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# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

UFS

Year ended:

31 December 2014

List no:

CO/698T

Head or Main Office:

The Old Station House  
Cotswold Rd  
Cheltenham  
GL52 5HD

Website address (if available)

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

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

General Secretary:

Alan Wood

Telephone Number:

01242 708090

Contact name for queries  
regarding

Claire Holder

Telephone Number:

01242 708090

E-mail:

mail@ufsdirect.org

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

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

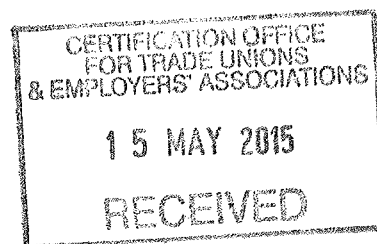
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

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

For Unions based in Scotland:

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



(Revised February 2011)

## **National Executive Committee Members for Year Ending 31<sup>st</sup> December 2014**

**ALAN WOOD                      GENERAL SECRETARY**

**SUE HORTON                      CHAIR**

**ARTHUR CHAMPION              (Resigned Nov 30th)**

**JOHN MURPHY**

**GRANT BARTLE**

**TIM PERKINS                      (Resigned Nov 30th)**

**MITCH WENSLEY**

**GLEN WILLIAMS**

**ALEX ROBINSON**

**GRAHAM BRAZIER**

**ALEX BRAMLEY**

# 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	849	10		3	862
FEMALE	1058	12		3	1073
TOTAL	1907	22		6	A 1935

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

19

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

1935

## 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
NEC MEMBER	ARTHUR CHAMPION		30/11/14
NEC MEMBER	TIM PERKINS		30/11/14

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)

	£	£
<b>INCOME</b>		
From Members: Contributions and Subscriptions		231831
From Members: Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		
<b>Investment income (as at page 12)</b>		8828
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	384082	
<b>Total of other income (as at page 4)</b>		392910
	<b>TOTAL INCOME</b>	624741
<b>EXPENDITURE</b>		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		584871
Federation and other bodies (specify)		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	584871
Surplus (deficit) for year		39870
Amount of general fund at beginning of year		200897
Amount of general fund at end of year		240767

(see notes 19 and 20)

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# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

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

(See notes 24 and 25)

FUND 2		Fund Account	
Name.		£	£
<b>Income</b>	UFS		
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other Income as specified		
		Total Income	
<b>Expenditure</b>			
	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		

[illegible]

(See notes 24 and 25)

[illegible][illegible]



(See notes 24 and 25)

[illegible]

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)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>	
<b>Income</b>		*	*
	Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total income		
<b>Expenditure</b>			
	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		

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>	
<b>Income</b>	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		
<b>Expenditure</b>			
	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)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		413177
Salaries and Wages included in above	£361179	
Auditors' fees		1500
Legal and Professional fees		10510
Occupancy costs		773
Stationery, printing, postage, telephone, etc.		42522
Expenses of Executive Committee (Head Office)		12618
Expenses of conferences		12355
Other administrative expenses (specify)		
General Insurance		9877
Computer and leasing costs		9999
Courses and training		5975
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		6766
Other loans		
Depreciation		4872
Taxation		
Outgoings on land and buildings (specify)		
Premises expenses		16127
Other outgoings (specify)		
ULF grant expenses		37800
<b>Total</b>		584871
Charged to:	General Fund (Page 3)	584871
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
<b>Total</b>		584871

(see notes 34 to 44 below)

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## ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			8735
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			93
Other investment income (specify)			
Total investment income			8828
Credited to:			
		General Fund (Page 3)	8828
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
Total Investment Income			8828

# BALANCE SHEET as at 31 December 2014

(see notes 47 to 50)

