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# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Institute of Journalists Trade Union
Year ended:	31st December 2015
List no:	738T
Head or Main Office:	2 Dock Offices, Surry Quays Road. London. SE16 2XU
Website address (if available)	<a href="http://cioj.co.uk/">http://cioj.co.uk/</a>
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:	Mr Dominic Cooper
Telephone Number:	020 7252 1187
Contact name for queries regarding	Mr Dominic Cooper
Telephone Number:	020 7252 1187
E-mail:	dc@cioj.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  
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)

Institute of Journalists Trade Union

Institute Information  
for the Year Ended 31 December 2015

**SECRETARY:**

D Cooper

**COUNCIL:**

Norman Bartlett  
Ken Brookes  
Tim Cook  
Mark Croucher  
Michael Evans  
Michael Hardware  
Paul Leighton  
Keith Lockwood  
Janice Shillum Bhend  
Andy Smith

**REGISTERED OFFICE:**

2 Dock Offices  
Surrey Quays Road  
London  
SE16 2XU

**AUDITORS:**

Samuels LLP  
Chartered Accountants  
Statutory Auditors  
3 Locks Yard  
High Street  
Sevenoaks  
Kent  
TN13 1LT

# 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	690	9	14	126	<b>839</b>
FEMALE	281	3	5	45	<b>334</b>
TOTAL	971	12	19	171	A <b>1173</b>

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

0
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Number of members at end of year contributing to the General Fund

1158
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## 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	Vacant position	Mark Croucher	Feb 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)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		
<b>From Members:</b> 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>		
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)	59,300	
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		59,300
	<b>TOTAL INCOME</b>	59,300
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		2,020
<b>Administrative expenses (as at page 10)</b>		64,532
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		66,552
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	66,552
Surplus (deficit) for year		(7,252)
Amount of general fund at beginning of year		26,814
Amount of general fund at end of year		19,562

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b> Contributions received from The Chartered Institute of Journalists	59,300	
<b>TOTAL FEDERATION AND OTHER BODIES</b>		59,300
<b>Other income</b>		
<b>TOTAL OTHER INCOME</b>		
<b>TOTAL OF ALL OTHER INCOME</b>		59,300

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Insurance and Subscriptions	2,304	<b>brought forward</b>	4,324
Legal Fees	2,020	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			
<b>carried forward</b>	4,324	<b>Total (should agree with figure in General Fund)</b>	4,324

(See notes 24 and 25)

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

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







(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		55,692
Salaries and Wages included in above	£52,988	
Auditors' fees		1,300
Legal and Professional fees		4,324
Advertising		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Travel and Meetings		914
Sundries		790
Intern		3,100
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		225
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Bank Charges		207
	<b>Total</b>	66,552
Charged to:	General Fund (Page 3)	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	<b>Total</b>	66,552





# BALANCE SHEET as at 31st December 2015

(see notes 47 to 50)

Previous Year		£	£
902	<b>Fixed Assets</b> (at page 14)	677	
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £ )		
	Unquoted		
	<b>Total Investments</b>		0
	<b>Other Assets</b>		
	Loans to other trade unions		
4,770	Sundry debtors	1,443	
22,442	Cash at bank and in hand	18,742	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
27,212	<b>Total of other assets</b>		20,185
	<b>TOTAL ASSETS</b>		20,862.00
	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		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
1,300	Accrued expenses		1,300
	Provisions		
	Other liabilities		
1,300	<b>TOTAL LIABILITIES</b>		1,300
26,814	<b>TOTAL ASSETS</b>		19,562

# 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			1,203			
Additions			0			
Disposals						
Revaluation/Transfers						
At end of year			1,203			
<b>Accumulated Depreciation</b>						
At start of year			301			
Charges for year			225			
Disposals						
Revaluation/Transfers						
At end of year			526			
<b>Net book value at end of year</b>			677			
<b>Net book value at end of previous year</b>			902			

