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FORM AR21

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

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

NAPO

Year ended:

31 December 2016

List no:

490T

Head or Main Office:

160 Falcon Road
London
SW11 2NY

Website address (if available)

www.napo.org.uk

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

Yes

No

(Click the appropriate box)

General Secretary:

Ian Lawrence

Telephone Number:

020 7223 4887

Contact name for queries regarding

Theresa Boorman

Telephone Number:

020 7223 4887

E-mail:

tboorman@napo.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
22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:

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



(Revised February 2017)

RETURN OF MEMBERS

(see notes 10 and 11)

NUMBER OF MEMBERS AT THE END OF THE YEAR					
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	1,394	22			1,416
FEMALE	3,777	68			3,845
TOTAL	5,171	90			A 5,261

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

0
5,261

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

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
Vice Chair	D Adams	-	October 2016
Vice Chair	-	T Williams	October 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:

List of serving Officers for the year ended December 31st 2016.

Y Pattison	Co Chair	
C Winters	Co Chair	
A Adams	Vice Chair	resigned October 2016
L Lomas	Vice Chair	
C Berry	Vice Chair	
J Barlow	Vice Chair	
C Pearson	Vice Chair (Finance)	
T Williams	Vice Chair	appointed October 2016



GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		1,153,712
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		1,153,712
Investment income (as at page 12)		8,313
Other Income		
Income from Federations and other bodies (as at page 4)	55,328	
Income from any other sources (as at page 4)	3,245	
 Total of other income (as at page 4)		58,573
		TOTAL INCOME
		1,220,598
EXPENDITURE		
Benefits to members (as at page 5)		0
Administrative expenses (as at page 10)		1,363,740
Transfers to other funds		87,287
Federation and other bodies (specify)		
TUC Projects	55,328	
TUC, GFTU, Other	27,135	
 Total expenditure Federation and other bodies		82,463
Taxation		1,663
		TOTAL EXPENDITURE
		1,535,153
Surplus (deficit) for year		(314,555)
Amount of general fund at beginning of year		1,185,296
Amount of general fund at end of year		870,741

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies TUC projects	55,328	
TOTAL FEDERATION AND OTHER BODIES		55,328
Other income Sundry income	3,245	
TOTAL OTHER INCOME		3,245
TOTAL OF ALL OTHER INCOME		58,573

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		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			
carried forward		Total (should agree with figure in General Fund)	

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	Legal and Representation Fund	£	£
Income			
	From members	0	
	Investment income (as at page 12)		
	Other income (specify)		
	Transfer from General Fund	87,287	
	Total other income as specified		
	Total Income		87,287
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		66,114
	Total Expenditure		66,114
	Surplus (Deficit) for the year		21,173
	Amount of fund at beginning of year		3,670
	Amount of fund at the end of year (as Balance Sheet)		24,843
	Number of members contributing at end of year		5,261

FUND 3		Fund Account	
Name:	Action Fund	£	£
Income			
	From members		0
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		0
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		55,530
	Amount of fund at the end of year (as Balance Sheet)		55,530
	Number of members contributing at end of year		5,261

(See notes 24 and 25)

FUND 4		Fund Account	
Name:	Organising Fund	£	£
Income			
	From members		0
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	0
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		1,200
		Total Expenditure	1,200
		Surplus (Deficit) for the year	(1,200)
		Amount of fund at beginning of year	83,735
		Amount of fund at the end of year (as Balance Sheet)	82,535
		Number of members contributing at end of year	5,261

FUND 5		Fund Account	
Name:	Office Relocation Reserve	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	Nil
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Surplus (Deficit) for the year	Nil
		Amount of fund at beginning of year	250,000
		Amount of fund at the end of year (as Balance Sheet)	250,000
		Number of members contributing at end of year	5,261

(See notes 24 and 25)

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

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

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

(see notes 32 and 33)

