- DO NOT STAPLE
- PRINT ON ONE SIDE ONLY

FORM AR21

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

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	PTSC
Year ended:	DECEMBER 2016
List no:	819T
Head or Main Office:	Juxion House 2 nd Floor 101 St Pauls Churchyard London EC4M 8BU
Website address (if available)	www.ptscunion.org.uk
Has the address changed during the year to which the return relates?	Yes ☐ No ☑ (Click the appropriate box)
General Secretary:	Francis R Neckles
Telephone Number:	0203 102 7550
Contact name for queries regarding	Francis R Neckles
Telephone Number:	0203 102 7550
E-mail:	francis.neckles@ptscunion.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 June 2017)

PTSC

Committee Members and Other Information

General secretary

Francis Neckles

Financial Secretary

Westley Lay

District Secretary

Marcia Francis

Legal Secretary

John Neckles

Registered Office

Juxion House

2nd floor, 101 St.Paul's Churchyard

London EC4M 8BU

Registered Number

812T

Auditors

Tom Carolan & Co

Chartered Accountants
33 Austin Friars Street

Mullingar

Co. Westmeath

Ireland N91 NR52

RETURN OF MEMBERS

(see notes 10 and 11)

	N	JMBER OF ME	MBERS AT THE	E END OF THE YEA	R
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	189				
FEMALE	28				
TOTAL	217				Α

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	217

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		Francis R Neckles	08/03/2014
Financial Secretary		Westley Lay	08/03/2014
Deputy Secretary	Leslie Grange		28/02/2016
Legal Secretary		John J Neckles	08/03/2014
Chief Officer Welfare & Benefits Unit	Sherald Reece-Bartlett		29/05/2016
District Secretary		Marcia Francis	08/03/2014
District Secretary	Garry Thompson		05/05/2016
District Secretary	Barrington Hunt		22/05/2016

State	e whether the union is:		
a.	A branch of another trade union?	Yes	No No
	If yes, state the name of that other union:		
b.	A federation of trade unions?	Yes	No No

If yes, state the number of affiliated unions:	
and names:	

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME From Members: Contributions and Subscriptions		23,373
From Members: Other income from members (specify)		
tress meaning of care meaning members (openly)		
Total other income from members		23,373
Total of all income from members		23,373
Investment income (as at page 12)		20,070
Other Income		S
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	4,000	
	0	
Total of other income (as at page 4)		4,000
	TOTAL INCOME	27,373
EXPENDITURE		21,010
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		35,672
Federation and other bodies (specify)		33,072
Total expenditure Federation and other bodies		
Taxation		0
TOTA	LEVENDITUE	
1012	L EXPENDITURE	35,672
Surplus (deficit) for year		(8,299)
Amount of general fund at beginning of year	[(5, ½ 52)
5	l	5
Amount of general fund at end of year		(13,811)
3		

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	OTUED	
TOTAL OF ALL	OTHER INCOME	

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation –		brought forward	
Employment Related Issues			
		Education and Training services	
Representation –			
Non Employment Related Issues			
		Negotiated Discount Services	
		Negotiated Discoult Services	
Company			
Communications			
		Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
		(0)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in	
		General Fund)	0

(See notes 24 and 25)

FUND 2	(Coo Hotel E Fana 20)		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
ı	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	
		icit) for the year	
	Amount of fund at the and of uses (as		
	Amount of fund at the end of year (as	Balance Sheet)	
	Number of members contributing	a at end of year	
		g at one or your	

FUND 3			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 the		
	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 inco	me as specified					
		Total Income					
Expenditure	Description of the control of the co						
	Benefits to members						
	Administrative expenses and other expenditure (as at page 10)						
		tal Expenditure					
	Surplus (Defi	icit) for the year					
	Amount of fund at beginning of year						
	Amount of fund at the end of year (as Balance Sheet)						
	Normalis and an analysis of the second and are a second and a second a						
	Number of members contributing	g at end of year					

FUND 5			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
			1
	Total other inco	me as specified	
		Total Income	
Expenditure			
Experience	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	То	tal Expenditure	
		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 y	/ear
	(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 specif	fied
	Total Inco	ome
Expenditure		

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 Assount

Benefits to members

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	
			· · · · · · · · · · · · · · · · · · ·
		cit) for the year	
	Amount of fund at be Amount of fund at the end of year (as		
-			

	Number of members contributing	at end of year	
	(see notes 26 to 31)		
POLITICAL FU	JND ACCOUNT 1 To be completed by trade unions wh	nich maintain their d	own fund
		t	£
Income	Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other i	ncome as specified	
F		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)		
	(0,000)		
	Non-political expenditure		
		Total expenditure	
	Surp	lus (deficit) for year	
	Amount of political fund a	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		
Number of men	nbers at end of year who have completed an exemption notice and do not therefore		
political fund			
POLITICAL FU	ND ACCOUNT 2 To be completed by trade unions which act as	components of a c	entral trade union
		t	t
Income (Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund Other income (specify)		
	Other income (specify)		
	Total other in	ncome as specified	
Expenditure		Total income	
Lapenditure	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	
	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 year who have completed an exemption notice and do not therefore contribute to the political fund

Number of members at end of the year not contributing to the political fund

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

(see notes 32 and 33)

