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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:

Advance

Year ended:

31 December 2015

List no:

566T

Head or Main Office:

2<sup>nd</sup> Floor  
16/17 High Street  
Tring  
Herts  
HP23 5AH

Website address (if available)

[www.advance-union.org](http://www.advance-union.org)

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

Yes

No

(Click the appropriate box)

General Secretary:

Linda Rolph

Telephone Number:

01442 891122

Contact name for queries regarding

Sailesh P Mehta, HW Fisher & Company

Telephone Number:

020 7388 7000

E-mail:

[smehta@hwfisher.co.uk](mailto:smehta@hwfisher.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

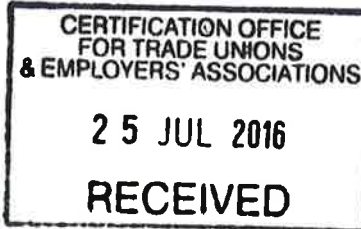
The address to which returns and other documents should be sent are:

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)

ADVANCE SENIOR TEAM AND NEC AS AT  
31<sup>ST</sup> DECEMBER 2015

Linda Rolph	General Secretary
Rose O'Neill	Deputy General Secretary
Jim Leonard	Assistant General Secretary
Gerry Moloney	Assistant General Secretary
Roberta Barbour	Advance Consultant
Keith Hoyland	Advance Consultant
Debbie Croucher	Advance Consultant
Linda Bartle	Advance Consultant (retired March 2016)
Caroline Stevens	NEC Chair
Maria Maleki	NEC Vice-Chair
Nicola O'Shea	NEC – North Region
Sue Grundy	NEC – South-west and Central
Annette McColgan	NEC – London & East
Nicola Jones	NEC –Head Office Sites
Cathy Kelly	NEC – Retail Contact Centres
Joann O'Neill	NEC - Geoban

# 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	1,857	138	0	7	<b>2,002</b>
FEMALE	4,754	175	4	10	<b>4,943</b>
TOTAL	6,611	313	4	17	<b>6,945</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

6,945
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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
No changes in 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		554,292
<b>From Members:</b> Other income from members (specify)		
 <b>Total other income from members</b>		554,292
<b>Total of all income from members</b>		554,292
<b>Investment income (as at page 12)</b>		45,491
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	133,172	
<b>Total of other income (as at page 4)</b>		133,172
	<b>TOTAL INCOME</b>	732,955
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		51,647
<b>Administrative expenses (as at page 10)</b>		419,804
<b>Federation and other bodies (specify)</b>		
TUC Affiliation fees	18,948	
<b>Total expenditure Federation and other bodies</b>		490,399
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	490,399
Surplus (deficit) for year		242,556
Amount of general fund at beginning of year		1,800,707
Amount of general fund at end of year		2,043,263

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

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
<b>Other income</b>		
Draws and lotteries	8,172	
Management expenses allowance	125,000	
<b>TOTAL OTHER INCOME</b>		133,172
<b>TOTAL OF ALL OTHER INCOME</b>		133,172

## ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	28,317
		Education and Training services	
		Training	5,936
		Library publications	173
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Magazine costs	28,317	Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits		Membership recruitment	17,221
Other Cash Payments			
<b>carried forward</b>	28,317	<b>Total (should agree with figure in General Fund)</b>	51,647

(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 24 and 25)

<b>FUND 4</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 5</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 24 and 25)

<b>FUND 6</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 7</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>£</b>	<b>£</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>£</b>	<b>£</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	169,262
Salaries and Wages included in above	£169,262
Auditors' fees	14,340
Legal and Professional fees	935
Occupancy costs	32,194
Stationery, printing, postage, telephone, etc.	4,136
Expenses of Executive Committee (Head Office)	5,850
Expenses of conferences	79,734
Other administrative expenses (specify)	
Bookkeeping	10,720
Donations	8,914
Maintenance and leasing	45,441
Investment management fee	14,144
Sundry expenses	4,044
<b>Other Outgoings</b>	
Interest payable:	
Bank charges and HP interest	5,961
Other loans	
Depreciation	31,842
Taxation	(7,713)
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
<b>Total</b>	419,804
Charged to:	
General Fund (Page 3)	419,804
Fund (Account )	
Fund (Account )	
Fund (Account )	
Fund (Account )	
<b>Total</b>	419,804

