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- 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:	UNION OF GENERAL & VOLUNTEER WORKERS UNION	
Year ended:	31 DECEMBER 2016	
List no:	C0764T	
Head or Main Office:	11 AYRSOME ROAD STOKE NEWINGTON LONDON N16 0RH	
Website address (if available)		
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	MRS C T SOSANYA	
Telephone Number:	0207 249 6637	
Contact name for queries regarding	T ALLI-BALOGUN	
Telephone Number:	0207 923 9756	
E-mail:	abcollins@hotmail.com	

**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)

**OFFICERS RETURNS FOR THE YEAR ENDED**  
**31 DECEMBER 2016.**

<b>TITLE OF OFFICE</b>	<b>NAMES OF OFFICERS</b>	<b>DATE ELECTED</b>
General Secretary	Christina T. Sosanya	15 December 2014.
Chairman	Oluseyi Tijani	15 December 2014.
Treasurer	Yinka Alaran	15 December 2014.
Health & Safety Officer	Christine Williams	15 December 2014.
President	Christina T. Sosanya	15 December 2014.
Membership/Minutes Secretary		

# 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	156				156
FEMALE	103				103
TOTAL	259				A 259

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

None
45

## 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

State whether the union is:

a. A branch of another trade union?

Yes ☐

No ☐

If yes, state the name of that other union:

b. A federation of trade unions?

Yes ☐

No ☐

If yes, state the number of affiliated unions:

and names:

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
From Members: Contributions and Subscriptions		2,835.00
From Members: Other income from members (specify)		
<b>Total other income from members</b>		2,835.00
<b>Total of all income from members</b>		
<b>Investment income (as at page 12)</b>		
<b>Other Income – Bank interest</b>		
Income from Federations and other bodies (as at page 4)	17.31	
Income from any other sources (as at page 4) DONATION	248.00	
<b>Total of other income (as at page 4)</b>		265.31
	<b>TOTAL INCOME</b>	3,100.31
<b>EXPENDITURE</b>		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		2,258.17
Federation and other bodies (specify)		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		2.89
	<b>TOTAL EXPENDITURE</b>	2,261.06
Surplus (deficit) for year		839.25
Amount of general fund at beginning of year		26,076.05
Amount of general fund at end of year		26,915.30

## BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		N/A
TOTAL FEDERATION AND OTHER BODIES		
Other income		
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	
		Education and Training services	N/A
Representation – Non Employment Related Issues			
		Negotiated Discount Services	
Communications			
		Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>		<b>Total (should agree with figure in General Fund)</b>	

(See notes 24 and 25)

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

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

FUND 4		Fund Account	
Name:		£	£
<b>Income</b>			
From members			N/A
Investment income (as at page 12)			
Other income (specify)			
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

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



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

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

(see notes 26 to 31)

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

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

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

(see notes 32 and 33)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		
Salaries and Wages included in above	£	
Auditors' fees		300.00
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		1,208.17
Expenses of Executive Committee (Head Office)- Honorarium		750.00
Expenses of conferences		
Other administrative expenses (specify)		
 <b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		2.89
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
<b>Total</b>		2,261.06
Charged to:	General Fund (Page 3)	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
<b>Total</b>		2,261.06

(see notes 34 to 44 below)

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## 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		17.31
Other investment income (specify)		
Total investment income		17.31
Credited to:		
General Fund (Page 3)		
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
Political Fund		
Total Investment Income		17.31

# BALANCE SHEET as at 31 DECEMBER 2016

(see notes 47 to 50)

Previous Year		£	£
	<b>Fixed Assets</b> (at page 14)		
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £      )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand		28,836.30
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		
	<b>TOTAL ASSETS</b>		28,836.30
	<div style="text-align: right;">Fund (Account    )</div> <div style="text-align: right;">Fund (Account    )</div> <div style="text-align: right;">Fund (Account    )</div> <div style="text-align: right;">Superannuation Fund (Account    )</div> <div style="text-align: right;">Political Fund (Account    )</div> <div style="text-align: right;">Revaluation Reserve</div>		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses		1,921.00
	Provisions		
	Other liabilities		
	<b>TOTAL LIABILITIES</b>		1,921.00
	<b>TOTAL ASSETS</b>		28,915.30

