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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

BRITISH ASSOCIATION OF JOURNALISTS

Year ended:

31 DECEMBER 2014

List no:

7397

Head or Main Office:

89 FLEET STREET
3RD FLOOR
LONDON
EC4Y 1DH

Website address (if available)

WWW.BAJUNION.ORG.UK

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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(Click the appropriate box)

General Secretary:

JANET SHIELDS

Telephone Number:

0207 353 3003

Contact name for queries regarding

SAME AS ABOVE

Telephone Number:

SAME AS ABOVE

E-mail:

bajadmin@btconnect.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

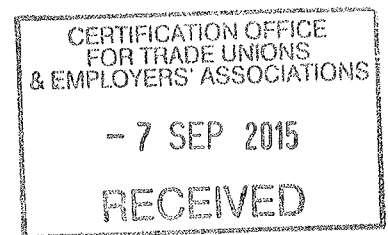
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
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)

BRITISH ASSOCIATION OF JOURNALISTS

GENERAL INFORMATION

Acting General Secretary: N Townsend (01/11/2013 to 30/04/15)

General Secretary: J Shields (elected on 31/03/15)

National Executive Committee: J Shields
N Townsend
C McAfee
B Bayliss (National Chairman)
J Carr (resigned on 30/04/15)

Place of Business: 89 Fleet Street
London EC4Y 1DH

Bankers: HSBC Bank Plc
Fleet Street Branch
165 Fleet Street
London EC4A 2DY

Statutory Auditors: Civvals Limited
Chartered Accountants and
Statutory Auditors
50 Seymour Street
London W1H 7JG

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	733	2	0	20	755
FEMALE	248	3	0	11	262
TOTAL	981	5	0	31	1,017
				A	

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

	6
Number of members at end of year contributing to the General Fund	900

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
ACTING GENERAL SECRETARY	NICK TOWNSEND		30/04/2015
GENERAL SECRETARY		JANET SHIELDS	31/03/2015

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)

	£	£
INCOME		
From Members: Contributions and Subscriptions		130,461
From Members: Other income from members (specify)		
Donations	1,999	
Total other income from members		1,999
Total of all income from members		132,460
Investment income (as at page 12)		13
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	2,950	
Total of other income (as at page 4)		2,950
	TOTAL INCOME	135,423
EXPENDITURE		
Benefits to members (as at page 5)		48,999
Administrative expenses (as at page 10)		123,810
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	172,811
		Surplus (deficit) for year
		(37,388)
		Amount of general fund at beginning of year
		57,483
		Amount of general fund at end of year
		20,095

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 Income from compromise agreements	2,950	
TOTAL OTHER INCOME		2,950
TOTAL OF ALL OTHER INCOME		2,950

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	2,132
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications BAJ News	2,132	Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
		Members legal cover and helpline	42,364
Dispute Benefits		Other legal fees	3,063
		Members tax helpline	1,440
Other Cash Payments			
carried forward	2,132	Total (should agree with figure in General Fund)	48,999

(See notes 24 and 25)

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

FUND 3		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 24 and 25)

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

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

(See notes 24 and 25)

FUND 6		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	
		Number of members contributing at end of year	

FUND 7		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	
		Number of members contributing at end of year	

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund	
		£	£
Income	Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
			Total expenditure
		Surplus (deficit) for year	
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as Balance Sheet)	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	

POLITICAL FUND ACCOUNT 2		To be completed by trade unions which act as components of a central trade union	
		£	£
Income	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
			Total expenditure
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of year	
		Amount remitted to central political fund	
		Amount held on behalf of central political fund at end of year	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	

ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

		£
Administrative Expenses		
Remuneration and expenses of staff		
Salaries and Wages included in above	£101,250	101,250
Auditors' fees		3,660
Legal and Professional fees		
Occupancy costs		8,852
Stationery, printing, postage, telephone, etc.		2,771
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Press cards and computer expenses		2,606
Secretarial, bookkeeping, bank charges, keyman Insurance		4,316
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		357
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	Total	123,812
Charged to:	General Fund (Page 3)	123,812
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	123,812