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Pension Contribution s £	Benefits		Total £
				Description	Value £	
General Secretary	15,367	2,027		Car/Travel/General	3,369	20,763
Deputy General Secretary				Car/Travel/General	3,408	3,408

# 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)			32,915
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			7,781
Other investment income (specify)			
(Loss)/Gain on investments (shares)			(1,030)
Increase in Investment Values			5,825
		Total investment income	45,491
		Credited to:	
		General Fund (Page 3)	45,491
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	45,491

# BALANCE SHEET as at 31 December 2015

(see notes 47 to 50)

Previous Year		£	£
21,771	<b>Fixed Assets</b> (at page 14)		62,571
	<b>Investments</b> (as per analysis on page 15)		
1,219,032	Quoted		1,347,754
62,815	Unquoted		115,441
1,281,847	<b>Total Investments</b>		1,463,195
	<b>Other Assets</b>		
	Loans to other trade unions		
53,708	Sundry debtors		9,141
495,669	Cash at bank and in hand		558,419
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
549,377	<b>Total of other assets</b>		567,560
1,852,995	<b>TOTAL ASSETS</b>		2,093,326
1,800,707	Fund (Account )		2,043,263
	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		
52,288	Sundry creditors		50,063
	Accrued expenses		
	Provisions		
	Other liabilities		
1,852,995	<b>TOTAL LIABILITIES</b>		2,093,326
1,852,995	<b>TOTAL ASSETS</b>		2,093,326

## 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			170,313	64,651		234,964
Additions			50,987	30,318		81,305
Disposals			(14,826)	(34,655)		(49,481)
Revaluation/Transfer s						
At end of year			206,474	60,314		266,788
<b>Accumulated Depreciation</b>						
At start of year			164,705	48,488		213,193
Charges for year			16,764	15,078		31,842
Disposals			(14,827)	(25,991)		(40,818)
Revaluation/Transfer s						
At end of year			166,642	37,575		204,217
<b>Net book value at end of year</b>						
			39,832	22,739		62,571
<b>Net book value at end of previous year</b>						
			5,608	16,163		21,771

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

<b>QUOTED</b>	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)	1,016,322	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Bonds	331,432	
TOTAL QUOTED (as Balance Sheet)	1,347,754	
Market Value of Quoted Investment	1,347,754	
<b>UNQUOTED</b> Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Bank deposits	115,441	
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	115,441	
Market Value of Unquoted Investments	115,441	



# 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 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 £
<b>INCOME</b>			
From Members	554,292		554,292
From Investments	45,491		45,491
Other Income (including increases by revaluation of assets)	133,172		133,172
<b>Total Income</b>	732,955		732,955
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	490,399		490,399
<b>Funds at beginning of year</b> (including reserves)	1,800,707		1,800,707
<b>Funds at end of year</b> (including reserves)	2,043,263		2,043,263
<b>ASSETS</b>			
Fixed Assets			62,571
Investment Assets			1,463,195
Other Assets			567,560
		<b>Total Assets</b>	2,093,326
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	50,063
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			2,043,263

# 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.**

Please see attached

# ACCOUNTING POLICIES

(see notes 74 and 75)

Please 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: <u><i>Linda Rolph</i></u> Name: <u>LINDA ROLPH</u> Date: <u>13<sup>th</sup> JULY 2016</u>	Chairman's Signature: <u><i>Caroline Steers</i></u> (or other official whose position should be stated) Name: <u>CAROLINE STEERS</u> Date: <u>7 July 2016</u>
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## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input 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)

ATTACHED

# AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	H W Fisher & Company	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	Acre House 11/15 William Road London NW1 3ER	
Date:	21 June 2016	
Contact name and telephone number:	Sailesh P Mehta 020 7388 7000	

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE  
MEMBERS OF ADVANCE**

We have audited the accounts of the Advance for the year ended 31 December 2015, set out on pages 3 to 15. 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 including Financial Reporting Standard 102).

