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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Affinity

Year ended:

31 December 2016

List no:

615T

Head or Main Office:

St John's Terrace
3-7 Ampthill Street
Bedford
MK42 9EY

Website address (if available)

www.workaffinity.co.uk

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

Yes

No

(Click the appropriate box)

General Secretary:

Mark V Brown

Telephone Number:

01234 716005

Contact name for queries
regarding

Emma Stopford

Telephone Number:

01234 716005

E-mail:

Emma.stopford@workaffinity.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

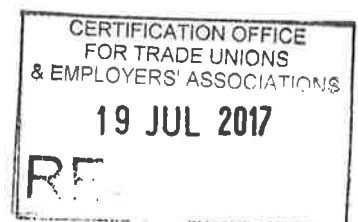
The address to which returns and other documents should be sent are:

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)

List Of Affinity Officers

- Neilson Smith – Chairman
- Bryan Jackson – Deputy Chairman / Treasurer
- Peter Munday – Vice Chairman
- Mark Brown – General Secretary

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	11,273	4	2	241	11,520
FEMALE	18,849	10	0	393	19,252
TOTAL	30,122	14	2	634	A 30,772

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

43

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

30,711

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

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:

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 Other income	2,216	
TOTAL OTHER INCOME		2,216
TOTAL OF ALL OTHER INCOME		2,216

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Consultancy	150,870	brought forward Education and Training services	150,870
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward	150,870	Total (should agree with figure in General Fund)	150,870

(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 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		1,597,141
Salaries and Wages included in above	£1,361,618	
Auditors' fees		6,000
Legal and Professional fees		126,858
Occupancy costs		56,245
Stationery, printing, postage, telephone, etc.		269,674
Expenses of Executive Committee (Head Office)		146,783
Expenses of conferences		146,782
Other administrative expenses (specify)		
Bank charges and interest		24,068
General expenses		10,380
Computer costs		122,230
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		3,625
Depreciation		84,000
Taxation		43
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		
Charged to:	General Fund (Page 3)	2,593,829
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		2,593,829

BALANCE SHEET as at 31 December 2016

(see notes 47 to 50)

Previous Year		£	£
982,678	Fixed Assets (at page 14)		915,358
	Investments (as per analysis on page 15)		
5,149	Quoted (Market value £ 6,654)		5,149
4,700	Unquoted		4,700
9,849	Total Investments		9,849
	Other Assets		
	Loans to other trade unions		
159,506	Sundry debtors		216,762
378,871	Cash at bank and in hand		450,517
4,796	Income tax to be recovered		1,851
43,635	Stocks of goods		27,891
	Others (specify)		
582,012	Total of other assets		697,021
1,579,333	TOTAL ASSETS		1,622,228
1,391,538	Fund (Account)		1,425,487
	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		
37,703	Loans: Other		7,063
	Bank overdraft		
1,070	Tax payable		520
52,591	Sundry creditors		79,547
96,431	Accrued expenses		109,611
	Provisions		
	Other liabilities		
186,725	TOTAL LIABILITIES		196,741
1,579,333	TOTAL ASSETS		1,622,228

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Freehold hold £	Buildings Lease £	Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
Cost or Valuation						
At start of year	765,000		373,213	433,363		1,571,576
Additions			19,681			19,681
Disposals				(65,614)		(65,614)
Revaluation/Transfers						
At end of year	765,000		392,894	367,749		1,525,643
Accumulated Depreciation						
At start of year			330,269	258,629		588,898
Charges for year			21,102	54,288		75,390
Disposals				(54,003)		(54,003)
Revaluation/Transfers						
At end of year			351,371	258,914		610,285
Net book value at end of year	765,000		41,523	108,835		915,538
Net book value at end of previous year	765,000		42,944	174,734		982,678

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Shares	5,149	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	5,149	
Market Value of Quoted Investment	6,654	
UNQUOTED Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Contributions to unlisted company limited by guarantee in which the union is a member	4,700	
TOTAL UNQUOTED (as Balance Sheet)	4,700	
Market Value of Unquoted Investments	4,700	

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	2,775,842		2,775,842
From Investments	590		590
Other Income (including increases by revaluation of assets)	2,216		2,216
Total Income	2,778,648		2,778,648
EXPENDITURE (including decreases by revaluation of	2,744,699		2,744,699
Total Expenditure	2,744,699		2,744,699
Funds at beginning of year (including reserves)	1,391,538		1,391,538
Funds at end of year (including reserves)	1,425,487		1,425,487
ASSETS			
Fixed Assets			915,358
Investment Assets			9,849
Other Assets			687,021
		Total Assets	1,622,228
LIABILITIES		Total Liabilities	(196,741)
NET ASSETS (Total Assets less Total Liabilities)			1,425,487

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.

