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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:

Nationwide Group Staff Union

Year ended:

31 December 2016

List no:

713T

Head or Main Office:

Middleton Farmhouse,  
37 Main Road,  
Middleton Cheney,  
Banbury,  
Oxfordshire, OX17 2QT

Website address (if available)

www.ngsu.org.uk/

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

Yes

No

(Click the appropriate box)

General Secretary:

Tim Poil

Telephone Number:

01295 710767

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  
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



# Nationwide Group Staff Union

General Secretary: T R Poil BA, FCIB



## Nationwide Group Staff Union

### Union Officers at 31st December 2016

General Secretary

President

Vice-President

Treasurer

Executive Officer

Executive Officer

Executive Officer

Executive Officer

Executive Officer

Executive Officer

Executive Officer

Executive Officer

Executive Officer

National Regional Officer - Swindon 2

National Regional Officer - Bournemouth

National Regional Officer - Scotland Admin Centres

National Regional Officer - Retail North 2

National Regional Officer - Swindon 1

National Regional Officer - NAC

National Regional Officer - Retail North 3

National Regional Officer - Retail South 1

National Regional Officer - Retail North 1

National Regional Officer - Swin 3 and London

National Regional Officer - Retail South 3

National Regional Officer - Retail South 2

Tim Poil

Nicola Huddleston

Nicola Trudi Sellars

Karen Hart

Nicola Trudi Sellars

Rosalind Susan Reid

Sara Beth Seymour

Rebecca Marianne McKenzie

Michael John Moir

Karen Hart

Mehdi Najafi

Iain Jeffree

Michelle Pickering

Peter Goldsworthy

Brian Simpson

Barry Murphy

Darren Blundell

Beverley Cubbon

Donna Clarke

Rajesh Aggarwal

Noel Reilly

Jane Turnbull

Christian James Palfrey

Christine Cooper

Caroline Anne Gillam

# 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	3,889	25	0	0	<b>3,914</b>
FEMALE	8,587	139	0	0	<b>8,726</b>
TOTAL	12,476	164	0	0	<b>A 12,640</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

1
12,640

## 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
President	Gillian Mary Grocott	Nicola Huddleston	1/1/2016
Executive Officer	Daniel Barnes	Michelle Pickering	1/1/2016
National Regional Officer – Bournemouth	Alan Lampard	Brian Simpson	20/06/2016
National Regional Officer – Scotland: Admin Centres	Mairi Jones	Barry Murphy	1/3/2016
National Regional Officer – Retail North 2	Keith Roberts	Darren Blundell	1/1/2016
National Regional Officer – Retail North 3	Nicola Huddleston	Rajesh Aggarwal	1/1/2016
National Regional Officer – Retail South 1	Dawn June Gibbons	Noel Reilly	1/1/2016

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		1,256,733
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		1,256,733
<b>Total of all income from members</b>		
<b>Investment income (as at page 12)</b>		31,753
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		119,638
<b>Total of other income (as at page 4)</b>		119,638
	<b>TOTAL INCOME</b>	1,408,124
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		62,756
<b>Administrative expenses (as at page 10)</b>		1,168,195
<b>Federation and other bodies (specify)</b>		
TUC Affiliation fee		33,420
<b>Transfer to Charitable Fund</b>		8,000
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	1,272,371 <sup>64</sup>
Surplus (deficit) for year		135,753
Amount of general fund at beginning of year		1,123,983
Amount of general fund at end of year		1,259,736

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

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
<b>Other income</b>		
Advertising revenue	2,700	
Draws and lotteries	87,356	
Insurance commission	18,380	
Rapport insurance	494	
Other commission	2,191	
Sundry income	8,517	
<b>TOTAL OTHER INCOME</b>		119,638
<b>TOTAL OF ALL OTHER INCOME</b>		119,638

## ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Legal fees	11,408	<b>brought forward</b> Education and Training services Training	48,445 5,231
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications Magazine costs Publications	33,662 3,375	Salary Costs	
Advisory Services		Other Benefits and Grants (specify) Disciplinary and grievance	9,080
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>	48,445	<b>Total (should agree with figure in General Fund)</b>	62,756

(See notes 24 and 25)

