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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:	R.S.P.B Staff Association
Year ended:	31 March 2017
List no:	586T
Head or Main Office:	RSPB The Lodge Sandy Beds SG19 2DL
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:	Sophie Dackombe
Telephone Number:	
Contact name for queries regarding	Niall Keane
Telephone Number:	01767 693280
E-mail:	Niall.Keane@rspb.org.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)



## Return of Officers

Officers in post at 31<sup>st</sup> March 2017

<b>Chairman/General Secretary</b>	Sophie Dackombe
<b>Deputy Chairman</b>	Gail Francis
<b>Communication Team Leader</b>	Stephanie Morren
<b>Communication Advisor</b>	Nicholas Turner
<b>Finance &amp; Administration Team Leader</b>	Jo Marsh
<b>Membership Support Team Leader</b>	Ian Perks
<b>Membership Coordinator</b>	Susan Sutton
<b>Activities &amp; Benefits Team Leader</b>	Heather Mitchell
<b>Policy &amp; Advocacy Team Leader</b>	Amanda Long
<b>Regional Team Leader</b>	Jennifer Turner
<b>Policy &amp; Advocacy Assistant</b>	Vacant
<b>Minutes Secretary</b>	Lisa Hutchins

# 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	505	18			<b>523</b>
FEMALE	612	15			<b>627</b>
TOTAL	1,117	33			A <b>1,150</b>

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

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

0
1,150

## 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
Deputy Chairman	Vacant	Gail Francis	15/12/2016
Finance & Admin Team Leader	Vacant	Jo Marsh	14/02/2017
Membership Support Team Leader	David Kitchiner	Ian Perks	14/07/2016
Policy & Advocacy Team Leader	Peter Taylor	Amanda Long	09/05/2016
General Secretary	Claire Devlin	Sophie Dackombe	30/11/2016
Minutes Secretary	Vacant	Lisa Hutchins	15/12/2016
Communications Advisor	Vacant	Nicholas Turner	30/08/2016

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		14,617
<b>From Members:</b> Other income from members (specify)		
Pilates	1,071	
<b>Total other income from members</b>		1,071
<b>Total of all income from members</b>		15,688
<b>Investment income (as at page 12)</b>		904
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)	8,244	
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		8,244
	<b>TOTAL INCOME</b>	<b>24,836</b>
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		17,541
<b>Administrative expenses (as at page 10)</b>		6,220
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		23,761
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	<b>23,761</b>
		1,075
		95,936
		97,011
Surplus (deficit) for year		
Amount of general fund at beginning of year		
Amount of general fund at end of year		

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

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b> RSPB	8,244	
<b>TOTAL FEDERATION AND OTHER BODIES</b>		8,244
<b>Other income</b>		
<b>TOTAL OTHER INCOME</b>		8,244
<b>TOTAL OF ALL OTHER INCOME</b>		8,244

## ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	5,003
Travel & Subs	1,646	Education and Training services	
Legal Fees	2,610		
Representation – Non Employment Related Issues			
AGM	47	Negotiated Discount Services	
Survey	200	Edenred	4,392
Survey Review	500		
Communications			
		Salary Costs	
		Salaries	6,325
Advisory Services			
		Other Benefits and Grants (specify)	
		Club Grants	1,104
Dispute Benefits		Pilates	717
Other Cash Payments			
<b>carried forward</b>	5,003	<b>Total (should agree with figure in General Fund)</b>	17,541

(See notes 24 and 25)

<b>FUND 2</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 3</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 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>	



**Number of members contributing at end of year**

(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		3,555
Salaries and Wages included in above	£1,000	
Auditors' fees		450
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Training		1,130
 <b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Office Expenses		1,085
	<b>Total</b>	6,220
Charged to:	General Fund (Page 3)	6,220
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	<b>Total</b>	6,220