	2016	2015
3. OPERATING SURPLUS		
The operating surplus is stated after charging:		
Depreciation of tangible fixed assets	75,389	85,581
Auditors remuneration:		
-audit services	6,000	6,000
-non audit services	12,000	16,841
	<u> </u>	<u> </u>
4. EMPLOYEES		
Staff costs were as follows:		
Wages & Salaries	1,597,141	1,860,036
	<u> </u>	<u> </u>
The average monthly number of employees during the year was as follows:		
Administrative	43	43
	<u> </u>	<u> </u>
5. CONTRIBUTIONS FROM MEMBERS		
Subscriptions	2,961,128	3,259,432
Ancillary services	(185,286)	(67,044)
	<u> </u>	<u> </u>
	<u>£2,775,842</u>	<u>£3,192,388</u>
	<u> </u>	<u> </u>
6. OTHER OPERATIONS		
Dividends and royalties	2,459	2,522
Other Income	-	-
	<u> </u>	<u> </u>
	<u>£2,459</u>	<u>£2,522</u>
	<u> </u>	<u> </u>
7. INVESTMENT INCOME		
Interest received on loans	347	2,931
	<u> </u>	<u> </u>
	<u>£347</u>	<u>£2,931</u>
	<u> </u>	<u> </u>
8. PREMISES, EQUIPMENT AND STAFF		
Staff remuneration and severance	1,597,141	1,860,036
Rent, rates and maintenance	37,182	29,586
Light and heat	13,533	14,655
Equipment hire	13,164	23,148
	<u> </u>	<u> </u>
	<u>£1,661,020</u>	<u>£1,927,425</u>
	<u> </u>	<u> </u>

9. ADMINISTRATION	2016	2015
Printing, stationery and publications	40,573	68,633
Committee and travelling expenses	293,565	364,052
Postage	66,419	143,117
Telephone	149,518	104,353
Computer costs	122,230	95,218
Bank charges and interest	24,068	21,865
Insurance	5,530	6,189
Lease and hire purchase interest	3,625	5,705
Sundry expenses	3,765	3,974
VAT on partial exemption	6,615	8,082
	<u>£715,908</u>	<u>£821,188</u>

10. DEPRECIATION		
Depreciation on tangible fixed assets	75,389	85,581
(Profit)/Loss on disposal	8,611	6,603
	<u>£84,000</u>	<u>£92,184</u>

11. TAXATION

The Union is not subject to taxation on its normal activities, but is taxable in respect of any profits arising from its trading activities and on its investment income. Provision has been made in the accounts in respect of corporation tax due as follows:

	2016	2015
Current year	520	1,070
Prior year adjustment	(477)	(6)
Current tax charge	<u>£43</u>	<u>£1,064</u>
Factors affecting the tax charge for the year		
(Deficit)/Surplus on ordinary activities before taxation	<u>31,462</u>	<u>131,064</u>
(Deficit)/Surplus on ordinary activities before taxation multiplied by standard rate of UK corporation tax of 20% (2015 - 20%)	<u>6,292</u>	<u>26,213</u>
Effects of :		
Mutual trading	(5,772)	(25,143)
Other tax adjustments	-	-
	<u>(5,772)</u>	<u>(25,143)</u>
Current Tax Charge	<u>£520</u>	<u>£1,070</u>

Deferred tax has not been recognised as any potential liability would be future costs and so there would be no liability arising.

