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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

RETAINED FIREFIGHTERS UNION

Year ended:

31ST December, 2014

List no:

529T

Head or Main Office:

FIREFIGHTER HOUSE
STATION ROAD
ATTLEBOROUGH
NORFOLK
NR17 2AS

Website address (if available)

w:therfu.org

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

Yes

☐

No

☒

(Click the appropriate box)

General Secretary:

JOHN BARTON

Telephone Number:

01953 455005

Contact name for queries
regarding

JENNIFER AMOS

Telephone Number:

01953 455433

E-mail:

jenny.amos@therfu.org

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

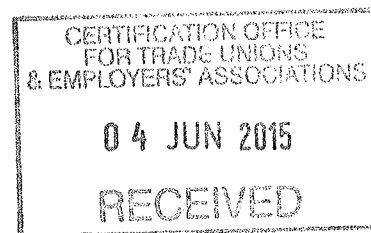
The address to which returns and other documents should be sent are:

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 the Retained Firefighters Union Officers in post at the end of December 2014.

National General Secretary	John Barton
Assistant National General Secretary	Tristan Ashby
National Finance Officer	Jennifer Amos
President	Anthony Morgan
Honorary Vice President	Tom Radford
National Executive Committee	Adrian Hughes Phillip Grimes Rikki Noble Steve Whitcut Jim Kilpatrick Richard Fryer

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	2304	25			2329
FEMALE	70	1			71
TOTAL	2374	26			A 2400

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

0
2400

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

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
As per attached list			

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		243,608
From Members: Other income from members (specify)		
Total other income from members		243,608
Total of all income from members		
Investment income (as at page 12)		25
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		6,522
Total of other income (as at page 4)		250,155
	TOTAL INCOME	
EXPENDITURE		
Benefits to members (as at page 5)	71,953	
Administrative expenses (as at page 10)	172,575	
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	244,528
Surplus (deficit) for year		5,627
Amount of general fund at beginning of year		85,347
Amount of general fund at end of year		90,974

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	71,953	brought forward	71,953
		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	71,953	Total (should agree with figure in General Fund)	71,953

FUND 2		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		5
	Other income (specify)		
	Total other income as specified		
	Total Income		5
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		5
	Amount of fund at beginning of year		11,198
	Amount of fund at the end of year (as Balance Sheet)		11,203
	Number of members contributing at end of year		N/A

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		

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		£
		131,642
Remuneration and expenses of staff		
Salaries and Wages included in above	124,333	
Auditors' fees		1,260
Legal and Professional fees		
Occupancy costs		12,305
Stationery, printing, postage, telephone, etc.		24,631
Expenses of Executive Committee (Head Office)		635
Expenses of conferences		1,146
Other administrative expenses (specify):		
BANK CHARGES		956
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		172,575
Charged to:		
General Fund (Page 3)		172,575
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Total		172,575

(see notes 34 to 44 below)

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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			25
Other investment income (specify)			
			25
		Total investment income	25
		Credited to:	
		General Fund (Page 3)	
	MUTUAL AID	Fund (Account)	5
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	30

BALANCE SHEET as at 31 DECEMBER 2014

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		—
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		—
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
85,570	Cash at bank and in hand	78,014	
	Income tax to be recovered		
717	Stocks of goods	305	
36,466	Others (specify) PREPAYMENTS	52,991	
	Total of other assets		131,310
122,753	TOTAL ASSETS		131,310
85,347	GENERAL Fund (Account)	90,974	
11,198	MUTUAL AID Fund (Account)	11,203	
	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		
26,208	Sundry creditors	29,133	
	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		131,310
122,753	TOTAL ASSETS		—

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings Freehold £ £ Leasehold		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
Cost or Valuation						
At start of year			42,955			42,955
Additions						
Disposals						
Revaluation/Transfer s						
At end of year			42,955			42,955
Accumulated Depreciation						
At start of year			42,955			42,955
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year			42,955			42,955
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)		
	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?		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 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	243,608	—	243,608
From Investments			
Other Income (including increases by revaluation of assets)	6,552	—	6,552
Total Income	250,160	—	250,160
EXPENDITURE (including decreases by revaluation of	244,528	—	244,528
Total Expenditure	244,528	—	244,528
Funds at beginning of year (including reserves)	96,545	—	96,545
Funds at end of year (including reserves)	102,177	—	102,177
ASSETS			
Fixed Assets			—
Investment Assets			—
Other Assets			131,310
Total Assets			131,310
LIABILITIES			
Total Liabilities			29,133
NET ASSETS (Total Assets less Total Liabilities)			102,177

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.

ACCOUNTING POLICIES

(see notes 74 and 75)

STANDARD ACCOUNTING POLICIES

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

ACTING NATIONAL GENERAL SECRETARY Secretary's Signature: <u>[Signature]</u> Name: <u>IRISTAN JOHN ASHBY</u> Date: <u>27 MAY 2015</u>	Chairman's National Finance Officer Signature: <u>[Signature]</u> (or other official whose position should be stated) Name: <u>JENNIFER ELIZABETH AMOS</u> Date: <u>27th MAY, 2015</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 checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/~~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)

WE HAVE AUDITED THE ACCOUNTS IN ACCORDANCE WITH AUDITING STANDARDS.

IN OUR OPINION THEY GIVE A TRUE AND FAIR VIEW OF THE STATE
OF AFFAIRS AT 31 DECEMBER 2014 AND OF THE SURPLUS FOR THE
YEAR ENDED ON THAT DATE

Signature(s) of auditor or auditors:



Name(s):

Profession(s) or Calling(s):

Address(es):

Naylor
Wintersgill ✓
CHARTERED ACCOUNTANTS
Carlton House, Grammar School Street
Bradford, West Yorkshire BD1 4NS

Date:

12 MAY 2015

Contact name and telephone number:

01274 733184

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

RFU NATIONAL GENERAL SECRETARY'S STATEMENT

DATED 15th MAY, 2015

The following Statement is given by the RFU to Members to ensure all who cannot attend Annual Conference (when this information has traditionally always been provided), will still be fully aware of the audited strength of the RFU in financial terms and what the Auditors' comments were. The Statement also gives advice to any Member who is concerned about any possible irregularity in the conduct of the financial affairs of your Union.

Every year the National General Secretary is required under the terms of the Trade Union and Labour Relations (Consolidation) Act 1992 as amended, to provide full details of all income and expenditure and membership as at 31st December to the RFU's Chartered Accountants, Messrs. Naylor Wintersgill of Carlton House, Grammar School Street, Bradford, BD1 4NS. The Chartered Accountants then conduct a detailed audit of this information and agree the Union's Final Accounts, which our National Finance Officer has prepared. I am also required by law to send to the Certification Office for Trade Unions and Employers' Associations an 'Annual Return for a Trade Union' known as Form AR21, again in accordance with the TULR(C) Act 1992. The details of the accounts contained in this Form AR21 were audited by our Chartered Accountants and sent to the Certification Office by the due date.

Copies of the full financial accounts of the RFU for the year to 31st December 2014 are distributed to Delegates at Annual Conference, but for those Members who will be unable to attend, the essential details of our Union's financial affairs for the year ending 31st December 2014 are as follows:

Total income was £250,155 of which £243,608 consisted of membership fees. Total expenditure was £244,528 and there was no income to or expenditure from the political fund. My salary for the year ended 31st December 2013, was £45,542 and an employer's pension contribution of £3,960. No member of the National Executive Council, or the President or Vice-Presidents, or other RFU officials receives any remuneration or benefits. It is obvious that most of our resources were and always will be spent on legal and other services for the benefit of our Members.

