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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Leeds Building Society Staff Association				
Year ended:	31 Dec 2015				
List no:	7947				
Head or Main Office:	105 Albion Street Leeds LS1 5AS				
Website address (if available):					
Has the address changed during the year to which the return relates?	<table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input checked="" type="checkbox"/></td> </tr> </table> (Click the appropriate box)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
General Secretary:	Mary Clayton				
Telephone Number:	0113 225 7526				
Contact name for queries regarding	T J Brannigan				
Telephone Number:	0113 225 7526				
E-mail:	tbrannigan@leedsbuildingsociety.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)

Leeds Building Society Staff Association 1 Jan 2015

List of Officers

Chairman	Tom Brannigan
Vice Chairman	Lee Edwards
Secretary	Mary Clayton
Treasurer	Vanda Greenwood

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	176	0	0	1	177
FEMALE	336	1	1	0	338
TOTAL	512				A 515

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

0
515

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

NONE

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		10,854
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		10,854
Investment income (as at page 12)		73
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	10,927
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		2,255
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		1,735
	TOTAL EXPENDITURE	3,990
Surplus (deficit) for year		6,937
Amount of general fund at beginning of year		51,227
Amount of general fund at end of year		58,164

(see notes 19 and 20)

4

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:		£	£
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 agents 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		948
Legal and Professional fees		(20)
Occupancy costs		-
Stationery, printing, postage, telephone, etc.		-
Expenses of Executive Committee (Head Office)		
Expenses of conferences		378
Other administrative expenses (specify)		
Sundry		204
Training		468
Subscriptions		275
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		2
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		2,255
Charged to:		
General Fund (Page 3)		2,255
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Total		2,255

(see notes 34 to 44 below)

11

(see notes 45 and 46)

12

BALANCE SHEET as at 31 December 2015

(see notes 47 to 50)

Previous Year		£	£
5	Fixed Assets (at page 14)		3
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions	-	
184	Sundry debtors	184	
52,753	Cash at bank and in hand	60,660	
	Income tax to be recovered		
	Stocks of goods		
	Others (specific)		
52,937	Total of other assets		60,844
52,942	TOTAL ASSETS		60,847
51,227	Fund (Account ^{general})		58,164
	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		
374	Bank overdraft		
	Tax payable		1735
	Sundry creditors		
1341	Accrued expenses		948
	Provisions		
	Other liabilities		
1715	TOTAL LIABILITIES		2683
52,942	TOTAL ASSETS		60,847

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			1513			1513
Additions						
Disposals						
Revaluation/Transfer						
s						
At end of year			1513			1513
Accumulated Depreciation						
At start of year			1508			1508
Charges for year			2			2
Disposals						
Revaluation/Transfer						
s						
At end of year			1510			1510
Net book value at end of year			3			3
Net book value at end of previous year			5			5

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)

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)

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

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(see notes 58 and 59)

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	10,854		10,854
From Investments	73		73
Other Income (including increases by revaluation of assets)			
Total Income	10,927		10,927
EXPENDITURE (including decreases by revaluation of Total Expenditure)			
	3,990		3,990
Funds at beginning of year (including reserves)	51,227		51,227
Funds at end of year (including reserves)	58,164		58,164
ASSETS			
Fixed Assets			3
Investment Assets			
Other Assets			60,844
Total Assets			60,847
LIABILITIES			
Total Liabilities			2,683
NET ASSETS (Total Assets less Total Liabilities)			58,164

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.

I. Accounting policies

The Accounts have been prepared under the historical cost convention, using the following Accounting policies:

Turnover income

Any surplus/deficit of income over expenditure is carried forward to the general fund.

Depreciation of tangible fixed assets

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Equipment	-	25% per annum on reducing balance basis
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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>MARY ELIZABETH CHASTON</u> Date: <u>3.5.16</u>	Chairman's Signature: <u>TJ Brannigan</u> (or other official whose position should be stated) Name: <u>TJ BRANNIGAN</u> Date: <u>3/5/16</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)	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)

Report of the auditors to the members of Leeds & Holbeck Building Society Staff Association

for the year ended 31 December 2015


This report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association'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 Association and the Association's members as a body for our audit work, for this report, or for the opinions we have formed.

