

- DO NOT STAPLE
- PRINT ON ONE SIDE ONLY

FORM AR21

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 2016

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

No

(Click the appropriate box)

General Secretary:

Claire Devlin

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

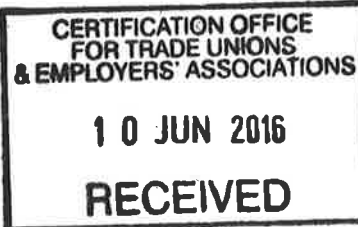
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:

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



(Revised February 2011)



Return of Officers

Officers in post at 31st March 2016

Chairman	Sophie Dackombe
Communication Team Leader	Stephanie Morren
Finance & Administration Team Leader	Vacant
Membership Support Team Leader	David Kitchiner
Activities & Benefits Team Leader	Heather Mitchell
Policy & Advocacy Team Leader	Peter Taylor
Regional Team Leader	Jen Turner
Policy & Advocacy Assistant	Vacant
Secretary	Claire Devlin

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	523	18			541
FEMALE	587	13			600
TOTAL	1110	31			A 1141

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

1141

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
Chairman	Rafael Moslin	Sophie Dackombe	14 July 2015
Finance & Admin Team Leader	Emma Davies	Vacant	31 August 2015
Policy & Advocacy Assistant	Erica Auger	Vacant	14 July 2015

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)

	£	£
INCOME		
From Members: Contributions and Subscriptions		12,046
From Members: Other income from members (specify)		
Pilates	1,573	
Total other income from members		1,573
Total of all income from members		13,619
Investment income (as at page 12)		1,265
Other Income		
Income from Federations and other bodies (as at page 4)	11,768	
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		11,768
		TOTAL INCOME
		26,652
EXPENDITURE		
Benefits to members (as at page 5)		19,811
Administrative expenses (as at page 10)		5,411
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		25,222
Taxation		
		TOTAL EXPENDITURE
		1,430
Amount of general fund at beginning of year		94,506
Amount of general fund at end of year		95,936

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
RSPB	11,768	
TOTAL FEDERATION AND OTHER BODIES		11,768
Other income		
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		11,768

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	6,587
Travel & Subs	2,890	Education and Training services	
Legal Fees	3,492		
Representation – Non Employment Related Issues		Negotiated Discount Services Edenred	5,242
Communications			
AGM	5		
Survey	200	Salary Costs	
Advisory Services			5,075
		Other Benefits and Grants (specify)	
		Club Grants	927
Dispute Benefits		Pilates	1,980
Other Cash Payments			
carried forward	6,587	Total (should agree with figure in General Fund)	19,811

(See notes 24 and 25)

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

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

(see notes 26 to 31)

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

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

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

(see notes 32 and 33)

		£
Administrative Expenses		
Remuneration and expenses of staff		2,133
Salaries and Wages included in above	£2,000	
Auditors' fees		420
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Publications		281
Training		2,090
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Leaving Gifts & Office Expenses		487
	Total	5,411
Charged to:	General Fund (Page 3)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	5,411

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

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

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			1,265
Other investment income (specify)			
		Total investment income	1,265
		Credited to:	
		General Fund (Page 3)	1,265
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	1,265

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

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		
Triodos	53,703	
Unity	42,233	
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	95,936	
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 checked="" type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	13,619		13,619
From Investments	1,265		1,265
Other Income (including increases by revaluation of assets)	11,768		11,768
Total Income	26,652		26,652
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	25,222		25,222
Funds at beginning of year (including reserves)			94,506
Funds at end of year (including reserves)			95,936
ASSETS			
Fixed Assets			
Investment Assets			95,936
Other Assets			
		Total Assets	95,936
LIABILITIES		Total Liabilities	
NET ASSETS (Total Assets less Total Liabilities)			95,936

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 instruction text.

