Equipment Hire, Leasing & Maintenance		9,710		8,111	
Computer Costs		24,996		19,081	
Bank Charges & Subscription Collection Costs		6,274		8,549	
Annual Membership Cards		9,602		8,262	
Sundry expenses		1,446		481	
			3,284,613	3,041,051	3,041,051
<u>(DEFICIT)/ SURPLUS OF INCOME OVER EXPENDITURE</u>			(49,734)	203,353	203,353
<u>Add:</u> (Loss) on sale of Investments (net)			-	-	-
			(49,734)	203,353	203,353
<u>NET INCOME FROM OPERATIONS</u>					
Sections and branches fund surplus	3		72,964		107,764
Distribution from Managers in Partnership	4		197,419		282,289
<u>NET INCOME FOR THE YEAR</u>			220,649	593,406	593,406
Actuarial (loss)/ gain on pension scheme	5		471,000	(1,320,000)	(1,320,000)
			691,649	(726,594)	(726,594)
<u>RESERVES BROUGHT FORWARD</u>			2,472,807	3,199,401	3,199,401
<u>RESERVES CARRIED FORWARD</u>			3,164,456	2,472,807	2,472,807

FDA

BALANCE SHEET AS AT 31 DECEMBER 2015

		2015		2014	
	Notes	£	£	£	£
TOTAL ACCUMULATED FUND	2		<u>3,164,456</u>		<u>2,472,807</u>
<u>REPRESENTED BY:</u>					
INVESTMENTS	6		3,226,624		2,685,534
FIXED ASSETS	7		56,086		83,292
			<u>3,282,710</u>		<u>2,768,826</u>
CURRENT ASSETS					
Section and Branch Funds	3	887,449		814,485	
Debtors & Prepayments	8	603,028		546,444	
Cash on Deposit, at Bank and in Hand		1,209,747		1,602,124	
		<u>2,700,224</u>		<u>2,963,053</u>	
LESS: CURRENT LIABILITIES					
Creditors	9	1,161,478		1,131,072	
NET CURRENT ASSETS			<u>1,538,746</u>		<u>1,831,981</u>
NET ASSETS EXCLUDING PENSION LIABILITY			<u>4,821,456</u>		<u>4,600,807</u>
PENSION LIABILITY	5		(1,657,000)		(2,128,000)
NET ASSETS INCLUDING PENSION LIABILITY			<u>3,164,456</u>		<u>2,472,807</u>

Approved by:

.....

G Hills - President, Executive Committee

.....

D Penman - General Secretary

.....

J McCullagh - Hon. Treasurer

6 April 2016

FDA

RESPONSIBILITY FOR FINANCIAL STATEMENTS

The Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 1999 requires the FDA to prepare financial statements for each financial year which give a true and fair view. In preparing these financial statements the FDA is required to:

- keep proper accounting records in respect of the transactions and the assets and liabilities of the Union;
- establish and maintain a satisfactory system of control of the Union's accounting records, cash holding and all receipts and remittances;
- ensure that such records are maintained so as to give a true and fair view of the state of affairs of the Union and to explain its transactions;
- prepare an annual return for the Certification Officer giving a true and fair view of the Revenue Account and Balance Sheet; and
- provide members with a statement of income and expenditure for the year.

The maintenance and integrity of the FDA website is the responsibility of the FDA's officers. The work carried out by the auditors does not involve the consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred in the accounts since they were initially presented on the website.

