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- PRINT ON ONE SIDE ONLY

# 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:	Guild of Professional Teachers of Dance, Movement to Music and Dramatic Arts
Year ended:	31 <sup>st</sup> December 2016
List no:	555T
Head or Main Office:	43 Telfer Road Radford Coventry CV6 3DG
Website address (if available)	
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:	Mr Terry Perkins
Telephone Number:	02476 597907
Contact name for queries regarding	Mr Paul Collins
Telephone Number:	01695 577557
E-mail:	paul@collinsco.co.uk

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

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

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

For Unions based in England and Wales:  
Certification Office for Trade Unions and Employers' Associations  
22<sup>nd</sup> Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:  
Certification Office for Trade Unions and Employers' Associations  
Melrose House, 69a George Street, Edinburgh EH2 2JG



(Revised February 2017)

**GUILD OF PROFESSIONAL TEACHERS OF DANCE,  
MOVEMENT TO MUSIC AND DRAMATIC ARTS.**

**FULL LIST OF OFFICERS AT  
31ST DECEMBER 2016**

<b>PRESIDENT</b>	MR ERIC ROWLAND.	2C. SALTERS ROAD, WALSALL WOOD WALSALL, WS9 9JD.
<b>SENIOR VICE- PRES.</b>		
<b>JUNIOR VICE- PRES.</b>	MR MARK BIRCHENOUGH	37 FIELD LANE, WISTASTON. CHESHIRE CW2 8ST
<b>GENERAL SECRETARY</b>	MR TERRY PERKINS	43. TELFER ROAD RADFORD COVENTRY, CV6 3DG.
<b>TREASURER</b>	MR PAUL COLLINS	8 CHEVIOT WAY, SHEVINGTON PARK ESTATE, KIRKBY, L33 4DF.
<b>MINUTE SECRETARY</b>	MRS MANDY HEATH	2C. SALTERS ROAD, WALSALL WOOD WALSALL, WS9 9JD.

**GENERAL OFFICERS.**

MR COLIN CORBETT	20 SOMMERSET AVENUE, DRATCOTT PARK, RUGELEY, WS15 1LE
MRS LILIANE HEATH	HOLLY HOUSE, CHURCH ROW MEOLE VILLAGE, SHREWSBURY SY3 9EY
MR GEORGE MCDONALD	34 LORD STREET, BURSCOUGH, NR ORMSKIRK. L40 3BZ.
MRS GLENYS McGILL	3 CHRISTIE CLOSE, HOOTON, SOUTH WIRRAL CH66 5NH
MISS MAUREEN MCDONALD	19 BURNSIDE, PARBOLD, WIGAN WN8 7PD
MR DAVID SMITH	4 LINACRE ROAD, BASINGSTOKE RG24 9FP

TWO SEATS AVAILABLE

# 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	151	8	2	0	161
FEMALE	612	39	13	0	664
TOTAL	763	47	15	0	A 825

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

816

## 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			

State whether the union is:

a. A branch of another trade union?

Yes ☐

No ☒

If yes, state the name of that other union:

b. A federation of trade unions?

Yes ☐

No ☒

If yes, state the number of affiliated unions:

and names:

--

## GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		49,301
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		49,301
<b>Investment income (as at page 12)</b>		673
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	615	
<b>Total of other income (as at page 4)</b>		615
	<b>TOTAL INCOME</b>	50,589
<b>EXPENDITURE</b>		
<b>Benefits to members</b> (as at page 5)		
<b>Administrative expenses</b> (as at page 10)		52,847
<b>Federation and other bodies</b> (specify)		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	52,847
Surplus (deficit) for year		(2,258)
Amount of general fund at beginning of year		90,164
Amount of general fund at end of year		87,906

## 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		
Newsletter Advertising	425	
Branch Surplus	190	
TOTAL OTHER INCOME		615
TOTAL OF ALL OTHER INCOME		615

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

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

(See notes 24 and 25)

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

FUND 3		Fund Account	
Name:		£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		<b>Total other income as specified</b>	
		<b>Total Income</b>	
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		<b>Total Expenditure</b>	
		<b>Surplus (Deficit) for the year</b>	
		<b>Amount of fund at beginning of year</b>	
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	

	<b>Number of members contributing at end of year</b>	
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(See notes 24 and 25)

