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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:

Society of Union Employees

Year ended:

31/12/2015

List no:

544T

Head or Main Office:

The Courtyard
11 Wind Street
Swansea
SA1 1DP

Website address (if available)

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

Yes

No

(Click the appropriate box)

General Secretary:

Claire Jones

Telephone Number:

07984513657

Contact name for queries regarding

Claire Jones

Telephone Number:

07984513657

E-mail:

C.jones@unison.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

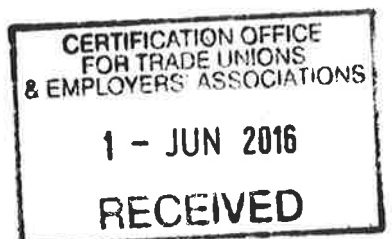
The address to which returns and other documents should be sent are:

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)

List of Officers

Post	June 2013 – June 2015	July 2015 – June 2017
President	Glyn Jones	Glyn Jones
National Secretary	Leonie Sharp	Leonie Sharp (Claire Jones acting up from 16.07.15 to still)
Treasurer	Rosa Pickavance	Rosa Pickavance
Branch Secretaries:		
Eastern	Jenny Watson/Tracy Butcher	Paul Farley/Sadie Fulton (Job Share) (Sadie Fulton leave UNISON, replaced by Kirsty Robertson)
East Midlands	Jocelyn Pettit	Jocelyn Pettit
Greater London	Michael Crouch	Barry O'Hanlon
Northern	Keith Hodgson/Helen Metcalf (Keith retired January 2014)	Helen Metcalf
Northern Ireland	Vacant	Vacant
North West	Chris Chaplin (died October 2013) – replaced by James Rupa	James Rupa
Scotland	Vacant	Vacant
South East	Vacant	Vacant
South West	Karen Williams	Karen Williams
Wales	Rosie Lewis	Simon Dunn
West Midlands	Charlie Sarell	Charlie Sarell/Becci Head (Job Share)
Yorkshire & Humber	Steve Torrance	Steve Torrance (Steve Torrance stepped down and replaced with Sarah Keig)
UNISON Centre (split from Great London 2013)	Monica Hirst/Matthew Daner	Monica Hirst/Khadiee Campbell (Job Share)
Black Members:	Rosa Pickavance Joe Williams	Rosa Pickavance Joe Williams
Womens:	Tracy Morgan Claire Jones	Tracy Morgan Claire Jones
Admin & Clerical	Paula Small Laura Picand	Laura Picand
Branch Employed Staff (new group)	Julie Barton Christine Chateur	Julie Barton/Chris Chateur (Job Share) (Julie Barton stepped down) David Marsden
Education Officer (new position)	Angela Gerrard	Angela Gerrard

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	124	1	-	-	125
FEMALE	263	4	-	-	267
TOTAL	387	5	-	-	A 392

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

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

392

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
Eastern	Jenny Watson/Tracey Butcher	Paul Farley/Sadie Fulton	
Greater London	Michael Crouch	Barry O'Hanlon	
North West	Chris Chaplin	James Rupa	
National Secretary	Leonie Sharp	Claire Jones	
Wales	Rosie Lewis	Simon Dunn	
Yorkshire & Humber	Steve Torrance	Sarah Keig	

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		32,775
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		32,775
Investment income (as at page 12)		159
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	32,934
EXPENDITURE		
Benefits to members (as at page 5)		441
Administrative expenses (as at page 10)		27,939
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	28,380
		4,554
Surplus (deficit) for year		
		106,001
Amount of general fund at beginning of year		
		110,555
Amount of general fund at end of year		

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 Staff training courses	441
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)	441

(See notes 24 and 25)

FUND 2		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 3		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 24 and 25)

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

(See notes 24 and 25)

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		
Salaries and Wages included in above	£	
Auditors' fees		2,520
Legal and Professional fees		2,000
Occupancy costs		
Stationery, printing, postage, telephone, sundries etc.		-
Expenses of Executive Committee (Head Office)		4,744
Expenses of conferences		13,537
Other administrative expenses (specify)		
Other meetings and travel		3,382
Affiliation fee		385
Bank charges		44
Recruitment/organising expenses		1,327
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		27,939
Charged to:		
General Fund (Page 3)		27,939
Fund (Account)		
Fund (Account)		
Fund (Account)		
Total		27,939

