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FORM AR21

To be used for reporting years starting on or after 6 April 2015

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Advance
Year ended:	31 December 2016
List no:	566T
Head or Main Office:	2 nd Floor 16/17 High Street Tring Herts HP23 5AH
Website address (if available)	www.advance-union.org
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	Linda Rolph
Telephone Number:	01442 891122
Contact name for queries regarding	Sailesh P Mehta, HW Fisher & Company
Telephone Number:	020 7388 7000
E-mail:	smehta@hwfisher.co.uk

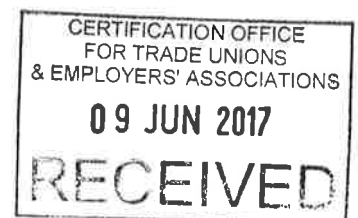
PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

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 June 2016)

ADVANCE SENIOR TEAM AND NEC AS AT
31ST DECEMBER 2016

Linda Rolph	General Secretary
Rose O'Neill	Deputy General Secretary
Jim Leonard	Assistant General Secretary
Gerry Moloney	Assistant General Secretary
Roberta Barbour	Advance Consultant
Keith Hoyland	Advance Consultant
Debbie Croucher	Advance Consultant
Caroline Stevens	NEC Chair
Maria Maleki	NEC Vice-Chair
Nicola O'Shea	NEC – North Region
Sue Grundy	NEC – South-west and Central
Annette McColgan	NEC – London & East
Nicola Jones	NEC –Head Office Sites
Cathy Kelly	NEC – Retail Contact Centres
Joann O'Neill	NEC - Geoban

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	1,883	144	0	5	2,032
FEMALE	4,679	175	3	7	4,864
TOTAL	6,562	319	3	12	A 6,896

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

0

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

6,896

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
No changes to officers during the year.			

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		549,085
From Members: Other income from members (specify)		
Total other income from members		549,085
Total of all income from members		549,085
Investment income (as at page 12)		175,852
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	132,768	
Total of other income (as at page 4)		132,768
		TOTAL INCOME
		857,705
EXPENDITURE		
Benefits to members (as at page 5)		68,936
Administrative expenses (as at page 10)		442,662
Federation and other bodies (specify)		
TUC Affiliation fees	19,783	
Total expenditure Federation and other bodies		531,381
Taxation		
		TOTAL EXPENDITURE
		531,381
		Surplus (deficit) for year
		326,324
		Amount of general fund at beginning of year
		2,043,263
		Amount of general fund at end of year
		2,369,587

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		
Draws and lotteries	5,573	
Management expense allowance	125,000	
Sundry income	2,195	
TOTAL OTHER INCOME		132,768
TOTAL OF ALL OTHER INCOME		132,768

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	42,646
		Education and Training services	
		Training and support	2,444
		Library publications	168
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Magazine Costs	42,646	Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
		Membership Recruitment	23,678
Dispute Benefits			
Other Cash Payments			
carried forward	42,646	Total (should agree with figure in General Fund)	68,936

(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				

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		166,366
Salaries and Wages included in above	£166,366	
Auditors' fees		14,400
Legal and Professional fees		2,075
Occupancy costs		29,378
Stationery, printing, postage, telephone, etc.		3,811
Expenses of Executive Committee (Head Office)		2,957
Expenses of conferences		107,236
Other administrative expenses (specify)		
Bookkeeping		10,800
Donations		9,911
Maintenance and leasing		48,614
Investment management fee		15,069
Sundry expenses		4,403
Other Outgoings		
Interest payable:		
Bank charges and HP interest		5,719
Depreciation		32,737
Taxation		(10,814)
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	Total	442,662
Charged to:	General Fund (Page 3)	442,662
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	442,662

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits		Total £	
			Pension Contributions £	Other Benefits		
				Description		Value £
General Secretary	15,699	2,073	0	Car/Travel/General	3,959	21,731
Deputy General Secretary	0	0	0	Car/Travel/General	3,406	3,406

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)			38,706
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			7,648
Other investment income (specify)			
Gain on sale of investments (shares)			24,127
Increase in Investment Values			105,371
			175,852
		Total investment income	175,852
		Credited to:	
		General Fund (Page 3)	175,852
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	175,852