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contribution s £	Other Benefits		
				Description	Value £	
Acting General Secretary	30,000	3,051				33,051

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)		2
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		11
Other investment income (specify)		
		13
	Total investment income	13
Credited to:		
	General Fund (Page 3)	13
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Political Fund	
	Total Investment Income	13

BALANCE SHEET as at 31 DECEMBER 2014

(see notes 47 to 50)

Previous Year		£	£
1,432	Fixed Assets (at page 14)		1,075
145	Investments (as per analysis on page 15)	145	
	Quoted (Market value £)		
	Unquoted		
	Total Investments		145
	Other Assets		
	Loans to other trade unions		
3,433	Sundry debtors		9,069
71,899	Cash at bank and in hand		21,780
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
75,332	Total of other assets		30,849
76,909	TOTAL ASSETS		32,069
57,483	Fund (Account)		20,095
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
19,426	Sundry creditors		11,974
	Accrued expenses		
	Other liabilities		
76,909	TOTAL LIABILITIES		32,069
76,909	TOTAL ASSETS		32,069

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold old £	Leasehold £				
Cost or Valuation						
At start of year			13,268			13,268
Additions						
Disposals						
Revaluation/Transfers						
At end of year			13,268			13,268
Accumulated Depreciation						
At start of year			11,836			11,836
Charges for year			357			357
Disposals						
Revaluation/Transfers						
At end of year			12,193			12,193
Net book value at end of year						
Net book value at end of year			1,075			1,075
Net book value at end of previous year						
Net book value at end of previous year			1,432			1,432

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares)	145	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)	145	
	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	130,461		130,461
From Investments	13		13
Other Income (including increases by revaluation of assets)	4,949		4,949
Total Income	135,423		135,423
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	172,811		172,811
Funds at beginning of year (including reserves)	57,483		57,483
Funds at end of year (including reserves)	20,095		20,095
ASSETS			
Fixed Assets			1,075
Investment Assets			145
Other Assets			30,849
		Total Assets	32,069
LIABILITIES		Total Liabilities	11,974
NET ASSETS (Total Assets less Total Liabilities)			20,095

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.

As per attached accounts

ACCOUNTING POLICIES

(see notes 74 and 75)

As per attached accounts

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u>Janet Shields</u>	Chairman's Signature: <u>R. Bayliss</u> (or other official whose position should be stated)
Name: Janet Shields	Name: <u>ROBERT BAYLISS</u>
Date: <u>September 2, 2015</u>	Date: <u>September 3, 2015</u>

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)

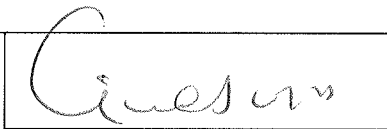
YES/NO

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)

As per attached

Signature(s) of auditor or auditors:		
Name(s):	Civvals Limited	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	50 Seymour Street London W1H 7JG	
Date:	01/09/2015	
Contact name and telephone number:	Aamir Kazi 0207 258 3461	

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



Chartered Accountants
Registered Auditors

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2014
FOR
BRITISH ASSOCIATION OF JOURNALISTS**

50 Seymour Street
London W1H 7JG
Telephone 020 7258 3461
Fax 020 7262 2757
e-mail enquiries@civvals.co.uk
www.civvals.co.uk

BRITISH ASSOCIATION OF JOURNALISTS

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BRITISH ASSOCIATION OF JOURNALISTS

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2014

The National Executive Committee presents its annual report together with the accounts for the year ended 31 December 2014.

1. Principal activity

The principal activity of the British Association of Journalists is to provide excellence in trade union representation and legal advocacy. It also aims at promoting and protecting the interests of employed and freelance journalists.

2. Responsibilities of the National Executive Committee

The National Executive Committee is responsible for preparing the financial statements for each financial year in accordance with applicable law and regulations.

The financial statements are required to give a true and fair view of the state of affairs of the association and of the surplus or deficit of the association for that period.

