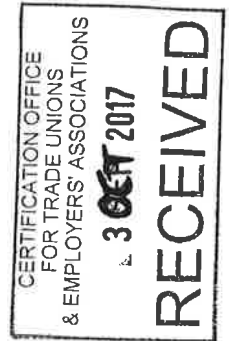


# FORM AR21

FOR REPORTING YEARS after 1 March 2017

Trade Union and Labour Relations (Consolidation) Act 1992



## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

The ASPSU

Year ended:

December 2016

List no:

817T

Head or Main Office:

c/o Christine Phillips

Fieldfisher

Riverbank House

~~EC4D 8T~~  
Estate Lane

Website address (if available)

www.theaspsu.com

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

Yes

No

x

(Click the appropriate box)

General Secretary:

Francis Duku

Telephone Number:

0203 714 1255

Contact name for queries  
regarding  
the completion of this return:

Francis Duku

Telephone Number:

0203 714 1255

# Return of Officers of The ASPSU (2016)

Francis Duku – Chairman of The Executive Committee and General Secretary

Joe Vines – Member of the Executive Committee

Danny Stroud – Member of the Executive Committee

Matt Stride - Member of the Executive Committee

Carl Hutchings - Member of the Executive Committee

Grahame Anderson - Member of the Executive Committee

E-mail:

info@theaspsu.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**

**Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX**

**For Unions based in Scotland:**

**Certification Office for Trade Unions and Employers' Associations**

**Melrose House, 69a George Street, Edinburgh EH2 2JG** *(Revised July 2017)*

# 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	30				
FEMALE					
<b>TOTAL</b>	<b>30</b>				<b>A 30</b>

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

28
-

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

## 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
Chairman & General <del>Secretary</del>		Francis Duku	01/06/12
Committee Member		Joe Vines	01/06/12

Committee Member		Danny Stroud	01/11/16
Committee Member		Matt Stride	01/11/16
Committee Member		Carl Hutchings	01/11/16
Committee Member		Grahame Anderson	01/11/16

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>		
From Members: Contributions and Subscriptions		£10,902
From Members: Other income from members (specify)		-
Total other income from members		-
Total of all income from members		£10,902
Investment income (as at page 12)		-
Other Income		
Income from Federations and other bodies (as at page		-
4) Income from any other sources (as at page 4)		-
Total of other income (as at page 4)		-
	<b>TOTAL INCOME</b>	<b>£10,902</b>
<b>EXPENDITURE</b>		
Benefits to members (as at page 5)		£7,812
Administrative expenses (as at page 10)		£1,415
Federation and other bodies (specify)		-
Total expenditure Federation and other bodies		-
Taxation		-
	<b>TOTAL EXPENDITURE</b>	<b>£9,227</b>
Surplus (deficit) for year		£1,675
Amount of general fund at beginning of year		£(12,820)
Amount of general fund at end of year		£(11,145)

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

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
Other income		
<b>TOTAL OTHER INCOME</b>		
<b>TOTAL OF ALL OTHER INCOME</b>		

# ANALYSIS OF BENEFIT EXPENDITURE

## SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation –		brought forward	£1,115
Employment Related Issues		Education and Training services	
Representation –		Negotiated Discount Services	
Non Employment Related Issues		Our Game Service Costs	£6,697
Communications		Salary Costs	
Marketing Services	£420	Other Benefits and Grants (specify)	
Website update / maintenance	£695		
Advisory Services			
Dispute Benefits			
Other Cash Payments			
carried forward	£1,115	Total (should agree with figure in General Fund)	£7,812





**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**

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(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			



Number of members contributing at end of year	

FUND 7		Fund Account	
Name:	£	£	
<b>Income</b>			
From members			
Investment income (as at page 12)			
Other income (specify)			
		Total other income as specified	
		Total Income	
<b>Expenditure</b>			
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	