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contributions s £	Other Benefits		
				Description	Value £	
Chair	1,200				1,200	
Membership Support Team Leader	750				750	
Policy and Advocacy Team Leader	750				750	
Activities and Benefits Team Leader	750				750	
Secretary	500				500	
Regional Reps Team Leader	750				750	
Communications and Recruitment Team Leader	750				750	
Membership Coordinator	500				500	
Treasurer	500				500	
Communication Coordinator	250				250	
Deputy Chair	375				375	
Minutes Secretary	250				250	



# BALANCE SHEET as at

(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		
	Cash at bank and in hand		97,011
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		97,011
	<b>TOTAL ASSETS</b>		97,011
	Fund (Account    )		
	Fund (Account    )		
	Fund (Account    )		
	Superannuation Fund (Account    )		
	Political Fund (Account    )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses		
	Provisions		
	Other liabilities		
	<b>TOTAL LIABILITIES</b>		
	<b>TOTAL ASSETS</b>		97,011

## 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						
Additions						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Accumulated Depreciation</b>						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Net book value at end of year</b>						
<b>Net book value at end of previous year</b>						

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

<b>QUOTED</b>	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		
<b>UNQUOTED</b> Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Triodos	54,607	
Unity	42,404	
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	97,011	



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## ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

**Does the union, or any constituent part of the union, have a controlling interest in any limited company?**

YES

NO

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

NO

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	15,688		15,688
From Investments	904		904
Other Income (including increases by revaluation of assets)	8,244		8,244
<b>Total Income</b>	<b>24,836</b>		<b>24,836</b>
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	<b>23,761</b>		<b>23,761</b>
<b>Funds at beginning of year</b> (including reserves)	95,936		95,936
<b>Funds at end of year</b> (including reserves)	97,011		97,011
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			97,011
Other Assets			
		<b>Total Assets</b>	<b>97,011</b>
<b>LIABILITIES</b>		<b>Total Liabilities</b>	
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>97,011</b>

# 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.

A large, empty rectangular box with a black border, intended for the user to enter notes to the accounts. The box occupies most of the page below the instructions.

# ACCOUNTING POLICIES

(see notes 74 and 75)

The Financial Statements have been prepared under the historical cost accounting rules.

It is the policy of the association to maintain a healthy balance in its general fund for the purpose of supporting its members through work related disputes.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's

Signature: *J MASH*

Name: J MASH

Date: 20-06-17

Chairman's

Signature: *S Dackonbe*

(or other official whose position should be stated)

Name: Sophie Dackonbe

Date: 19-6-17

## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

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

# 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 (section one)

We have reviewed the financial statements in accordance with the auditing standards issued by the auditing practices board.

An audit involves examination of evidence relevant to the accounts and disclosures in the financial statements and of whether the accounting policies are correct and appropriate to the association's circumstances consistently applied and adequately disclosed.

In our opinion the financial statements give a true and fair view of the state of affairs of the association as at 31st March 2017 and of its surplus for the year ended 31st March 2017

Signature(s) of auditor or auditors:		
Name(s):	J. M. BALDWIN	
Profession(s) or Calling(s):	FCACT CTD	
Address(es):	Baldwin & Co 21 London Rd Biggleswade SG18 2ED	
Date:	13/6/17	
Contact name and telephone number:	J M BALDWIN 0767 318119	

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)**

[Large empty rectangular box for the main content of the certificate]

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	



## MEMBERSHIP AUDIT CERTIFICATE

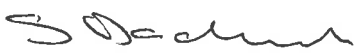
### SECTION TWO

*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/~~NO~~

If "NO" Please explain below:

Signature	
Name	Sophie Deckombe
Office held	Chair
Date	19-6-17



Statement of Assets and Liabilities 31st March 2017

	31/03/2016	31/03/2017
Fund balance brought forward	£ 94,505.73	£ 95,935.98
Add surplus for the year	£ 1,430.25	£ 1,075.43
Fund balance carried forward	<u>£ 95,935.98</u>	<u>£ 97,011.41</u>

Represented by

31/03/2017

Bank Current Account - Unity Trust	£ 42,404.46
Bank Current Account - Triodos	£ 54,606.95
	<u>£ 97,011.41</u>

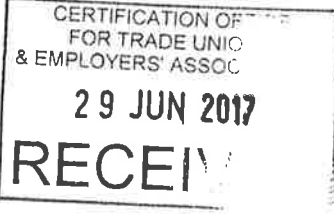
This financial statement has been prepared by the Treasurer of the Staff Association. It has been reviewed by John Baldwin of Baldwin & Co. Chartered Certified Accountants.