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

<b>QUOTED</b>	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
<b>TOTAL QUOTED (as Balance Sheet)</b>		
Market Value of Quoted Investment		
<b>UNQUOTED</b>		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
<b>TOTAL UNQUOTED (as Balance Sheet)</b>		
Market Value of Unquoted Investments		



# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		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)		
<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		YES <input type="checkbox"/>	NO <input checked="" 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 £
<b>INCOME</b>			
From Members	59,300		59,300
From Investments			
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	59,300		59,300
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	66,552		66,552
<b>Funds at beginning of year</b> (including reserves)	26,814		26,814
<b>Funds at end of year</b> (including reserves)	19,562		19,562
<b>ASSETS</b>			
Fixed Assets			677
Investment Assets			
Other Assets			20,185
<b>Total Assets</b>			20,862
<b>LIABILITIES</b>			
<b>Total Liabilities</b>			1,300
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			19,562

# 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

# ACCOUNTING POLICIES

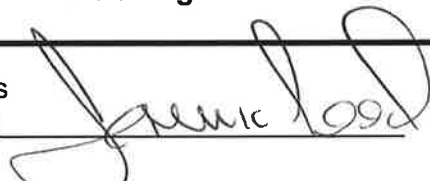

(see notes 74 and 75)

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:  Name: <u>Mr Dominic Cooper</u> Date: <u>20-5-16</u>	Hon Treasurer's Signature:  (or other official whose position should be stated) Name: <u>Mr Michael Hardware</u> Date: <u>20-5-16</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 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

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

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

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)

See attached

Signature(s) of auditor or auditors:		
Name(s):	Mr S Narula	
Profession(s) or Calling(s):	FCA	
Address(es):	3 Locks Yard High Street Sevenoaks, Kent TN13 1LT	
Date:	25 <sup>th</sup> May 2016	
Contact name and telephone number:	01732 742089	

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 Council and  
Financial Statements  
for the Year Ended 31 December 2015  
for  
Institute of Journalists Trade Union

Institute of Journalists Trade Union

Contents of the Financial Statements  
for the Year Ended 31 December 2015

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Institute of Journalists Trade Union

Report of the Council  
for the Year Ended 31 December 2015

The Council presents report with the financial statements of the company for the year ended 31 December 2015.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of protecting its members' interest in the workplace and campaigning for better conditions for working journalists.

The Institute is fully funded by the Chartered Institute of Journalists.

Council Members

Paul Leighton – President  
Mark Croucher – Vice-President  
Amanda Brodie – Chairman Professional Practices Board – resigned October 2015  
Tim Cook – Chairman Professional Practices Board - elected October 2015  
Michael Hardware – Treasurer  
Norman Bartlett – Immediate Past president  
Karen Birch – resigned February 2016  
Ken Brookes  
Michael Evans – appointed February 2016  
Keith Lockwood  
Janice Shillum Bhend  
Andy Smith

**STATEMENT OF COUNCIL'S RESPONSIBILITIES**

The Council is responsible for preparing the Report of the Council and the financial statements in accordance with applicable law and regulations. The legislation relating to trade unions requires the Institute to submit a return for each calendar year to the Certification Officer

The Council has elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The Council must not approve the financial statements unless is satisfied that they give a true and fair view of the state of affairs of the Institute and of the surplus or deficit of the Institute for that period. In preparing these financial statements, the Council is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Institute will continue in business.

Under the Trade Union and Labour Relations (Consolidation) Act 1992 a trade union is required to:

- keep proper accounting records which give a true and fair view of the state of affairs of the Institute of Journalists Trade Union and explain its transactions;
- establish and maintain a satisfactory system of control of the accounting records, cash holdings and all the receipts and remittances;
- prepare an Annual Return for the Certification Officer giving a true and fair view of the income and expenditure account and balance sheet;
- provide members of the Institute of Journalists Trade Union with an Income and Expenditure statement for the period, and
- prepare the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The Council is responsible for keeping adequate accounting records that are sufficient to show and explain the Institute's transactions and disclose with reasonable accuracy at any time the financial position of the Institute. The Council is also responsible for safeguarding the assets of the Institute and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**GOING CONCERN**

The Institute is operating with the support of the Chartered Institute of Journalists. These financial statements have been prepared on a going concern basis, which assumes that this support will continue.

