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#### **FORM AR21**

Trade Union and Labour Relations (Consolidation) Act 1992

#### ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	UNDEB CENEDLAETHOL ATHRAWON CYMRU		
Year ended:	31 DECEMBER 2014		
List no:	533T		
Head or Main Office:	PRIF SWYDDFA UCAC FFORDD PENGLAIS ABERYSTWYTH CEREDIGION SY23 3EU		
Website address (if available)	www.athrawon.com		
Has the address changed during the year to which the return relates?	Yes  No  (Click the appropriate box)		
General Secretary:	ELAINE EDWARDS		
Telephone Number:	01970 639950		
Contact name for queries regarding	ELAINE EDWARDS		
Telephone Number:	01970 639950		
E-mail:	ucac@athrawon.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 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)

#### UNDEB CENEDLAETHOL ATHRAWON CYMRU

#### **CHECK LIST**

#### **OFFICERS**

Ms	Elaine	Edwards	Ysgrifennydd Cyffredinol / General Secretary
Mr	Dilwyn Ellis	Roberts-Young	Is Ysgrifennydd Cyffredinol a Swyddog Maes y Canolbarth a'r De-orllewin / Assistant General Secretary and Field Officer for Mid and South- West Wales.
Mr	Rolant	Wynne	Swyddog Maes y Gogledd/ Field Officer for North Wales
Ms	Rebecca Ceridwen	Williams	Swyddog Polisi / Policy Officer
Ms	Mererid	Lewis Davies	Swyddog Maes y De Ddwyran / Field Officer for South East Wales
Mr	Ywain	Myfyr	Swyddog Maes Cynorthwyol y Gogledd / Assistant Field Officer for North Wales

## **RETURN OF MEMBERS**

(see notes 10 and 11)

		NUMBER OF	МЕМВ	ERS AT THE	E END OF THE Y	EAR
	Great Britain	Northern Ireland		Irish Republic	Elsewhere Abroa (including Channel Islands	
MALE						
FEMA	\LE					
TOTA	AL 4,4	185				A 4,485
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					s 0 4,485	
this fo	orm relates, with the <b>RE</b> e complete the follow	te to this form a con title of each person	(see nplete lis s office.	NGE OF	s in post at the end	
	Title of Office	Name of Office ceasing to hold			me of Appointed	Date
	stant Field Officer orth Wales	N/A		Mr Ywain M	lyfyr 1 <sup>s</sup>	January 2015
State	whether the union is	<b>S</b> :				
a.	A branch of another tr	ade union?	Yes	N	lo 🔀	
	If yes, state the name of that other union:					
b.	A federation of trade ι	unions?	Yes	N	0	
unions	If yes, state the numb s:	er of affiliated				
	and names:		[		1999	

## **GENERAL FUND**

(see notes 13 to 18)

	£	£
INCOME From Members: Contributions and Subscriptions		611,880
From Members: Other income from members		
Trem members called meaning from members		
Total other income from members		
Total of all income from members		
		611,880
Investment income (as at page 12)		293
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	1,448	
	1,110	
Total of other income (as at page 4)		1 440
( 1 3 /		1,448
	TOTAL INCOME	613,621
EXPENDITURE		
Benefits to members (as at page 5)	44,297	
Administrative expenses (as at page 10)	533,510	
Federation and other bodies - TUC		
The section is the second of the de-	10,571	
Transfers between funds	12,006	
Total expenditure Federation and other bodies		600,384
Taxation	•	59
TOTA	L EXPENDITURE	600,443
Surplus for year		13,178
Amount of general fund at beginning of year		962,215
	[ -	, -
Amount of general fund at end of year		975,393

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

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL Other income	FEDERATION AND OTHER BODIES	
Donations Solar Panels Profit on surrendering investments	854 594 -	
	TOTAL OTHER INCOME	1,448
	TOTAL OF ALL OTHER INCOME	1,448

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	44,297
Legal and professional fees	40,203	Education and Training services	
Pensions and employment campaign	4,094		
Representation –			
Non Employment Related Issues			
		Negotiated Discount Services	
		<b>3</b>	
Communications			
Communications			
		Salary Costs	
Advisory Services			
Advisory dervices			
		Other Benefits and Grants (specify)	
Dispute Benefits		Medical costs	
Other Cash Payments			
carried forward	44,297	Total (should agree with figure in General Fund)	44,297

(See notes 24 and 25)

