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### **FORM AR21**

Trade Union and Labour Relations (Consolidation) Act 1992

#### ANNUAL RETURN FOR A TRADE UNION

| Name of Trade Union:   | NATIONAL ASSOCIATION OF COLLIERY OVERMEN, DEPUTIES AND SHOTFIRERS |  |  |
|--|---|--|--|
| Year ended:  | 9 SEPTEMBER 2016  |  |  |
| List no:   | 157   |  |  |
| Head or Main Office:   | Wadsworth House<br>130-132 Doncaster Road<br>Barnsley<br>S70 1TP  |  |  |
| Website address (if available)                                       |   |  |  |
| Has the address changed during the year to which the return relates? | Yes  No  (Click the appropriate box)                              |  |  |
| General Secretary:   | Mr R Soar   |  |  |
| Telephone Number:  | 01226 209743  |  |  |
| Contact name for queries regarding                                   | Mr A Doyle  |  |  |
| Telephone Number:  | 01226 295891  |  |  |
| E-mail:  | andrew.doyle@hmdoyle.co.uk  |  |  |

PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN. Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

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

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

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



(Revised February 2011)

#### **NACODS**

#### **FORMERLY**

### THE NATIONAL ASSOCIATION OF COLLIERY OVERMEN, DEPUTIES AND SHOTFIRERS

#### RULES

Amended and agreed at Directors Meeting 30th June 2016

#### **DIRECTORS**

ROWLAND M. SOAR TERRY L. FOX

#### **TRUSTEES**

KEITH FRANKS CHRIS SEARSTON NEIL WRIGHT

#### **OFFICE**

WADSWORTH HOUSE, 130/132 DONCASTER ROAD BARNSLEY, SOUTH YORKSHIRE S70 1TP TEL: 01226 203743 e-mail natnacods@gmail.com

### **RETURN OF MEMBERS**

(see notes 10 and 11)

|  |   | NUMBER OF                      | MEMB | ERS AT THE        | END OF THE YE                                      |       |  |
|--|---|--------------------------------|------|-------------------|--|-------|--|
|  | Great<br>Britain  | Northern<br>Ireland            |      | Irish<br>Republic | Elsewhere Abroad<br>(including<br>Channel Islands) | 9     |  |
| MALE                                       | (   | )                              |      |                   | ,  | 0     |  |
| FEMALE                                     |   |                                |      |                   |  |       |  |
| TOTAL                                      |   | )                              |      |                   |  | Α 0   |  |
| is held:                                   | Number of members included in totals box 'A' above for whom no home or authorised address   |                                |      |                   |  |       |  |
| this form r                                | 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                                      | e of Office   | Name of Office ceasing to hold |      | Nam<br>Officer A  | ne of<br>ppointed                                  | Date  |  |
| GENERAL                                    | SECRETARY   | R Soar                         |      | N/A               | 31/  | 12/15 |  |
| PRESIDEI                                   | NT  | T Fox                          |      | N/A               | 31/  | 12/15 |  |
|  |   |                                |      |                   |  |       |  |
|  |   |                                |      |                   |  |       |  |
|  |   |                                |      |                   |  |       |  |
|  |   |                                |      |                   |  |       |  |
| State whet                                 | her the union is:   |                                |      |                   | ļ.   |       |  |
| a. A branch of another trade union? Yes No |   |                                |      |                   |  |       |  |
| If yes                                     | If yes, state the name of that other union:   |                                |      |                   |  |       |  |
| b. A fed                                   | b. A federation of trade unions? Yes No   |                                |      |                   |  |       |  |
| If yes                                     | If yes, state the number of affiliated  |                                |      |                   |  |       |  |
| and n                                      | ames:   |                                |      |                   |  |       |  |

# GENERAL FUND (see notes 13 to 18)

|   | £             | £        |
|---|---------------|----------|
| INCOME From Members: Contributions and Subscriptions    |               | 0        |
| From Members: Other income from members (specify)       |               |          |
|   |               |          |
|   |               |          |
| Total other income from members                         |               |          |
| Total of all income from members                        |               | 0        |
| Investment income (as at page 12)                       |               | 24,233   |
| Other Income  |               | _ 1,0    |
| Income from Federations and other bodies (as at page 4) |               |          |
| Income from any other sources (as at page 4)            |               |          |
|   |               |          |
| Total of other income (as at page 4)                    |               | 24,233   |
|   | TOTAL INCOME  |          |
| EXPENDITURE   |               |          |
| Benefits to members (as at page 5)                      |               |          |
| Administrative expenses (as at page 10)                 |               | 46,511   |
| Federation and other bodies (specify)                   |               |          |
|   |               |          |
|   |               |          |
|   |               |          |
| Total expenditure Federation and other bodies           |               | 46,511   |
| Taxation  |               | 9,122    |
| тота  | L EXPENDITURE | 55,633   |
| Surplus (deficit) for year                              | Ĭ             | (31,400) |
| Amount of general fund at beginning of year             | ~             | 546,870  |
| Amount of general fund at end of year                   | 1             | 515,470  |

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

(see notes 19 and 20)

| DESCRIPTION                 | £            | £ |
|-----------------------------|--------------|---|
| Federation and other bodies |              |   |
|                             |              |   |
|                             |              |   |
|                             |              |   |
|                             |              |   |
|                             |              |   |
|                             |              |   |
| TOTAL FEDERATION AND        | OTHER BODIES |   |
| Other income                |              |   |
|                             |              |   |
|                             |              |   |
|                             |              |   |
|                             |              |   |
|                             |              |   |
|                             |              |   |
| TOTAL                       | OTHER INCOME |   |
|                             | 3<br>N       |   |
| TOTAL OF ALL                | OTHER INCOME |   |