<b>FUND 2</b>		<b>Fund Account</b>	
<b>Name:</b>	Charitable fund	<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Donations	326	
	Transfer from general fund	8,000	
	<b>Total other income as specified</b>		8,326
	<b>Total Income</b>		8,326
<b>Expenditure</b>			
	Benefits to members		1,681
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		1,681
	<b>Surplus (Deficit) for the year</b>		6,645
	<b>Amount of fund at beginning of year</b>		19,160
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		25,805
	<b>Number of members contributing at end of year</b>		N/A

<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>		
	<b>Number of members contributing at end of year</b>		

(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>		
	<b>Number of members contributing at end of year</b>		

(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		865,023
Salaries and Wages included in above	£865,023	
Auditors' fees		21,600
Legal and Professional fees		5,204
Occupancy costs		35,106
Stationery, printing, postage, telephone, etc.		36,721
Expenses of Executive Committee (Head Office)		6,229
Expenses of conferences		82,805
Other administrative expenses (specify)		
Sundry expenses		1,693
Redundancy costs		0
Ballots		0
Accounting systems		12,301
Website costs		6,813
Maintenance and leasing		90,664
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		0
Mortgages		0
Other loans		0
Depreciation		21,228
Taxation		(17,192)
	<b>Total</b>	1,168,195
Charged to:	General Fund (Page 3)	1,168,195
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	<b>Total</b>	1,168,195

# 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	125,988	16,267	18,898	Car and other allowances	8,169	153,055

# 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)			7
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			6,077
Other investment income (specify)			
Unrealised gains on investments			25,669
		Total investment income	31,753
Credited to:			
		General Fund (Page 3)	31,753
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	31,753

# BALANCE SHEET as at 31 December 2016

(see notes 47 to 50)

Previous Year		£	£
235,035	<b>Fixed Assets</b> (at page 14)		231,053
	<b>Investments</b> (as per analysis on page 15)		
164	Quoted (Market value £ 164)		164
332,150	Unquoted		707,819
332,314	<b>Total Investments</b>		707,983
	<b>Other Assets</b>		
	Loans to other trade unions		
35,685	Sundry debtors		31,243
633,229	Cash at bank and in hand		462,389
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
668,914	<b>Total of other assets</b>		493,632
1,236,263	<b>TOTAL ASSETS</b>		1,432,668
1,123,983	General Fund (Account 1)		1,259,736
19,160	Charitable Fund (Account 2)		25,805
	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		
93,120	Sundry creditors		147,127
	Accrued expenses		
	Provisions		
	Other liabilities		
1,236,263	<b>TOTAL LIABILITIES</b>		1,432,668
1,236,263	<b>TOTAL ASSETS</b>		1,432,668

## FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings Freehold		Furniture and Equipment £	Intangible Fixed Assets £	Not used for union business £	Total £
	£	£				
<b>Cost or Valuation</b>						
At start of year	282,203		175,491	12,300		469,994
Additions	0		17,246	0		17,246
Disposals						
Revaluation/Transfers						
At end of year	282,203		192,737	12,300		487,240
<b>Accumulated Depreciation</b>						
At start of year	80,620		151,901	2,438		234,959
Charges for year	3,644		14,509	3,075		21,228
Disposals						
Revaluation/Transfers						
At end of year	84,264		166,410	5,513		256,187
<b>Net book value at end of year</b>						
	197,939		26,327	6,787		231,053
<b>Net book value at end of previous year</b>	201,583		23,590	9,862		235,035

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

<b>QUOTED</b>	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)		
Lloyds Shares	164	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	164	
Market Value of Quoted Investment	164	
<b>UNQUOTED</b>		
Equities		
Unity Trust Bank	150,150	
Aberdeen Multi Manager Diversity Fund	359,669	
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Investment property	198,000	
TOTAL UNQUOTED (as Balance Sheet)	707,819	
Market Value of Unquoted Investments	707,819	



# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
NGSU ASSET MANAGEMENT LIMITED	08341802		
<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 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 £
<b>INCOME</b>			
From Members	1,256,733		1,256,733
From Investments	31,753		31,753
Other Income (including increases by revaluation of assets)	119,964		119,964
<b>Total Income</b>	1,408,450		1,408,450
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	1,266,052		1,266,052
<b>Funds at beginning of year</b> (including reserves)	1,143,143		1,143,143
<b>Funds at end of year</b> (including reserves)	1,285,541		1,285,541
<b>ASSETS</b>			
Fixed Assets			231,053
Investment Assets			707,983
Other Assets			493,632
		<b>Total Assets</b>	1,432,668
<b>LIABILITIES</b>		<b>Total Liabilities</b>	147,127
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			1,285,541

# 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 or attach notes to the accounts. The box occupies most of the page below the instructions.


