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FORM AR21

FOR REPORTING YEARS after 1 March 2017
Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

BRITISH ASSOCIATION OF JOURNALISTS

Year ended:

31 DECEMBER 2016

List no:

739

Head or Main Office:

PO Box 742
Winchester
SO23 3QB

Website address (if available)

<http://bajunion.org.uk/>

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

Yes



No



(Click the appropriate box)

General Secretary:

MATTHEW MYATT

Telephone Number:

0207 353 3003

Contact name for queries
regarding

MATTHEW MYATT

Telephone Number:

E-mail:

office@bajunion.org.uk

PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

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

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

For Unions based in Scotland:

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



(Revised July 2017)

BRITISH ASSOCIATION OF JOURNALISTS

GENERAL INFORMATION

General Secretary: M Myatt (appointed in October 2016)
J Shields (resigned in February 2017)

National Executive Committee: J Shields
J Bamborough (National Chairman)
A Jackson
M Myatt

Place of Business: PO Box 742
Winchester SO23 3QB

Bankers: HSBC Bank Plc
Fleet Street Branch
165 Fleet Street
London EC4A 2DY

Statutory Auditors: Civvals Limited
Chartered Accountants and
Statutory Auditors
50 Seymour Street
London W1H 7JG

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	584	0	13	0	597
FEMALE	189	1	6	0	196
TOTAL	773	1	19	0	A 793

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

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

793
0

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
GENERAL SECRETARY	JANET SHIELDS		FEBRUARY 2017
GENERAL SECRETARY		MATTHEW MYATT	OCTOBER 2016

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		108,038
From Members: Other income from members (specify)		
DONATIONS	1,370	
Total other income from members		1,370
Total of all income from members		109,408
Investment income (as at page 12)		1
Other Income		
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)		
	TOTAL INCOME	109,409
EXPENDITURE		
Benefits to members (as at page 5)		49,267
Administrative expenses (as at page 10)		62,249
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		111,516
Taxation		
	TOTAL EXPENDITURE	111,516
Surplus (deficit) for year		(2,107)
Amount of general fund at beginning of year		6,040
Amount of general fund at end of year		3,932

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		
TOTAL OF ALL OTHER INCOME		

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
		Members legal cover and helpline	40,674
Dispute Benefits		Other legal fees	7,273
		Members tax helpline	1,320
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	49,267

(See notes 24 and 25)

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

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

(See notes 24 and 25)

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

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

(See notes 24 and 25)

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

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

POLITICAL FUND ACCOUNT

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own political fund	
		£	£
Income	Members contributions and levies Investment income (as at page 12) Other income (specify)		
		Total other income as specified	
		Total income	
Expenditure on purpose set out in section (72) (1) of Trade Union and Labour Relations (Consolidation) Act 1992 Consolidation of expenditures from the political funds exceeds £2,000 during the period			
Expenditure A	(as at page ii)		
Expenditure B	(as at page iii)		
Expenditure C	(as at page iv)		
Expenditure D	(as at page v)		
Expenditure E	(as at page vi)		
Expenditure F	(as at page vii)		
Non-political expenditure	(as at page viii)		
		Total expenditure	
		Surplus (deficit) for year	
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as Balance Sheet)	
Number of members at end of year contributing to the political fund			
Number of members at end of the year not contributing to the political fund			
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

POLITICAL FUND ACCOUNT (Continued)

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 2		To be completed by trade unions which act as components of a central trade union	
	£		£
Income	Contributions and levies collected from members on behalf of central political fund		
Funds received back from central political fund			
Other income (specify)			
	Total other income as specified		
	Total income		
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
Administration expenses in connection with political objects (specify)			
Non-political expenditure			
	Total expenditure		
	Surplus (deficit) for year		
	Amount held on behalf of trade union political fund at		
	Amount remitted to central political fund		
	Amount held on behalf of central political fund at end of		
	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			

-The following pages ii to viii relate to the Political Fund Account Expenditure -

POLITICAL FUND ACCOUNT EXPENDITURE

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by, a political party;

Name of political party in relation to which money was expended	Total amount spent during the period £
TOTAL	

POLITICAL FUND ACCOUNT EXPENDITURE

Expenditure under section 72 (1) (b) of the Trade Union and Labour Relations (Consolidation) Act

To be completed where total expenditure from the political fund exceeds £2,000
during the period to which return relates

Expenditure of money on the provision of any services or property for use
by or on behalf of any political party

Name of political party to which payment was made	Total amount paid during the period £
TOTAL	

POLITICAL FUND ACCOUNT EXPENDITURE

Expenditure under section 72 (1) (c) of the Trade Union and Labour Relations (Consolidation) Act