The National Executive Committee is also responsible for keeping proper accounting records in respect of the association's transactions and its assets and liabilities and to establish and maintain a satisfactory system of control over its accounting records in accordance to section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Trade Union Reform and Employment Rights Act 1999.

3. Statement as to disclosure of information to auditors

So far as the National Executive Committee is aware, there is no relevant audit information of which the auditors are unaware, and each member of the National Executive Committee has taken all the steps that ought to have been taken in order to make themselves aware of any relevant audit information and to establish that the association's auditors are aware of that information.

4. Statement to members in connection with section 32A of the Trade Union and Labour Relations (Consolidation) Act 1992

	2014	2013
	£	£
Total income for the year	135,423	143,892
Total expenditure for the year	172,811	137,886
(Deficit) / Surplus	(37,388)	6,006
Subscription income	130,461	135,720
Remuneration to the General Secretary (including any benefits)	30,000	5,000

The remaining members of the National Executive Committee were not paid any amount in respect of salary and benefits.

BRITISH ASSOCIATION OF JOURNALISTS

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2014

5. **Irregularity statement**

A member who is concerned that some irregularity may be occurring, or has occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

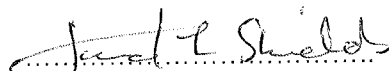
The member may raise any such concern with one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of the rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice.

6. **Auditors**

The auditors, Civvals Limited, will be proposed for re-appointment in accordance with section 33 of the Trade Union and Labour Relations (Consolidation) Act 1992.

On behalf of the National Executive Committee


Janet Shields – General Secretary

Date: 1 September 2015



BRITISH ASSOCIATION OF JOURNALISTS**INDEPENDENT AUDITORS REPORT TO THE MEMBERS
OF BRITISH ASSOCIATION OF JOURNALISTS**

We have audited the financial statements of British Association of Journalists for the year ended 31 December 2014 on pages seven to nine. 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).

This report is made solely to the association's members, as a body, in accordance with Section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Trade Union Reform and Employment Rights Act 1999. Our audit work has been undertaken so that we might state to the association's members those matters that 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.

Respective responsibilities of the National Executive Committee and Auditors

As described on page 3, the National Executive Committee is responsible for preparing 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 regulatory requirements 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 association's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the 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 association's affairs as at 31 December 2014 and of its transactions for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Trade Union Reform and Employment Right Acts 1999.

BRITISH ASSOCIATION OF JOURNALISTS
INDEPENDENT AUDITORS REPORT TO THE MEMBERS
OF BRITISH ASSOCIATION OF JOURNALISTS

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (consolidation) Act 1992 (Amended) to report to you if, in our opinion:

- proper accounting records have not been kept;
- a satisfactory system of control over its accounting records, cash holdings and receipts and remittances has not been maintained; or
- the financial statements are not in agreement with the accounting records and returns.



Civvals Limited
Chartered Accountants and
Statutory Auditors
50 Seymour Street
London
W1H 7JG

Date: 01/09/2015

BRITISH ASSOCIATION OF JOURNALISTS

INCOME AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2014

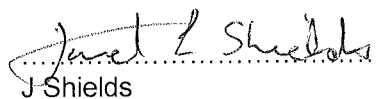
	Notes	<u>2014</u> £	<u>2013</u> £
Subscriptions received	1	130,461	135,720
Donations	1	1,999	6,056
Interest and dividends received	1	13	16
Income from compromise agreements		2,950	2,100
		<u>135,423</u>	<u>143,892</u>
Legal expenses insurance and helpline		8,003	8,156
Legal advisors retainers		33,804	28,317
Professional indemnity insurance		557	581
Other legal fees		3,063	2,047
Bounty payments to members		-	50
Tax helpline		1,440	1,440
Press cards		2,528	2,649
BAJ News		2,132	4,220
Salaries and employers N.I.		101,250	56,624
Keyman insurance		103	444
Telephones and faxes		2,041	4,286
Computer expenses		78	311
Secretarial		98	5,944
General Secretary's travel and subsistence		-	342
Conference		-	215
Printing, postage and stationery		730	3,683
Bookkeeping		1,495	1,435
Auditors remuneration		3,660	3,660
Legal and professional		-	1,243
Bank and BACS charges		1,703	2,013
Rent, service charges, business and water rates		7,706	7,107
Office and building insurance		1,146	1,091
Incidentals		917	1,549
Depreciation of office furniture, equipment and computers		357	479
		<u>172,811</u>	<u>137,886</u>
(Deficit)/Surplus for the year	5	<u><u>(37,388)</u></u>	<u><u>6,006</u></u>