FDA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2015

1. ACCOUNTING POLICIES

- (a) The financial statements of the Union have been prepared under the historical cost convention and in accordance with applicable UK accounting standards including FRS 102 (The Financial Reporting Standard applicable in the UK and Republic of Ireland). These accounts have been prepared on a going concern basis as the officer's have a reasonable expectation that the Union has adequate resources to continue for the foreseeable future.
- (b) Subscription income is accounted for on a receivable basis for the current year.
- (c) Expenditure is accounted for on an accruals basis. Any amounts of irrecoverable VAT are added to expenditure incurred.
- (d) Funds held by sections and branches have been incorporated in the financial statements based upon the latest reported information.
- (e) Depreciation is provided at rates estimated to reduce book value to realisable value on disposal. The rates used are as follows:
- | | |
|------------------------------|---------------------------|
| Office furniture & equipment | 33 1/3% |
| Website development costs | 33 1/3% |
| Computer hardware & software | 33 1/3% |
| Leasehold improvements | remaining period of lease |
- (f) Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight line over the period of the lease.
- (g) The share of net income arising from its sections and the joint venture with Managers in Partnership is accounted for in the income and expenditure account.
- (h) FDA operates a defined benefit pension scheme. The disclosures required to be made under the provisions of FRS 102 are made in note 5. The net actuarial gains or losses are shown separately below net income / expenditure for the year. Pension scheme assets are measured on an actuarial basis using the projected unit method discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent currency and term to the scheme liabilities. Full actuarial valuations are obtained every three years and are updated at each balance sheet date. The resulting benefit scheme liability is shown separately on the face of the balance sheet. This report restates the prior year figures previously reported under FRS 17 so as to be consistent with FRS 102.

2. ACCUMULATED FUND

	FDA Operational Fund Reserve	Section & Branch Fund Reserve	MIP Fund Reserve	Pension Deficit	Total
	£	£	£	£	£
Balance at beginning of the year	1,612,733	814,485	2,173,589	(2,128,000)	2,472,807
Surplus/ (Deficit) for the year	(49,734)	72,964	197,419	471,000	691,649
Balance at end of year	<u>1,562,999</u>	<u>887,449</u>	<u>2,371,008</u>	<u>(1,657,000)</u>	<u>3,164,456</u>

FDA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2015

3. SECTION AND BRANCH FUNDS

	At start of year	Surplus/ (Deficit)	At end of year
	£	£	£
Crown Prosecution Service	99,689	33,803	133,492
Northern Ireland Senior Officers	16,408	(9,701)	6,707
OFSTED	164,742	(15,167)	149,575
HMI Wales	34,199	2,874	37,073
HMI Scotland	52,687	3,646	56,333
Procurators Fiscal Society	61,486	5,870	67,356
DSA	383,264	51,517	434,781
Land Registry	2,010	122	2,132
	814,485	72,964	887,449

Included in funds held by DSA is an amount of £215,693 (2014 - £163,501) held by FDA on their behalf. Included in funds held by Crown Prosecution Service is £53,196 (2014 - £57,767) held by FDA on their behalf.

4. JOINT VENTURE

In 2005 the FDA entered into a joint venture with UNISON, known as Managers in Partnership. The partnership provides support for senior managers within the health service.

	2015	2014
	£	£
Accumulated surplus at beginning of year	2,173,589	1,891,300
Half share of surplus retained for the year	197,419	282,289
Accumulated surplus at end of year	2,371,008	2,173,589

There was an amount due to the joint venture partner at 31 December 2015 of £406,100 (2014 - £386,374), representing the amount due to balance the net income to a half share.

5. PENSION LIABILITY

As at 31 December 2015 the FDA operated a pension scheme known as The FDA Retirement Benefits Scheme. The Scheme is a defined benefit scheme and is open to new entrants. A full actuarial valuation was carried out by a qualified independent actuary as at 1 April 2012. That valuation has been projected forward by the actuary to the accounting date on a basis compliant with FRS 102 in order to assess the liabilities of the scheme. Scheme assets are stated at their fair values at the respective balance sheet dates.

The Scheme is governed by the Trustees, who are responsible for insuring that there are sufficient funds to meet current and future obligations. Responsibility for governance of the Scheme, including setting contribution rates, lies jointly with the FDA and the Trustees.