<b>FUND 4</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		<b>Total other income as specified</b>	
		<b>Total Income</b>	
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		<b>Total Expenditure</b>	
		<b>Surplus (Deficit) for the year</b>	
		<b>Amount of fund at beginning of year</b>	
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	
		<b>Number of members contributing at end of year</b>	

<b>FUND 5</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		<b>Total other income as specified</b>	
		<b>Total Income</b>	
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		<b>Total Expenditure</b>	
		<b>Surplus (Deficit) for the year</b>	
		<b>Amount of fund at beginning of year</b>	
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	



<b>Number of members contributing at end of year</b>		
(See notes 24 and 25)		
<b>FUND 6</b>		<b>Fund Account</b>
<b>Name:</b>	<b>£</b>	<b>£</b>
<b>Income</b>		
From members		
Investment income (as at page 12)		
Other income (specify)		
	<b>Total other income as specified</b>	
	<b>Total Income</b>	
<b>Expenditure</b>		
Benefits to members		
Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>	
	<b>Surplus (Deficit) for the year</b>	
	<b>Amount of fund at beginning of year</b>	
	<b>Amount of fund at the end of year (as Balance Sheet)</b>	
	<b>Number of members contributing at end of year</b>	

<b>FUND 7</b>		<b>Fund Account</b>
<b>Name:</b>	<b>£</b>	<b>£</b>
<b>Income</b>		
From members		
Investment income (as at page 12)		
Other income (specify)		
	<b>Total other income as specified</b>	
	<b>Total Income</b>	
<b>Expenditure</b>		
Benefits to members		
Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>	
	<b>Surplus (Deficit) for the year</b>	
	<b>Amount of fund at beginning of year</b>	
	<b>Amount of fund at the end of year (as Balance Sheet)</b>	

Number of members contributing at end of year			
(see notes 26 to 31)			
<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>	
		£	£
<b>Income</b>	Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total income		
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
	Total expenditure		
	Surplus (deficit) for year		
	Amount of political fund at beginning of year		
	Amount of political fund at the end of year (as Balance Sheet)		
	Number of members at end of year contributing to the political fund		
	Number of members at end of the year not contributing to the political fund		
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>	
		£	£
<b>Income</b>	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
	Total other income as specified		
	Total income		
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
	Total expenditure		
	Surplus (deficit) for year		
	Amount held on behalf of trade union political fund at beginning of year		
	Amount remitted to central political fund		
	Amount held on behalf of central political fund at end of year		
	Number of members at end of year contributing to the political fund		
	Number of members at end of the year not contributing to the political fund		
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

# ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		
Salaries and Wages included in above	£24,198	24,198
Auditors' fees		1,344
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		1,827
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Newsletter costs		5,915
Insurance		15,228
Travel/Bank Charges/Presidents Dinner/Sundries		4,107
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		228
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
<b>Total</b>		<b>52,847</b>
Charged to:	General Fund (Page 3)	52,847
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
<b>Total</b>		<b>52,847</b>

(see notes 34 to 44 below)

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## ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

[illegible]

# BALANCE SHEET as at 31/12/2016

(see notes 47 to 50)

Previous Year		£	£
	<b>Fixed Assets</b> (at page 14)		
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £      )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		
	Sundry debtors		
79,321	Cash at bank and in hand	78,220	
	Income tax to be recovered		
	Stocks of goods		
13,835	Others (specify) <b>Prepayments</b>	14,063	
93,156	<b>Total of other assets</b>		92,283
	<b>TOTAL ASSETS</b>		92,283
90,164	Fund (Account General)		87,906
	Fund (Account    )		
	Fund (Account    )		
	Superannuation Fund (Account    )		
	Political Fund (Account    )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
2,992	Sundry creditors		4,377
	Accrued expenses		
	Provisions		
	Other liabilities		
	<b>TOTAL LIABILITIES</b>		4,377
93,156	<b>TOTAL ASSETS</b>		92,283

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold	£	£	£	£
<b>Cost or Valuation</b>						
At start of year			3,543			3,543
Additions			0			0
Disposals			0			0
Revaluation/Transfers			0			0
At end of year			3,543			3,543
<b>Accumulated Depreciation</b>						
At start of year			3,543			3,543
Charges for year			0			0
Disposals			0			0
Revaluation/Transfers			0			0
At end of year			3,543			3,543
<b>Net book value at end of year</b>			0			0
<b>Net book value at end of previous year</b>			0			0