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BALANCE SHEET AS AT 31ST DECEMBER 2014

	Notes	<u>2014</u> £	<u>2013</u> £
TANGIBLE FIXED ASSETS			
Office furniture & equipment:	Cost	7,319	7,319
	Deprn.	1 (6,244)	(5,887)
Computers	Cost.	5,949	5,949
	Deprn.	1 (5,949)	(5,949)
		<u>1,075</u>	<u>1,432</u>
Investments	1	145	145
		<u>1,220</u>	<u>1,577</u>
CURRENT ASSETS			
Debtors and prepayments	3	9,069	3,433
Cash at bank and in hand		<u>21,780</u>	<u>71,899</u>
		30,849	75,332
CURRENT LIABILITIES			
Creditors	4	<u>(11,974)</u>	<u>(19,426)</u>
NET CURRENT ASSETS		<u>18,875</u>	<u>55,906</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>20,095</u>	<u>57,483</u>
Financed by:			
SURPLUS ON REVENUE ACCOUNT	5	<u>20,095</u>	<u>57,483</u>

Approved by the National Executive Committee on 1 September 2015 and signed on its behalf.

 General Secretary
J-Shields

The notes on page nine and ten form part of these financial statements.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2014**

1. ACCOUNTING POLICIES

(a) Basis

The financial statements have been prepared under the historical cost convention and on a going concern basis.

As explained in more detail in note 6 to the accounts, the association has acknowledged sums due to Mr Steve Turner. If a provision for the contingent liability was considered necessary it would have an impact on the associations ability to continue as a going concern

As these amounts are only payable if sufficient surplus funds are available the National Executive Committee considers it appropriate to prepare the accounts on a going concern basis.

(b) Depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Office, furniture & equipment - 25% per annum on reducing balance.

Computers - 33% per annum on straight line.

(c) Investments

Investments are stated in the balance sheet at cost.

(d) Income

Subscription income is recognized in the accounts when they are due.

Donations are recognised as when they are received.

Investment income is recognised when they are receivable.

2. TAXATION

The union is not liable to taxation on income from its members. No provision for taxation is considered necessary in respect of the current year or previous year.

3. DEBTORS

	2014	2013
	£	£
Other debtors	6,995	923
Prepayments	2,074	2,510
	<u>9,069</u>	<u>3,433</u>

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4. CREDITORS

	2014	2013
	£	£
Social security and other taxes	6,164	4,817
Deferred income	1,314	2,290
Accrued expenditure	4,496	12,319
	<u>11,974</u>	<u>19,426</u>

5. SURPLUS ON REVENUE ACCOUNT

	2014
	£
Balance at 1 January 2014	57,483
Deficit for the year	<u>(37,388)</u>
Balance at 31 December 2014	<u>20,095</u>

6. CONTINGENT LIABILITY

Members will be aware that Mr Steve Turner, who retired as the association's previous General Secretary in December 2013, made a claim amounting to £638,938 at the 2009 annual conference. The claim was in respect of unpaid salaries and pension contributions claimed by him since the association came into existence. The members acknowledged the amount claimed by Mr Turner, which would only be payable to him in the event the Association has sufficient surplus funds in the future. Sums amounting to £45,000 were paid to him during the accounting year thereby leaving a contingent liability of £593,938.

Since the acknowledgement of the claim, the Association has obtained legal advice which casts doubt on the validity of the claim.

Having considered the matter carefully the National Executive Committee believe that, taking into account the association's circumstances and its projected financial position, it is improbable that it will have significant surplus funds to be in a position to make significant payments in the foreseeable future. As a result, these accounts do not include a provision for the contingent liability.