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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Britannia Staff Union

Year ended:

2015

List no:

137

Head or Main Office:

Court Lodge, Leonard Street, Leek, ST13 5JP

Website address (if available)

www.britanniasu.org.uk

Has the address changed during the year to which the return relates?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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(Click the appropriate box)

General Secretary:

John Stoddard

Telephone Number:

01538 399 627

Contact name for queries regarding

Jayne Buxton

Telephone Number:

01538 399 627

E-mail:

Jayne.buxton@britannia.co.uk

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

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

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

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

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



(Revised February 2011)

BRITANNIA STAFF UNION

LIST OF OFFICERS IN POST AT 31ST DECEMBER 2015

John Stoddard – General Secretary

Adrian Northcott – Chairman

Tracey Lee – Vice Chairman

Caroline Salter – Vice Chairman

Iain Hughes – Vice Chairman

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	409	0	0	0	409
FEMALE	1040	0	0	0	1040
TOTAL	1449	0	0	0	A 1449

Please note that the 3 members we had in NI left by the end of May 2015

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

None
1449

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

OFFICERS IN POST

(see note 12)

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

RETURN OF CHANGE OF OFFICERS

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

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date

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		93,653
From Members: Other income from members (specify)		
Lottery Income	14,950	
Total other income from members		14,950
Total of all income from members		108,603
Investment income (as at page 12)		6,045
Other Income		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	0	
Total of other income (as at page 4)		0
	TOTAL INCOME	114,648
EXPENDITURE		
Benefits to members (as at page 5)		596
Administrative expenses (as at page 10)		73,900
Federation and other bodies (specify)		
TUC	4,833	
Total expenditure Federation and other bodies		4,833
Taxation		1,291
	TOTAL EXPENDITURE	80,620
Surplus (deficit) for year		34,028
Amount of general fund at beginning of year		640,935
Amount of general fund at end of year		674,963

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		0
Other income		
TOTAL OTHER INCOME		0
TOTAL OF ALL OTHER INCOME		0

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	0
		Education and Training services	596
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	0	Total (should agree with figure in General Fund)	596

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	Death in Service	£	£
Income			
	From members		0
	Investment income (as at page 12)		0
	Other income (specify)		0
		Total other income as specified	0
		Total Income	0
Expenditure			
	Benefits to members		0
	Administrative expenses and other expenditure (as at page 10)		0
		Total Expenditure	0
		Surplus (Deficit) for the year	0
		Amount of fund at beginning of year	21,000
		Amount of fund at the end of year (as Balance Sheet)	21,000
		Number of members contributing at end of year	0

FUND 3		Fund Account	
Name:	Industrial Tribunal Fund	£	£
Income			
	From members		0
	Investment income (as at page 12)		0
	Other income (specify)		0
		Total other income as specified	0
		Total Income	0
Expenditure			
	Benefits to members		0
	Administrative expenses and other expenditure (as at page 10)		0
		Total Expenditure	0
		Surplus (Deficit) for the year	0
		Amount of fund at beginning of year	10,000
		Amount of fund at the end of year (as Balance Sheet)	10,000
		Number of members contributing at end of year	1,449

(See notes 24 and 25)

FUND 4		Fund Account	
Name:	Injury and Sickness	£	£
Income			
	From members		0
	Investment income (as at page 12)		0
	Other income (specify)		0
		Total other income as specified	0
		Total Income	0
Expenditure			
	Benefits to members		0
	Administrative expenses and other expenditure (as at page 10)		0
		Total Expenditure	0
		Surplus (Deficit) for the year	0
		Amount of fund at beginning of year	5,000
		Amount of fund at the end of year (as Balance Sheet)	5,000
		Number of members contributing at end of year	0

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 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		42,796
Salaries and Wages included in above	£42,796	
Auditors' fees		3,491
Legal and Professional fees		188
Occupancy costs		16,585
Stationery, printing, postage, telephone, etc.		3,179
Expenses of Executive Committee (Head Office)		6,565
Expenses of conferences		0
Other administrative expenses (specify)		
Bank Charges		426
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		0
Mortgages		0
Other loans		0
Depreciation		670
Taxation		
Outgoings on land and buildings (specify)		0
Other outgoings (specify)		0
	Total	73,900
Charged to:	General Fund (Page 3)	73,900
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	73,900