# 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)		



## ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		

<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		YES <input checked="" type="checkbox"/>	NO <input checked="" 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		

(see notes 58 and 59)

# SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	49,301		49,301
From Investments	673		673
Other Income (including increases by revaluation of assets)	615		615
<b>Total Income</b>	50,589		50,589
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	52,847		52,847
<b>Funds at beginning of year</b> (including reserves)	90,164		90,164
<b>Funds at end of year</b> (including reserves)	87,906		87,906
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			92,283
<b>Total Assets</b>			92,283
<b>LIABILITIES</b>			
<b>Total Liabilities</b>			4,377
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			87,906

# 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.**

## Related Party Transactions

A number of committee members are also trustees of a related charity

“The Guild of Professional Teachers of Dancing Benevolent Fund” (Registered Charity Number 293303).

During the year there were no transactions between the Guild and the related party.

At 31<sup>st</sup> December 2016 £ Nil (2015: £ Nil) was owing to the related party.

## ACCOUNTING POLICIES



(see notes 74 and 75)

- 1.1 The accounts are prepared under the historical cost convention and in accordance with United Kingdom Generally Accepted Accounting Practice.
- 1.2 Subscriptions represent the total amount receivable in respect of the year less any amounts deemed Uncollectible from members.
- 1.3 Depreciation is provided at rates calculated to write off the cost of each assets in excess of £1,000 Over it's expected useful life as follows:  
     Fixtures, Fittings and Equipment – Straight Line Over Three Years

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

**including the accounts and balance sheet contained in the return.**

Secretary's Signature: 	Chairman's Signature:  (or other official whose position should be stated)
Name:      Mr Terry Perkins	Name:      Mr Eric Rowland
Date: 12 <sup>th</sup> May 2017	Date: 12 <sup>th</sup> May 2017

## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	X	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	X	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	X	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	X	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	X	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	X	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	X	NO	<input type="checkbox"/>
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED (See Pages 23 and 24 and Notes 88 to 94)	YES	X	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

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

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

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)

See attached report

**Guild of Professional Teachers of Dance, Movement to Music  
and Dramatic Arts**

**Independent auditors' report to the members of the Guild of Professional Teachers of Dance,  
Movement to Music and Dramatic Arts**

We have audited the financial statements of the Guild of Professional Teachers of Dance, Movement to Music and Dramatic Arts for the year ended 31st December 2016, which comprise the Income and Expenditure account, the balance sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the union's members, as a body, in accordance with the law. Our audit work has been undertaken so that we might state to the union's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the union and 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 executive committee and auditors**

The law requires the executive committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the union and of the surplus or deficit of the union for that period. In preparing those financial statements, the executive committee is required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the union will continue in business.

The executive committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the union and to enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended). They are also responsible for safeguarding the assets of the union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm)

**Guild of Professional Teachers of Dance, Movement to Music  
and Dramatic Arts**

**Independent auditors' report to the members of the Guild of Professional Teachers of Dance,  
Movement to Music and Dramatic Arts (continued)**

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the union's affairs as at 31st December 2016 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and with the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended).

**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 (as amended) require us to report to you if, in our opinion:

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



**Hayes & Co.**  
**Statutory Auditor & Chartered Accountants**  
**St Andrews House**  
**3 Tarleton Office Park**  
**Tarleton**  
**PR4 6JF**  
**12 May 2017**

## AUDITOR'S REPORT (section one)

See attached report

Signature(s) of auditor or auditors:

Hayes & Co

Name(s):

Hayes & Co

Profession(s) or Calling(s):

Statutory Auditor

Address(es):

St Andrews House  
3 Tarleton Office Park  
Tarleton  
PR4 6JF

Date:

12<sup>th</sup> May 2017

Contact name and telephone number:

Gerry Hughes 01772-  
814417

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?

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	
Name	
Address	
Date	
Contact name and telephone number	

## MEMBERSHIP AUDIT CERTIFICATE

### SECTION TWO

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

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

YES

If "NO" Please explain below:



Signature

*Hayes & Co*

Name

**Hayes & Co**

Office held

Auditors

Date

12<sup>th</sup> May 2017