The major financial assumptions used by the actuary were:

	2015	2014
Discount rate	4.05%	3.80%
Rate of increase in salaries	3.80%	3.85%
Rate of revaluation in deferment	2.30%	2.15%
Rate of increase in pensions in payment - pre 1.1.97 service	3.30%	3.35%
Rate of increase in pensions in payment - post 1.1.97 service	2.30%	2.15%
RPI Inflation assumption	3.30%	3.35%
CPI Inflation assumption	2.30%	2.15%

FDA

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015

5. PENSION LIABILITY (continued)

Mortality assumptions:

The mortality assumptions are based on standard mortality tables which allow for future mortality improvements. The assumptions are that a current pensioner now aged 65 will live on average 27.9 years if male and 30.7 years if female and that a future pensioner now aged 45 will live on average 29.5 years if male and 32.4 years if female.

The assets in the scheme and the expected rate of return as at 31 December 2015 were:

	2015	2014
	Value £	Value £
Equities	5,988,000	5,844,000
Fixed Interest Gilts	342,000	285,000
Index Linked Gilts	1,695,000	1,690,000
Corporate Bonds	1,153,000	1,164,000
Cash	611,000	493,000
Total market value of assets	9,789,000	9,476,000
Present value of scheme liabilities	11,446,000	11,604,000
Deficit in scheme	(1,657,000)	(2,128,000)

The movement in the deficit during the year was as follows:

	£	£
Deficit in scheme at beginning of year		(2,128,000)
Movement in year:		
Current employer service cost	(276,000)	
Administration expenses	(62,000)	
Contributions	315,000	(23,000)
Net return:		
Expected return on pension scheme assets	(74,000)	
Interest on pension scheme liabilities	(75,000)	(149,000)
Actuarial gain:		
Experience gains/losses arising on scheme liabilities	162,000	
Changes in assumptions underlying the present value of the scheme liabilities	481,000	643,000
Deficit in scheme at end of year		(1,657,000)

History of experience gains and losses (£'000's)

	Year ended 31 December				
	2015	2014	2013	2012	2011
Present value of scheme liabilities	11,446	11,604	9,423	8,564	7,526
Fair value of scheme assets	(9,789)	(9,476)	(8,615)	(7,483)	(6,115)
Deficit in the scheme	1,657	2,128	808	1,081	1,411
Experience gains and (losses) arising on scheme liabilities:					
Amount	162	(49)	(180)	(125)	(52)
Percentage of scheme liabilities	1.4%	(0.4%)	(1.9%)	(1.5%)	(0.7%)
Experience gains and (losses) arising on scheme assets:					
Amount	(74)	325	387	827	(340)
Percentage of scheme assets	(0.8%)	3.4%	4.5%	11.1%	(5.6%)

FDA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2015

6. INVESTMENTS

Holding Description	Cost £	Market Value £
8,000 Alliance Trust plc	10,624	41,360
4,825 BNY MFM Newton Asian Inc Fund	6,389	7,971
6,500 BNY MFM Newton Real Return Inc.	13,332	18,520
13,000 Edinburgh Dragon Trust Plc	4,525	31,395
9,300 Edinburgh Investment Trust Plc	19,509	66,914
400 Findlay Park Plc American Smaller Companies	8,014	21,941
19,810 Henderson Investment European Growth	17,407	75,516
53,536 Invesco Perpetual UK Smaller Companies	16,888	144,366
6,000 Polar Capital Technology Trust Plc Ordinary shares	5,411	37,620
1,379 Royal Dutch Shell Plc	6,292	21,278
9,500 Scottish Mortgage Investment Trust Plc	19,368	132,003
82,000 Standard Life Wealth Bridge Fund Inc.	143,077	201,059
25,000 Standard Life Wealth Falcon Fund Inc.	48,962	73,661
1,865,251 Aberdeen Multi-Manager Diversity Fund CL A	2,764,011	2,835,818
4,300 TR European Growth Trust	3,497	28,262
12,490 TU Fund Managers British Trust	49,680	65,485
500 Unity Trust Plc	20,500	20,500
16,500 Witan Investment Trust Plc	16,057	128,700
	<u>3,173,543</u>	<u>3,952,369</u>
Uninvested cash	53,081	53,081
	<u><u>3,226,624</u></u>	<u><u>4,005,450</u></u>