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings Freehold      Leasehold old £              £		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
<b>Cost or Valuation</b>						
At start of year						N/A
Additions						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Accumulated Depreciation</b>						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Net book value at end of year</b>						
<b>Net book value at end of previous year</b>						

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED		All Funds Except Political Funds £	Political Fund  £
	Equities (e.g. Shares)		N/A
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)		
	Market Value of Quoted Investment		
UNQUOTED	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	TOTAL UNQUOTED (as Balance Sheet)		
	Market Value of Unquoted Investments		



# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		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)		

<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

# SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	2835.00		2835.00
From Investments	17.31		17.31
Other Income (including increases by revaluation of assets) DONATIONS	248.00		248.00
<b>Total Income</b>	<b>3,100.31</b>		<b>3,100.31</b>
<b>EXPENDITURE</b> (including decreases by revaluation of Total Expenditure			
	2,261.06		2,261.06
<b>Funds at beginning of year</b> (including reserves)	26,076.05		26,076.05
<b>Funds at end of year</b> (including reserves)	26,915.30		26,915.30
<b>ASSETS</b>			
Cash at Bank			28,628.79
Cash at Hand			207.51
Other Assets			
<b>Total Assets</b>			<b>28,836.30</b>
<b>LIABILITIES</b>			
<b>Total Liabilities</b>			<b>(1,921.00)</b>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>26,915.30</b>

# NOTES TO THE ACCOUNTS

(see notes 72 and 73)

**All notes to the accounts must be entered on or attached to this part of the return.**

## INCOME

Income represents subscriptions received from union members and generated in the United Kingdom.

# ACCOUNTING POLICIES

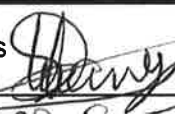

(see notes 74 and 75)

1. The accounts have been prepared under historic costs.
2. Bank interest is stated a gross and recognised in the accounts as and when received.
3. The union follows the accrual concept of accounting procedures.
4. The union has taken advantage of the exemption in FRS 1 from the requirement to produce a cash flow statement on the ground that is a small entity.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

<p>Secretary's Signature: </p> <p>Name: <u>MRS. C. T. SOSANYA</u></p> <p>Date: <u>28 APRIL 2017</u></p>	<p>Chairman's Signature: </p> <p>(or other official whose position should be stated)</p> <p>Name: <u>OLUSEYI TIJANI</u></p> <p>Date: <u>29-04-2017</u></p>
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## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

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

If "No" please explain below.

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

YES

If "No" please explain below.

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

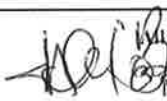
YES

If "No" please explain below.

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

## AUDITOR'S REPORT (continued)

SEE ATTACHED

Signature(s) of auditor or auditors:	 T. Alli-Balogun (Accountants) 62 Beechwood Road London E8 3DY	
Name(s):	T ALLI-BALOGUN	
Profession(s) or Calling(s):	ACMA, ACA, ACIS	
Address(es):	62 BEECHWOOD ROAD LONDON E8 3DY	
Date:	28 April 2017	
Contact name and telephone number:	0207 923 9756	

N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.

# MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

made in accordance with section 24ZD of the  
Trade Union and Labour Relations (Consolidation) Act 1992.

At the end of the reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

NO

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21.

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21.

