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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

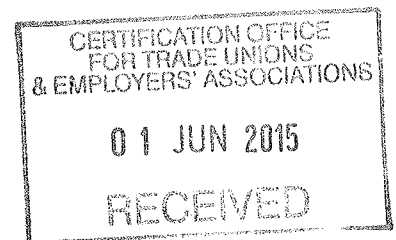
Name of Trade Union:	Britannia Staff Union
Year ended:	2014
List no:	137
Head or Main Office:	Court Lodge, Leonard Street, Leek, ST13 5JP
Website address (if available)	
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	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)

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	491	1	0	0	492
FEMALE	1283	2	0	0	1285
TOTAL	1774	3	0	0	A 1777

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

None
1777

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
Assistant Gen Secretary	Lisa Beverley	Not replaced	1 Jan 2014
Vice Chair		Tracey Lee	Jan 2014
Vice Chair		Caroline Salter	Jan 2014
Vice Chair		Iain Hughes	April 2014
Vice Chair	Derek Adams		May 2014
Vice Chair	Kim Bailey		May 2014
Vice Chair	Gavin Noyce	Not replaced	Dec 2014

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		119,024
From Members: Other income from members (specify)		
Lottery Income	19,878	
Total other income from members		19,878
Total of all income from members		138,902
Investment income (as at page 12)		6,016
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	144,918
EXPENDITURE		
Benefits to members (as at page 5)		294
Administrative expenses (as at page 10)		97,248
Federation and other bodies (specify)		
TUC	6,591	
Federation/Alliance for Finance	197	
Total expenditure Federation and other bodies		6,788
Taxation		261
	TOTAL EXPENDITURE	104,591
Surplus (deficit) for year		40,327
Amount of general fund at beginning of year		600,608
Amount of general fund at end of year		640,935

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	294
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)	294

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	Death in Service	£	£
Income			
	From members		0
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		0
	Total Income		0
Expenditure			
	Benefits to members	0	
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		0
	Surplus (Deficit) for the year		
	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)		
	Other income (specify)		
	Total other income as specified		0
	Total Income		0
Expenditure			
	Benefits to members	0	
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		0
	Surplus (Deficit) for the year		
	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		1,777

FUND 4		Fund Account	
Name:	Injury and Sickness	£	£
Income			
	From members		0
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	0
		Total Income	0
Expenditure			
	Benefits to members	0	
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	0
		Surplus (Deficit) for the year	
		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	

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		63,536
Salaries and Wages included in above	£63,026	
Auditors' fees		3,281
Legal and Professional fees		1,089
Occupancy costs		15,204
Stationery, printing, postage, telephone, etc.		4,020
Expenses of Executive Committee (Head Office)		8,305
Expenses of conferences		0
Other administrative expenses (specify)		
Recruitment Costs		600
Bank Charges		400
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		0
Mortgages		0
Other loans		0
Depreciation		813
Taxation		261
Outgoings on land and buildings (specify)		0
Other outgoings (specify)		0
Total		97,509
Charged to:		
	General Fund (Page 3)	97,509
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		97,509

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary	Employers N.I. contributio ns	Benefits			Total
			Pension Contribution s £	Other Benefits		
				Description	Value £	
	£	£				£
General Secretary and Chairman	£11,000 This amount represents part reimbursement of the seconded salaries as agreed with the business					

BALANCE SHEET as at

31st Decemeber
2014

(see notes 47 to 50)

Previous Year		£	£
170,235	Fixed Assets (at page 14)		169,422
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
170,235	Total Investments		169,422
	Other Assets		
0	Loans to other trade unions		0
23,521	Sundry debtors		32,159
494,697	Cash at bank and in hand		530,540
0	Income tax to be recovered		0
0	Stocks of goods		0
0	Others (specify)		0
518,218	Total of other assets		562,699
688,453	TOTAL ASSETS		732,121
600,608	Fund (Account)		640,935
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
1,641	Tax payable	792	
852	Sundry creditors	2,524	
40,336	Accrued expenses	48,360	
0	Provisions	0	
9,016	Other liabilities	3,510	
51,845	TOTAL LIABILITIES		55,186
688,453	TOTAL ASSETS		732,121

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		44,183	0	0	44,183
Charges for year	0		813	0	0	813
Disposals	0		0	0	0	0
Revaluation/Transfer s	0		0	0	0	0
At end of year	0		44,996	0	0	44,996
Net book value at end of year	165,376		4,046	0	0	169,422
Net book value at end of previous year	165,376		4,859	0	0	170,235