In our opinion, the Association has maintained proper accounting records, and has a satisfactory system of control and the attached Balance Sheet and Income and Expenditure Account give a true and fair view of the state of the Association's affairs as at 31st December 2015 and of the surplus of income over expenditure for the year then ended. These accounts have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

John Beevers BA FCA (Senior Statutory Auditor)
For an on behalf of
SAGARS ACCOUNTANTS LTD
Chartered Accountants

Gresham House
5-7 St Paul's Street
Leeds
LS1 2JG

28th April 2016

Signature(s) of auditor or auditors:		
Name(s):	Mr J Beevers	
Profession(s) or Calling(s):	Senior Statutory Auditor	
Address(es):	Sagars Accountants Ltd Gresham House 5-7 St. Pauls Street Leeds, LS1 2JG	
Date:	28 April 2016	
Contact name and telephone number:	F Milnes 0113 297 6789	

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

Leeds Building Society Staff Association

Accounts

year ended 31 December 2015

Accounts

for the year ended 31 December 2015

Contents	Page
Auditors' report	1
Income and expenditure account	2
Balance sheet	3
Notes to the accounts	4

Income and expenditure account
for the year ended 31 December 2015

	2015		2014
	£	£	£
Income			
Members' subscriptions	10,854		8,780
Interest on Building Society Accounts	1		11
Interest on Bank Accounts	72		59
	<u>10,927</u>		<u>8,850</u>
Expenditure			
Expenses			
Committee travel and meeting expenses - general	378		307
Sundry expenses	204		-
Training	468		-
Subscriptions and donations	275		259
Legal and professional fees	390		225
Consultancy fees	(410)		5,246
Audit fee	948		930
Depreciation - computer equipment at 25% on written down value	2		1
Tax deducted from Building Society interest at source	-		2
	<u>2,255</u>		<u>6,970</u>
Surplus of income over expenditure before tax	<u>8,672</u>		<u>1,880</u>
Tax provision for current year	(1,735)		(374)
Surplus of income over expenditure	<u>6,937</u>		<u>1,506</u>

Income and expenditure account
for the year ended 31 December 2015

	2015		2014
	£	£	£
Income			
Members' subscriptions	10,854		8,780
Interest on Building Society Accounts	1		11
Interest on Bank Accounts	72		59
	<u>10,927</u>		<u>8,850</u>
Expenditure			
Expenses			
Committee travel and meeting expenses - general	378		307
Sundry expenses	204		-
Training	468		-
Subscriptions and donations	275		259
Legal and professional fees	390		225
Consultancy fees	(410)		5,246
Audit fee	948		930
Depreciation - computer equipment at 25% on written down value	2		1
Tax deducted from Building Society interest at source	-		2
	<u>2,255</u>		<u>6,970</u>
Surplus of income over expenditure before tax	<u>8,672</u>		<u>1,880</u>
Tax provision for current year	(1,735)		(374)
Surplus of income over expenditure	<u>6,937</u>		<u>1,506</u>

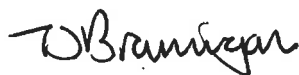
Balance sheet

as at 31 December 2015

	Note	2015 £	£	2014 £	£
Fixed assets					
Tangible assets	2		3		5
Current assets					
Prepayments		184		184	
Building society deposits		—		19,448	
Cash at bank		60,660		33,305	
		<u>60,844</u>		<u>52,937</u>	
Current liabilities					
Creditors and Accruals		<u>2,683</u>		<u>1,715</u>	
Net current assets			<u>58,161</u>		<u>51,222</u>
Net assets			<u>58,164</u>		<u>51,227</u>
Financed by:					
Capital account	3		<u>58,164</u>		<u>51,227</u>

These Accounts were approved on 28th April 2016

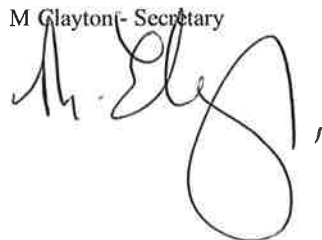
T Brannigan - Chairman



V Greenwood - Treasurer



M Clayton - Secretary



Notes to the accounts for the year ended 31 December 2015

1. Accounting policies

The Accounts have been prepared under the historical cost convention, using the following Accounting policies:

Turnover income

Any surplus/deficit of income over expenditure is carried forward to the general fund.

Depreciation of tangible fixed assets

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Equipment - 25% per annum on reducing balance basis

2. Tangible fixed assets

	Computer Equipment £
Cost	
At 1 January 2015 and 31 December 2015	<u>1,513</u>
Depreciation	
At 1 January 2015	1,508
Charge for the year	<u>2</u>
At 31 December 2015	<u><u>1,510</u></u>
Net book value	
At 31 December 2015	<u>3</u>
At 31 December 2014	<u><u>5</u></u>

3. Proprietor's capital account

	2015 £	2014 £
Opening balance	51,227	49,721
Net profit for the year	<u>6,937</u>	<u>1,506</u>
Carried forward at 31 Dec 15	<u><u>58,164</u></u>	<u><u>51,227</u></u>