To be completed where total expenditure from the political fund exceeds £2,000
during the period to which return relates

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see note X)	£
TOTAL			

POLITICAL FUND ACCOUNT EXPENDITURE

Expenditure under section 72 (1) (d) of the Trade Union and Labour Relations (consolidation) Act

To be completed where total expenditure from the political fund exceeds £2,000
during the period to which return relates

Expenditure on the maintenance of any holder of political office	
Name of office holder	£
TOTAL	

POLITICAL FUND ACCOUNT EXPENDITURE

Expenditure under section 72 (1) (e) of the Trade Union and Labour Relations (consolidation) Act

To be completed where total expenditure from the political fund exceeds £2,000
during the period to which return relates

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party

Name of political party	£
TOTAL	

**EXPENDITURE FROM THE POLITICAL FUND NOT FALLING WITHIN
SECTION 72(1) OF THE TRADE UNION & LABOUR RELATIONS
(CONSOLIDATION) ACT 1992**

For expenditure not falling within section 72(1) the required information is-

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	£	£		
			Total	
			Total expenditure	
(b) the name of each organisation to which money was paid (otherwise than for a particular cause or campaign), and the total amount paid to each one	£	£		
			Total	
			Total expenditure	
(c) the total amount of all other money expended	£	£		
			Total	
			Total expenditure	

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

(see notes 36 and 37)

	£
Administrative Expenses	
Remuneration and expenses of staff	
Salaries and Wages included in above	25,708
£25,708	
Auditors' fees	3,720
Legal and Professional fees	
Occupancy costs	7,499
Stationery, printing, postage, telephone, etc.	3,552
Expenses of Executive Committee (Head Office)	45
Expenses of conferences	
Other administrative expenses (specify)	
Press cards and computer expenses	12,016
Bookkeeping, bank charges, keyman insurance and incidentals	9,508
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	201
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Total	62,249
Charged to:	
General Fund (Page 3)	62,249
Fund (Account)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Total	62,249

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 38 and 48)

Office held	Gross Salary	Employers N.I. contributions	Benefits			Total
			Pension Contribution s £	Other Benefits		
				Description	Value £	
General secretary – Janet Shields	£ 25,708	£			£	

ANALYSIS OF INVESTMENT INCOME

(see notes 49 and 50)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			1
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
			1
		Total investment income	1
		Credited to:	
		General Fund (Page 3)	1
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	1

BALANCE SHEET as at

2016

(see notes 51 to 54)

Previous Year		£	£
805	Fixed Assets (at page 14)		604
145	Investments (as per analysis on page 15)	145	
	Quoted (Market value £)		
	Unquoted		
	Total Investments		145
	Other Assets		
	Loans to other trade unions		
2,915	Sundry debtors	4,052	
6,381	Cash at bank and in hand	12,197	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
9,296	Total of other assets		16,249
10,246	TOTAL ASSETS		16,998
6,040	Fund (Account)		3,932
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
4,206	Accrued expenses		13,066
	Provisions		
	Other liabilities		
10,246	TOTAL LIABILITIES		16,998
10,246	TOTAL ASSETS		16,998

FIXED ASSETS ACCOUNT

(see notes 55 to 59)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year			13,268			13,268
Additions						
Disposals						
Revaluation/Transfers						
At end of year			13,268			13,268
Accumulated Depreciation						
At start of year			12,463			12,463
Charges for year			201			201
Disposals						
Revaluation/Transfers						
At end of year			12,664			12,664
Net book value at end of year			604			604
Net book value at end of previous year			805			805

ANALYSIS OF INVESTMENTS

(see notes 60 and 61)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)	145	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	145	
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 62 and 63)

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

SUMMARY SHEET

(see notes 64 to 75)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	108,038		108,038
From Investments	1		1
Other Income (including increases by revaluation of assets)	1,370		1,370
Total Income	109,409		109,409
EXPENDITURE (including decreases by revaluation of	111,516		111,516
Total Expenditure	111,516		111,516
Funds at beginning of year (including reserves)	6,040		6,040
Funds at end of year (including reserves)	3,932		3,932
ASSETS			
Fixed Assets			604
Investment Assets			145
Other Assets			16,249
Total Assets			16,998
LIABILITIES			
Total Liabilities			13,066
NET ASSETS (Total Assets less Total Liabilities)			3,932

INFORMATION ON INDUSTRIAL ACTION BALLOTS

(see notes 76 to 82)

Did the union hold any ballots in respect of industrial action during the return period?