See Hotes 32 and	1 00/	
Administrative		£
Expenses		
Remuneration and expenses of staff		0
Salaries and Wages included in above	£0	0
Auditors' fees	1	1,200
Legal and Professional fees		6,630
Occupancy costs		
Stationery, printing, postage, telephone, etc.		17,947
Expenses of Executive Committee (Head Office)		0
Expenses of conferences		0
Other administrative expenses (specify)		
		672
		6,648
		555
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		2,020
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	Total	35,672
Charged to:	General Fund (Page 3)	35,672
	Fund (Account)	
	Total	35,672

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

	ľ		<u> </u>	l			I	Ī	ľ		
Total 0		ਲ									
		Value £									
Benefits	Other Benefits	Description									
	Pension Contribution	ભ ભ									
Employers N.I. contributions		ч									
Gross Salary		મ									
Office held											

ANALYSIS OF INVESTMENT INCOME (see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
	Total in	vestment income	
Credited to:		19	
		ral Fund (Page 3)	
		und (Account)	
		fund (Account)	
		und (Account)	
		und (Account)	
	F	und (Account)	
		Political Fund	
	T () (
	fotal In	vestment Income	

BALANCE SHEET as at

31 December 2016

(see notes 47 to 50)

D			
Previous Year	Fixed Assets (at page 14)	£	£
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand		688
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		688
	то	TAL ASSETS	688
	Fund (Account)		
	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		14,099
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses		400
	Provisions		
	Other liabilities		
	ТОТА	L LIABILITIES	14,499
	TO	TAL ASSETS	(13,811))
			,,,

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Freehold Leasehold	ngs £	Furniture and Equipment £	Motor Vehicles £	Not used for union business	Total £
Cost or Valuation						
At start of year					ř	
Additions						
Disposals						
Revaluation/Transfer						
s						
At end of year						
-)		
Accumulated Depreciation At start of year						
Charges for year						
Disposals						
Revaluation/Transfer						
s						
At end of year						
Net book value at		T				
end of year						
Net book value at	T.					
end of previous year						

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED		All Funds Except Political Funds £	Political Fund
	Equities (e.g. Shares)	-	
	Government Securities (Gilts)	an an	
	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)		

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

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	NOX
COMPANY NAME	COMPANY REG registered in Eng registered)	ISTRATION NUMB land & Wales, state	ER (if not 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 SHAR	REHOLDERS	

(see notes 58 and 59)

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME	27,273		27,273
From Members	23,278		23, 2 73
From Investments	1345		3
Other Income (including increases by revaluation of assets)	4,000		4,000
Total Income	27,273		27, 2 73
EXPENDITURE (including decreases by revaluation of	3		
Total Expenditure	35,672		35,672
Funds at beginning of year (including reserves) Funds at end of year (including reserves)	(5,512) (13,811)		(5,512)
(including reserves)	(13,811)		(13,811)
ASSETS			
	Fixed Assets		
	Investment Assets		
	Other Assets	_	688
		Total Assets	688
		The state of the s	
LIABILITIES		Total Liabilities	14,499

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.

ŀ	
	÷
	v .

ACCOUNTING POLICIES

(see notes 74 and 75)		
SIGNATURES TO TH	F ANNIIAI RETURN	
SIGNATURES TO THE ANNUAL RETURN (see notes 76 and 77)		
including the accounts and balance sheet contained in the return.		
General Secretary	Financial Secretary Signature: W. Lau	
Signature:	(or other official whose position should be stated)	
Name:Francis R Neckles	Name:Westley Lay	
Date: 26/1/2018	Date: 28 · 01 · 18	
CHECK LIST		

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED?	YES	\boxtimes	NO	
(see Page 2 and Note 12)		-	-	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN	YES		NO	
COMPLETED?		-		-
(see Page 2 and Note 12)				
HAS THE RETURN BEEN SIGNED?	YES		NO	
(see Pages 19 and 21 and Notes 76 and 77)				-
HAS THE AUDITOR'S REPORT BEEN COMPLETED?	YES	Ø	NO	П
(see Pages 20 and 21 and Notes 2 and 77)				_
IS A RULE BOOK ENCLOSED?	YES		NO	
(see Notes 8 and 78)				
A MEMBER'S STATEMENT IS:	ENCLOSED	\square	TO FOLLOW	П
(see Note 80)				
HAS THE SUMMARY SHEET BEEN COMPLETED	YES	M	NO	П
(see Page 17 and Notes 7 and 59)		-		
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED	YES	H	NO	
(See Pages 23 and 24 and Notes 88 to 94)	,			E SI

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)

Supplied on a separate document (attached)

Signature(s) of auditor or auditors:	4	
	7-6	
Name(s):	Thomas N Carolan	
Profession(s) or Calling(s):	Chartered Accountant, Registered Auditor	
Address(es):	33 Austin Friars Street	
	Mullingar, Ireland N91 NR52	
Date:	25 January 2018	
Contact name and telephone number:	87 12 16 345	
N.B. When notes to the accounts are referr	ed to in the auditor's report a c	opy of those notes must accompany
this return.		

MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

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

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

YES/NO

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

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

MEMBERSHIP AUDIT CERTIFICATE SECTION ONE

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

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

YES/NO

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

YES/NO

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

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

MEMBERSHIP AUDIT CERTIFICATE

SECTION TWO

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

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

YES/MO

If "NO" Please explain below:

Signature	Tradeldes
Name	FRANCIS NECKLES
Office held	GENERAL SECRETARY
Date	17/4/18