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

|                                | £   |  | £        |
|--------------------------------|-----|--|----------|
| Representation –               |     | brought forward                                  |          |
| Employment Related Issues      |     | E. C. C. C. Harriston and the second             |          |
|                                |     | Education and Training services                  |          |
|                                |     |  |          |
|                                |     |  |          |
|                                |     |  |          |
| Representation –               |     |  |          |
| Non Employment Related Issues  |     |  |          |
| Then Employment related leades |     |  |          |
|                                |     | Negatiated Discount Consists                     |          |
|                                |     | Negotiated Discount Services                     |          |
|                                |     |  |          |
|                                |     |  |          |
| Communications                 |     |  |          |
|                                |     |  |          |
|                                |     |  |          |
|                                |     | Salary Costs                                     |          |
|                                |     | Calary Cooks                                     | 9        |
|                                |     |  |          |
| Advisory Services              |     |  |          |
|                                |     |  |          |
|                                |     |  |          |
|                                |     | Other Benefits and Grants (specify)              |          |
|                                |     | Miscellaneous Grants                             |          |
| Dispute Benefits               |     |  |          |
|                                |     |  |          |
|                                |     |  |          |
|                                |     |  |          |
|                                |     |  |          |
|                                |     |  |          |
|                                |     |  |          |
| Other Cash Payments            |     |  |          |
|                                |     |  |          |
|                                | 1.5 |  |          |
|                                |     |  |          |
|                                |     |  |          |
|                                |     | Total (aboute agree with figure in               |          |
| carried forward                |     | Total (should agree with figure in General Fund) |          |
|                                |     | oonoran ana,                                     | <u> </u> |

(See notes 24 and 25)

| FUND 2      | (See flotes 24 and 25)                                    |                    | Fund Account |
|-------------|---|--------------------|--------------|
| Name:       |   | £                  | £            |
| Income      |   |                    |              |
|             | From members  |                    |              |
|             | Investment income (as at page 12)                         |                    |              |
|             | Other income (specify)                                    |                    |              |
|             |   |                    |              |
|             |   |                    |              |
|             |   |                    |              |
|             | Total other inco  | me as specified    |              |
|             |   | Total Income       |              |
|             |   |                    |              |
| Expenditure | Benefits to members                                       |                    |              |
|             | Administrative expenses and other expenditure (as at page |                    |              |
|             | 10)   |                    |              |
|             | То  | tal Expenditure    |              |
|             |   |                    |              |
|             |   | icit) for the year |              |
|             | Amount of fund at be                                      |                    |              |
|             | Amount of fund at the end of year (as                     | Baiance Sheet)     |              |
|             | Number of members contributin                             | g at end of year   |              |
|             | Number of members contribution                            | g at cita of year  |              |

| FUND 3      |   |                     | Fund Account |
|-------------|---|---------------------|--------------|
| Name:       |   | £                   | £            |
| Income      |   |                     |              |
|             | From members  |                     |              |
|             | Investment income (as at page 12)                         |                     |              |
|             | Other income (specify)                                    |                     |              |
|             |   |                     |              |
|             |   |                     |              |
|             |   |                     |              |
|             | Total other inco  | me as specified     |              |
|             |   | <b>Total Income</b> |              |
|             |   |                     |              |
| Expenditure | Benefits to members                                       |                     |              |
|             | Administrative expenses and other expenditure (as at page |                     |              |
|             | 10)   |                     |              |
|             | То  | tal Expenditure     |              |
|             |   |                     | ſ            |
|             | • <u> </u>  | cit) for the year   |              |
|             | Amount of fund at the and of year (as                     | _                   |              |
|             | Amount of fund at the end of year (as                     | balance Sneet)      | L .          |
|             | Number of members contributing                            | g at end of year    |              |

| FUND 4      |   |                   | Fund Account |
|-------------|---|-------------------|--------------|
| Name:       |   | £                 | £            |
| Income      |   |                   |              |
|             | From members  |                   |              |
|             | Investment income (as at page 12)                         |                   |              |
|             | Other income (specify)                                    |                   |              |
|             |   |                   |              |
|             |   |                   |              |
|             |   |                   |              |
|             | Total other incom   | me as specified   |              |
|             |   | Total Income      |              |
|             |   |                   |              |
| Expenditure | Benefits to members                                       |                   |              |
|             | Administrative expenses and other expenditure (as at page |                   |              |
|             | 10)   |                   |              |
|             | To  | tal Expenditure   |              |
|             |   | 0.9<br>10 0.0     |              |
|             | - · · · · · · · · · · · · · · · · · · ·                   | cit) for the year |              |
|             | Amount of fund at be                                      |                   |              |
|             | Amount of fund at the end of year (as                     | Balance Sheet)    |              |
|             | Number of members contributing                            | at end of year    |              |
|             | Transci of members contributing                           | g at cha or year  |              |

| FUND 5      |   |                     | <b>Fund Account</b> |
|-------------|---|---------------------|---------------------|
| Name:       |   | £                   | £                   |
| Income      |   |                     |                     |
|             | From members  |                     |                     |
|             | Investment income (as at page 12)   |                     |                     |
|             | Other income (specify)  |                     |                     |
|             |   |                     |                     |
|             | Total other inco  | me as specified     |                     |
|             |   | <b>Total Income</b> |                     |
| Expenditure |   |                     |                     |
| Expenditure | Benefits to members Administrative expenses and other expenditure (as at page 10) |                     |                     |
|             | ,   | otal Expenditure    |                     |
|             | Surplus (Def  | icit) for the year  |                     |
|             | Amount of fund at be  |                     |                     |
|             | Amount of fund at the end of year (as   |                     |                     |
|             | Number of members contributin   | g at end of year    |                     |