This report is made solely to the Union's members, as a body. 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 the National Executive Committee and auditors**

As explained more fully in the Statement of Responsibilities of the National Executive Committee on page 1, the National Executive Committee is responsible for the preparation of financial statements which 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 Union's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Union's National Executive Committee; and the overall presentation of the financial statements.

**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 of its income and expenditure for the year then ended.

**Matters on which we are required to report by exception**

We are required by the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) to report to you by exception in respect of the following matters if, in our opinion:

- A satisfactory system of control over transactions has not been maintained.
- The Association has not kept proper accounting records.
- The financial statements are not in agreement with the books of account.
- We have not received all the information and explanations we need for our audit.

We have nothing to report to you in respect of the above matters.



**H W FISHER & COMPANY**

*Chartered Accountants  
Registered Auditor*

Acre House  
11-15 William Road  
London NW1 3ER  
United Kingdom

Dated: 28 June 2016

ADVANCE  
ACCOUNTING POLICIES  
YEAR ENDED 31 DECEMBER 2015

**Accounting Convention**

The financial statements have been prepared in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS102"). The accounts have been prepared under historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the financial statements. These financial statements for the year ended 31 December 2015 are the first financial statements of Advance prepared in accordance with FRS102. The date of transition to FRS102 was 1 January 2014.

Trade Unions are governed by the Trade Union and Labour Relations (Consolidation Act) 1992 Amended. Under that Act the accounts of Trade Unions are required to give a true and fair view. Therefore, the accounts of Trade Unions are prepared under FRS102. However, as a Trade Union is not a company the Regulations that form the basis of disclosures under FRS102 have been adapted as considered necessary to ensure the accounts give a true and fair view to the members of the Trade Union.

The Union is a public benefit entity.

The financial statements have been prepared in sterling, which is the functional currency of the Union. Monetary amounts of these financial statements are rounded to the nearest pound.

**Reconciliation to previous Generally Accepted Accounting Policies (UK GAAP)**

In preparing the accounts the Union has considered whether in applying the accounting policies required by UK GAAP FRS102 a restatement of comparative items was required. In accordance with the requirements of FRS102 a reconciliation of opening balances and net income/(expenditure) for the year is provided with the net income/(expenditure) under previous UK GAAP adjusted for the presentation of investment gains/(losses) as a component of reported income.

**Going concern**

The members of the National Executive Committee consider that there are no material uncertainties about the Union's ability to continue as a going concern.

**Subscriptions**

Subscriptions are accounted for on an accruals basis.

**Expenditure**

All expenditure in the accounts is inclusive of VAT where applicable.

**Taxation**



Corporation tax is payable on interest income and chargeable gains arising on the disposal of properties and investments but only to the extent that these exceed expenditure on provident benefits.

### **Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is provided on all tangible fixed assets to write off the cost less estimated residual value in equal annual instalments over the estimated useful economic lives of the assets. The estimated useful economic lives are as follows:

Fixtures, fittings & equipment	25% - 50%
Motor vehicles	25%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the profit and loss account.

### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand and deposits held at call with banks.

### **Financial Instruments**

The union has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial assets are recognised in the union's balance sheet when the union becomes party to the contractual provisions of the instrument.

Financial assets are classified into specified categories. The classification depends on the nature and purpose of the financial assets and is determined at the time of recognition.

#### ***Basic financial assets***

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

#### ***Other financial assets***

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes in fair value recognised in the income and expenditure account, except that investments in equity instruments that are not publically traded and whose fair value cannot be measured reliably are measured at cost less impairment.

### ***Impairment of financial assets***

Financial assets, other than those held at fair value through income and expenditure account, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment is recognised in the income and expenditure accounts.

### ***Basic financial liabilities***

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the activity of the Union from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. Trade payables are initially recognised at transaction price and derecognised when, and only when, the Union's obligations are discharged, cancelled or they expire.

### **Investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price (where applicable). The income and expenditure account includes the net gains and losses arising on revaluation and disposals throughout the year. This is a change from prior period accounts where fixed asset investments were held at historical cost less any provision for impairment. The Union does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the Union is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

### **Realised gains and losses**

All gains and losses are taken to the income and expenditure account as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are separated between surplus on investments and change in market value in the income and expenditure account.

### **Leases**

Rentals payable under operating leases, including any lease incentives received, are charged to the income and expenditure account on a straight line basis over the term of the relevant lease.