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £	Other Fund(s) £
Rent from land and buildings		0
Dividends (gross) from:		
Equities (e.g. shares)		0
Interest (gross) from:		
Government securities (Gilts)		0
Mortgages		0
Local Authority Bonds		0
Bank and Building Societies		6,045
Other investment income (specify)		0
		6,045
	Total investment income	6,045
	Credited to:	
	General Fund (Page 3)	6,045
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Political Fund	
	Total Investment Income	6,045

BALANCE SHEET as at 31st December 2015

(see notes 47 to 50)

Previous Year		£	£
169,422	Fixed Assets (at page 14)		168,752
0	Investments (as per analysis on page 15)		0
0	Quoted (Market value £)		0
0	Unquoted		0
169,422	Total Investments		168,752
	Other Assets		
0	Loans to other trade unions		0
32,159	Sundry debtors		36,795
530,540	Cash at bank and in hand		530,070
0	Income tax to be recovered		0
0	Stocks of goods		0
0	Others (specify)		0
732,121	Total of other assets		566,865
	TOTAL ASSETS		735,617
640,935	Fund (Account)		674,963
21,000	Fund (Account)		21,000
15,000	Fund (Account)		15,000
0	Superannuation Fund (Account)		0
0	Political Fund (Account)		0
0	Revaluation Reserve		0
	LIABILITIES		
0	Amount held on behalf of central trade union political fund		0
0	Loans: From other trade unions		0
0	Loans: Other		0
0	Bank overdraft		0
792	Tax payable	784	
2,524	Sundry creditors	16,573	
48,360	Accrued expenses	3,787	
0	Provisions	0	
3,510	Other liabilities	3,510	
55,186	TOTAL LIABILITIES		24,654
732,121	TOTAL ASSETS		735,617

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	165,376		49,042	0	0	214,418
Additions	0		0	0	0	0
Disposals	0		0	0	0	0
Revaluation/Transfer s	0		0	0	0	0
At end of year	165,376		49,042	0	0	214,418
Accumulated Depreciation						
At start of year	0		44,996	0	0	44,996
Charges for year	0		670	0	0	670
Disposals	0		0	0	0	0
Revaluation/Transfer s	0		0	0	0	0
At end of year	0		45,666	0	0	45,666
Net book value at end of year	165,376		3,376	0	0	168,752
Net book value at end of previous year	165,376		4,046	0	0	169,422

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 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		0	
From Members	108,603	0	108,603
From Investments	6,045	0	6,045
Other Income (including increases by revaluation of assets)	0	0	0
Total Income	114,648	0	114,648
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	80,620	0	80,620
Funds at beginning of year (including reserves)	676,935	0	676,935
Funds at end of year (including reserves)	710,963	0	710,963
ASSETS			
Fixed Assets			168,752
Investment Assets			0
Other Assets			566,865
		Total Assets	735,617
LIABILITIES		Total Liabilities	24,654
NET ASSETS (Total Assets less Total Liabilities)			710,963

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2015

1. ACCOUNTING POLICIES

Accounting Convention

The accounts are prepared under the historical cost convention and in accordance with applicable Accounting Standards.

Income and Expenses

The Union is registered for Value Added Tax and is a partially exempt organisation. All income and expenses are, therefore, shown net of reclaimable Value Added Tax.

Subscriptions

Subscriptions represent the amounts received in the year from the Union Members.

Learning Fund

The Union has been awarded funds from the Learning Fund, which is a government inspired initiative to give employees, through their Trade Unions, improved access to education via a supported network of Union Learning Representatives.

The Learning Fund expenditure and funding is shown on an accruals basis in the income and expenditure account.

Depreciation

Depreciation is calculated so as to write-off the original cost on a reducing balance basis over the expected useful lives of the assets concerned. Depreciation is charged in full on all assets purchased during the year but is not charged on assets disposed of during the year. The principal rates used are: -

Office equipment	15%
Computers	25%

No depreciation is charged on land and buildings as the property is maintained to an extremely high standard and should maintain its value indefinitely.

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

All notes to the accounts must be entered on or attached to this part of the return.