		£
Administrative Expenses		
Remuneration and expenses of staff		812,918
Salaries and Wages included in above	£790,072	
Auditors' fees		10,500
Legal and Professional fees		14,995
Occupancy costs		47,599
Stationery, printing, postage, telephone, etc.		65,506
Expenses of Executive Committee (Head Office)		23,053
Expenses of conferences		179,748
Other administrative expenses (specify)		
Cost of publications		36,728
Donations		6,309
Other Outgoings		
Interest payable:		
Bank charges		4,638
Branch training		7,091
Expenses of branch officials		12,921
Depreciation / loss on disposal of fixed assets		16,601
Taxation		1,663
Computer maintenance		76,522
Ballots		8,062
Political lobbying		20,033
Legal settlement costs		20,516
Legal and Representation Fund expenditure		66,114
	Total	1,431,517
Charged to:	General Fund (Page 3)	1,365,403
	Legal and Representation Fund	66,114
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	1,431,517

(see notes 26 to 31)

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

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

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income – bank interest	-		8,313
		Total investment income	8,313
		Credited to:	
		General Fund (Page 3)	8,313
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	8,313

BALANCE SHEET as at 31 December 2016

(see notes 47 to 50)

Previous Year		£	£
123,308	Fixed Assets (at page 14)		115,702
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
160,130	Sundry debtors		51,449
1,379,356	Cash at bank and in hand		1,213,597
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
1,539,486	Total of other assets		1,265,046
1,662,794	TOTAL ASSETS		1,380,748
1,185,296	General Fund (Account)		870,741
3,670	Legal and Representation Fund (Account)		24,843
55,530	Action Fund (Account)		55,530
250,000	Office Relocation Fund (Account)		250,000
83,735	Napo Organising Fund (Account)		82,535
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
84,563	Sundry creditors		97,099
	Accrued expenses		
	Provisions		
	Other liabilities		
1,662,794	TOTAL LIABILITIES		1,380,748
1,662,794	TOTAL ASSETS		1,380,748

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year	205,339		275,546			480,885
Additions	-		8,995			8,995
Disposals	-		(275,546)			(275,546)
Revaluation/Transfer s						
At end of year	205,339		8,995			214,334
Accumulated Depreciation						
At start of year	93,213		264,364			357,577
Charges for year	4,107		1,312			5,419
Disposals			(264,364)			(264,364)
Revaluation/Transfer s						
At end of year	97,320		1,312			98,632
Net book value at end of year	108,019		7,683			115,702
Net book value at end of previous year	112,126		11,182			123,308

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)		
Market Value of Unquoted Investments		

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	1,153,712		1,153,712
From Investments	8,313		8,313
Other Income (including increases by revaluation of assets)	58,573		58,573
Total Income	1,220,598		1,220,598
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	(1,515,180)		(1,515,180)
Funds at beginning of year (including reserves)	1,578,231		1,578,231
Funds at end of year (including reserves)	1,283,649		1,283,649
ASSETS			
Fixed Assets			115,702
Investment Assets			
Other Assets			1,265,046
		Total Assets	1,380,748
LIABILITIES			
		Total Liabilities	(97,099)
NET ASSETS (Total Assets less Total Liabilities)			1,283,649

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.

Napo
Notes to the Accounts – 31 December 2016

2. OTHER INCOME

	<u>2016</u>	<u>2015</u>
	£	£
Interest receivable	8,313	9,294
Sundry Income	3,245	8,490
	<u>11,558</u>	<u>17,784</u>

3. STAFF COSTS

Included in staff costs are:-

	<u>2016</u>	<u>2015</u>
	£	£
Wages and Salaries	663,875	705,477
Social Security Costs	69,412	76,446
Other Pension costs	56,785	60,312
	<u>790,072</u>	<u>842,235</u>

General Secretary

	<u>2016</u>	<u>2015</u>
	£	£
	Total	Total
Remuneration, compensation and benefits	70,924	70,202
Social Security Costs	8,668	8,574
Pension	1,500	1,500
	<u>81,092</u>	<u>80,276</u>

Napo

Notes to the Accounts- 31 December 2016 (continued)

4. TAXATION

Corporation Tax is provided on the Association's Bank Deposit interest after allowable deductions.