# POLITICAL FUND ACCOUNT

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own political fund	
		£	£
	<b>Income</b> <b>Members contributions and levies</b> <b>Investment income (as at page 12)</b> <b>Other income (specify)</b>		
	<b>Total other income as specified</b>		
	<b>Total income</b>		
<p>Expenditure on purpose set out in section (72) (1) of Trade Union and Labour Relations (Consolidation) Act 1992</p> <p>Consolidation of expenditures from the political funds exceeds £2,000 during the period</p>			
Expenditure A	(as at page ii)		
Expenditure B	(as at page iii)		
Expenditure C	(as at page iv)		
Expenditure D	(as at page v)		
Expenditure E	(as at page vi)		

Expenditure F (as at page vii)		
Non-political expenditure (as at page viii)		
	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	

# 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			
Salaries and Wages included in above	£		
Auditors Fees			£1,200
Legal and Professional Costs			£35
Occupancy costs			
Stationery, printing, postage, telephone, etc.			
Expenses of Executive Committee (Head Office)			
Expenses of conferences			
Other administrative expenses (specify)			
Bank Fees			£66
Subscription Transaction Charges			£114
<b>Other Outgoings</b>			
Interest payable:			
Bank loans (including overdrafts)			
Mortgages			
Other loans			
Depreciation			
Taxation			
Outgoings on land and buildings (specify)			



Other outgoings (specify)

**Total**

£1,415

Charged to:

General Fund (Page 3)

£1,415

Fund (Account)

Fund (Account)

Fund (Account)

Fund (Account)

**Total**

£1,415





Political Fund


Total Investment Income

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**BALANCE SHEET as at**

31/12/16

(see notes 51 to 54)

Previous Year		£	£
	<b>Fixed Assets</b> (at page 14)		
	<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		
	Sundry debtors		
	Cash at bank and in hand		£4,961
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		
	<b>TOTAL ASSETS</b>		£4,961
	Fund (Account )		
	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		£14,906
	Bank overdraft		
	Tax payable		

	Sundry creditors		
	Accrued expenses		£1,200
	Provisions		
	Other liabilities		
		<b>TOTAL LIABILITIES</b>	£16,106
		<b>TOTAL ASSETS</b>	(£11,145)

# FIXED ASSETS ACCOUNT

(see notes 55 to 59)

	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						
Additions						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Accumulated Depreciation</b>						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year						

<b>Net book value at end of year</b>						
<b>Net book value at end of previous year</b>						



# ANALYSIS OF INVESTMENTS

(see notes 60 and 61)

<b>QUOTED</b>	<b>All Funds Except Political Funds</b>	<b>Political Fund</b>
	£	£
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
<b>TOTAL QUOTED (as Balance Sheet)</b>		
Market Value of Quoted Investment		
<b>UNQUOTED</b>		
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**




# SUMMARY SHEET

(see notes 64 to 75)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	£10,902		£10,902
From Investments			
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	£10,902		£10,902
<b>EXPENDITURE</b>			
(including decreases by revaluation of assets) <b>Total Expenditure</b>	£9,227		£9,227
<b>Funds at beginning of year</b>	(£12,820)		£(12,820)
<b>Funds at end of year</b>	(£11,145)		£(11,145)
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			£4,961
		<b>Total Assets</b>	£4,961
<b>LIABILITIES</b>		<b>Total Liabilities</b>	£16,106
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			£(11,145)

# INFORMATION ON INDUSTRIAL ACTION BALLOTS

(see notes 76 to 82)

Did the union hold any ballots in respect of industrial action during the return period?

YES

NO

- a) If Yes How many ballots were held:  
b) For each ballot held please complete the information below:

## Ballot 1

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y/N

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y/N

## Ballot 2

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y/N

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y/N

For additional ballots please continue on next page

# INFORMATION ON INDUSTRIAL ACTION

(see note 83)

Did Union members take industrial action during the return period in response to any inducement on the part of the Union? ~~YES~~ / NO

If **YES**, for each industrial action taken please complete the information below:

## Industrial Action 1

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A            B            C            D            E            F            G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

## Industrial Action 2

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A                      B                      C                      D                      E                      F                      G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

### Industrial Action 3

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A                      B                      C                      D                      E                      F                      G