| FUND 6      |   |                   | Fund Account |
|-------------|---|-------------------|--------------|
| Name:       |   | £                 | £            |
| Income      |   |                   |              |
|             | From members  |                   |              |
|             | Investment income (as at page 12)                         |                   |              |
|             | Other income (specify)                                    |                   |              |
|             | · ·   |                   |              |
|             |   |                   |              |
|             |   |                   |              |
|             | Total other inco  | me as specified   |              |
|             |   | Total Income      |              |
|             |   |                   |              |
| Expenditure | Benefits to members                                       |                   |              |
|             | Administrative expenses and other expenditure (as at page |                   |              |
|             | 10)   |                   |              |
|             | To  | tal Expenditure   |              |
|             |   |                   |              |
|             | ·   | cit) for the year |              |
|             | Amount of fund at be                                      | 1                 |              |
|             | Amount of fund at the end of year (as                     | Balance Sheet)    |              |
|             | Number of members contributing                            | n at and of year  |              |
|             | numuer of members continuing                              | g at end of year  |              |

| FUND 7      |   |                   | Fund Account |
|-------------|---|-------------------|--------------|
| Name:       |   | £                 | £            |
| Income      |   |                   |              |
|             | From members  |                   |              |
|             | Investment income (as at page 12)                             |                   |              |
|             | Other income (specify)  |                   |              |
|             |   |                   |              |
|             |   |                   |              |
|             |   |                   |              |
|             | Total other inco  | me as specified   |              |
|             |   | Total Income      |              |
| Expenditure |   |                   |              |
|             | Benefits to members   |                   |              |
|             | Administrative expenses and other expenditure (as at page 10) |                   |              |
|             | То  | tal Expenditure   |              |
|             |   |                   |              |
|             | Surplus (Defi   | cit) for the year |              |
|             | Amount of fund at be  |                   |              |
|             | Amount of fund at the end of year (as                         | Balance Sheet)    |              |
|             | Number of members contributing                                | g at end of year  |              |

(see notes 26 to 31)

| POLITICAL FUND ACCOUNT 1 To be completed by trade unions which maintain their of |   | ich maintain their c                        | own fund               |        |
|--|---|---|------------------------|--------|
|  |   |   | £                      | £      |
| Income   | Members contributions and levies  |   |                        | 0      |
|  | Investment income (as at page 12)<br>Other income (specify)   |   |                        |        |
|  |   | <b>-</b>                                    |                        |        |
|  |   | l otal other i                              | ncome as specified     |        |
|  |   |   | Total income           | 0      |
| Expenditure  | Expenditure under section 82 of the Total (Consolidation) Act 1992 (specify)  Administration expenses in connection Non-political expenditure |   |                        |        |
|  |   |   | Total expenditure      |        |
|  |   | Surp  | lus (deficit) for year |        |
|  |   | Amount of political fund a                  | at beginning of year   | 31,204 |
|  |   | Amount of political fund at the end of year | (as Balance Sheet)     | 31,204 |
|  |   |   |                        |        |
|  | Numi  | per of members at end of year contributing  | to the political fund  | 0      |
|  | Number of m   | embers at end of the year not contributing  | to the political fund  | 0      |
| Number of mem political fund   | bers at end of year who have completed  | an exemption notice and do not therefore    | contribute to the      | 0      |

| POLITICAL FUND ACCOUNT 2 To be completed by trade unions which act as components of a central trade union |   |  |                       |   |
|---|---|--|-----------------------|---|
|   |   |  | t                     | £ |
| Income  | Contributions and levies co                       | ollected from members on behalf of central political fund    |                       |   |
|   | Funds received back fro<br>Other income (specify) | m central political fund                                     |                       |   |
|   |   | Total other i  | ncome as specified    |   |
|   |   |  | Total income          |   |
| Expenditure   |   |  | -                     |   |
|   | Expenditure under sec<br>(Consolidation) Act 19   | tion 82 of the Trade Union and Labour Relations 92 (specify) |                       |   |
|   | Administration expens                             | es in connection with political objects (specify)            |                       |   |
|   | Non-political expenditu                           | ire  |                       |   |
|   |   |  | Total expenditure     |   |
|   |   | Surpl  | us (deficit) for year |   |
|   |   | Amount held on behalf of trade union political fund a        | t beginning of year   |   |
|   |   | Amount remitted to c   | entral 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 me<br>political fund  | embers at end of year who h                       | ave completed an exemption notice and do not therefore       | contribute to the     |   |

# 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             |                       | 48,921     |
| Salaries and Wages included in above           | 48,921                | 40,321     |
| -  | 40,921                | 0.004      |
| Auditors' fees                                 |                       | 8,984      |
| Legal and Professional fees                    |                       | 3,505      |
| Occupancy costs                                |                       | 5,832      |
| Stationery, printing, postage, telephone, etc. |                       | 3,167<br>0 |
| Expenses of Executive Committee (Head Office)  |                       |            |
| Officials' Redundancy Provision                |                       |            |
| Other administrative expenses (specify)        |                       |            |
| Motor and Travel                               |                       | 8,551      |
| Repairs and Sundries                           |                       | 1,429      |
|  |                       |            |
| Other Outgoings                                |                       |            |
| Interest payable:                              |                       |            |
| Bank loans (including overdrafts)              |                       | 82         |
| Mortgages                                      |                       |            |
| Investment Management Fees                     |                       | 2,699      |
| Depreciation                                   |                       | 2,813      |
| Profit on Sale of Investments                  |                       | (41,403)   |
| Profit on sale of Property                     |                       |            |
| Outgoings on land and buildings (specify)      |                       |            |
| Rented property expenses                       |                       | 1,931      |
| Revaluation of Investment Property             |                       |            |
| Branch expenditure, Deputations and Delegates  |                       |            |
|  | Total                 | 46,511     |
| Charged to:                                    | General Fund (Page 3) | 46,511     |
|  | Fund (Account )       |            |
|  | Total                 | 46,511     |