## MEMBERSHIP AUDIT CERTIFICATE SECTION ONE

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

1. In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

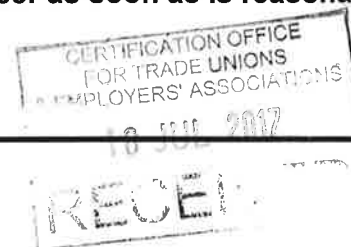
YES/NO

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

YES/NO

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) **send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.**



## MEMBERSHIP AUDIT CERTIFICATE (continued)

We have examined the membership register of the union and confirm that the membership is less than 10,000 and that the membership register is properly managed and maintained.

Signature of  
assurer



Ally Boatman Collins  
(Accountants)  
62 Beechwood Road  
London E8 3DY

Name

T ALLI-BALOGUN

Address

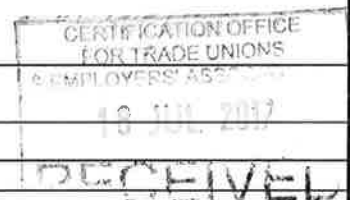
ALLY BOATMAN COLLINS (ACCOUNTANTS)  
62 BEECHWOOD ROAD  
LONDON E8 3DY

Date

3 JULY 2017

Contact name  
and telephone  
number

0207 923 9756





## MEMBERSHIP AUDIT CERTIFICATE


### SECTION TWO

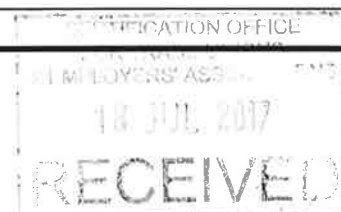
*For a trade union with no more than 10,000 members at the end of the reporting period preceding the one to which this audit relates.*

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

If "NO" Please explain below:

Signature	 Ally Boatman Collins (Accountants) 702 Beestwood Road London E8 3DY
Name	T ALLI-BALOGUN
Office held	Reporting accountant
Date	19-05-2017



## **UNION OF GENERAL & VOLUNTEER WORKERS**

### **STATEMENT TO MEMBER ISSUED IN CONNECTION WITH THE UNIONS ANNUAL RETURN FOR THE PERIOD 31 DECEMBER 2016 REQUIRED BY SECTION 32A OF TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992**



#### **Income and Expenditure**

The total net income (less subscription prepayments) of the union for the period was £3,100.31. This amount included payments of £1,841.00 in respect of membership of the union. The union's total net expenditure for the period was £2,261.00. The union does not maintain a political fund.

Salary paid to and other benefits provided to the General Secretary, President and members of the Executive

The General Secretary/President was not paid a salary, but was paid benefits of £750.00 in respect of training expenses and an annual honorarium payment.

#### **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.

#### **Auditor's report**

We have examined the financial statements of the above Industrial and Provident Society Limited for the year ended 31 December 2015, which comprise the income & expenditure account, balance sheet and related notes.

These financial statements have been prepared under the historical costs convention (as modified by revaluation of certain fixed asset) and the accounting policies set out therein

This report is made solely to the society's members, as a body, in accordance with section 9 of the Friendly and Industrial and Provident Societies Act 1968.

Our audit work has been undertaken so that we might state to the society's members those matters we are required to state to them in the 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 society and the society's members as a body, for our audit work, for this report, or for the opinion we have formed.

### **Respective responsibilities of the society and the auditors**

As described in the statement of the society responsibilities, the society is responsible for the preparation of the financial statements in accordance with the applicable law and the United Kingdom accounting standards.

Our responsibility is to examine the financial statement in accordance with the relevant legal and regulatory requirements and the United Kingdom accounting standards.

We report to you our opinion as to whether the financial statements give a true and fair view and comply the Friendly and Industrial and Provident Societies Act 1968 and the Industrial and Provident Societies Act 1965 to 1978. We also report to you if, in our opinion, the society has not kept proper books of accounts and maintained a satisfactory system of control over transactions, or if we have not received all the information and explanation we require for the audit.

### **Basis of Independent examiners' opinion**

We conduct our examination in accordance with the United Kingdom accounting standards issued by the A.C.C.A. An examination includes examination, on a test basis, evidence relevant to the amount and disclosures in the financial statements, and of whether the accounting policies are appropriate to the society's circumstances, consistently applied and adequately disclosed.