	<u>2016</u>	<u>2015</u>
	£	£
Current Corporation Tax	<u>1,663</u>	<u>1,859</u>

5. FIXED ASSETS

	Freehold Land & Buildings	Computer Equipment & Software	Total
Cost			
At 1 January 2016	205,339	275,546	480,885
Additions	-	8,995	8,995
Disposals	-	(275,546)	(275,546)
At 31 December 2016	<u>205,339</u>	<u>8,995</u>	<u>214,334</u>
Depreciation			
At 1 January 2016	93,213	264,364	357,577
Charge for the year	4,107	1,312	5,419
Deduct for Disposals	-	(264,364)	(264,364)
At 31 December 2016	<u>97,320</u>	<u>1,312</u>	<u>98,632</u>
Net book value			
At 1 January 2016	<u>112,126</u>	<u>11,182</u>	<u>123,308</u>
At 31 December 2016	<u>108,019</u>	<u>7,683</u>	<u>115,702</u>

Napo

Notes to the Accounts- 31 December 2016 (continued)

6. DEBTORS

	<u>2016</u>	<u>2015</u>
	£	£
Trade debtors	33,201	138,507
Prepayments	13,572	18,179
Sundry debtors	4,676	3,444
	<u>51,449</u>	<u>160,130</u>

7. OTHER CREDITORS

	<u>2016</u>	<u>2015</u>
	£	£
Sundry creditors and accruals	95,436	82,704
Taxation	1,663	1,859
	<u>97,099</u>	<u>84,563</u>

8. COMMITMENTS

The union operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the union, in an independently administered fund. The pension cost charge represents contributions payable by the union to the fund and amounted to £56,785 (2015 - £60,312). No contributions were due at the year end (2015 £ nil).

Notes to the Accounts- 31 December 2016 (continued)

9. MOVEMENT OF FUNDS

Office Relocation Reserve Fund

The Fund has been created in order to help fund the cost of Napo moving to new offices.

Legal and Representation Fund

The Fund may be used for granting legal assistance on behalf of members or for any other purposes that the Officers of the Association, members of the National Executive Committee or Annual General Meeting may from time to time determine.

Action Fund

The Action Fund was established to help offset financial loss suffered by members taking bona fide industrial action.

Napo Organising Fund

The Organising Fund was established to assist branches in financial difficulty.

Movements in the year are disclosed on the summary on page 11.

10. POST BALANCE SHEET EVENT

As at 31 December 2016, the union's freehold property at 4 Chivalry Road, London, SW11 1HT was for sale and subsequently sold on 21 February 2017.

Napó
Notes to the Accounts- 31 December 2016 (continued)

11. MOVEMENT OF FUNDS – SUMMARY

	General Fund	Office Relocation Reserve	Legal & Representation Fund	Action Fund	Napó Organising Fund	Total
	£	£	£	£	£	£
Income	1,220,598	-	-	-	-	1,220,598
Expenditure	(1,446,203)	-	(66,114)	-	(1,200)	(1,513,517)
(Deficit) for the year	(225,605)	-	(66,114)	-	(1,200)	(292,919)
Taxation	(1,663)	-	-	-	-	(1,663)
Net (deficit)	(227,268)	-	(66,114)	-	(1,200)	(294,582)
Transfers between Funds	(87,287)	-	87,287	-	-	-
Net incoming resources	(314,555)	-	21,173	-	(1,200)	(294,582)
Balance at 31 December 2016	1,185,296	250,000	3,670	55,530	83,735	1,578,231
Balance at 31 December 2016	870,741	250,000	24,843	55,530	82,535	1,283,649

ACCOUNTING POLICIES

(see notes 74 and 75)

Napo

Notes to the Accounts – 31 December 2016

1. ACCOUNTING POLICIES

- i) The accounts have been prepared under FRS 102, "The Financial Reporting Standard in the UK and Republic of Ireland" ("FRS 102") The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.
- ii) **Going concern**

The Officers of the union have considered their obligations to prepare these financial statements on an appropriate basis, having regard to the union's net asset position as at 31 December 2016.

