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- PRINT ON ONE SIDE ONLY

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

DRIVER AND GENERAL UNION

Year ended:

31 DECEMBER 2015

List no:

821T

Head or Main Office:

KENNEDY HOUSE
MURRAY ROAD
ST PAULS GRAY
ORPINGTON BR5 3QY

Website address (if available)

www.driverandgeneralunion.com

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

Yes

No

(Click the appropriate box)

General Secretary:

MR SIMON PETER WICKWAR

Telephone Number:

0844 800 5557

Contact name for queries regarding

MR SIMON PETER WICKWAR

Telephone Number:

0844 800 5557

E-mail:

driverandgeneralunion@outlook.com

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

CERTIFICATION OFFICE
FOR TRADE UNIONS
& EMPLOYERS' ASSOCIATIONS

24 MAY 2016

RECEIVED

(Revised February 2011)

DRIVER AND GENERAL UNION

INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2015

OFFICERS:	Simon Wickwar Carleton Mafin Craig Raven David Bhowmik
GENERAL SECRETARY:	Simon Wickwar
REGISTERED OFFICE:	Kennedy House Murray Road St Pauls Cray Orpington Kent BR5 3QY
AUDITORS:	McCabe Ford Williams Statutory Auditors and Chartered Accountants 17 Hart Street Maidstone Kent ME16 8RA

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	430				430
FEMALE	106				106
TOTAL	536				A 536

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

536
536

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
GENERAL SECRETARY	SIMON WICKWAR		01.09.2014
REGIONAL SECRETARY	CARLETON MARIN		01.09.2014
TREASURER	CRAIG RAVEN		01.09.2014
WEB MASTER	DAVE BHOWHIK		01.09.2014

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		53,924
From Members: Other income from members (specify)		
Total other income from members		53,924
Total of all income from members		
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		
	TOTAL INCOME	53,924
EXPENDITURE		
Benefits to members (as at page 5)		30,733
Administrative expenses (as at page 10)		41,976
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	72,709
Surplus (deficit) for year		(18,785)
Amount of general fund at beginning of year		—
Amount of general fund at end of year		(18,785)

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		/
TOTAL FEDERATION AND OTHER BODIES		
Other income		/
TOTAL OTHER INCOME		/
TOTAL OF ALL OTHER INCOME		/

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	30,733
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	30,733

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		N/A	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		N/A	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		
Salaries and Wages included in above	£	
Auditors' fees		1,200
Legal and Professional fees		150
Occupancy costs		1,890
Stationery, printing, postage, telephone, etc.		13,336
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
<i>Bank charges</i>		6,283
<i>Computer expenses</i>		4,553
<i>Advertising</i>		2,742
<i>Motor and travel</i>		10,983
<i>Sundry expenses</i>		386
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		30
Depreciation		
Taxation		423
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		41,976
Charged to:	General Fund (Page 3)	41,976
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		41,976

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			-			
Additions			1,269			1,269
Disposals						
Revaluation/Transfers						
At end of year			1269			1269
Accumulated Depreciation						
At start of year			-			-
Charges for year			423			423
Disposals						423
Revaluation/Transfers						
At end of year			423			423
Net book value at end of year			846			846
Net book value at end of previous year			-			-

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	53,924		53,924
From Investments			
Other Income (including increases by revaluation of assets)			
Total Income	53,924		53,924
EXPENDITURE (including decreases by revaluation of	42,709		42,709
Total Expenditure	42,709		42,709
Funds at beginning of year (including reserves)	-		-
Funds at end of year (including reserves)	(18,785)		(18,785)
ASSETS			
Fixed Assets			846
Investment Assets			
Other Assets			722
		Total Assets	1,568
LIABILITIES			
		Total Liabilities	(20,353)
NET ASSETS (Total Assets less Total Liabilities)			(18,785)

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.

Attached with accounting policies

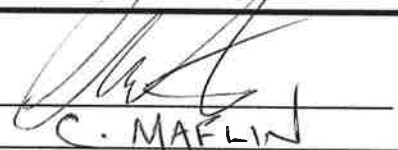
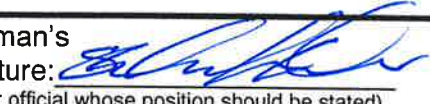
ACCOUNTING POLICIES

(see notes 74 and 75)

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature:  Name: <u>C. MAFLIN</u> Date: <u>13th MAY 2016</u>	Chairman's Signature:  (or other official whose position should be stated) Name: <u>Mr. Simon Wickham</u> Date: <u>13th May 2016</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)	ENCLOSED	<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"/>

DRIVER AND GENERAL UNION

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

1. **ACCOUNTING POLICIES**

Turnover

Turnover represents membership subscriptions received in the period.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33.33% on cost

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

2. **OPERATING LOSS**

The operating loss is stated after charging:

Depreciation - owned assets	£ <u>423</u>
Officer's remuneration and other benefits etc.	<u>30,733</u>

3. **TAXATION**

Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year.

DRIVER AND GENERAL UNION

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE PERIOD ENDED 31 DECEMBER 2015

4. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
Additions	<u>1,269</u>
At 31 December 2015	<u>1,269</u>
DEPRECIATION	
Charge for year	<u>423</u>
At 31 December 2015	<u>423</u>
NET BOOK VALUE	
At 31 December 2015	<u>846</u>

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other taxes and PAYE taxes	8,233
Other creditors	566
Officers' loan accounts	10,354
Accrued expenses	<u>1,200</u>
	<u>20,353</u>

6. RESERVES

	Profit and loss account £
Deficit for the period	<u>(18,785)</u>
At 31 December 2015	<u>(18,785)</u>

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)

Signature(s) of auditor or auditors:	<i>E J Andrews</i>	
Name(s):	E. J. ANDREWS FCA	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANT	
Address(es):	17 HART STREET MAIDSTONE KENT ME16 8RA	
Date:	1.3.5.16	
Contact name and telephone number:	01622 683627	

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
DRIVER AND GENERAL UNION**

We have audited the financial statements of Driver and General Union for the period ended 31 December 2015 on pages three to six. We have also audited the annual return of Driver and General Union for the period ended 31 December 2015.

This report is made solely to the trade union's members, as a body, in accordance with Section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the trade union's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the trade union and the trade union's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of officers and auditors

As explained more fully in the Statement of Officer's Responsibilities set out on page two, the officers are responsible for the preparation of the financial statements and the annual return and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements and the annual return.

Scope of the audit of the financial statements and the annual return

An audit of a trade union involves obtaining evidence about the amounts and disclosures in the financial statements and the annual return sufficient to give reasonable assurance that the financial statements and the annual return of the trade union give a true and fair view of the matters to which they relate.

This includes an assessment of:

- a. whether 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. Whether the trade union has maintained a satisfactory system of control over its transactions in accordance with the requirements of the above section, and
- c. Whether the accounts to which this report relates agree with the accounting records.

Auditor's opinion

In our opinion the financial statements and annual return:

- give a true and fair view of the state of the trade union's affairs as at 31 December 2015 and of its loss for the period then ended and;
- agree with the accounting records

In our opinion 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 and;
- has maintained a satisfactory system of control over its transactions in accordance with the requirements of the above section

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
DRIVER AND GENERAL UNION**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where we are required to report to you 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 financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of officer's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Emma Andrews FCA
for and on behalf of McCabe Ford Williams
Statutory Auditors and Chartered Accountants
17 Hart Street
Maidstone
Kent
ME16 8RA

13th May 2016