We planned and perform our audit so as to obtain all the information and explanation which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularities or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

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## Opinion

In our opinion the financial statement give a true and fair view of the society's state of affairs as at 31 December 2016 and of its results for the year then ended and comply with the Friendly and Industrial and Provident Societies Act 1968 and the Industrial and Provident Societies Act 1965 to 1978.

 Ally Boatman Collins  
(Accountants)  
63 Beechwood Road  
London E8 3DY

Mr Taofiki Alli-balogun

(ACMA, ACA, ACIS)

63 Beechwood Road

London

E8 3DY

UNION OF GENERAL & VOLUNTEER WORKERS UNION

STATEMENT OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2016

INCOME:	<u>2016</u>		<u>2015</u>	
	£	£	£	£
Subscriptions		2,387.00		3,234.00
Prepayments from 2015		994.00		543.00
Donations		248.00		481.00
Other Income		-		-
Bank Interest (gross)		17.31		18.74
		<u>3,646.31</u>		<u>4,276.74</u>
Less prepayments		<u>(546.00)</u>		<u>(994.00)</u>
		3,100.31		3,282.74
<b>EXPENDITURE:</b>				
Printing & stationery	453.76		608.00	
Postage	8.73		58.09	
Telephone	233.57		295.33	
Travel	13.90		7.00	
Taxation	2.89		3.75	
Electricity	325.00		250.00	
Training	-		-	
Audit	300.00		300.00	
Meeting Room Hire	-		-	
Affiliation Subscription	-		100.00	
Honorarium	750.00		750.00	
Office Equipment	141.98		119.99	
Other	31.23		174.37	
	<u>2,261.06</u>	<u>(2,261.06)</u>	<u>2,666.53</u>	<u>(2,666.53)</u>
Net movement in the year		839.25		616.21

Yinka Alaran

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Treasurer

UNION OF GENERAL & VOLUNTEER WORKERS UNION

April 2017

UNION OF GENERAL & VOLUNTEER WORKERS UNION

BALANCE SHEET AS AT 31 DECEMBER 2016

	<u>2016</u>	<u>2015</u>
Current Assets:		
Cash at bank	28,628.79	28,531.99
Cash in hand	<u>207.51</u>	<u>94.36</u>
	28,836.30	28,626.35
Current liabilities/Accruals	<u>(1,921.00)</u>	<u>(2,550.30)</u>
	<u>26,915.30</u>	<u>26,076.05</u>
Reserve:		
Balance brought forward	26,076.05	25,459.84
Transfer into in the year	<u>839.25</u>	<u>616.21</u>
	<u>26,915.30</u>	<u>26,076.05</u>

Yinka Alaran

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Treasurer

UNION OF GENERAL & VOLUNTEER WORKERS UNION

April 2017

ANALYSIS OF CURRENT LIABILITIES

	<u>2016</u>	<u>2015</u>
Audit	300.00	300.00
Electricity	325.00	250.00
Training	-	-
Affiliation Subscription	-	-
Honorarium	750.00	750.00
Subscriptions prepaid	546.00	994.00
Telephone (BT)	-	256.30
	<u>1,921.00</u>	<u>2,550.30</u>

ANALYSIS OF HONOURARIUM CALCULATION

	<u>2016</u>	<u>2015</u>
Gross income (less prepayments)	<u>3,100.31</u>	<u>3,282.74</u>
Entitlement (tiered based on gross income)	<u>750.00</u>	<u>750.00</u>

ANALYSIS OF CLOSING BANK STATEMENTS

	<u>2016</u>	<u>2015</u>
HSBC Account	1,663.11	1,479.07
Co-op Account	<u>26,965.68</u>	<u>27,052.92</u>
Total	<u>28,628.79</u>	<u>28,531.99</u>