Previous Year		£	£
297763	<b>Fixed Assets</b> (at page 14)		302758
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £ )		
6	Unquoted		6
297769	<b>Total Investments</b>		302764
	<b>Other Assets</b>		
	Loans to other trade unions		
9069	Sundry debtors		11267
84776	Cash at bank and in hand		106193
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
93845	<b>Total of other assets</b>		117460
391614	<b>TOTAL ASSETS</b>		420224
	Fund (Account )		
	Fund (Account )		
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
178532	Loans: Other		164724
	Bank overdraft		
9002	Tax payable		10660
145	Sundry creditors		45
3038	Accrued expenses		4028
	Provisions		
	Other liabilities		
190717	<b>TOTAL LIABILITIES</b>		179457
200897	<b>TOTAL ASSETS</b>		240767

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings			Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold	£      £	£	£	£	£
<b>Cost or Valuation</b>							
At start of year	285000			29249			314249
Additions				9867			9867
Disposals				-11786			-11786
Revaluation/Transfer s							
At end of year	285000			27330			312330
<b>Accumulated Depreciation</b>							
At start of year				16486			16486
Charges for year				4378			4378
Disposals				-11292			-11292
Revaluation/Transfer s							
At end of year				9572			9672
<b>Net book value at end of year</b>							
	285000			17758			302758
<b>Net book value at end of previous year</b>							
	285000			12763			297763

# 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)		
	Private companies	6	
	TOTAL UNQUOTED (as Balance Sheet)	6	
	Market Value of Unquoted Investments	6	



# 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

NO ☐

If YES name the relevant companies:

COMPANY NAME

COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)

Seasons (Cheltenham) Limited

04442935

Greenlight Solutions UK Limited

04948346

**Are the shares which are controlled by the union registered in the names of the union's trustees?**

✓YES ☐

NO ☐

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 £
<b>INCOME</b>			
From Members	231831		231831
From Investments	8828		8828
Other Income (including increases by revaluation of assets)	384082		384082
<b>Total Income</b>	624741		624741
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	584871		584871
<b>Funds at beginning of year</b> (including reserves)	200897		200897
<b>Funds at end of year</b> (including reserves)	240767		240767
<b>ASSETS</b>			
Fixed Assets			302758
Investment Assets			6
Other Assets			117460
<b>Total Assets</b>			420224
<b>LIABILITIES</b>			
<b>Total Liabilities</b>			179457
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			240767

# 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.**

For notes to the accounts please see attached audited accounts

# ACCOUNTING POLICIES

(see notes 74 and 75)

Please see attached audited accounts for accounting policies

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

General Secretary's  
Signature: \_\_\_\_\_

Name: ALAN WOOD

Date 13 May 2015

Assistant General secretary's  
Signature: \_\_\_\_\_  
(or other official whose position should be stated)

Name :LYNDA MERRETT

Date: 13 May 2015

## 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)

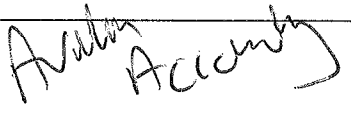
✓ YES/NO

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)

## AUDITOR'S REPORT (continued)

Please see attached accounts (page 2) for auditors report

Signature(s) of auditor or auditors:		
Name(s):	Avalon Accounting	
Profession(s) or Calling(s):	Chartered Accountants and Registered Auditor	
Address(es):	11 Penny Close Longlevens Gloucester GL2 0NP	
Date:	14 May 2015	
Contact name and telephone number:	D Horgan 01452 503051	

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

## **UFS**

### **Independent auditors' report to the members of UFS**

We have audited the accounts of UFS for the year ended 31 December 2014 which comprise the Income and Expenditure account, the Balance Sheet, the Property rental accounts and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Generally Accepted Accounting Practice.

This report is made solely to the members, as a body. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of the National Executive Committee and auditors**

As explained more fully in the Statement of responsibilities the National Executive Committee are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts 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 National Executive Committee; and the overall presentation of the accounts.

#### **Opinion on the accounts**

In our opinion the accounts:


- give a true and fair view of the state of the union's affairs as at 31 December 2014 and of its loss for the year then ended;

#### **Matters on which we are required to report by exception**

We are required to report to you by exception in respect of the following matters if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit; or

We have nothing to report to you in respect of the above matters.

  
Avalon Accounting  
Chartered Accountants and Statutory Auditor  
11 Penny Close  
Longlevens  
Gloucester  
GL2 0NP

13 May 2015