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# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

The Writers Guild of Great Britain

Year ended:

31 December 2014

List no:

418T

Head or Main Office:

First Floor  
134 Tooley Street  
London SE1 2TU

Website address (if available)

www.writersguild.org.uk

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

Yes

No

(Click the appropriate box)

General Secretary:

Mr Bernie Corbett

Telephone Number:

020 3372 8401

Contact name for queries regarding

Mehboob Chagpar

Telephone Number:

01250 870718

E-mail:

Mehboob@gillespiesca.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

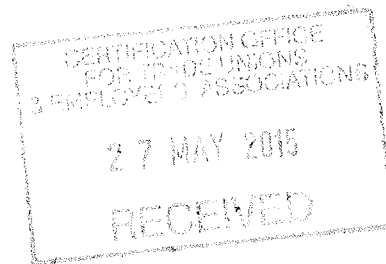
The address to which returns and other documents should be sent are:

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)



**Gillespie Inverarity & Co (London) Limited**

9 North Parade  
Mollison Way, Edgware  
Middlesex, HA8 5QH

**Directors:** A Gillespie  
M Chagpar

**Tel:** 01250 870718  
**Fax:** 01250 870719  
**Website:** www.gillespiesca.co.uk

Your ref: CO/418T/

Our ref: 23120

Certification Office  
Trade Union & Employers' Association  
22<sup>nd</sup> Floor, Euston Tower  
286 Euston Road  
London NW1 3JJ

19 May 2015

Dear Sirs,

**RE: WRITERS GUILD OF GREAT BRITAIN**

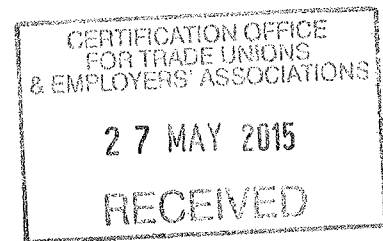
Please find attached form AR21 for 2014 duly completed and signed.

Also enclosed is a copy of the audited accounts of the Union for the year ended 31 December 2014. The officers in the post as at 31 December 2014 were as follows:

1. Ms Olivia Hetreed – President
2. Mr Roger Williams – Chairman
3. Mr Richard Pinner – Deputy Chairman
4. Mr Tim Stimpson – Deputy Chairman
5. Mr Andrew S.Walsh – Treasurer
6. Mr Bernie Corbett – Gen.Secretary

Yours faithfully,

M.Chagpar  
For Gillespie Inverarity & Co.



# 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	1214	7	2	53	<b>1276</b>
FEMALE	773	4	4	22	<b>803</b>
TOTAL	1987	11	6	75	<b>A 2079</b>

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

0
1949

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
DEPUTY CHAIRMAN	ANTHONY PICKTHALL	RICHARD PINNER	4.7.2014
DEPUTY CHAIRMAN	Ms MING HO	TIM STIMPSON	4.7.2014

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		362,419
<b>From Members:</b> Other income from members (specify)		
Commission on Royalties	678	
<b>Total other income from members</b>		678
<b>Total of all income from members</b>		363,097
<b>Investment income (as at page 12)</b>		662
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	42,104	
<b>Total of other income (as at page 4)</b>		42,104
	<b>TOTAL INCOME</b>	<b>405,863</b>
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		199,928
<b>Administrative expenses (as at page 10)</b>		196,282
<b>Federation and other bodies (specify)</b>		
Affiliation Fees	11,849	
<b>Total expenditure Federation and other bodies</b>		408,059
<b>Taxation</b>		0
	<b>TOTAL EXPENDITURE</b>	<b>408,059</b>
Surplus (deficit) for year		(2,196)
Amount of general fund at beginning of year		114,874
Amount of general fund at end of year		112,678

# 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>		
Guild Awards Income	27,500	
Advertising	3,354	
SSVC Donations	11,250	
<b>TOTAL OTHER INCOME</b>		42,104
<b>TOTAL OF ALL OTHER INCOME</b>		42,104

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	34,240
		Education and Training services	
		UK Writer & Website	13,939
		Guild Award Expenses	34,793
Representation – Non Employment Related Issues			
Legal/Professional Representation	20,058	Negotiated Discount Services	
Communications			
Postage & Telephone	3,547		
Meeting Expenses	8,134		
Printing	1,441	Salary Costs	
Advertising	1,060	Wages & Salaries	116,956
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>	34,240	<b>Total (should agree with figure in General Fund)</b>	199,928

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	WELFARE FUND	£	£
<b>Income</b>	From members		
	Investment income (as at page 12)		71
	Other income (specify)		
	<b>Total other income as specified</b>		
		<b>Total Income</b>	71
<b>Expenditure</b>	Benefits to members		1,250
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		1,250
	<b>Surplus (Deficit) for the year</b>		(1,179)
	<b>Amount of fund at beginning of year</b>		64,264
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		63,085
	<b>Number of members contributing at end of year</b>		

FUND 3		Fund Account	
Name:		£	£
<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)

FUND 4		Fund Account	
Name:		£	£
<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>			

FUND 5		Fund Account	
Name:		£	£
<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)

FUND 6		Fund Account		
Name:		£	£	
Income	From members			
	Investment income (as at page 12)			
	Other income (specify)			
	<b>Total other income as specified</b>			
	<b>Total Income</b>			
Expenditure	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>			