BALANCE SHEET as at 31 December 2016

(see notes 47 to 50)

Previous Year		£	£
62,571	Fixed Assets (at page 14)		77,081
	Investments (as per analysis on page 15)		
1,347,754	Quoted (Market value £)		1,742,842
115,441	Unquoted		81,135
1,463,195	Total Investments		1,823,977
	Other Assets		
	Loans to other trade unions		
9,141	Sundry debtors		51,287
558,419	Cash at bank and in hand		492,901
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
567,560	Total of other assets		544,188
2,093,326	TOTAL ASSETS		2,445,246
2,043,263	Fund (Account)		2,369,587
	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		
50,063	Sundry creditors		75,659
	Accrued expenses		
	Provisions		
	Other liabilities		
2,093,326	TOTAL LIABILITIES		2,445,246
2,093,326	TOTAL ASSETS		2,445,246

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			206,474	60,314		266,768
Additions			18,489	28,760		47,249
Disposals			(130,973)			(130,973)
Revaluation/Transfer s						
At end of year			93,990	89,074		183,064
Accumulated Depreciation						
At start of year			166,642	37,575		204,217
Charges for year			17,968	14,769		32,737
Disposals			(130,971)			(130,971)
Revaluation/Transfer s						
At end of year			53,639	52,344		105,983
Net book value at end of year			40,351	36,730		77,081
Net book value at end of previous year			39,832	22,739		62,571

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)	1,329,050	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Bonds	413,792	
TOTAL QUOTED (as Balance Sheet)	1,742,842	
Market Value of Quoted Investment	1,742,842	
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Bank deposits	81,135	
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	81,135	
Market Value of Unquoted Investments	81,135	

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 checked="" 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	549,085		549,085
From Investments	175,852		175,852
Other Income (including increases by revaluation of assets)	132,768		132,768
Total Income	857,705		857,705
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	531,381		531,381
Funds at beginning of year (including reserves)	2,043,263		2,043,263
Funds at end of year (including reserves)	2,369,587		2,369,587
ASSETS			
Fixed Assets			77,081
Investment Assets			1,823,977
Other Assets			544,188
		Total Assets	2,445,246
LIABILITIES		Total Liabilities	75,659
NET ASSETS (Total Assets less Total Liabilities)			2,369,587

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.

Please see attached

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NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2016

7	TANGIBLE FIXED ASSETS		Fixtures, fittings & equipment	
		Motor Vehicles		Total
		£	£	£
	COST			
	At 1 January 2016	60,314	206,474	266,788
	Additions	28,760	18,489	47,249
	Disposals	-	(130,973)	(130,973)
	At 31 December 2016	<u>89,074</u>	<u>93,990</u>	<u>183,064</u>
	ACCUMULATED DEPRECIATION			
	At 1 January 2016	37,575	166,642	204,217
	Charge for the year	14,769	17,968	32,737
	Relating to disposals	-	(130,971)	(130,971)
	At 31 December 2016	<u>52,344</u>	<u>53,639</u>	<u>105,983</u>
	NET BOOK VALUE			
	At 31 December 2016	<u>36,730</u>	<u>40,351</u>	<u>77,081</u>
	At 31 December 2015	<u>22,739</u>	<u>39,832</u>	<u>62,571</u>

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NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2016

8 INVESTMENTS

MARKET VALUE	Listed			Total £
	Equities £	Bonds £	Deposits £	
At 1 January 2016	1,016,322	331,432	115,441	1,463,195
Additions	263,771	83,620	-	347,391
Disposals	(57,674)			(57,674)
Net movement in cash deposits			(34,306)	(34,306)
Change in Investment Values	106,631	(1,260)		105,371
At 31 December 2016	<u>1,329,050</u>	<u>413,792</u>	<u>81,135</u>	<u>1,823,977</u>

	Cost £	Market value £
Equities	1,012,062	1,329,050
Bonds	400,831	413,792
Bank deposits	81,135	81,135
	<u>1,494,028</u>	<u>1,823,977</u>