YES

NO

If Yes How many ballots were held:

For each ballot held please complete the information below:

Ballot 1

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y/N

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y/N

Ballot 2

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y/N

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y/N

For additional ballots please continue on next page

Ballot 3

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot **Y/N**

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot **Y/N**

Ballot 4

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot **Y/N**

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot **Y/N**

Ballot 5

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot **Y/N**

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot **Y/N**

Use a continuation sheet if necessary

INFORMATION ON INDUSTRIAL ACTION

(see note 83)

Did Union members take industrial action during the return period in response to any inducement on the part of the Union? ~~YES~~/ NO

If **YES**, for each industrial action taken please complete the information below:

Industrial Action 1

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 2

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 3

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

*Categories of Nature of Trade Dispute :

A: terms and conditions of employment, or the physical conditions in which any workers are required to work;

B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;

C: allocation of work or the duties of employment between workers or groups of workers;

D: matters of discipline;

E: a worker's membership or non-membership of a trade union;

F: facilities for officials of trade unions;

G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

Industrial Action 4

1. please tick the nature of the trade dispute for which industrial action was taken using the categories*:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 5

1. please tick the nature of the trade dispute for which industrial action was taken using the categories*:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 6

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 7

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* :

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 8

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* :

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Use a continuation page if necessary

NOTES TO THE ACCOUNTS

(see notes 84 and 85)

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

AS PER ATTACHED ACCOUNTS

ACCOUNTING POLICIES

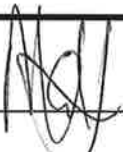
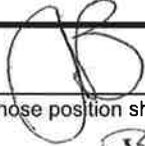

(see notes 86 and 87)

AS PER ATTACHED ACCOUNTS

SIGNATURES TO THE ANNUAL RETURN

(see notes 88 and 89)

including the accounts and balance sheet contained in the return.

Secretary's Signature: 	Chairman's Signature:  (or other official whose position should be stated)
Name: MATTHEW MYATT	Name: 
Date: 21 September 2017	Date: 22/9/17

CHECK LIST

(see notes 90 and 91)

(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 93 to 98)

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

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?

(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:

(a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;

(b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and

(c) whether the accounts to which the report relates agree with the accounting records?

(See section 36(3) of the 1992 Act, set out in note 83)

YES/NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:

(a) kept proper accounting records with respect to its transactions and its assets and liabilities; and

(b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.

(See section 36(4) of the 1992 Act set out in rule 83)

YES/NO

If "No" please explain below.

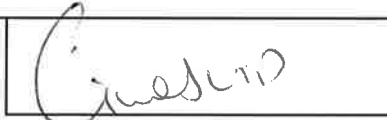
4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided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

(See note 85)

Enclosed.

AUDITOR'S REPORT (continued)

AS PER ATTACHED ACCOUNTS

Signature(s) of auditor or auditors:		
Name(s):	CIVVALS LIMITED	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS	
Address(es):	50 SEYMOUR STREET LONDON W1H 7JG	
Date:	21 September 2017	
Contact name and telephone number:	AAMIR KAZI 0207 258 3461	

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
made in accordance with section 24ZD of the
Trade Union and Labour Relations (Consolidation) Act 1992
(See notes 100 to 106)

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

YES/NO

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

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

MEMBERSHIP AUDIT CERTIFICATE
SECTION ONE

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

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

YES/NO

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

YES/NO

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

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

MEMBERSHIP AUDIT CERTIFICATE


SECTION TWO

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

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

YES/NO

If "NO" Please explain below:

Signature	
Name	MATTHEW MYATT
Office held	GENERAL SECRETARY
Date	21 September 2017



the union

020 7353 3003

office@bajunion.org.uk

Statement to Members.

The BAJ has undergone a difficult period of change and transition. For the time relating to the enclosed accounts, the union's general secretary became incapacitated, and the NEC stepped in to cover the operation and day to day running of the union.

The NEC identified errors in record keeping, poor database management and unnecessary financial costs to the union.

The enclosed accounts and audit, conducted by accounting firm Civvals Limited in London, reflects the difficulties that union has undergone and the comments from Civvals are reflective of the areas identified and addressed by the NEC under the leadership of Matthew Myatt as Acting General Secretary.

The union's new leadership has implemented an internal restructuring of all its operations resulting in cost savings and improved day to day management of core union business together with clear and accurate accountability.

Membership of the BAJ is once again increasing, and member satisfaction of the service provided continues to improve.

A handwritten signature in black ink, appearing to be 'M Myatt', written over a circular stamp or watermark.

Matthew Myatt
General Secretary.