7. FIXED ASSETS

	Office Furniture & Equipment £	Computer Hardware & Software £	Leasehold Improvements £	Website £	TOTAL £
COST					
At beginning of the year	303,747	427,480	105,462	128,812	965,501
Additions	-	14,952	-	10,172	25,124
Disposals	-	-	-	-	-
At end of the year	<u>303,747</u>	<u>442,432</u>	<u>105,462</u>	<u>138,984</u>	<u>990,625</u>
DEPRECIATION					
At beginning of the year	259,917	408,564	84,916	128,812	882,209
Charge for the year	20,504	19,857	10,274	1,695	52,330
Eliminated on disposal	-	-	-	-	-
At end of the year	<u>280,421</u>	<u>428,421</u>	<u>95,190</u>	<u>130,507</u>	<u>934,539</u>
NET BOOK VALUES					
At end of the year	<u>23,326</u>	<u>14,011</u>	<u>10,272</u>	<u>8,477</u>	<u>56,086</u>
At beginning of the year	<u>43,830</u>	<u>18,916</u>	<u>20,546</u>	<u>-</u>	<u>83,292</u>

FDA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2015

8. <u>DEBTORS & PREPAYMENTS</u>	2015	2014
	£	£
Subscriptions Receivable	336,988	338,070
Other Debtors	143,105	168,999
Prepayments	<u>122,935</u>	<u>39,375</u>
	<u><u>603,028</u></u>	<u><u>546,444</u></u>
9. <u>CREDITORS</u>	2015	2014
	£	£
Amounts due on Joint Venture	406,100	386,373
Taxes & Social Security	35,838	32,124
Other Creditors	109,070	122,196
Accruals	<u>610,470</u>	<u>593,201</u>
	<u><u>1,161,478</u></u>	<u><u>1,133,894</u></u>

10. LEASING COMMITMENTS

The Union leases its Headquarters at a current annual rental of £215,660 plus VAT. The lease expires in 2016.

11. CONTINGENT LIABILITIES

The Union is involved in ongoing legal cases in behalf of its members, the outcomes of which are inevitably uncertain. Provision has been made for the estimated unbilled costs where the Union considers that they may not be totally recovered.

12. POST BALANCE SHEET EVENTS

The Union acquired a freehold property in January 2016 with the intention of moving its operations to the new property on the expiry of its current lease and on completion of refurbishment works on the new premises. The transactions relating to this acquisition will be reflected in the financial statements for the year ended 31 December 2016.

REPORT OF THE AUDITORS TO THE MEMBERS OF THE FDA

We have audited the financial statements on pages 1 to 8 which have been prepared under the historical cost convention and the accounting policies set out on page 4.

This report is made solely to the members as a body. Our work has been undertaken so that we may state to the Union's members those matters that 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 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 FDA AND THE AUDITORS

As described on page 3 the FDA is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. We have been appointed as auditor under Section 33 of the Trade Union and Labour Relations 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 error or fraud. This includes an assessment of whether the accounting policies are appropriate to the FDA'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.

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 transactions for the year ended on that date.
- 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 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

- 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.

CIVVALS LIMITED
Statutory Auditors
& Chartered Accountants

50 Seymour Street
London
W1H 7JG

6 April 2016

FDA

SCHEDULE OF AFFILIATIONS AND MEMBERSHIPS

FOR THE YEAR ENDED 31 DECEMBER 2015

Trades Union Congress

Scottish Trades Union Congress

Wales Trades Union Congress

Irish Congress of Trade Unions

Public Services International

European Federation of Public Service Unions

Liberty

Day Care Trust

Civil Service Pensioners Alliance

National Pensioners Convention

Campaign for Freedom of Information

HOPE not Hate

The Fawcett Society

The Living Wage Foundation

Unions 21