

- DO NOT STAPLE
- PRINT ON ONE SIDE ONLY

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	National House Building Council Staff Association					
Year ended:	31 st December 2015					
List no:	711T					
Head or Main Office:	NHBC House Davy Avenue Knowlhill Milton Keynes Buckinghamshire MK 5 8FP					
Website address (if available)						
Has the address changed during the year to which the return relates?	<table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	<table border="1"> <tr> <td>No</td> <td><input checked="" type="checkbox"/></td> </tr> </table> (Click the appropriate box)	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>					
No	<input checked="" type="checkbox"/>					
General Secretary:	Laura Heritage (Temp Secretary)					
Telephone Number:	01908 747837					
Contact name for queries regarding	Laura Heritage (Treasurer)					
Telephone Number:	01908 747837					
E-mail:	lheritage@nhbc.co.uk					

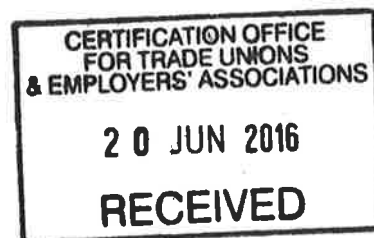
PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

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
 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)

**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
ASSOCIATION DETAILS AND ADVISERS**

Head office: NHBC House
Davy Avenue
Knowlhill
Milton Keynes
Buckinghamshire
MK5 8FP

List Number: 711T

General Secretary: Stephanie Francis

Treasurer: Laura Heritage

Auditor: BHP, Chartered Accountants
Bathurst House
86 Micklegate
York
YO1 6LQ

Bankers: National Westminster
11 Nursery Parade
Marsh Road
Leagrave
Luton
LU3 1QR

RETURN OF MEMBERS

(see Notes 8 and 9)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Northern Ireland	Great Britain	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
Male	11	505	0	1	517
Female	2	166	0	0	168
TOTAL	13	671	0	1	685

Total number of members (including Northern Ireland members) above for whom no home or authorised address is held.

0

Number of Northern Ireland members for whom no home or authorised address is held.

0

RETURN OF CHANGE OF OFFICERS

(see Note 10)

Please complete the following to record any changes of officers during the twelve months covered by this return and attach as an annex to this form a complete list of all officers in post at the end of the year to which this form relates.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
Chair	Pam Walker	Tom Howard	30/06/2015
Secretary	Louise McDonald		31/05/2015
Committee Member	Desmond Colgen		31/08/2015
Committee Member	Jason Dawes		16/03/2015
Committee Member	Sue Tryell		31/03/2015
Committee Member	Michael Rooney		31/12/2015
Committee Member		Stephanie Francis	02/11/2015
Committee Member		Laura Gylander	02/11/2015
Committee Member		Daniel Massey	02/11/2015
Committee Member		Justyn Robert Lewis	02/11/2015
Committee Member		Darren Ward	02/11/2015

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	<input type="checkbox"/>
-----	--------------------------

No	<input checked="" type="checkbox"/>
----	-------------------------------------

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		15,834
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		15,834
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)	33	
Total of other income (as at page 4)		33
	TOTAL INCOME	15,867
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	10,526
Surplus (deficit) for year		5,341
Amount of general fund at beginning of year		98,457
Amount of general fund at end of year		103,798

(see notes 19 and 20)

5

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		Education and Training services	
Representation – Non Employment Related Issues			
		Negotiated Discount Services	
Communications			
		Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
		Group Legal Costs	5,073
Dispute Benefits		Conference and Travel	1,973
		Audit and Accounting	1,140
		Election Expenses	2,340
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	10,526

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		

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		
Remuneration and expenses of staff		
Salaries and Wages included in above	£	
Auditors' fees		
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		
Charged to:	General Fund (Page 3)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		

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 £	
£	£	£			£	
Pam Walker (Chair)	0	0	0		0	
Tom Howard (Deputy Chair)	0	0	0		0	
Laura Heritage (Treasurer)	0	0	0		0	
Louise McDonald (Secretary)	0	0	0		0	
Richard Hartshorn	0	0	0		0	
Alan Williamson	0	0	0		0	
Steven Greenley	0	0	0		0	
Paul Rushton	0	0	0		0	
Dave Mooney	0	0	0		0	
Des Colgan	0	0	0		0	
Mike Rooney	0	0	0		0	
Dave Deacon	0	0	0		0	
Sharon Brosnan	0	0	0		0	
Rachel Colclough	0	0	0		0	
Daniel Massey	0	0	0		0	

Office held	Gross Salary	Employers N.I. contributions	Benefits			Total
	£	£	Pension Contributions £	Other Benefits		£
				Description	Value £	
Darren Ward	0	0	0		0	0
Justyn Robert Lewis	0	0	0		0	0
Laura Gylanders	0	0	0		0	0
Laura Miller	0	0	0		0	0
Stephanie Francis	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0

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			33
Other investment income (specify)			
Total investment income			33
Credited to:			
	General Fund (Page 3)		33
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Political Fund		
Total Investment Income			33

BALANCE SHEET as at 31 December 2015

(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		Nil
	Other Assets		
	Loans to other trade unions		
	Sundry debtors	2,702	
	Cash at bank and in hand	101,533	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify) Prepayments	643	
	Total of other assets		104,878
	TOTAL ASSETS		104,878
	Fund (Account)		
	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		
	Sundry creditors		
	Accrued expenses	1,080	
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		1,080
	TOTAL ASSETS		103,798

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold £ £	£	£	£	£
Cost or Valuation						
At start of year						
Additions						
Disposals						
Revaluation/Transfer s						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year						
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 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	15,834		
From Investments	33		
Other Income (including increases by revaluation of assets)	33		
Total Income	15,867		
EXPENDITURE (including decreases by revaluation of assets)	10,526		
Total Expenditure	10,526		
Funds at beginning of year (including reserves)	98,457		98,457
Funds at end of year (including reserves)	103,798		103,798
ASSETS			
Fixed Assets			
Investment Assets			
Other Assets			104,878
Total Assets			104,878
LIABILITIES			
Total Liabilities			1,080
NET ASSETS (Total Assets less Total Liabilities)			103,798

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.