9 DEBTORS AND PREPAYMENTS

	2016 £	2015 £
Trade debtors	33,884	-
Other debtors	5,756	4,757
Prepayments and accrued income	11,647	4,384
	<u>51,287</u>	<u>9,141</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2016

10	CREDITORS AND ACCRUALS	2016	2015
		£	£
	Trade creditors	18,528	15,089
	Other creditors	27,476	19,756
	Taxes and social security	3,075	3,038
	Accruals and deferred income	26,580	12,180
		<u>75,659</u>	<u>50,063</u>
11	FINANCIAL INSTRUMENTS		
	Financial assets:		
	Measured at fair value through income and expenditure	1,742,842	1,347,754
	Basic debt instruments measured at cost less impairment	86,891	120,198
	Cash and cash equivalents	492,901	558,419
	Total financial assets	<u>1,829,733</u>	<u>1,467,952</u>
	Financial liabilities:		
	Short-term debt instruments measured at cost	72,584	47,025
	Total financial liabilities	<u>72,584</u>	<u>47,025</u>

12 OPERATING LEASE COMMITMENTS

At 31 December 2016 there were outstanding commitments for future minimum lease payments under non-cancellable operating leases which fall due as follows:

	Land and buildings		Other	
	2016	2015	2016	2015
	£	£	£	£
Within one year	11,557	9,553	3,984	4,035
In the second to fifth years inclusive	46,228	-	13,944	-
After five years	56,202	-	-	-
	<u>113,987</u>	<u>9,553</u>	<u>17,928</u>	<u>4,035</u>

ACCOUNTING POLICIES

(see notes 74 and 75)

Please see attached

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u><i>Linda Rolph</i></u> Name: <u>LINDA ROLPH</u> Date: <u>30TH MAY 2017</u>	Chairman's Signature: <u><i>Caroline Stevens</i></u> (or other official whose position should be stated) Name: <u>CAROLINE STEVENS.</u> Date: <u>30TH MAY 2017</u>
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CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input 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"/>
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED (See Pages 23 and 24 and Notes 88 to 94)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2016

Accounting Convention

The financial statements have been prepared in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS102"). The accounts have been prepared under historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the financial statements.

Trade Unions are governed by the Trade Union and Labour Relations (Consolidation Act) 1992 Amended. Under that Act the accounts of Trade Unions are required to give a true and fair view. Therefore, the accounts of Trade Unions are prepared under FRS102. However, as a Trade Union is not a company the Regulations that form the basis of disclosures under FRS102 have been adapted as considered necessary to ensure the accounts give a true and fair view to the members of the Trade Union.

The Union is a public benefit entity.

The financial statements have been prepared in sterling, which is the functional currency of the Union. Monetary amounts of these financial statements are rounded to the nearest pound.

Going concern

The members of the National Executive Committee consider that there are no material uncertainties about the Union's ability to continue as a going concern.

Subscriptions

Subscriptions are accounted for on an accruals basis.

Expenditure

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

Taxation

Corporation tax is payable on interest income and chargeable gains arising on the disposal of properties and investments but only to the extent that these exceed expenditure on provident benefits.

Deferred Taxation

Deferred tax liabilities arise in relation to the difference between the fair value of investments and their original cost less any indexation applicable.

Deferred tax is calculated at the tax rates that are expected to apply in the period where the liability is settled or the asset is realised. Deferred tax is charged or credited in the income and expenditure account.

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ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2016

The Union has adopted a reinvestment policy whereby all realised proceeds on disposal of fixed asset investments are reinvested into fixed asset investments, thereby eliminating the need for the recognition of a deferred tax asset or liability.

Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is provided on all tangible fixed assets to write off the cost less estimated residual value in equal annual instalments over the estimated useful economic lives of the assets. The estimated useful economic lives are as follows:

Fixtures, fittings & equipment	25% - 50%
Motor vehicles	25%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the profit and loss account.

Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

Financial Instruments

The union has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial assets are recognised in the union's balance sheet when the union becomes party to the contractual provisions of the instrument.