CIVVALS

Chartered Accountants
Registered Auditors

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2016
FOR
BRITISH ASSOCIATION OF JOURNALISTS**

50 Seymour Street
London W1H 7JG
Telephone 020 7258 3461
Fax 020 7262 2757
e-mail enquiries@civvals.co.uk
www.civvals.co.uk

BRITISH ASSOCIATION OF JOURNALISTS**CONTENTS**

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BRITISH ASSOCIATION OF JOURNALISTS

**REPORT OF THE NATIONAL EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2016**

The National Executive Committee presents its annual report together with the accounts for the year ended 31 December 2016.

1. Principal activity

The principal activity of the British Association of Journalists is to provide excellence in trade union representation and legal advocacy. It also aims at promoting and protecting the interests of employed and freelance journalists.

2. Responsibilities of the National Executive Committee

The National Executive Committee is responsible for preparing the financial statements for each financial year in accordance with applicable law and regulations.

The financial statements are required to give a true and fair view of the state of affairs of the association and of the surplus or deficit of the association for that period.

The National Executive Committee is also responsible for keeping proper accounting records in respect of the association's transactions and its assets and liabilities and to establish and maintain a satisfactory system of control over its accounting records in accordance to section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Trade Union Reform and Employment Rights Act 1993.

3. Statement as to disclosure of information to auditors

So far as the National Executive Committee is aware, there is no relevant audit information of which the auditors are unaware, and each member of the National Executive Committee has taken all the steps that ought to have been taken in order to make themselves aware of any relevant audit information and to establish that the association's auditors are aware of that information.

4. Statement to members in connection with section 32A of the Trade Union and Labour Relations (Consolidation) Act 1992

	2016	2015
	£	£
Total income for the year	109,409	119,413
Total expenditure for the year	111,515	133,468
(Deficit)	(2,106)	(14,055)
Subscription income	108,038	117,003
Remuneration to the General Secretary (including any benefits)	25,708	29,762
Remuneration to the Acting General Secretary (including any benefits)	5,881	-

The remaining members of the National Executive Committee were not paid any amount in respect of salary and benefits.

BRITISH ASSOCIATION OF JOURNALISTS**REPORT OF THE NATIONAL EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2016****5. Irregularity statement**

A member who is concerned that some irregularity may be occurring, or has 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.

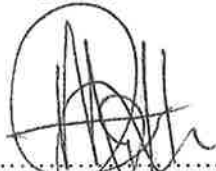
The member may raise any such concern with one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary 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.

6. Auditors

The auditors, Civvals Limited, will be proposed for re-appointment in accordance with section 33 of the Trade Union and Labour Relations (Consolidation) Act 1992.

On behalf of the National Executive Committee



.....
M Myatt – General Secretary

Date: 21 September 2017

BRITISH ASSOCIATION OF JOURNALISTS**INDEPENDENT AUDITORS REPORT TO THE MEMBERS
OF BRITISH ASSOCIATION OF JOURNALISTS**

We have audited the financial statements of British Association of Journalists for the year ended 31 December 2016 on pages seven to nine. The financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of the Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The financial statements have been prepared under the historical cost convention.

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 as amended by the Trade Union Reform and Employment Rights Act 1993. 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 the National Executive Committee and Auditors

The National Executive Committee is responsible for preparing the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the National Executive Committee; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Report of the National Executive Committee 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.

Basis for qualified opinion on financial statements

For the year ended 31 December 2015 we were unable to form an opinion on the financial statements because due to changes in personnel, the audit evidence available to us was limited and adequate accounting records were not maintained. There were no other satisfactory audit procedures we could adopt to obtain sufficient evidence regarding the financial statements. Due to this limitation we have been unable to obtain sufficient appropriate audit evidence concerning the figures in the financial statements.

Our opinion on the current period's financial statements is also modified because of the possible effect of this matter on the comparability of the current period's figures and the corresponding figures.

BRITISH ASSOCIATION OF JOURNALISTS**INDEPENDENT AUDITORS REPORT TO THE MEMBERS
OF BRITISH ASSOCIATION OF JOURNALISTS****Qualified opinion on financial statements**

In our opinion, except for the possible effects of the matters described in the Basis for Qualified Opinion paragraph, the financial statements:

- give a true and fair view of the state of the association's affairs as at 31 December 2016 and of its transactions for the year then ended;
- have been properly prepared in accordance with the provisions of Section 1A "Small Entities" of the Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"; and
- have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Trade Union Reform and Employment Right Acts 1999.


Matters on which we are required to report by exception

In respect solely of the limitation on our work relating to opening balances described above:

- we have not obtained all the information and explanations that we considered necessary for the purpose of our audit; and
- we were unable to determine whether adequate accounting records had been kept.