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS (see notes 34 to 44 below)

|                               | Gross Salary | Employers<br>N.1.<br>contributions |                       | Benefits       |            | Total  |
|-------------------------------|--------------|------------------------------------|-----------------------|----------------|------------|--------|
|                               |              |                                    | Pension<br>Provisions | Other Benefits |            |        |
|                               | сн           | ભ                                  | Written Off<br>£      | Description    | Value<br>£ | ભ      |
| R Soar (General<br>Secretary) | 21,374       | 895                                | ı                     | NONE           | ,          | 22,269 |
| T Fox (President)             | 21,374       | 895                                | 1                     | NONE           |            | 22,269 |
|                               |              |                                    |                       |                |            |        |
|                               |              |                                    |                       |                |            |        |
|                               |              |                                    |                       |                |            |        |
|                               |              |                                    |                       |                |            |        |
|                               |              |                                    |                       |                |            |        |
|                               |              |                                    |                       |                |            |        |
|                               |              |                                    |                       |                |            |        |
|                               |              |                                    |                       |                |            |        |
|                               |              |                                    |                       |                |            |        |
|                               |              |                                    |                       |                |            |        |

### **ANALYSIS OF INVESTMENT INCOME**

(see notes 45 and 46)

|                                   | Political<br>Fund<br>£ |                     | Other<br>Fund(s)<br>£ |
|-----------------------------------|------------------------|---------------------|-----------------------|
| Rent from land and buildings      |                        |                     | 20,207                |
| Dividends (gross) from:           |                        |                     | ,                     |
| Equities (e.g. shares)            |                        |                     | 3,800                 |
| Interest (gross) from:            |                        |                     |                       |
| Government securities (Gilts)     |                        |                     |                       |
| Mortgages                         |                        |                     |                       |
| Local Authority Bonds             |                        |                     |                       |
| Bank and Building Societies       |                        |                     | 16                    |
|                                   |                        |                     |                       |
| Other investment income (specify) |                        |                     | 210                   |
|                                   |                        |                     |                       |
|                                   |                        |                     |                       |
|                                   |                        |                     |                       |
|                                   | Total in               | vestment income     | 24,233                |
|                                   |                        | ι                   | ,                     |
| Credited                          | to:                    | 2                   |                       |
|                                   |                        | ral Fund (Page 3) [ | 24,233                |
|                                   | F                      | und (Account )      |                       |
|                                   | F                      | und (Account )      |                       |
|                                   | F                      | und (Account )      |                       |
|                                   |                        | und (Account )      |                       |
|                                   | F                      | und (Account )      |                       |
|                                   |                        | Political Fund      |                       |
|                                   | Total In               | vestment Income     | 24,233                |

### BALANCE SHEET as at

9 SEPTEMBER 2016

(see notes 47 to 50)

| Previous Year       |   | £           | £       |
|---------------------|---|-------------|---------|
| 111,836             | Fixed Assets (at page 14)                                   |             | 109,023 |
|                     | Investments (as per analysis on page 15)                    |             |         |
| 289,737             | Quoted (Market value £ 217,685)                             | 149,381     |         |
| 315,000             | Unquoted  Total Investments                                 | 315,000     | 464,381 |
|                     | Other Assets  |             | 101,001 |
|                     | Loans to other trade unions                                 |             |         |
| 1,343               | Sundry debtors  | 848         |         |
| 266,459             | Cash at bank and in hand                                    | 41,575      |         |
|                     | Income tax to be recovered                                  |             |         |
|                     | Stocks of goods   |             |         |
|                     | Others (specify)  |             |         |
|                     | Total of other assets                                       |             | 42,423  |
| 984,375             | тот   | TAL ASSETS  | 615,827 |
| 9 <del>53,171</del> | Fund (Account )   |             | 584,623 |
| 546,870             | Fund (Account )   |             |         |
|                     | Fund (Account )   |             | 1       |
|                     | Superannuation Fund (Account )                              |             |         |
| 31,204              | Political Fund (Account )                                   |             | 31,204  |
|                     | Revaluation Reserve   |             |         |
|                     | LIABILITIES   |             |         |
|                     | Amount held on behalf of central trade union political fund |             |         |
|                     | Loans: From other trade unions                              |             |         |
|                     | Loans: Other  |             |         |
|                     | Bank overdraft  |             |         |
| 26,585              | Tax payable   |             | 35,707  |
| 7,237               | Sundry creditors  |             | 2,258   |
| 8,499               | Accrued expenses  |             | 6,734   |
| 363,980             | Officials' Redundancy Provision                             |             |         |
|                     | Other liabilities – Deferred Income                         |             | 24,454  |
| 406,301             | TOTAL   | LIABILITIES | 69,153  |
| 578,074             | тот   | AL ASSETS   | 546,674 |