# ACCOUNTING POLICIES

(see notes 74 and 75)

## 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>Tim Poole</u> Date: <u>19th May 2017</u>	Chairman's Signature: <u>N. Huddleston</u> (or other official whose position should be stated) Name: <u>NICOLA HUDDLESTONE</u> Date: <u>19th 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"/>

# 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)

# AUDITOR'S REPORT (section one)

Signature(s) of auditor or auditors:	<i>H W Fisher &amp; Co</i>	<i>[Signature]</i>
Name(s):	H W Fisher & Company	
Profession(s) or Calling(s):	Chartered Accountants Statutory Auditor	
Address(es):	Acre house 11-15 William Road London NW1 3ER United Kingdom	
Date:	<i>25 May</i>	<i>2017</i>
Contact name and telephone number:	Sailesh P Metha 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 THE  
NATIONWIDE GROUP STAFF UNION**



We have audited the financial statements of the Nationwide Group Staff Union for the year ended 31 December 2016, set out on pages 3 to 15. 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 Union's National Executive Committee and auditors**

As explained more fully in the Statement of Responsibilities of the National Executive Committee on page 1, the Union's 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 Union 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*  
*Statutory Auditor*

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

Dated: 22 March 2017

# NATIONWIDE GROUP STAFF UNION

## ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2016

### **Accounting Convention**

The accounts have been prepared under the historical cost convention and follow all applicable Accounting Standards.

These financial statements for the year ended 31 December 2016 are prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 January 2014. On transition to FRS 102 there were no adjustments that affected the financial position and financial performance previously stated.

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

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 Foundation of disclosures under FRS102 have been adopted as considered necessary to ensure the accounts give a true and fair view to the members of the Trade Union.

### **Going Concern**

The Union 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.

### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term investments with original maturities of three months or less, and bank overdrafts.

### **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.

### **Other financial assets**

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



# NATIONWIDE GROUP STAFF UNION

## ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2016

### **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 business 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.

### **Commission Income**

Insurance Scheme Commission is accounted for on a cash received basis. Other commissions are accounted for on an accruals basis.

### **Defined Contributions Pension Plan**

Contained within administrative and service to member staff costs are fully paid defined pension contributions totalling £93,866.

### **Termination Benefits**

Termination benefits are recognised immediately as an expense when the union is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### **Depreciation**

Depreciation is provided on all tangible fixed assets (except freehold land) at rates estimated to write off the cost of each asset on a straight line basis over its expected useful life as follows:

Freehold building	-	2% per annum
Office equipment	-	25% per annum
Computer equipment	-	25% per annum

### **Intangible Fixed assets - Website**

Amortisation is provided at rates estimated to write off the cost of the website on a straight line basis over its expected useful life which is deemed to be 4 years.

### **National Conference**

The costs of the biennial National Conference are accounted for over two years by providing for in advance and not solely in the year that the National Conference occurs.

NATIONWIDE GROUP STAFF UNION

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2016

**Current Taxation**

Corporation tax is payable on all interest receivable after relief for any 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.

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.

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2016

1	OTHER INCOME	2016	2015
		£	£
	Advertising revenue	2,700	2,700
	Bank interest	6,077	4,630
	Draws and lotteries:		
	Draw income	348,587	331,408
	Prizes awarded	(261,231)	(248,561)
	Insurance commission	18,380	36,855
	Rapport insurance	494	607
	Other commission	2,191	6,467
	Sundry income	8,524	7,626
		<u>125,722</u>	<u>141,732</u>
2	SERVICES TO MEMBERS	2016	2015
		£	£
	Magazine costs	33,662	33,297
	Legal and professional	11,408	9,252
	TUC affiliation fee	33,420	32,507
	Postage	10,955	13,182
	Publications	3,375	5,988
	Staff costs	779,748	748,765
	Telephone	21,042	19,547
	Training	5,231	6,228
	Disciplinary and grievance meetings	9,080	9,180
	Website costs	6,813	6,593
	VAT Recovered	(17,192)	(28,299)
		<u>897,542</u>	<u>856,240</u>