Except for the limitation on our work relating to opening balances, we have nothing to report in respect of the following matters where the Trade Union and Labour Relations (consolidation) Act 1992 (Amended) to report to you if, in our opinion:

- proper accounting records have not been kept;
- a satisfactory system of control over its accounting records, cash holdings and receipts and remittances has not been maintained; or
- the financial statements are not in agreement with the accounting records and returns.



Aamir Kazi (Senior Statutory Auditor)
for and on behalf of Civvals Limited
Chartered Accountants and
Statutory Auditors
50 Seymour Street
London
W1H 7JG

Date: 21 September 2017

BRITISH ASSOCIATION OF JOURNALISTS

**INCOME AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	Notes	<u>2016</u> £	<u>2015</u> £
Subscriptions received	1	108,038	117,003
Donations	1	1,370	408
Interest and dividends received	1	1	2
Income from compromise agreements		-	2,000
		<u>109,409</u>	<u>119,413</u>
Legal expenses insurance and helpline		2,741	7,315
Legal advisors retainers		37,092	44,480
Professional indemnity insurance		841	557
Other legal fees		1,392	2,306
Other professional fees		5,881	-
Tax helpline		1,320	1,440
Press cards		1,303	1,262
BAJ News		-	-
Salaries and employers N.I.		25,708	52,049
Keyman insurance		191	130
Telephones and faxes		3,117	2,740
Computer expenses		10,713	2,112
Secretarial		-	-
General Secretary's travel and subsistence		45	107
Conference		-	400
Printing, postage and stationery		435	889
Bookkeeping		1,560	1,555
Auditors remuneration		3,720	3,720
Bank and BACS charges		6,483	1,309
Rent, service charges, business and water rates		7,241	7,466
Office and building insurance		258	232
Incidentals		1,274	3,129
Depreciation of office furniture, equipment and computers		201	270
		<u>111,516</u>	<u>133,468</u>
(Deficit) for the year	5	<u><u>(2,107)</u></u>	<u><u>(14,055)</u></u>

BRITISH ASSOCIATION OF JOURNALISTS

BALANCE SHEET AS AT 31ST DECEMBER 2016

	Notes	<u>2016</u> £	<u>2015</u> £
TANGIBLE FIXED ASSETS			
Office furniture & equipment:			
Cost		7,319	7,319
Deprn.	1	(6,715)	(6,514)
Computers			
Cost.		5,949	5,949
Deprn.	1	(5,949)	(5,949)
		<u>604</u>	<u>805</u>
Investments	1	145	145
		<u>749</u>	<u>950</u>
CURRENT ASSETS			
Debtors and prepayments	3	4,052	2,915
Cash at bank and in hand		12,197	6,381
		<u>16,249</u>	<u>9,296</u>
CURRENT LIABILITIES			
Creditors	4	(13,066)	(4,206)
		<u>3,183</u>	<u>5,090</u>
NET CURRENT ASSETS			
		<u>3,932</u>	<u>6,040</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>3,932</u>	<u>6,040</u>
Financed by:			
SURPLUS ON REVENUE ACCOUNT	5	<u>3,932</u>	<u>6,040</u>

Approved by the National Executive Committee on 21 September 2017 and signed on its behalf.


 General Secretary
 M Myatt

The notes on page nine form part of these financial statements.

BRITISH ASSOCIATION OF JOURNALISTS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

1. ACCOUNTING POLICIES

(a) Basis

The financial statements have been prepared under the historical cost convention and on a going concern basis.

(b) Depreciation

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

Office, furniture & equipment - 25% per annum on reducing balance.

Computers - 33% per annum on straight line.

(c) Investments

Investments are stated in the balance sheet at cost.

(d) Income

Subscription income is recognised in the accounts when they are due.

Donations are recognised as when they are received.

Investment income is recognised when they are receivable.

2. TAXATION

The union is not liable to taxation on income from its members. No provision for taxation is considered necessary in respect of the current year or previous year.

3. DEBTORS

	2016	2015
	£	£
Other debtors	2,288	2,915
Prepayments	1,764	-
	<u>4,052</u>	<u>2,915</u>

4. CREDITORS

	2016	2015
	£	£
Social security and other taxes	-	-
Deferred income	-	-
Accrued expenditure	13,066	4,206
	<u>13,066</u>	<u>4,206</u>

5. SURPLUS ON REVENUE ACCOUNT

	2016
	£
Balance at 1 January 2016	6,040
Deficit for the year	(2,107)
Balance at 31 December 2016	<u>3,932</u>