### **FIXED ASSETS ACCOUNT**

(see notes 51 to 55)

|   | Land and<br>Freehold<br>Leasehold | Buildings<br>£ £ | Furniture<br>and<br>Equipment<br>£ | Motor<br>Vehicles<br>£ | Not used for union business | Total<br>£ |
|---|-----------------------------------|------------------|------------------------------------|------------------------|-----------------------------|------------|
| Cost or Valuation                         |                                   |                  |                                    |                        |                             |            |
| At start of year                          | 142,756                           |                  | 32,275                             |                        |                             | 175,031    |
| Additions                                 | ,                                 |                  | ,_,_,                              |                        |                             | =,00.      |
| Disposals                                 |                                   |                  |                                    |                        |                             |            |
| Revaluation/Transfer                      |                                   |                  |                                    |                        |                             |            |
| s   | -                                 |                  |                                    |                        |                             |            |
| At end of year                            | 142,756                           |                  | 32,275                             |                        |                             | 175,031    |
|   |                                   |                  |                                    |                        |                             |            |
| Accumulated Depreciation At start of year | 04.404                            |                  | 00.074                             |                        |                             | 20.105     |
| Charges for year                          | 34,124                            |                  | 29,071                             |                        |                             | 63,195     |
| Disposals                                 | 1,971                             |                  | 842                                |                        |                             | 2,813      |
| Revaluation/Transfer                      |                                   |                  |                                    |                        |                             |            |
| S   |                                   |                  |                                    |                        |                             |            |
| At end of year                            | 36,095                            |                  | 29,913                             |                        |                             | 66,008     |
| ,   | 30,093                            |                  | 29,913                             |                        |                             | 00,000     |
|   |                                   |                  |                                    |                        |                             |            |
|   |                                   |                  |                                    |                        |                             |            |
|   |                                   |                  |                                    |                        |                             |            |
| Net book value at end of year             | 106,661                           |                  | 2,362                              |                        |                             | 109,023    |
|   |                                   |                  |                                    |                        |                             |            |
|   |                                   |                  |                                    |                        |                             |            |
| Net book value at end of previous year    | 108,632                           |                  | 3,204                              |                        |                             | 111,836    |

### **ANALYSIS OF INVESTMENTS**

(see notes 56 and 57)

| QUOTED   |  | All Funds           | Political Fund |
|----------|--|---------------------|----------------|
| 1        |  | Except<br>Political |                |
|          |  | Funds               | £              |
|          |  | £                   |                |
|          | Equities (e.g. Shares)   |                     |                |
|          |  | 149,381             |                |
|          |  |                     |                |
|          | Government Securities (Gilts)                                      |                     |                |
|          |  |                     |                |
|          |  |                     |                |
|          | Other quoted securities (to be specified)                          |                     |                |
|          |  |                     |                |
|          | TOTAL OLIOTED (see Beleines Cheek)                                 |                     |                |
|          | TOTAL QUOTED (as Balance Sheet)  Market Value of Quoted Investment | 149,381             |                |
|          | Warket value of Quoted investment                                  | 217,685             |                |
|          |  |                     |                |
|          |  |                     |                |
|          |  |                     |                |
| UNQUOTED | Equities   |                     |                |
|          |  |                     |                |
|          |  |                     |                |
|          | Government Securities (Gilts)                                      |                     |                |
|          |  |                     |                |
|          |  |                     |                |
|          | Mortgages  |                     |                |
|          |  |                     |                |
|          | Bank and Building Societies  |                     |                |
|          | Dank and Dunding Gooleties   |                     |                |
|          |  |                     |                |
|          | Other unquoted investments (to be specified)                       |                     |                |
|          | Investment Properties  | 315,000             |                |
|          | TOTAL UNQUOTED (as Balance Sheet)                                  | 315,000             |                |
|          | Market Value of Unquoted Investments                               | 315,000             |                |

### **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?  If YES name the relevant companies: |   | YES                                  | NO                  |
|--|---|--------------------------------------|---------------------|
| COMPANY NAME   | COMPANY REGI<br>registered in Engl<br>registered) | STRATION NUMBI<br>and & Wales, state | ER (if not<br>where |
|  |   |                                      |                     |
|  |   |                                      |                     |
|  |   |                                      |                     |
|  |   |                                      |                     |
|  |   |                                      |                     |
|  |   |                                      |                     |
| Are the shares which are controlled by the union registered in the names of the union's trustees?  |   | YES                                  | NO⊠                 |
| If NO, state the names of the persons in whom the shares controlled by the union are registered.   |   |                                      |                     |
| COMPANY NAME   | NAMES OF SHAP                                     | REHOLDERS                            |                     |
|  |   |                                      |                     |
|  |   |                                      |                     |
|  |   |                                      |                     |
|  |   |                                      |                     |
|  |   |                                      |                     |
|  |   |                                      |                     |

### **SUMMARY SHEET**

(see notes 60 to 71)

|   | All funds except<br>Political Funds<br>£ | Political<br>Funds<br>£ | Total<br>Funds<br>£ |
|---|--|-------------------------|---------------------|
| INCOME  |  |                         |                     |
| From Members  | 0  | 0                       | 0                   |
| From Investments  | 24,233                                   |                         | 24,233              |
| Other Income (including increases by revaluation of assets) |  |                         |                     |
| Total Income  | 24,233                                   | 0                       | 24,233              |
| EXPENDITURE (including decreases by revaluation of          |  |                         |                     |
| Total Expenditure   | 55,633                                   |                         | 55,633              |
| Funds at beginning of year (including reserves)             | 546,870                                  | 31,404                  | 578,074             |
| Funds at end of year (including reserves)                   | 515,470                                  | 31,204                  | 546,674             |
| ASSETS  |  |                         |                     |
|   | Fixed Assets                             |                         | 109,023             |
|   | Investment Assets                        |                         | 464,381             |
|   | Other Assets                             |                         | 42,423              |
|   |  | Total Assets            | 615,827             |
| LIABILITIES   |  | Total Liabilities       | 69,153              |
| NET ASSETS (Total Assets less Tota                          | al Liabilities)                          |                         | 546,674             |