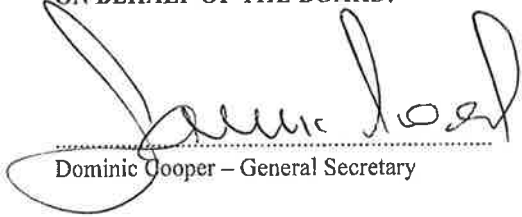
**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the Council is aware, there is no relevant audit information of which the Institute's auditors are unaware, and the Council has taken all the steps that ought to have taken as a Council in order to make aware of any relevant audit information and to establish that the Institute's auditors are aware of that information.

**AUDITORS**

The auditors, Samuels LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

**ON BEHALF OF THE BOARD:**



.....  
Dominic Cooper – General Secretary

Date: 20-5-2016

**Report of the Independent Auditors to the Council of  
Institute of Journalists Trade Union**

We have audited the financial statements of Institute of Journalists Trade Union for the year ended 31 December 2015 on pages five to eight. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the Institute'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 Institute'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 Institute and the Institute's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of director and auditors**

As explained more fully in the Statement of Director's Responsibilities set out on page two, the director is responsible for the preparation of the financial statements 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 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 fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Institute's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Council; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Council to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the Institute's affairs as at 31 December 2015 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities and with the Trade Union and Labour Relations (Consolidation) Act 1992.

**Going Concern**

The Institute is operating with the support of the Chartered Institute of Journalists. These financial statements have been prepared on a going concern basis, which assumes that this support will continue.


Report of the Independent Auditors to the Council of  
Institute of Journalists Trade Union

**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 requires us 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 within the form AR 21 of officers' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- The Institute has not maintained a satisfactory system of control over its transactions.

Mr Sam Narula (Senior Statutory Auditor)  
for and on behalf of Samuels LLP  
Chartered Accountants  
Statutory Auditors  
3 Locks Yard  
High Street  
Sevenoaks  
Kent  
TN13 1LT

A handwritten signature in black ink, appearing to read 'Samuels LLP', with a horizontal line underneath the letters 's' and 'l'.

Date: 25<sup>th</sup> May 2016

**Institute of Journalists Trade Union**

**Income and Expenditure Account**  
**for the Year Ended 31 December 2015**

	Notes	31.12.15 £	31.12.14 £
<b>CONTRIBUTIONS RECEIVABLE</b>		59,300	69,300
Administrative expenses		<u>66,552</u>	<u>71,515</u>
<b>OPERATING DEFICIT and DEFICIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	2	(7,252)	(2,215)
Tax on deficit on ordinary activities	3	<u>-</u>	<u>-</u>
<b>(DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR</b>		<u>(7,252)</u>	<u>(2,215)</u>

**CONTINUING OPERATIONS**

None of the Institute's activities were acquired or discontinued during the current year or previous year.

**TOTAL RECOGNISED GAINS AND LOSSES**

The Institute has no recognised gains or losses other than the surpluses for the current year or previous year.

The notes form part of these financial statements

Institute of Journalists Trade Union

Balance Sheet  
31 December 2015

	Notes	31.12.15 £	£	31.12.14 £	£
<b>FIXED ASSETS</b>					
Tangible assets	4		677		902
<b>CURRENT ASSETS</b>					
Debtors	5	1,443		4,770	
Cash at bank		<u>18,742</u>		<u>22,442</u>	
		20,185		27,212	
<b>CREDITORS</b>					
Amounts falling due within one year	6	<u>1,300</u>		<u>1,300</u>	
<b>NET CURRENT ASSETS</b>			<u>18,885</u>		<u>25,912</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>19,562</u>		<u>26,814</u>
<b>RESERVES</b>					
Income and expenditure account	8		<u>19,562</u>		<u>26,814</u>
			<u>19,562</u>		<u>26,814</u>

The financial statements have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 and the rules of the Association.