The Officers have assessed the impact of the financial budgets in place for 2017 against the working capital available, notably its cash and bank balances. The officers have also considered the impact and the anticipated loss of income due to the withdrawal of payroll deduction "check off" and the reorganisation of the probation service.

As a result, in the opinion of the Officers, the union has sufficient resources to be able to meet its obligations as and when they fall due and accordingly the accounts have been prepared on a going concern basis. The financial statements do not include any adjustments that would result from this basis of preparation being inappropriate.
- iii) **Income**

Incoming subscriptions income includes amounts receivable at the balance sheet date. Income is received from payroll deductions made by the National Probation Service and Community Rehabilitation Companies. It also includes members' direct payments to Napo.

Royalties are accounted for when received.
- iv) Expenditure is charged in the year to which it relates.
- v) Rates of Depreciation and Amortisation are provided so as to write off the cost of Fixed Assets over their estimated useful lives.

Freehold Buildings	-	2% on cost
Computer Equipment and Software	-	25% on written down value

Other Capital Items are written off in the year of purchase
- vi) **Pension costs**

Contributions in respect of the Association's defined contribution pension scheme are charged to the Income and Expenditure Account for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

ACCOUNTING POLICIES

(see notes 74 and 75)Napo
Notes to the Accounts – 31 December 2016

- vii) **Financial instruments**
The union only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.
- viii) **Legal and Representation Fund**
The NEC maintains a Legal and Representation Fund. The fund shall be financed by transfer from the general funds of the Association in accordance with the Constitution.
- ix) **Napo Organising Fund**
The NEC maintains a Napo Organising Fund which is financed by Branches and from Central funds. The fund is administered by the Co Chairs, Vice Chair (Finance) and General Secretary along with the Finance Officer in accordance with the NEC's provisions.
- x) **Office Relocation Fund**
The NEC has established a Relocation Fund to contribute to removal costs.

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's
Signature: T. I Lawrence

Name: I LAWRENCE
Date: 17/05/2017

Vice Chair (Finance)
Signature: C Pearson
(or other official whose position should be stated)

Name: C PEARSON
Date: 16 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	<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)

We have audited the financial statements of Napo for the year ended 31 December 2016, which comprise the Income and Expenditure Account, Balance Sheet, Statement of Total Recognised Gains and Losses 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) including Financial Reporting Standard 102, the Financial Reporting Standard applicable to the UK and Republic of Ireland.

This report is made solely to the union's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. 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 OFFICERS AND AUDITORS

As explained more fully in the Statement of Officers' Responsibilities, the officers are responsible for the preparation of the financial statements and for being satisfied that they 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 ACCOUNTS

A description of the scope of financial statements is provided on the FRC's website at www.frc.org.uk/apb/scope/private.cfm

OPINION ON THE FINANCIAL STATEMENTS

In our opinion the financial statements:

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

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

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

- proper accounting records have not been kept by the union; or
- the union has not maintained a satisfactory system of control over its transactions; or
- the accounts do not agree with the accounting records; or
we have not received all the information and explanations we require for our audit.

Signature(s) of auditor or auditors:	PK Audit LLP	
Name(s):	PK Audit LLP	
Profession(s) or Calling(s):	Chartered Accountants Statutory Auditors	
Address(es):	454-458 Chiswick High Rd. London W4 5TT	
Date:	19.05.2017	
Contact name and telephone number:	Elin Harraghy Tel: 020 8995 8113	

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 NO

If "NO" Please explain below:

Signature	
Name	C Pearson
Office held	Vice Chair (Finance)
Date	16 May 2017