FUND 7		Fund Account		
Name:		£	£	
Income	From members			
	Investment income (as at page 12)			
	Other income (specify)			
	<b>Total other income as specified</b>			
	<b>Total Income</b>			
Expenditure	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		58,580
Salaries and Wages included in above	£58,580	
Auditors' fees		10,680
Legal and Professional fees		7,158
Occupancy costs		48,072
Stationery, printing, postage, telephone, etc.		23,663
Expenses of Executive Committee (Head Office)		
Expenses of conferences		15,987
Other administrative expenses (specify)		
Membership Systems		10,278
Computer Support		20,822
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		381
Mortgages		
Other loans		
Depreciation		661
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	<b>Total</b>	196,282
Charged to:	General Fund (Page 3)	196,282
	Fund (Account2)	1,250
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	<b>Total</b>	197,532

# 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	58,580	6,994	5,220			70,794

# 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			733
Other investment income (specify)			
		Total investment income	733
Credited to:			
		General Fund (Page 3)	662
		Fund (Account 2)	71
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	733

# BALANCE SHEET as at 31 December 2014

(see notes 47 to 50)

Previous Year		£	£
2,647	<b>Fixed Assets</b> (at page 14)		1,986
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £ )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		
36,371	Sundry debtors		33,070
494,069	Cash at bank and in hand		497,392
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		530,462
533,087	<b>TOTAL ASSETS</b>		532,448
114,874	Fund (Account 1)		112,678
64,264	Fund (Account 2)		63,085
	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		
268,100	Sundry creditors		269,568
85,849	Accrued expenses		87,117
	Provisions		
	Other liabilities		
533,087	<b>TOTAL LIABILITIES</b>		532,448
533,087	<b>TOTAL ASSETS</b>		532,448

# 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			51,734			51,734
Additions						
Disposals						
Revaluation/Transfer s						
At end of year			51,734			51,734
<b>Accumulated Depreciation</b>						
At start of year			49,087			49,087
Charges for year			661			661
Disposals						
Revaluation/Transfer s						
At end of year			49,748			49,748
<b>Net book value at end of year</b>			1,986			1,986
<b>Net book value at end of previous year</b>			2,647			2,647

# 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)

<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 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 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>	<b>2014</b>		<b>2014</b>
From Members	362,419		362,419
From Investments	733		733
Other Income (including increases by revaluation of assets)	42,782		42,782
<b>Total Income</b>	405,934		405,934
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	409,309		409,309
 <b>Funds at beginning of year</b> (including reserves)	179,138		179,138
<b>Funds at end of year</b> (including reserves)	175,763		175,763
 <b>ASSETS</b>			
Fixed Assets			1,986
Investment Assets			
Other Assets			530,462
		<b>Total Assets</b>	532,448
<b>LIABILITIES</b>		<b>Total Liabilities</b>	356,685
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			175,763

# 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 convention**

The accounts have been prepared under the historical cost convention and follow all applicable Accounting Standards.

## **Subscriptions**

Subscriptions are accounted for on receipt basis.

## **Donations**

Donations to the Guild are accounted for when received.

## **Expenditure**

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

## **Depreciation**

Depreciation is provided on all tangible fixed assets at rates estimated to write off the cost, less estimated residual value, of each asset over its expected useful life as follows:

Office Equipment	25% on written down value
Computer equipment	25% on written down value

## **Operating Leases**

Rental payments in respect of operating leases are charged to the income and expenditure account.

## **Corporation Tax**

No Corporation tax is due for the current or the previous financial year.

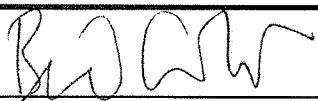
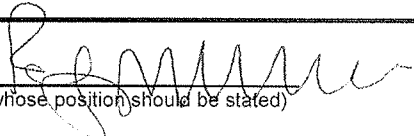
# ACCOUNTING POLICIES

(see notes 74 and 75)

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u>  Name: Bernie Corbett  Date: 13 5 2015	Chairman's Signature: <u></u> <small>(or other official whose position should be stated)</small>  Name: Roger Williams  Date: 13 -05 -2015
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## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? <small>(see Page 2 and Note 12)</small>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? <small>(see Page 2 and Note 12)</small>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? <small>(see Pages 19 and 21 and Notes 76 and 77)</small>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? <small>(see Pages 20 and 21 and Notes 2 and 77)</small>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? <small>(see Notes 8 and 78)</small>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
A MEMBER'S STATEMENT IS: <small>(see Note 80)</small>	ENCLOSED	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED <small>(see Page 17 and Notes 7 and 59)</small>	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.

We have audited the financial statements of the Writers' Guild of Great Britain for the year ended 31 December 2014, set out on pages 3 to 14. 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).

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

## **Respective responsibilities of the Union's National Executive Council and auditors**

As explained more fully in the Statement of Responsibilities of the Guild's Executive Council on page 3, the National Executive Council 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 Guild's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Guild's Executive Council; 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 Guild's affairs as at 31 December 2014 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 Guild 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.

# AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	Gillespie Inverarity & Co (London) Ltd	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	9 North Parade Mollison Way Edgware Middlesex HA8 5QH	
Date:	19. 5. 2015	
Contact name and telephone number:	Mehboob Chagpar 01250 870718	

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