2. Dates of industrial action taken:                      Strike Action / Action Short of a Strike (delete one as appropriate)

#### \*Categories of Nature of Trade Dispute :

A: terms and conditions of employment, or the physical conditions in which any workers are required to work;

B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;

C: allocation of work or the duties of employment between workers or groups of workers;

D: matters of discipline;

E: a worker's membership or non-membership of a trade union;

F: facilities for officials of trade unions;

G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Industrial Action 8**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* :

A                    B                    C                    D                    E                    F                    G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Use a continuation page if necessary**



(see notes 84 and 85)

**All notes to the accounts must be entered on or attached to this part of the return.**

A large, empty rectangular box with a black border, intended for entering notes to the accounts. The box is currently blank.

# ACCOUNTING POLICIES

(see notes 86 and 87)

## SIGNATURES TO THE ANNUAL RETURN

(see notes 88 and 89)

including the accounts and balance sheet contained in the return.

<p>Secretary's Signature: <u></u></p> <p>Name: <u>FRANCIS DUCEY</u></p> <p>Date: <u>7/8/17</u></p>	<p>Chairman's Signature: <u></u></p> <p>(or other official whose position should be stated)</p> <p>Name: <u>JOE VINES (EXECUTIVE COMMITTEE MEMBER)</u></p> <p>Date: <u>7/8/17</u></p>
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## CHECK LIST

(see notes 90 and 91)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED?	YES	✓	NO	
-------------------------------------	-----	---	----	--

(see Page 2 and Note 12)				
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	✓	NO	
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	✓	NO	
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	✓	NO	
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	✓	NO	
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	✓	TO FOLLOW	
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	✓	NO	

# AUDITOR'S REPORT

(see notes 93 to 98)

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)

The auditor's report is included in the Annual Accounts, a copy of which is enclosed separately.

Signature(s) of auditor or auditors:		
Name(s):	Jacquards Limited	
Profession(s) or Calling(s):	Statutory Auditor	
Address(es):	2 Burton House Repton Place White Lion Road Bucks. HP7 9LP	
Date:	7th August 2017	
Contact name and telephone	J Patel 01494 791155	

# THE AMATEUR AND SEMI-PRO SPORTSPERSONS UNION (ASPSU)

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ASPSU

---

We have audited the financial statements of ASPSU for the year ended 31 December 2016 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. 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, in accordance with Section 36 of Trade Union and Labour Relations Act 1992. 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 Auditors' 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 its members, as a body, for our audit work, for this report, or for the opinion we have formed.

### RESPECTIVE RESPONSIBILITIES OF EXECUTIVE COMMITTEE AND AUDITORS

The responsibilities of the Executive Committee for preparing the Executive Committee's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of the Executive Committee's Responsibilities.

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 Executive Committee; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Executive Committee's Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

# THE AMATEUR AND SEMI-PRO SPORTSPERSONS UNION (ASPSU)

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ASPSU - continued

---

### 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 2016 and of its financial activities; for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations Act 1992.



**Jacquards Limited**

Chartered Accountants  
Statutory Auditors

2 Burton House  
Repton Place  
White Lion Road  
Amersham  
Bucks. HP7 9LP

Date: 7 August 2017

# MEMBERSHIP AUDIT CERTIFICATE

made in accordance with section 24ZD of the  
Trade Union and Labour Relations (Consolidation) Act 1992

(See notes 100 to 106)

At the end of the reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

~~YES~~/NO

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21.

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21.

## MEMBERSHIP AUDIT CERTIFICATE

### SECTION ONE

*For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer*

1. In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?



Name	
Address	
Date	
Contact name and telephone number	

## MEMBERSHIP AUDIT CERTIFICATE

### SECTION TWO


*For a trade union with no more than 10,000 members at the end of the reporting period preceding the one to which this audit relates.*

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

YES/~~NO~~

---

If "NO" Please explain below:

Signature	
Name	FRANCIS DUICH
Office held	CHAIRMAN & SECRETARY
Date	7 <sup>TH</sup> AUGUST 2017