FUND 2			Fund Account
Name:	SUBSTENANCE	£	£
Income		***************************************	
	From members		
	Investment income (as at page 12)		
	Other income		
	Transfer from the general fund	10,000	
			Į.
	Total other inco	me as specified	
		Total Income	10,000
Expenditure			
•	Transfer to the general fund	3,900	
	Administrative expenses and other expenditure (as at page 10)	,	
	То	tal Expenditure	3,900
	Surp	lus for the year	6,100
	Amount of fund at be		10,000
	Amount of fund at the end of year (as	Balance Sheet)	16,100
	Number of members contributing	g at end of year	-

FUND 3			Fund Account
Name:	CAMPAIGN	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Transfer from the general fund	10,000	
	Total other incom	ne as specified	10,000
		Total Income	10,000
Expenditure			
	Transfer to the general fund Administrative expenses and other expenditure (as at page 10)	4,094	
	To	tal Expenditure	
	Surp	lus for the year	5,906
	Amount of fund at be		10,000
	Amount of fund at the end of year (as	Balance Sheet)	15,906
	Number of members contributing	at end of year	_

FUND 4			Fund Account
Name:	N/A	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inco	me as specified	
		Total Income	
Page 124			
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page		
	10)		
	To	tal Expenditure	
		icit) for the year	
	Amount of fund at be		
	Amount of fund at the end of year (as	Balance Sheet)	
	Number of members as at the still		
	Number of members contributin	g at end of year	

FUND 5			Fund Account
Name:	N/A	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inco	me as specified	
		Total Income	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	То	tal Expenditure	
	Surplus (Defi	icit) for the year	
	Amount of fund at be		
	Amount of fund at the end of year (as	Balance Sheet)	
	Number of members contributing	g at end of year	

FUND 6			Fund Account
Name:	N/A	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other incor	ne as specified	
		Total Income	
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page		
	10)	:	
	То	tal Expenditure	
		'	
		cit) for the year	
	Amount of fund at be		
	Amount of fund at the end of year (as	Balance Sheet)	
	Number of members contributing	n at end of year	
	Transpor of members contributing	g at cha or year	

FUND 7		***************************************	Fund Account
Name:	N/A	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inco	me as specified	
		Total Income	
Expenditure			
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page		
	10)		
	То	tal Expenditure	
	0 I (D. 6)		
		cit) for the year	11000
	Amount of fund at the end of year (as	,	
	Amount of fund at the end of year (as	Dalance Sneet)	
	Number of members contributing	g at end of year	

(see notes 26 to 31)				
POLITICAL FUND ACCOUNT 1 To be completed by trade unions which maintain the			wn fund	
		t	t	
Income	Members contributions and levies			
	Investment income (as at page 12) Other income (specify)			
	Total other	income as specified		
Expenditure		Total income		
ZAPONANCIO	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		
	Surγ	olus (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 mem political fund	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the			

POLITICAL F	To be completed by trade unions which act as	components of a	entral 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 i	ncome as specified			
Expenditure		Total income			
	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			
	Surp	lus (deficit) for year			
	Amount held on behalf of trade union political fund a	at beginning of year			
	Amount remitted to d	entral 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 me political fund	embers at end of year who have completed an exemption notice and do not therefore	contribute to the			

# 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	326,634
Salaries and Wages included in above £300,739	
Auditors' fees	9,672
Legal and Professional fees	
Establishment costs (Rates, Insurance, Light & Heat)	17,943
Stationery, printing, postage, telephone, etc.	51,245
Expenses of Executive Committee (Head Office)	30,559
Expenses of conferences	8,057
Other administrative expenses – Promotions & advertising	12,927
Festivals	9,170
County branches	14,462
Literature	14,393
Other costs	
Depreciation	15,387
Other Outgoings	
Interest payable:	
Mantagara	
Mortgages	3,845
Bank charges	6,147
Depreciation	13,069
Outgoings on land and buildings	
Other outgoings (specify)	
Total	533,510
Charged to: General Fund (Page 3)	533,510

## **ANALYSIS OF OFFICIALS SALARIES AND BENEFITS**

(see notes 34 to 44 below)

Office held	Gross Salary	Employers N.I. contribution s		Benefits		Total
			Pension Contribution	Other Be	nefits	
į	£	£	£	Description	Value £	£
President	N/A			Honorarium	440	440
Treasurer	N/A			I la va va vi	040	040
Treasurer	IN/A			Honorarium	640	640
General Secretary	£46,746	£4,976	£3,965	Death in service insurance	150	55,837
		· · · · · · · · · · · · · · · · · · ·	and the Analysis	100000		
<i>*</i>						