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

1 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

In the application of the Union's accounting policies, the Union is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period , or in the period of the revision and future periods if the revision affects both current and future periods.

The Union consider that there were no estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

2 OTHER INCOME	2015	2014
	£	£
Draws and lotteries:		
Draw income	30,602	31,989
Prizes awarded	(22,430)	(23,990)
Management expenses allowance	125,000	122,500
Other commission	-	-
Sundry income	-	21
	<u>133,172</u>	<u>130,520</u>

3 SERVICES TO MEMBERS	2015	2014
	£	£
Magazine costs	28,317	30,445
Membership supplies and recruitment	4,798	3,572
Postage	2,024	3,061
Telephone and fax	12,423	14,557
Training and support	5,936	1,584
Library publications	173	791
VAT recoverable	(7,713)	(4,713)
	<u>45,958</u>	<u>49,297</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

4	COMMITTEE AND MEETING COSTS	2015	2014
		£	£
	National Executive Committee	5,850	2,806
	External committee costs	21,154	20,462
	Management expenses	57,350	53,785
	Other committee and area meetings	20,178	48,482
		<u>104,532</u>	<u>125,535</u>
5	ADMINISTRATION EXPENSES	2015	2014
		£	£
	Audit and accountancy	14,340	12,860
	Bookkeeping	10,720	13,783
	Legal and professional	935	2,797
	Bank charges and hire purchase interest	5,961	4,298
	Donations	8,914	11,511
	Printing and stationery	2,112	2,375
	Sundry expenses	4,044	3,306
	Investment management fee	14,144	13,653
		<u>61,170</u>	<u>64,583</u>
6	PREMISES AND EQUIPMENT COSTS	2015	2014
		£	£
	Cleaning	0	42
	Rent, rates and insurance	28,499	27,271
	Repairs & maintenance	1,845	12,589
	Utilities	1,850	1,793
	Motor	7,529	12,465
	Office equipment and computer	36,748	35,076
	Loss on sale of fixed assets	1,164	-
	Depreciation	31,842	21,390
		<u>109,477</u>	<u>110,626</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

7 TANGIBLE FIXED ASSETS

	Motor Vehicles £	Fixtures, fittings & equipment £	Total £
<b>COST</b>			
At 1 January 2015	64,651	170,313	234,964
Additions	30,318	50,987	81,305
Disposals	(34,655)	(14,826)	(49,481)
At 31 December 2015	<u>60,314</u>	<u>206,474</u>	<u>266,788</u>
<b>ACCUMULATED DEPRECIATION</b>			
At 1 January 2015	48,488	164,705	213,193
Charge for the year	15,078	16,764	31,842
Relating to disposals	(25,991)	(14,827)	(40,818)
At 31 December 2015	<u>37,575</u>	<u>166,642</u>	<u>204,217</u>
<b>NET BOOK VALUE</b>			
At 31 December 2015	<u>22,739</u>	<u>39,832</u>	<u>62,571</u>
At 31 December 2014	<u>16,163</u>	<u>5,608</u>	<u>21,771</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

8 INVESTMENTS

MARKET VALUE	Listed			Total £
	Equities £	Bonds £	Deposits £	
At 1 January 2015	878,509	340,523	62,815	1,281,847
Additions	137,322	20,383		157,705
Disposals	(14,266)	(20,542)		(34,808)
Net movement in cash deposits			52,626	52,626
Change in Investment Values	14,757	(8,932)		5,825
At 31 December 2015	<u>1,016,322</u>	<u>331,432</u>	<u>115,441</u>	<u>1,463,195</u>

	Cost £	Market value £
Equities	830,145	1,016,322
Bonds	317,211	331,432
Bank deposits	115,441	115,441
	<u>1,262,797</u>	<u>1,463,195</u>

9 DEBTORS AND PREPAYMENTS

	2015 £	2014 £
Other debtors	4,757	35,036
Prepayments and accrued income	4,384	18,672
	<u>9,141</u>	<u>53,708</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