The financial statements were approved by the Council on 25<sup>th</sup> May 2016 and were signed by:



Michael Hardware - Treasurer

The notes form part of these financial statements

Institute of Journalists Trade Union

Notes to the Financial Statements  
for the Year Ended 31 December 2015

1. **ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

**Contributions receivable**

The contributions receivable from the Chartered Institute of Journalists allow the Trade Union to operate efficiently and effectively. They include contribution towards labour costs for the employees employed by the Trade Union, but required to carry out work for the Chartered Institute of Journalists. The Chartered Institute of Journalists provides whatever funding is required to allow the Trade Union to continue in existence.

**Tangible fixed assets**

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

Computer Equipment – 25% reducing balance

**Deferred tax**

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

**Pension costs and other post-retirement benefits**

The Institute operates a defined contribution pension scheme. Contributions payable to the Institute's pension scheme are charged to the profit and loss account in the period to which they relate.

2. **OPERATING DEFICIT**

The operating deficit is stated after charging:

	31.12.15	31.12.14
	£	£
Depreciation - owned assets	225	301
Auditors Remuneration	1,300	1,300
Pension costs	<u>2,704</u>	<u>2,653</u>

3. **TAXATION**

**Analysis of the tax charge**

No liability to UK corporation tax arose on ordinary activities for the year ended 31 December 2015 nor for the year ended 31 December 2014.

Institute of Journalists Trade Union

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2015

4.	<b>TANGIBLE FIXED ASSETS</b>		Plant and machinery etc £
	<b>COST</b>		
	At 1 January 2015 and 31 December 2015		<u>1,203</u>
	<b>DEPRECIATION</b>		
	At 1 January 2015		301
	Charge for year		<u>225</u>
	At 31 December 2015		<u>526</u>
	<b>NET BOOK VALUE</b>		
	At 31 December 2015		<u>677</u>
	At 31 December 2014		<u>902</u>
5.	<b>DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
		31.12.15	31.12.14
		£	£
	Other debtors	<u>1,443</u>	<u>4,770</u>
6.	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
		31.12.15	31.12.14
		£	£
	Other creditors	<u>1,300</u>	<u>1,300</u>
7.	<b>RELATED PARTY DISCLOSURES</b>		
	The ultimate controlling party is The Chartered Institute of Journalists, who fund The Institute of Journalists Trade Union.		
	During the year, The Chartered Institute of Journalists contributed £59,300 to the Institute of Journalists (2014 - £69,300). The contributions received from the Chartered Institute of Journalists allow the Trade Union to operate efficiently and effectively.		
8.	<b>RESERVES</b>		Income and expenditure account £
	At 1 January 2015		26,814
	Deficit for the year		<u>(7,252)</u>
	At 31 December 2015		<u>19,562</u>



Institute of Journalists Trade Union

Detailed Income and Expenditure Account  
for the Year Ended 31 December 2015

	31.12.15		31.12.14	
	£	£	£	£
<b>Contributions Receivable</b>		59,300		69,300
<b>Expenditure</b>				
Wages	52,988		52,796	
Pensions	2,704		2,653	
Travel and Meetings	914		860	
Insurance and Subscriptions	2,304		2,304	
Intern	3,100		2,400	
Sundry expenses	790		1,100	
Legal and Professional Fees	2,020		7,595	
Depreciation of tangible fixed assets				
Computer equipment	225		301	
Auditors' remuneration	<u>1,300</u>		<u>1,300</u>	
		<u>66,345</u>		<u>71,309</u>
		(7,045)		(2,009)
<b>Finance costs</b>				
Bank charges		<u>207</u>		<u>206</u>
<b>NET DEFICIT</b>		<u>(7,252)</u>		<u>(2,215)</u>

This page does not form part of the statutory financial statements