Niall Keane  
Treasurer  
RSPB Staff Association

John Baldwin  
Baldwin & Co Chartered Certified Accountants

## Income and Expenditure Account to 31<sup>st</sup> March 2017

<u>INCOME</u>	<u>2016/17</u>	<u>2015/16</u>
Subscriptions	£ 14,617.00	£ 12,046.00
Events		
Pilates	£ 1,071.00	£ 1,573.00
	<hr/>	<hr/>
	£ 15,688.00	£ 13,619.00
Interest Received (net)	£ 904.30	£ 1,265.35
RSPB Contribution	£ 8,243.71	£ 11,767.83
	<hr/>	<hr/>
	£24,836.01	£ 26,652.18
	<hr/>	<hr/>
 <u>EXPENDITURE</u>	 <u>2016/17</u>	 <u>2015/16</u>
<b>Benefits to Members</b>		
Membership Support	£ 3,357.45	£ 3,696.98
Travel & Subsistence	£ 1,646.34	£ 2,890.12
Wages and Salaries	£ 6,325.00	£ 5,075.00
Club Grants	£ 1,103.68	£ 927.38
Edenred Discount Scheme	£ 4,392.00	£ 5,241.60
<u>Events</u>		
Pilates	£ 717.00	£ 1,980.00
	<hr/>	<hr/>
	£ 717.00	£ 1,980.00
	<hr/>	<hr/>
	£ 17,541.47	£ 19,811.08
	<hr/>	<hr/>
<b>Administrative expenses</b>		
Wages and Salaries	£ 1,000.00	£ 2,000.00
Audit	£ 450.00	£ 420.00
Travel & Subsistence	£2,554.79	£ 132.71
Publications	£ 0.00	£ 281.00
Training	£ 1,129.89	£ 2,090.00
Professional Fees		
Office Expenses	£ 1,084.43	£ 487.14
Other	-	-
	<hr/>	<hr/>
	£ 6,219.11	£ 5,410.85
	<hr/>	<hr/>
	£ 23,760.58	£ 25,221.93
	<hr/>	<hr/>
<b>Excess of Income over Expenditure</b>	<b>£ 1,075.43</b>	<b>£ 1,430.25</b>
	<hr/>	<hr/>



**Statement to Members**

Issued in connection with the Annual Return for the Period ended 31 March 2017 as required by Section 32A of the Trade Union and Labour Relations (Consolidation) Act 1992.

**Income and Expenditure**

The total income for the period was £24,836. This amount included payments of £14,617 in respect of membership subscriptions and a contribution from the RSPB towards our running costs of £8,244. The total expenditure for the period was £23,761. We do not maintain a political fund.

**Payments to the Chair, Officers and Committee**

Chair	1,200	Policy and Advocacy Team Leader	750
Communications and Recruitment Team Leader	750	Activities and Benefits Team Leader	750
Communication Coordinator	250	Deputy Chair	375
Membership Support Team Leader	750	Minutes Secretary	250
Secretary	500	Treasurer	500
Regional Reps Team Leader	750	Membership Coordinator	500

**Irregularity statement**

A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of the rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice.

**Accountants Report**

We have reviewed the financial statements in accordance with the auditing standards issued by the auditing practices board

An audit includes examination of evidence relevant to the amounts and disclosures in the financial statements and of whether the accounting policies are appropriate to the association's circumstances, consistently applied and adequately disclosed

In our opinion the financial statements give a fair and true view of the state of affairs of the association as at 31 March 2017 and of its surplus for the year then ended, and have been prepared properly.

BALDWIN & CO.  
CHARTERED CERTIFIED ACCOUNTANTS  
21 LONDON ROAD, BIGGLESWADE, BEDFORDSHIRE SG18 8ED

DATE: 13/6/17