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	138,902	0	138,902
From Investments	6,016	0	6,016
Other Income (including increases by revaluation of assets)	0	0	0
Total Income	144,918	0	144,918
EXPENDITURE (including decreases by revaluation of Total Expenditure			
	104,591	0	104,591
Funds at beginning of year (including reserves)	636,608	0	636,608
Funds at end of year (including reserves)	676,935	0	676,935
ASSETS			
Fixed Assets			169,422
Investment Assets			0
Other Assets			562,699
Total Assets			732,121
LIABILITIES			
Total Liabilities			55,186
NET ASSETS (Total Assets less Total Liabilities)			676,935

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 2014

2. DEATH IN SERVICE FUND

	2014	2013
	£	£
<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 2013	165,376	29,228	19,814	214,418
Additions	-	-	-	-
Disposals	-	-	-	-
At 31st December 2014	165,376	29,228	19,814	214,418
DEPRECIATION				
At 31st December 2013	-	25,219	18,964	44,183
Charge on disposals	-	-	-	-
Charge for the Year	-	601	212	813
At 31st December 2014	-	25,820	19,176	44,996
NET BOOK VALUE				
At 31st December 2014	165,376	3,408	638	169,422
At 31st December 2013	165,376	4,009	850	170,235

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2014

4. DEBTORS

	2014	2013
	£	£
Learning Fund	27,518	18,033
Other Debtors	3,299	4,070
Prepayments	1,342	1,418
	32,159	23,521

5. CREDITORS

	2014	2013
	£	£
Accrued Salary Costs - Officer Secondments	44,000	28,000
Other Creditors	2,524	852
Accruals	4,360	12,336
Deferred income – At Risk Fund	3,510	9,016
Corporation Tax	792	1,641
	55,186	51,845

6. GENERAL FUND

	2014	2013
	£	£
At 31 st December 2013	600,608	593,075
Add: Excess of Income over Expenditure in the year	40,327	7,533
At 31 st December 2014	640,935	600,608

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2014

7. DEATH IN SERVICE FUND

	2014	2013
	£	£
At 31 st December 2013	21,000	21,000
Less: Expenditure in the year	<u>-</u>	<u>-</u>
At 31 st December 2014	<u>21,000</u>	<u>21,000</u>

8. INDUSTRIAL TRIBUNAL FUND

	2014	2013
	£	£
At 31 st December 2014	<u>10,000</u>	<u>10,000</u>

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

	2014	2013
	£	£
At 31 st December 2014	<u>5,000</u>	<u>5,000</u>

This fund has been established to assist members who have enforced absence from work through injury or sickness and have a grievance against Co-op Bank.

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 2014 there were 1,777 members of the Union (2013 - 2,373).

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2014

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:

	2014	2013
	£	£
John Stoddard	1,231	1,628
Adrian Northcott	1,167	2,068
Lisa Beverley	-	681
Kimberley Bailey	-	128
Derek Adams	111	1,207
Tracey Lee	433	-
Caroline Salter	169	-
Iain Hughes	313	-

The Union gave leaving gifts to the value of £200 each to Gavin Noyce, Kimberley Bailey and Derek Adams (2013 - Wayne Lancaster and Lisa Beverley) of which £nil (2013 - £nil) was outstanding at the year end.

The Union contributes towards the salaries of 3 officers of the National Executive Committee, who are paid employees of the Co-op Bank. During the year the cost of the contribution by the Union was £16,000 (2013 - £33,616). At the year end the Union accrued £44,000 (2013 - £28,000) relating to these secondments. There was an over accrual of the secondment costs in the previous year of £5,623 (2012 – under accrual of £5,616).

14. ULTIMATE CONTROLLING PARTY

The union is controlled by the National Executive Committee.

ACCOUNTING POLICIES

(see notes 74 and 75)

See Attached

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u><i>[Signature]</i></u> Name: <u>Mr John Stoddard</u> Date: <u>19.5.15</u>	Chairman's Signature: <u><i>[Signature]</i></u> (or other official whose position should be stated) Name: <u>ADRIAN NORTHCOTT</u> Date: <u>25/05/2015</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 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"/>

BRITANNIA STAFF UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2014

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.

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 2014 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 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 Statutory Auditors	
Address(es):	Winton House Stoke Road Stoke - on - Trent ST4 2RW	
Date:	18.05.15	
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.