Financial assets are classified into specified categories. The classification depends on the nature and purpose of the financial assets and is determined at the time of recognition.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Other financial assets

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes recognised in the income

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2016

and expenditure account, except that investments in equity instruments that are not publically traded and whose fair value cannot be measured reliably are measured at cost less impairment.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure account, are assessed for indicators of impairment at each reporting end date. They are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment is recognised in the income and expenditure accounts.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction. Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the activity of the Union from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. Trade payables are initially recognised at transaction price and derecognised when the Union's obligations are discharged, cancelled or they expire.

Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price (where applicable). The income and expenditure account includes the net gains and losses arising on revaluation and disposals throughout the year. This is a change from prior period accounts where fixed asset investments were held at historical cost less any provision for impairment. The Union does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the Union is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

Realised gains and losses

All gains and losses are taken to the income and expenditure account as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are separated between surplus on investments and change in market value in the income and expenditure account.

Leases

Rentals payable under operating leases, including any lease incentives received, are charged to the income and expenditure account on a straight line basis over the term of the relevant lease.

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2016

1 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

In the application of the Union's accounting policies, the Union is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period , or in the period of the revision and future periods if the revision affects both current and future periods.

The Union consider that there were no estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

2	OTHER INCOME	2016	2015
		£	£
	Draws and lotteries:		
	Draw income	29,673	30,602
	Prizes awarded	(24,100)	(22,430)
	Management expenses allowance	125,000	125,000
	Sundry income	2,195	-
		<u>132,768</u>	<u>133,172</u>
3	SERVICES TO MEMBERS	2016	2015
		£	£
	Magazine costs	42,646	28,317
	Membership supplies and recruitment	10,811	4,798
	Postage	1,213	2,024
	Telephone and fax	12,867	12,423
	Training and support	2,444	5,936
	Library publications	168	173
	VAT recoverable	(10,814)	(7,713)
		<u>59,335</u>	<u>45,958</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2016

4	COMMITTEE AND MEETING COSTS	2016	2015
		£	£
	National Executive Committee	2,957	5,850
	External committee costs	22,065	21,154
	Management expenses	54,673	57,350
	Other committee and area meetings	50,281	20,178
		<u>129,976</u>	<u>104,532</u>
5	ADMINISTRATION EXPENSES	2016	2015
		£	£
	Audit and accountancy	14,400	14,340
	Bookkeeping	10,800	10,720
	Legal and professional	2,075	935
	Bank charges and hire purchase interest	5,719	5,961
	Donations	9,911	8,914
	Printing and stationery	2,598	2,112
	Sundry expenses	4,403	4,044
	Investment management fee	15,069	14,144
		<u>64,975</u>	<u>61,170</u>
6	PREMISES AND EQUIPMENT COSTS	2016	2015
		£	£
	Rent, rates and insurance	26,823	28,499
	Repairs & maintenance	850	1,845
	Utilities	1,705	1,850
	Motor	6,629	7,529
	Office equipment and computer	41,985	36,748
	Loss on sale of fixed assets	-	1,164
	Depreciation	32,737	31,842
		<u>110,729</u>	<u>109,477</u>

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)

ATTACHED

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	HW Fisher & Company	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	Acre House 11/15 William Road London NW1 3ER	
Date:		
Contact name and telephone number:	Sailesh P Mehta 020 7388 7000	

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

REPORT OF THE INDEPENDENT AUDITORS TO THE

MEMBERS OF ADVANCE

We have audited the accounts of the Advance for the year ended 31 December 2016, set out on pages 3 to 13. 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. 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 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 Union and the Union'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 explained more fully in the Statement of Responsibilities of the National Executive Committee on page 1, the National Executive Committee 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 Union's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Union's 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 Union's affairs as at 31 December 2016 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 Association 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.



H W FISHER & COMPANY

*Chartered Accountants
Registered Auditor*

Acre House
11-15 William Road
London NW1 3ER
United Kingdom

Dated: 3 May 2017

MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

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

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

5. 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?

YES/NO

6. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

YES/NO

If the answer to **either** questions 5 or 6 is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) **send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.**

MEMBERSHIP AUDIT CERTIFICATE


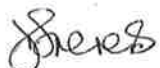
SECTION TWO

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	LINDA ROLPH CAROLINE STEVENS
Office held	GENERAL SECRETARY CHAIR OF NEC ADVANCE
Date	30TH MAY 2017