12 FIXED ASSETS

	Freehold Property	Computer Equipment	Office Equipment	Motor Vehicles	Furniture & Fittings	Total
COST						
1 January 2016	765,000	106,900	22,151	433,363	134,828	1,571,576
Additions	-	18,012	1,669	-	-	19,681
Disposals	-	-	-	(65,614)	-	(65,614)
31 December 2016	<u>765,000</u>	<u>124,246</u>	<u>23,820</u>	<u>367,749</u>	<u>134,828</u>	<u>1,525,643</u>
DEPRECIATION						
1 January 2016	-	78,513	16,306	258,629	126,115	588,898
Disposals	-	-	-	(54,003)	-	(54,003)
Charge for year	-	11,999	3,539	54,288	5,564	75,390
31 December 2016	<u>-</u>	<u>90,512</u>	<u>19,845</u>	<u>258,914</u>	<u>131,679</u>	<u>610,285</u>
NET BOOK VALUE						
31 December 2016	<u>765,000</u>	<u>34,399</u>	<u>3,975</u>	<u>108,835</u>	<u>3,149</u>	<u>915,358</u>
31 December 2015	<u>765,000</u>	<u>28,386</u>	<u>5,845</u>	<u>174,734</u>	<u>8,713</u>	<u>982,678</u>

The net book value of tangible fixed assets includes £23,344 (2015- £71,611) in respect of assets held under finance leases or hire purchase contracts. The depreciation charge in respect of such assets amounted to £27,235 (2015 - £30,355) for the year.

13. INVESTMENTS

	2016	2015
Listed investments at cost	5,149	5,149
[Market Value £6,654 (2015 - £7,822)]		
Unlisted investments at cost	4,700	4,700
	<u>£9,849</u>	<u>£9,849</u>

14. DEBTORS AND PREPAYMENTS

	2016	2015
Prepayments and accrued income	43,344	8,798
Other debtors	175,269	155,503
	<u>£218,613</u>	<u>£164,301</u>

15. CASH AT BANK AND IN HAND

	2016	2015
Bank current account	450,361	378,715
Cash in hand	156	156
	<u>£450,517</u>	<u>£378,871</u>

16. CREDITORS – due within one year

Creditors and accruals	109,611	96,431
Obligations under hire purchase and finance leases	7,063	30,641
Other creditors	79,547	52,591
Corporation tax	520	1,070
	<u>£196,741</u>	<u>£180,733</u>

17. CREDITORS – due after more than one year

Obligations under hire purchase and finance leases	-	7,063
	<u>-</u>	<u>£7,063</u>

18. ACCUMULATED FUND

Balance at 1 January 2016	1,391,538	1,261,538
Surplus/(Deficit) for the year	33,949	130,000
	<u>£1,425,487</u>	<u>£1,391,538</u>

19. First time adoption of FRS 102

Following the adoption of FRS 102 there has been no requirement to amend the financial statements of Affinity following the adoption.

20. RELATED PARTY TRANSACTIONS

(a) The Union has made a loan in 2011 of £16,000 and in 2014 an additional loan was granted of £9,000 in respect of a purchase of a motor vehicle to Mr Mark Brown, the General Secretary, which bears interest at a commercial rate of 4%. The balance due from Mr Mark Brown at the year-end was **£6,270** (2015: £7,786).

(b) During the year the Union paid a salary of **£20,000** (2015: £17,433) to Mr Neilson Smith in his capacity as Chairman of the Union.

(c) During the year the Union paid a salary of **£28,870** (2015: £16,323) to Mr Peter Munday in his capacity in the General Purpose Committee of the Union.

No other members of the General Purpose Committee received remuneration during the year.

21. BUSINESS REVIEW

As in 2015, Bank branch closures and radical restructuring in non-branch functions meant that the contraction in staff numbers experienced in previous years continued.

To deal with these structural changes in the banking industry, in 2010 the Union began a wide-ranging programme of technological and organisational change designed to meet the challenges thrown up by this new environment. These changes in working systems and the continued rapid pace of technological development allowed the Union to continue the staff restructuring begun in 2010 with no adverse effect on the quality of service offered to members and ensure it had the resources to represent members in an increasingly hostile environment.

A demonstrable hardening of the HR practices of Banks, taking further advantage of staff concerns about job security, presented the Union with significant challenges in defending working conditions and protecting members individually. This 'hard HR' model and significant management failures in dealing with disciplinary cases generally lead the Union to instigate a record number of Employment Tribunal cases, all against banks. Most cases were settled without hearings but one significant success, in a case against Lloyds, led to that bank being criticised severely by the Judge concerned.