## **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			293
Other investment income (specify)			
	Total in	vestment income	293
Credited to:			
	Gene	ral Fund (Page 3) [	293
		und (Account )	200
	F	und (Account )	
	F	und (Account )	
	F	und (Account )	
	F	und (Account )	
		Political Fund	
	Total In	vestment Income	293

## BALANCE SHEET as at

31 December 2014

(see notes 47 to 50)

Previous Year		£	£
815,485	Fixed Assets (at page 14)	804,458	
	Investments (as per analysis on page 15)		
225,000	Quoted (Market value £277,253)	225,000	
	Unquoted	225 222	
	Total Investments Other Assets	225,000	
	Loans to other trade unions		
9,568	Sundry debtors	7,784	
131,277	Cash at bank and in hand	119,484	i
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
140,845	Total of other assets		127,268
1,181,330	тот	TAL ASSETS	1,156,726
962,215	General Fund		975,393
10,000	Substenance Fund		16,100
10,000	Campaign Fund		15,906
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
183,383	Loans: Mortgage		119,714
	Bank overdraft		
27	Tax payable		59
15,705	Sundry creditors		18,705
	Accrued expenses		
	Provisions		
	Other liabilities – Deferred Income		10,849
199,115	TOTAL	LIABILITIES	149,327
982,215	тот	AL ASSETS	1,007,399

## **FIXED ASSETS ACCOUNT**

(see notes 51 to 55)

	Land and Freehold Leasehold	Buildings £££	Furniture and Equipment £	Motor Vehicles £	Not used for union business	Total £
Cost or Valuation						
At start of year	801,320		156,498			957,818
Additions	672		1,370			2,042
Disposals						
Revaluation/Transfer						
At end of year	801,992		157,868			959,860
Accumulated Depreciation At start of year Charges for year	14,104 3,526		128,229 9,543			142,333 13,069
Disposals Revaluation/Transfer	3,323		0,010			10,000
At end of year	17,630		137,772			155,402
Net book value at end of year	784,362		20,096			804,458
Net book value at						0.45 4.65
end of previous year	787,216		28,269			815,485

## **ANALYSIS OF INVESTMENTS**

(see notes 56 and 57)

QUOTED		All Funds	Political Fund
		Except Political Funds	£
		£	Σ.
	Equities (e.g. Shares)		
	Investment bonds	225,000	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL OLIOTED (as Delawas Chash)		
	TOTAL QUOTED (as Balance Sheet)  Market Value of Quoted Investment	225,000	
	Market value of Quoted investment	240,621	
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?  If YES name the relevant companies:		YES	NO
COMPANY NAME		STRATION NUMB land & Wales, state	
Are the shares which are controlled by the union			
registered in the names of the union's trustees?  If NO, state the names of the persons in whom the shares controlled by the union are registered.	N/A	YES	NO
COMPANY NAME	NAMES OF SHAP	REHOLDERS	

## **SUMMARY SHEET**

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	611,880		611,880
From Investments	293		293
Other Income	1,448		1,448
Total Income	613,621		613,621
EXPENDITURE			
Total Expenditure	588,437		588,437
Funds at beginning of year (including reserves)	982,215		982,215
Funds at end of year (including reserves)	1,007,399		1,007,399
ASSETS			
	Fixed Assets		804,458
	Investment Assets		225,000
	Other Assets		127,268
		Total Assets	1,156,726
LIABILITIES		Total Liabilities	(149,327)
NET ASSETS (Total Assets less Total	1,007,399		

## **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.

Freehold Property Valuation
Prif Swyddfa UCAC: £625,000
Basis of valuation: Open market
Valuer: Aled Ellis & Company LTD

#### **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 AUDITOR'S REPORT TO THE MEMBERS OF UNDEB CENEDLAETHOL ATHRAWON CYMRU

We have audited the financial statements of Undeb Cenedlaethol Athrawon Cymru for the year ended 31<sup>st</sup> December 2014 which comprise the Income and Expenditure Account, Balance Sheet and the related notes.

The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities [(Effective April 2008)] (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

#### Respective Responsibilities of the Management Committee and Auditor

As explained more fully in the Report of the Management Committee, the Management Committee 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 [(APB'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 company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the management committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the members' handbook to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	B.W. Vaughan.	
Name(s):	Bethan Wyn Vaughan –	Intono.
	Director of Llyr James Cyf	
Profession(s) or Calling(s):	Certified Accountant	
Trologolon(o) or calling(o).	Octimed / toodaritant	
Address:	25 Bridge Street	·
	Carmarthen Carmarthenshire	
	SA31 3JS	
Date:	28.05.15	
Contact name and telephone number:	Ryan Bevan	
<u>'</u>	01267 237754	

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