### **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.

| SEE ATTACHED  ACCOUNTS |
|------------------------|
|                        |
|                        |

### **ACCOUNTING POLICIES**

(see notes 74 and 75)

| SIGNATURES TO THE AI  |  | UAL RET         | ΓUF         | RN        |   |
|---|--|-----------------|-------------|-----------|---|
| including the accounts and balance she  | •  | ontained in the | /<br>e retu | ırn.      |   |
| Sooroton/o  | airma                                      |                 | / ·         |           |   |
| Signature: (or other official whose position should be stated)                    |  |                 |             |           |   |
| Name: Kowlood Michael Soce Name:  | Name: Rowload MICHAEL Some Name: Terry Fox |                 |             |           |   |
| Date: 28 · 3 · 17 Date  | _<br>e:                                    | 28.3.17         |             |           |   |
|   |  |                 |             |           |   |
| CHECK LIS   | T  |                 |             |           |   |
| (see notes 78 to 8  | 30)  |                 |             |           |   |
| (please tick as appro   | priat                                      | e)              |             |           |   |
| IS THE RETURN OF OFFICERS ATTACHED?   |  | YES             | V           | NO        |   |
| (see Page 2 and Note 12) HAS THE RETURN OF CHANGE OF OFFICERS BEEN                |  | YES             |             | NO        |   |
| COMPLETED?  |  | 120             |             | 110       | Г |
| (see Page 2 and Note 12) HAS THE RETURN BEEN SIGNED?                              |  | YES             |             | NO        |   |
| (see Pages 19 and 21 and Notes 76 and 77)   |  | IES             |             | INO INO   |   |
| HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77) |  | YES             | V           | , NO      |   |
| IS A RULE BOOK ENCLOSED?  |  | YES             | F.          | NIA NO    |   |
| (see Notes 8 and 78)  |  |                 |             | 1711      |   |
| A MEMBER'S STATEMENT IS: (see Note 80)  |  | ENCLOSE         |             | TO FOLLOW | Ш |
| HAS THE SUMMARY SHEET BEEN COMPLETED  |  | YES             | V           | NO        |   |
| (see Page 17 and Notes 7 and 59)  |  |                 |             |           |   |

#### Report of the Independent Auditors to the Members of NACODS (National)

We have audited the financial statements of NACODS (National) for the period ended 9 September 2016 on pages four to eight, which have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the Association's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Association'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 Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of Committee of Management Auditors

As explained more fully in the Statement of Trustees' Responsibilities set out on page two, the Trustees 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 the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

#### **Basis of Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board.

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 association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the officers; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Return to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion**

In our opinion the financial statements give a true and fair view of the statement of affairs of the Association as at 9 September 2016 and of the income and expenditure of the Association for the period then ended and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. In our opinion the other information contained in the Report of the Trustees is consistent with the financial statements.

Hart Shaw LLP

**Chartered Accountants and Statutory Auditors** 

al Shew LLP

Europa Link

Sheffield Business Park

Sheffield

S9 1XU

Date: 30,3 2017

### **AUDITOR'S REPORT** (continued)

| SEE A                                | TACHED  |  |
|--------------------------------------|---|--|
|                                      | ±   |  |
| Signature(s) of auditor or auditors: | Y. M. Donapl  |  |
| Name(s):                             | Martin McDonagh   |  |
| Profession(s) or Calling(s):         | ICAEW   |  |
| Address(es):                         | The Hart Shaw Building<br>Europa Link<br>Sheffield S9 1XU |  |
| Date:                                | 30/03/2017  |  |
| Contact name and telephone number:   | Martin McDonagh 0114 2518850                              |  |

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 Trustees and

#### Financial Statements

#### for the Period Ended 9 September 2016

for

NACODS (National)



#### Contents of the Financial Statements for the Period Ended 9 September 2016

|                                    | Page |
|------------------------------------|------|
| Information                        | 1    |
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| Report of the Independent Auditors | 3    |
| Statement of Financial Activities  | 4    |
| Balance Sheet                      | 5    |
| Notes to the Financial Statements  | 6    |

#### Information for the Period Ended 9 September 2016

TRUSTEES:

R Soar Esq T Fox Esq C Searston Esq K Franks Esq

**REGISTERED OFFICE:** 

Wadsworth House

130-132 Doncaster Road

Barnsley

South Yorkshire

S70 1TP

**AUDITORS:** 

Hart Shaw LLP

Chartered Accountants and Statutory Auditors

Europa Link

Sheffield Business Park

Sheffield S9 1XU

#### Report of the Trustees for the Period Ended 9 September 2016

The trustees present their report with the financial statements of the Association for the period ended 9 September 2016

#### PRINCIPAL ACTIVITY

ON BEHALF OF THE TRUSTEES:

The principal activity of the Association in the year under review was that of a Trade Union. Contributions ceased in the year, however the Trustees continued to safeguard the investments of the entity.

#### STATEMENT OF TRUSTEES RESPONSIBILITIES

The Association's rules require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and the excess or deficit of income over expenditure for that period. In preparing those financial statements, the trustees are required to

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to enable them to ensure that the financial statements comply with the relevant legislation. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

| R Soar                                  |  |
|---|--|
| *************************************** |  |
| Date:                                   |  |

#### Report of the Independent Auditors to the Members of NACODS (National)

We have audited the financial statements of NACODS (National) for the period ended 9 September 2016 on pages four to eight, which have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the Association's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Association'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 Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of Committee of Management Auditors

As explained more fully in the Statement of Trustees' Responsibilities set out on page two, the Trustees 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 the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

#### **Basis of Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board.

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 association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the officers; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Return to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### Opinion

In our opinion the financial statements give a true and fair view of the statement of affairs of the Association as at 9 September 2016 and of the income and expenditure of the Association for the period then ended and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. In our opinion the other information contained in the Report of the Trustees is consistent with the financial statements.