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			159
Other investment income (specify)			
		Total investment income	159
Credited to:			
		General Fund (Page 3)	159
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	159

BALANCE SHEET as at

31 December 2015

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
50	Unquoted		50
50	Total Investments		50
	Other Assets		
	Loans to other trade unions		
0	Membership debtors		5,169
29,308	Cash at bank and in hand		28,968
	Income tax to be recovered		
	Stocks of goods		
78,443	Others (specify) Building Society		78,600
107,751	Total of other assets		112,737
107,801	TOTAL ASSETS		112,787
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
1,800	Accrued expenses		2,232
	Provisions		
	Other liabilities		
1,800	TOTAL LIABILITIES		2,232
106,001	TOTAL ASSETS		110,555

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						
Disposals						
Revaluation/Transfers						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfers						
At end of year						
Net book value at end of year						
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)		
People's Press Printing Society	50	
TOTAL UNQUOTED (as Balance Sheet)	50	
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 checked="" 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	32,775		32,775
From Investments	159		159
Other Income (including increases by revaluation of assets)			
Total Income	32,934		32,934
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	28,380		28,380
Funds at beginning of year (including reserves)	106,001		106,001
Funds at end of year (including reserves)	110,555		110,555
ASSETS			
Fixed Assets			
Investment Assets			50
Other Assets			112,737
Total Assets			112,787
LIABILITIES			
Total Liabilities			2,232
NET ASSETS (Total Assets less Total Liabilities)			110,555

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.

INVESTEMENTS

Peoples Press Printing Society Shares		£
Cost		
At 1 January 2015		50
Additions during the year		-
At 31 December 2015		<u>50</u>
Net Book Value		
At 1 January 2015		50
Additions during the year		-
At 31 December 2015		<u>50</u>

DEBTORS

	2015	2014
	£	£
Membership debtors	<u>5,169</u>	<u>-</u>
	<u>5,169</u>	<u>-</u>

CREDITORS: Amounts falling due within one year

	2015	2014
	£	£
Accruals and Deferred Income	<u>2,232</u>	<u>1,800</u>
	<u>2,232</u>	<u>1,800</u>

ACCOUNTING POLICIES

(see notes 74 and 75)

RESERVES

	2015	2014
	£	£
General Fund Brought forward	106,001	96,655
Surplus for the year	4,554	9,346
	110,555	106,001

TRANSITION TO FRS 102

The transition to FRS 102 has had no effect on the Income and Expenditure Account or Balance Sheet for the years ended 31 December 2015 and 31 December 2014.

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

<p>Treasurer Secretary's Signature: <u>Finance</u></p> <p>Name: <u>R PICKAVANCE</u></p> <p>Date: <u>25-05-16</u></p>	<p>Chairman's Signature: <u>G</u></p> <p>(or other official whose position should be stated)</p> <p>Name: <u>GLYN JONES</u></p> <p>Date: <u>25-05-16</u></p>
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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 checked="" 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)

Independent Auditors' Report to the members of Society of Union Employees

We have audited the financial statements of the Society of Union Employees (UNISON) for the year ended 31 December 2015 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

AUDITOR'S REPORT (continued)

This report is made solely to the 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 union's members those matters we are required to state to them in an auditor's 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 union's members, as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF OFFICIALS AND AUDITORS

The union's officers are responsible for keeping proper accounting records which give a true and fair view of the state of affairs of the union and for the preparation of the Financial Statements in accordance with applicable law.

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 union's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the officers, and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the financial statements 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 union's affairs as at 31 December 2015 and its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and with the Trade Union and Labour Relations (Consolidation) Act 1992.

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 require us to report to you if, in our opinion:

- proper books of account have not been kept by the union in accordance with the requirements of section 28;
- a satisfactory system of control over transactions has not been maintained by the union in accordance with the requirements of that section;
- the financial statements are not in agreement with the accounting records and returns;
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Signature(s) of auditor or auditors:	Bevan Buckland	
Name(s):	Bevan & Buckland	
Profession(s) or Calling(s):	Chartered Accountants and Statutory Auditors	
Address(es):	Langdon House Langdon Road Swansea SA1 8QY	
Date:	25/5/16	
Contact name and telephone number:	Alison Vickers 01792 410100	

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