See attached Audited Accounts.

ACCOUNTING POLICIES

(see notes 74 and 75)

See attached Audited 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>[Signature]</u> Name: <u>Laura Heritage</u> Date: <u>14/06/16</u>	Chairman's Signature: <u>[Signature]</u> (or other official whose position should be stated) Name: <u>TOM HOWARD</u> Date: <u>14/06/16</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 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.

See 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.

See 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.

See 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)

Audit Report Attached.

See attached combined RCN Group annual report and consolidated financial statements for the year ended 31 December 2015.

AUDITOR'S REPORT (continued)

See Attached Audit Accounts

Signature(s) of auditor or auditors:	<i>BHP, Chartered Accountants</i>	
Name(s):	<i>BHP, CHARTERED ACCOUNTANTS</i>	
Profession(s) or Calling(s):	<i>CHARTERED ACCOUNTANTS</i>	
Address(es):	<i>86 MICKLEGATE YORK YO1 6LQ</i>	
Date:	<i>8th June 2016</i>	
Contact name and telephone number:	<i>G SWARD 01904 628551</i>	

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

**NATIONAL HOUSE BUILDING
COUNCIL STAFF ASSOCIATION**

**FINANCIAL STATEMENTS
31 December 2015**

CONTENTS

	Page
Association Details and Advisers	1
Auditors' Report to the Members	2
Income and Expenditure Account	4
Balance Sheet	5
Notes to the accounts	6

**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION**

Year ended 31 December 2015

We have audited the financial statements of the National House Building Council Staff Association for the year ended 31 December 2015. 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 members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the 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 association and the members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of members and auditor

As described on page 6 the National Treasurer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with Auditing Practices Board (APB's) Ethical Standards for Auditors.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. We also report to you if, in our opinion, the association has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding officials remuneration and transactions with the Association is not disclosed.

Scope of the audit

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 treasurer; and the overall presentation of the financial statements.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION (contd.)**

For the year ended 31 December 2015

Opinion

In our opinion the financial statements give a true and fair view of the state of the affairs of the Association as at 31 December 2015 and of the surplus for the year then ended and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

BHP, Chartered Accountants

BHP, Chartered Accountants

Chartered Accountants

Statutory Auditor

Bathurst House,

86 Micklegate,

York

YO1 6LQ

8 June 2016

NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
INCOME AND EXPENDITURE ACCOUNT
Year ended 31 December 2015

	2015	2014
INCOME		
Subscriptions	15,834	14,062
Bank interest received	33	709
	<hr/>	<hr/>
	15,867	14,771
 ADMINISTRATION EXPENDITURE		
Group legal fees insurance policy	5,073	4,598
Conference & travel expenses	1,973	4,933
Audit & accountancy fees	1,140	1,044
Election expenses	2,340	-
	<hr/>	<hr/>
	10,526	10,575
	<hr/>	<hr/>
SURPLUS FOR THE FINANCIAL YEAR	£5,341	£4,196
	<hr/> <hr/>	<hr/> <hr/>

NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION

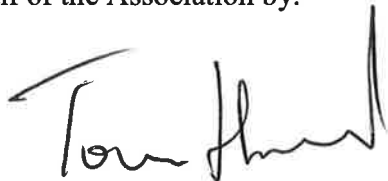
BALANCE SHEET

As at 31 December 2015

	2015	2014
CURRENT ASSETS		
Cash at bank		
- Current Account	19,821	15,976
- Liquidity Deposit Account	81,712	81,679
Sundry debtors	2,702	1,250
Insurance prepayment	643	572
	<hr/>	<hr/>
	104,878	99,477
Less: Sundry creditors	(1,080)	(1,020)
	<hr/>	<hr/>
NET CURRENT ASSETS	£103,798	£98,457
	<hr/>	<hr/>
CAPITAL AND RESERVES		
GENERAL FUND		
Balance at 1 January 2015	98,457	94,261
Surplus of income over expenditure for the year	5,341	4,196
	<hr/>	<hr/>
MEMBERS' FUNDS	£103,798	£98,457
	<hr/>	<hr/>

Approved on behalf of the Association by:

T. Howard
Chairman



8 June 2016

NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
NOTES TO THE ACCOUNTS
For the year ended 31 December 2015

6

1. Accounting Policies
Accounting Convention

The financial statements are prepared under the historical cost convention and in accordance with the applicable UK accounting standards.

Funds

General (unrestricted) funds represent the funds of the Association that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Association.

Income

Income consists of membership subscriptions and interest which are accounted for on a receipts basis.

Expenditure

Expenditure is accounted for when incurred.

2. National Treasurer's Responsibilities

Law applicable to trade unions in England and Wales requires the national treasurer to prepare financial statements that give a true and fair view of the state of affairs of the Association at the end of the financial year and of its surplus or deficit for the financial year. In doing so the national treasurer is required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgments and estimates that are reasonable and prudent;
- c) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The national treasurer is responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Association and enable him to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. The Treasurer is also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

3. Status

The Association is a members voluntary organisation that is open to all persons employed by the NHBC. The Executive Committee are involved in the running of the Association in accordance with the Staff Association Constitution.