Outside the banking industry the Union has found employers to be generally more reasonable in managing HR policies and in most cases more professional in dealing with issues at work. In a reversal of the long-established norm, banks are now the worst employers with whom the Union deals. Blatant disregard for accepted standards of behaviour and inept handling of cases is now the expectation rather than the exception. This suggests that the level of legal action required to support members will not subside for some considerable time.

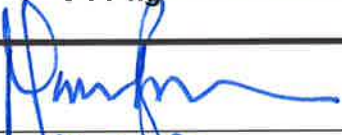
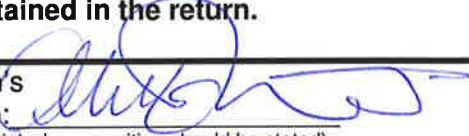
On collective issues, the Union began a major legal action to secure final pensions equality for 165,000 female pensioners of Lloyds Banking Group. The action has wide-ranging implications across industry and has been estimated to be likely to cost UK employers operating discriminatory schemes approximately £20 billion. Since the action was launched the Union has agreed with the Trustee Board of the Lloyds pension funds and Lloyds Banking Group that the Union will be joined in the action by the Trustee and the Bank who have a different set of interests to the Union but who, equally, want the position clarified.

Contraction in banking and the consequent reductions in staff numbers continues to be offset by members retaining their membership under the Affinity brand when changing employment. Affinity individual cases span all industrial sectors, from and all types of issues and where necessary the Union takes the same legal action it takes in banking. Generally, relations with non-bank employers have been constructive.

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature:  Name: <u>Mark Brown.</u> Date: <u>13th July 2017</u>	Chairman's Signature:  (or other official whose position should be stated) Name: <u>NEILSON C SMITH</u> Date: <u>13. 7. 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 type="checkbox"/>	NO	<input checked="" type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input checked="" type="checkbox"/>	TO FOLLOW	<input checked="" type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records?
- (See section 36(3) of the 1992 Act, set out in note 83)

YES/NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
- (See section 36(4) of the 1992 Act set out in rule 83)

YES/NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.
(See note 85)

AUDITOR'S REPORT (continued)

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF AFFINITY

We have audited the financial statements of Affinity for the year ended 31 December 2016, which comprise the income and expenditure account, balance sheet, cashflow statement and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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 officers and auditors

The Trade Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993 require the union's officers to keep proper accounting records which give a true and fair view of the state of affairs of the union and explain its transactions, to establish and maintain a satisfactory system of control of the accounting records, cash holding and all the receipts and remittance and to prepare an annual return for the Certification Office giving a true and fair view of the revenue account and balance sheet and provide members of the union with a statement of income and expenditure for the year.

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 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 officers and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Return to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications of our report.

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 its transactions for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the section 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993 require us to report to you if, in our opinion:

- proper books of account have not been kept by the union in accordance with the requirements of the legislation;
- a satisfactory system of control over transactions has not been maintained by the union in accordance with the requirements of the legislation;
- the revenue account to which our report relates, and the balance sheet are not in agreement with the books of account of the union;
- we have not obtained all the information and explanations necessary for the purposes of our audit.

**CROUCHER NEEDHAM (ESSEX) LLP
CHARTERED CERTIFIED ACCOUNTANTS
REGISTERED AUDITOR**

**Market House
10 Market Walk
Saffron Walden
Essex
CB10 1JZ**

Signature(s) of auditor or auditors:	<i>Paul Tucker</i>	
Name(s):	Croucher Needham (Essex) LLP	
Profession(s) or Calling(s):	Chartered Certified Accountant	
Address(es):	Market House 10 Market Walk Saffron Walden Essex CB10 1JZ	
Date:	18/7/2017	
Contact name and telephone number:	Paul Tucker – 01799 521301	

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

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

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?

YES ~~NO~~

2. 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 1 or 2 above 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 (continued)

Signature of assurer	<i>Paul Tucker</i>	
Name	<i>Paul Tucker on behalf of Cruckes Needham</i>	
Address	<i>Market House 10 Market Walk Saffron Walden CB10 1JZ</i>	
Date	<i>26/7/17.</i>	CERTIFICATION OFFICE FOR TRADE UNIONS & EMPLOYERS' ASSOCIATIONS
Contact name and telephone number	<i>Paul Tucker</i>	27 JUL 2017 RECEIVED