**Hart Shaw LLP** 

**Chartered Accountants and Statutory Auditors** 

and Show LLP

Europa Link

Sheffield Business Park

Sheffield

S9 1XU

Date: 30,3 2017

Page 3

# NACODS (National) Statement of Financial Activities for the Period Ended 9 September 2016

|  | Political<br>Fund<br>£ | General<br>Fund<br>£ | Total 2016   | Total<br>2015<br>£ |
|--|------------------------|----------------------|--------------|--------------------|
| Income   |                        |                      |              | 25.070             |
| Contributions receivable                         | 0₩                     | 4.007                | 4.026        | 37,860             |
| Investment income                                |                        | 4,026                | 4,026        | 12,043             |
| Rents received                                   |                        | 20,207               | 20,207       | 48,500             |
|  |                        | 24,233               | 24,233       | 98,403             |
| Expenditure                                      |                        |                      | 21,200       | 70,100             |
| Branch expenditure                               |                        | =                    | :¥6          | 1,554              |
| Miscellaneous grants                             |                        |                      | · ·          | 1,000              |
| E C expenses                                     |                        | -                    | (¥)          | 2,000              |
| Delegate   |                        | :=:                  | 9≅9          | 2,503              |
| Wages  |                        | 6,172                | 6,172        | 75,855             |
| Officials salaries                               |                        | 42,749               | 42,749       | 148,314            |
| Taxation   |                        | 9,122                | 9,122        | 26,621             |
| Pensions   |                        | 7,122                | 2,122        | (84,970)           |
| Telephones                                       |                        | 2,463                | 2,463        | 3,397              |
| Printing and stationery                          |                        | 704                  | 704          | 1,039              |
| EC & Officials motor expenses                    |                        | 8,551                | 8,551        | 13,735             |
| Repairs and renewals                             |                        | 1,318                | 1,318        | 1,237              |
| Rented Property expenses                         |                        | 1,931                | 1,931        | 3,900              |
| Sundry   |                        | 111                  | 111          | 630                |
| Audit  |                        | 8,984                | 8,984        | 8,556              |
| Legal  |                        | 3,505                | 3,505        | 7,173              |
| Rates  |                        | ·                    | · ·          | 6,289              |
|  |                        | 4,548<br>345         | 4,548<br>345 |                    |
| Insurance  |                        |                      | 939          | 5,136              |
| Light and heat                                   |                        | 939                  |              | 2,588              |
| Bank charges & Investments                       |                        | 2,781                | 2,781        | 6,382              |
| Officials' Redundancy Provision                  |                        | i=0.                 | -            | 363,980            |
|  |                        | 94,223               | 94,223       | 596,919            |
| <u>Depreciation</u>                              |                        |                      |              |                    |
| Land and Buildings                               |                        | 1,971                | 1,971        | 4,713              |
| Other Assets                                     |                        | 842                  | 842          | 1,732              |
| (Profit) on sale of Investments                  |                        | (41,403)             | (41,403)     | (114,737)          |
| (Profit) on sale of Property                     |                        | . , ,                | :=:          | (27,668)           |
| Amount written off Investment Property           |                        | ; <del></del> :      | :=:          | 10,000             |
| 1 7  |                        | (38,590)             | (38,590)     | (125,960)          |
| NET SURPLUS (DEFICIT) OF INCOME OVER EXPENDITURE | . <b></b> €            | (31,400)             | (31,400)     | (372,556)          |
| Reserves b/f                                     | 31,204                 | 546,870              | 578,074      | 950,630            |
| Reserves c/f                                     | 31,204                 | 515,470              | 546,674      | 578,074            |

The notes form part of these financial statements Page 4

#### Balance Sheet 9 September 2016

| FIXED ASSETS:                                | Notes  | 09.09.16<br>£ | 09.09.16<br>£                | 31.12.15<br>£    | 31.12.15<br>£                |
|--|--------|---------------|------------------------------|------------------|------------------------------|
| Tangible assets Investments                  | 4<br>5 |               | 109,023<br>464,381           |                  | 111,836<br>604,737           |
|  |        |               | 573,404                      |                  | 716,573                      |
| CURRENT ASSETS: Debtors Cash at bank         | 6      | 848<br>41,575 |                              | 1,343<br>266,459 |                              |
| CREDITORS: Amounts                           |        | 42,423        |                              | 267,802          |                              |
| Falling due within one year                  | 7      | 69,153        |                              | 406,301          |                              |
| NET CURRENT<br>ASSETS / (LIABILITIES)        |        |               | (26,730)                     |                  | (138,499)                    |
| TOTAL ASSETS<br>LESS<br>CURRENT LIABILITIES: |        |               | 546,674                      |                  | 578,074                      |
| RESERVES:<br>General Fund<br>Political Fund  |        |               | 515,470<br>31,204<br>546,674 |                  | 546,870<br>31,204<br>578,074 |

ON BEHALF OF THE TRUSTEES:

R Soar

Approved on:

The notes form part of these financial statements Page 5

# Notes to the Financial Statements for the Period Ended 9 September 2016

#### 1. ACCOUNTING POLICIES

#### **Accounting convention**

These financial statements have been prepared under the historical cost convention.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Land and buildings

Plant and machinery etc

Fixtures and Fittings

Computer Equipment

- 2% on cost

- 20% on reducing balance

- 15% on reducing balance

- 33% on cost

#### Contributions from members.

Contributions are the total amount received by the Association from its members for the period ended 9 September 2016.