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2016

3	MEETING EXPENSES	2016 £	2015 £
	National Conference	35,046	33,647
	Area Council	11,495	9,991
	National Executive	6,229	4,909
	TUC Meetings	2,047	1,783
	Other meetings	34,217	25,076
		89,034	75,406
4	ADMINISTRATION EXPENSES	2016 £	2015 £
	Audit and accountancy	21,600	17,750
	Ballots	-	9,460
	Accountancy systems	12,301	10,481
	Bank and legal costs	5,204	4,868
	Printing and stationery	4,724	2,862
	Staff costs	85,275	84,835
	Redundancy Costs	-	28,804
	Sundry expenses	1,693	5,872
		130,797	164,932
5	PREMISES AND EQUIPMENT COSTS	2016 £	2015 £
	PREMISES COSTS		
	Cleaning	6,368	5,554
	Insurance	4,459	4,240
	Rent and rates	13,532	13,404
	Repairs	1,100	26,600
	Utilities	6,741	6,483
	Flat expenses	2,906	3,757
		35,106	60,038
	EQUIPMENT COSTS		
	Maintenance and leasing		
	Motor	45,740	52,049
	Office and computer	44,924	29,361
		90,664	81,410
	DEPRECIATION	18,153	18,531
	AMORTISATION	3,075	2,438
		146,998	162,417

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2016

6	TANGIBLE FIXED ASSETS	Land and buildings £	Office equipment £	Computer and software £	Total £
	<b>COST</b>				
	At 1 January 2016	282,203	33,504	141,987	457,694
	Additions	-	1,803	15,443	17,246
	At 31 December 2016	<u>282,203</u>	<u>35,307</u>	<u>157,430</u>	<u>474,940</u>
	<b>ACCUMULATED DEPRECIATION</b>				
	At 1 January 2016	80,620	30,567	121,334	232,521
	Charge for the year	3,644	1,706	12,803	18,153
	At 31 December 2016	<u>84,264</u>	<u>32,273</u>	<u>134,137</u>	<u>250,674</u>
	<b>NET BOOK VALUE</b>				
	At 31 December 2016	<u>197,939</u>	<u>3,034</u>	<u>23,293</u>	<u>224,266</u>
	<i>At 31 December 2015</i>	<u>201,583</u>	<u>2,937</u>	<u>20,653</u>	<u>225,173</u>
7	<i>INTANGIBLE FIXED ASSETS</i>		Website £		
	<b>COST</b>				
	At 1 January 2016		12,300		
	Additions		-		
	At 31 December 2016		<u>12,300</u>		
	<b>AMORTISATION</b>				
	At 1 January 2016		2,438		
	Charge for the year		3,075		
	At 31 December 2016		<u>5,513</u>		
	<b>NET BOOK VALUE</b>				
	<i>At 31 December 2016</i>		<u>6,787</u>		
	<i>At 31 December 2015</i>		<u>9,862</u>		

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2016

8 INVESTMENTS

	Equity Investments £	Investment Property £	Total £
Market Value at 1 January 2016	150,314	182,000	332,314
Acquisitions at cost	350,000	-	350,000
Change in value in the year	9,669	16,000	25,669
<b>Market Value at 31 December 2016</b>	<b><u>509,983</u></b>	<b><u>198,000</u></b>	<b><u>707,983</u></b>

9 DEBTORS

	2016 £	2015 £
Other debtors	-	1,160
Prepayments	31,243	34,525
	<b><u>31,243</u></b>	<b><u>35,685</u></b>

10 CREDITORS

	2016 £	2015 £
Other creditors	75,925	55,305
Taxes & social security costs	21,302	19,958
Accruals & deferred income	49,900	17,857
	<b><u>147,127</u></b>	<b><u>93,120</u></b>

11 FINANCIAL COMMITMENTS

At 31 December 2016 the union was committed to making the following payments under non-cancellable operating leases in the year to 31 December 2017:

	2016 £	2015 £
Operating leases which expire:		
Within one year	31,204	25,679
Between two and five years	<b><u>23,539</u></b>	<b><u>16,594</u></b>

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2016

12 COMPONENTS OF CASH AND CASH EQUIVALENTS	2016 £	2015 £
Cash	462,389	633,229
Overdraft	·	·
Cash equivalents	·	·
	<u>462,389</u>	<u>633,229</u>

13 CONTROLLING INTEREST

NGSU has control of NGSU Asset Management Limited which is a dormant company limited by guarantee.

# 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

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


YES

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	H W Fisher & Company
Address	Acre House 11-15 William Road London NW1 3ER United Kingdom
Date	25 May 2017
Contact name and telephone number	Sailesh P Metha 020 7388 7000