10	CREDITORS AND ACCRUALS	2015	2014
		£	£
	Trade creditors	15,089	7,957
	Other creditors	19,756	14,344
	Taxes and social security	3,038	14,517
	Accruals and deferred income	12,180	15,470
		<u>50,063</u>	<u>52,288</u>
11	FINANCIAL INSTRUMENTS		
	Financial assets:		
	Measured at fair value through income and expenditure	1,347,754	1,219,032
	Basic debt instruments measured at cost less impairment	120,198	97,851
	Cash and cash equivalents	558,419	495,669
	Total financial assets	<u>1,467,952</u>	<u>1,316,883</u>
	Financial liabilities:		
	Short-term debt instruments measured at cost	47,025	37,771
	Financial liabilities measured at amortised cost	-	-
	Total financial liabilities	<u>47,025</u>	<u>37,771</u>

12 OPERATING LEASE COMMITMENTS

At 31 December 2015 there were outstanding commitments for future minimum lease payments under non-cancellable operating leases which fall due as follows:

	Land and buildings		Other	
	2015	2014	2015	2014
	£	£	£	£
Within one year	9,553	11,000	4,035	4,208
In the second to fifth years inclusive	-	9,553	-	4,035
After five years	-	-	-	-
	<u>9,553</u>	<u>20,553</u>	<u>4,035</u>	<u>8,243</u>

ADVANCE

ACCOUNTS UNDER FRS 102

YEAR ENDED 31 DECEMBER 2015

RECONCILIATION OF INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 DECEMBER 2014

	As previously stated £'000	Effect of transition £'000	FRS 102 (As restated) £'000
Income:			
Subscriptions	549,784		549,784
Other income	130,520	--	130,520
	<u>680,304</u>	<u>--</u>	<u>680,304</u>
Expenditure:			
Staff costs	169,631	--	169,631
Services to members	49,297	--	49,297
Committee and meeting costs	125,535	--	125,535
Administration expenses	64,583	--	64,583
Premises and equipment costs	110,626	--	110,626
	<u>519,672</u>	<u>--</u>	<u>519,672</u>
Operating Result	<u>160,632</u>	<u>--</u>	<u>160,632</u>
Other Income/Expenditure:			
Investment income	22,711	--	22,711
Gain on sale of investments	9,700	(8,957)	743
Change in Investment values	--	6,458	6,458
	<u>32,411</u>	<u>(2,499)</u>	<u>29,912</u>
Comprehensive Result for the year	<u>193,043</u>	<u>(2,499)</u>	<u>190,544</u>
Reserves brought forward	1,430,603	179,560	1,610,163
Reserves carried forward	<u>1,623,646</u>	<u>177,061</u>	<u>1,800,707</u>



ADVANCE

ACCOUNTS UNDER FRS 102

YEAR ENDED 31 DECEMBER 2015

RECONCILIATION OF FINANCIAL POSITION STATEMENT

	AS AT 1 JANUARY 2014		AS AT 31 DECEMBER 2014			
	As previously stated £'000	Effect of transition £'000	FRS 102 (As restated) £'000	As previously stated £'000	Effect of transition £'000	FRS 102 (As restated) £'000
<b>Fixed Assets:</b>						
Tangible Assets	41,521	-	41,521	21,771	-	21,771
Investments	1,086,028	179,560	1,265,588	1,104,786	177,061	1,281,847
	<u>1,127,549</u>	<u>179,560</u>	<u>1,307,109</u>	<u>1,126,557</u>	<u>177,061</u>	<u>1,303,618</u>
<b>Current Assets:</b>						
Debtors and prepayments	27,394	-	27,394	53,708	-	53,708
Cash at bank and in hand	323,748	-	323,748	495,669	-	495,669
	<u>351,142</u>	<u>-</u>	<u>351,142</u>	<u>549,377</u>	<u>-</u>	<u>549,377</u>
<b>Current Liabilities:</b>						
Creditors and accruals	(48,088)	-	(48,088)	(52,288)	-	(52,288)
Net current assets	<u>303,054</u>	<u>-</u>	<u>303,054</u>	<u>497,089</u>	<u>-</u>	<u>497,089</u>
<b>Net Assets</b>	<u>1,430,603</u>	<u>179,560</u>	<u>1,610,163</u>	<u>1,623,646</u>	<u>177,061</u>	<u>1,800,707</u>