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: <u><i>C. Devlin</i></u> Name: <u>Claire Devlin</u> Date: <u>06/06/2016</u>	Chairman's Signature: <u><i>S. Dackombe</i></u> (or other official whose position should be stated) Name: <u>Sophie Dackombe</u> Date: <u>7/6/16</u>
--	--

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)	ENCLOSE D	<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"/>

AUDITOR'S REPORT

(see notes 81 to 86)

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

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

YES/~~No~~

If "No" please explain below.

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

YES/~~No~~

If "No" please explain below.

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

YES/~~No~~

If "No" please explain below.


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

AUDITOR'S REPORT (continued)

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 associations 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 31 March 2016 and of its surplus for the year ended 31 March 2016.

Signature(s) of auditor or auditors:		
Name(s):	John Baldwin	
Profession(s) or Calling(s):	FCCA CTA	
Address(es):	Baldwin and Co 21 London Road Biggleswade SG18 8ED	
Date:	16 May 2016	
Contact name and telephone number:	01767 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

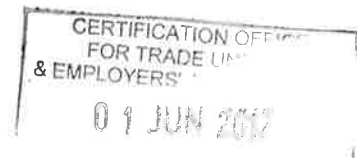
For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

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

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	<i>SDackombe</i>
Name	<i>Sophie Dackombe</i>
Office held	<i>Chair (General Secretaries)</i>
Date	<i>5-6-17</i>



Statement of Assets and Liabilities 31st March 2016

	31/03/2015	31/03/2016
Fund balance brought forward	£ 93,065.56	£ 94,505.73
Add surplus for the year	£ 1,440.17	£ 1,430.25
Fund balance carried forward	<u>£ 94,505.73</u>	<u>£ 95,935.98</u>

<u>Represented by</u>	31/03/2016
Bank Current Account - Unity Trust	£ 42,233.33
Bank Current Account - Triodos	£ 53,702.65
	<u>£ 95,935.98</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

Statement to Members

Issued in connection with the Annual Return for the Period ended 31 March 2016 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 £26,652. This amount included payments of £12,046 in respect of membership subscriptions and a contribution from the RSPB towards our running costs of £11,768. The total expenditure for the period was £25,222. We do not maintain a political fund.

Payments to the Chair, Officers and Committee

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

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 2016 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: 16 MAY 2016

The Lodge, Sandy, Bedfordshire SG19 2DL

Income and Expenditure Account to 31st March 2016

<u>INCOME</u>	<u>2015/16</u>	<u>2014/15</u>
Subscriptions	£ 12,046.00	£ 13,621.04
Events		
Pilates	£ 1,573.00	£ 1,516.00
	<u>£ 13,619.00</u>	<u>£ 15,137.04</u>
Interest Received (net)	£ 1,265.35	£ 1,228.80
RSPB Contribution	£ 11,767.83	£ 9,097.44
	<u>£ 26,652.18</u>	<u>£ 25,463.28</u>
<u>EXPENDITURE</u>	<u>2015/16</u>	<u>2014/15</u>
Benefits to Members		
Membership Support	£ 3,696.98	£ 3,168.94
Travel & Subsistence	£ 2,890.12	£ 2,981.07
Wages and Salaries	£ 5,075.00	£ 3,700.00
Club Grants	£ 927.38	£ 1,377.03
Edenred Discount Scheme	£ 5,241.60	£ 4,928.40
<u>Events</u>		
Pilates	£ 1,980.00	£ 1,517.00
	<u>£ 1,980.00</u>	<u>£ 1,517.00</u>
	£ 19,811.08	£ 17,672.44
Administrative expenses		
Wages and Salaries	£ 2,000.00	£ 2,250.00
Audit	£ 420.00	£ 396.00
Travel & Subsistence	£ 132.71	£ 166.37
Publications	£ 281.00	£ 301.75
Training	£ 2,090.00	£ 2,004.00
Professional Fees		£ 600.00
Office Expenses	£ 487.14	-
Other	-	£ 662.55
	<u>£ 5,410.85</u>	<u>£ 6,350.67</u>
	<u>£ 25,221.93</u>	<u>£ 24,023.11</u>
Excess of Income over Expenditure	<u>£ 1,430.25</u>	<u>£ 1,440.17</u>