#### Political contributions.

Separate funds are maintained for expenditure in the furtherance of political objectives in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Contributions to these funds are transferred from the General Fund for all members who have not contracted out.

#### **Pensions**

The association operates a defined contribution pension scheme. Contributions payable for the year are charged in the profit and loss account.

#### 2. CONTRIBUTIONS AND MEMBERSHIP

|                    | Membership | Branch<br>expenditure<br>2016<br>£ | Branch<br>expenditure<br>2015 |
|--------------------|------------|------------------------------------|-------------------------------|
| Kellingley         |            | €                                  | 617                           |
| Thoresby           | .5         | <u></u>                            | 597                           |
| Hatfield           |            | <u> </u>                           | 340                           |
| Non paying members |            | 51                                 | 1,554                         |

No paying members had contracted out of payment of the political levy.

#### 3. TAXATION

#### Analysis of the tax charge

Corporation tax due on external income for the year £9,122 (2015 £26,621)

# Notes to the Financial Statements for the Period Ended 9 September 2016

#### 4. TANGIBLE FIXED ASSETS

|                              | Land & buildings | Plant & machinery etc £ | Totals    |
|------------------------------|------------------|-------------------------|-----------|
| COST:                        |                  |                         |           |
| At 1st January 2016          | 142,756          | 32,275                  | 175,031   |
| Additions                    | 1 <del>5</del> 5 | 2.7                     | <b>37</b> |
| Disposals                    | 55               | -                       |           |
| At 9 September 2016          | 142,756          | 32,275                  | 175,031   |
| DEPRECIATION                 |                  |                         |           |
| As at 1st January 2016       | 34,124           | 29,071                  | 63,195    |
| Charge for year<br>Disposals | 1,971            | 842                     | 2,813     |
| At 9 September 2016          | 36,095           | 29,913                  | 66,008    |
| NET BOOK VALUE:              |                  |                         |           |
| At 9 September 2016          | 106,661          | 2,362                   | 109,023   |

#### 5. FIXED ASSET INVESTMENTS

| RED ROOF INVESTIGETIES | Land &  | Land & Quoted buildings Investments |           |
|------------------------|---------|-------------------------------------|-----------|
|                        | £       | £                                   | £         |
| COST:                  |         |                                     |           |
| At 1st January 2016    | 315,000 | 289,737                             | 604,737   |
| Disposals              | -       | (159,131)                           | (159,131) |
| Additions              | -       | 18,775                              | 18,775    |
| At 9 September 2016    | 315,000 | 149,381                             | 464,381   |

#### **Quoted Investments**

Market value at 9 September 2016 - £217,685 (2015 - £385,571)

Land & Buildings

After the period end the investment property was sold for £315,000,

### 6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|               | 2016<br>£ | 2015<br>£ |
|---------------|-----------|-----------|
| Other debtors | 848       | 1,343     |
|               | 848       | 1,343     |

#### Notes to the Financial Statements for the Period Ended 9 September 2016

### 7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                 | ¥ | 2016<br>£        | 2015<br>£ |
|---------------------------------|---|------------------|-----------|
| Taxation                        |   | 35,707           | 26,585    |
| Other creditors                 |   | 2,258            | 7,237     |
| Accrued expenses                |   | 6,734            | 8,499     |
| Deferred Income                 |   | 24,454           | :=2       |
| Officials' Redundancy Provision |   | 2 <del>5</del> . | 363,980   |
|                                 |   | 69,153           | 406,301   |

#### 8. TRADE UNION STATUS

Following cessation of the UK coal industry activities in 2015, the Association has received legal advice confirming that it no longer falls within the definition of a Trade Union under the Trade Union and Labour Relations (Consolidation) Act 1992.

It is considered that, despite this, the need to provide protection and benefits to ex coal industry personnel will continue, as members' medical, employment and pension claims crystallise following cessation of employment in the industry.

Based on legal advice, it is intended that the Association will continue these support activities for the foreseeable future via an unincorporated organisation with assets continuing to be held for the benefit of members.

#### NACODS (NATIONAL)

## STATEMENT TO THE MEMBERS OF NACODS (NATIONAL) ISSUED IN CONNECTION WITH THE UNION'S ANNUAL RETURN FOR THE PERIOD ENDED 9 SEPTEMBER 2016

AS REQUIRED BY SECTION 32A OF THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992 as amended by the Employment Relations Act 1999

In accordance with the above requirements we would advise all members that:

#### **Income and Expenditure**

The total income of the union for the period was £24,233. This amount included payments of Nil in respect of membership income of the union. The union's total expenditure for the period was £55.633.

#### **Political Fund**

In respect of the union's political fund, its total income was £Nil and total expenditure was Nil.

#### Salary paid to and other benefits provided to the General Secretary

The gross salary excluding employers NIC paid to and other benefits provided to or in respect of Officials is as follows:

|        | Salary | Redundancy | Benefits | Pension               | Total  |
|--------|--------|------------|----------|-----------------------|--------|
|        |        | Provision  |          | Provision Written off |        |
| R Soar | 21,374 | _          | _        |                       | 21,374 |
| T Fox  | 21,374 | -          |          | -                     | 21,374 |

Members are reminded that they have been notified prior to the Council Meeting at which accounts were approved that they were invited to lodge any queries on the accounts circularised or on the conduct of the union with the secretary prior to the Council Meeting.

We believe therefore that the requirements of the above Act have been complied with. For completeness however, we would make a following 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 trustee, he should consider obtaining independent legal advice."

R Soar General Secretary