See Attached

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2015

2. DEATH IN SERVICE FUND

	2015	2014
	£	£
<u>Income</u>		
Interest received	-	-
	-	-
<u>Expenditure</u>		
Death grants	-	-
Excess of expenditure over income	-	-

3. FIXED ASSETS

	Land and Buildings	Office Equipment	Computers	Total
	£	£	£	£
COST				
At 31st December 2014	165,376	29,228	19,814	214,418
Additions	-	-	-	-
Disposals	-	-	-	-
At 31st December 2015	165,376	29,228	19,814	214,418
DEPRECIATION				
At 31st December 2014	-	25,820	19,176	44,996
Charge on disposals	-	-	-	-
Charge for the Year	-	511	159	670
At 31st December 2015	-	26,331	19,335	45,666
NET BOOK VALUE				
At 31st December 2015	165,376	2,897	479	168,752
At 31st December 2014	165,376	3,408	638	169,422

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2015

4. DEBTORS

	2015	2014
	£	£
Learning Fund	32,385	27,518
Other Debtors	3,016	3,299
Prepayments	<u>1,394</u>	<u>1,342</u>
	<u>36,795</u>	<u>32,159</u>

5. CREDITORS

	2015	2014
	£	£
Accrued Salary Costs - Officer Secondments	-	44,000
Other Creditors	16,573	2,524
Accruals	3,787	4,360
Deferred income – At Risk Fund	3,510	3,510
Corporation Tax	<u>784</u>	<u>792</u>
	<u>24,654</u>	<u>55,186</u>

6. GENERAL FUND

	2015	2014
	£	£
At 31 st December 2014	640,935	600,608
Add: Excess of Income over Expenditure in the year	<u>34,028</u>	<u>40,327</u>
At 31 st December 2015	<u>674,963</u>	<u>640,935</u>

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2015

7. DEATH IN SERVICE FUND

	2015	2014
	£	£
At 31 st December 2014	21,000	21,000
Less: Expenditure in the year	<u>-</u>	<u>-</u>
At 31 st December 2015	21,000	21,000

8. INDUSTRIAL TRIBUNAL FUND

	2015	2014
	£	£
At 31 st December 2015	10,000	10,000

This fund has been established to assist members with legal expenses incurred during representation at Industrial Tribunals in cases of alleged unfair dismissal.

9. INJURY AND SICKNESS FUND

	2015	2014
	£	£
At 31 st December 2015	5,000	5,000

This fund has been established to assist members who have enforced absence from work through injury or sickness and have a grievance against their employer.

10. POLITICAL AFFILIATION

The Britannia Staff Union has no political fund and no political affiliation.

11. TRADE UNION CONGRESS AFFILIATION

The Union is affiliated to the Trade Union Congress.

12. MEMBERSHIP NUMBERS

At 31st December 2015 there were 1,449 members of the Union (2014 – 1,777).

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2015

13. RELATED PARTY TRANSACTIONS

As part of their day to day duties certain officers of the National Executive Committee personally incur costs on behalf of the Union, which are reimbursed during the year:

	2015	2014
	£	£
John Stoddard	1,480	1,231
Adrian Northcott	930	1,167
Derek Adams	-	111
Tracey Lee	1,871	433
Caroline Salter	246	169
Iain Hughes	49	313

The Union gave leaving gifts to the value of £Nil (2014 - £200 each to Gavin Noyce, Kimberley Bailey and Derek Adams of which £Nil (2014 - £Nil) was outstanding at the year end.

The Union has previously contributed towards the salaries of staff seconded to the BSU from the Co-op Bank and on its Union Learning Fund project from Lloyds Banking Group. During the year the net cost of the contribution by the Union was £NIL - as all monies, £40,117, were reclaimed either from the Union Learning Fund or from Accord (2014 - £16,000). At the year end the Union accrued £NIL (2014 - £44,000) relating to secondments. There was an over accrual of the secondment costs in the previous year of £32,400 (2013 - over accrual of £5,623), which has been written back to the income and expenditure account in the year.

14. ULTIMATE CONTROLLING PARTY

The union is controlled by National Executive Committee.

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)


AUDITOR'S REPORT (continued)

OPINION

In our opinion the financial statements give a true and fair view of the state of the Union's affairs at 31st December 2015 and of its surplus for the year then ended, and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

It is also our opinion that:

- a) the trade union has kept proper accounting records in accordance with the requirements of section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992,
- b) the trade union has maintained a satisfactory system of control over its transactions in accordance with the requirements of section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992, and
- c) the accounts agree with the accounting records

Signature(s) of auditor or auditors:		
Name(s):	Howsons	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	Winton House Stoke Road Stoke on Trent ST4 2RW	
Date:	5TH MAY 2016	
Contact name and telephone number:	James Eyre-Walker 01782 848838	

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