

- 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:	ACCORD
Year ended:	31 DECEMBER 2016
List no:	588T
Head or Main Office:	ACCORD SIMMONS HOUSE, 46 OLD BATH ROAD CHARVIL, READING BERKSHIRE RG10 9QR
Website address (if available)	www.accord-myunion.org
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:	GED NICHOLS
Telephone Number:	01189 341808
Contact name for queries regarding	PAULA TEGG
Telephone Number:	01189 341808
E-mail:	paula.tegg@accordhq.org

**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 June 2016)

**Accord**  
**For the year ended 31 December 2016**  
**Officers in post at year end**

President	Tom Harrison
Vice President	Dave Arthur
Vice President	Carol Knowles
General Secretary	Ged Nichols
Trustee	Joan Bland
Trustee	Jim Searle
Trustee	Rodney Grainger
Trustee	Marilyn Morris
Principal Executive Council member	Margaret Betts
Principal Executive Council member	Dianne Cousins
Principal Executive Council member	Vickie Bullough
Principal Executive Council member	Clare Buss
Principal Executive Council member	Steve Gillen
Principal Executive Council member	Jeff Glazer
Principal Executive Council member	Neil Grant
Principal Executive Council member	Richard Joyce
Principal Executive Council member	Neil Magill
Principal Executive Council member	Fiona Miller
Principal Executive Council member	Craig Mills
Principal Executive Council member	Aarren Mowle
Principal Executive Council member	Caroline Pollock
Principal Executive Council member	Asma Rehman

# 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	6,935	825	1	4	<b>7,765</b>
FEMALE	14,550	895	1	4	<b>15,450</b>
TOTAL	21,485	1,720	2	8	A 23,329 <del>23,245</del>

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

0 – see attached note
23,329

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

## 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
PRESIDENT	CHRIS GOLDTHORPE	TOM HARRISON	APRIL 2016
VICE PRESIDENT	JOHN BOYLE	CAROL KNOWLES	APRIL 2016
TRUSTEE		MARILYN MORRIS	APRIL 2016
PRINCIPAL EXECUTIVE COUNCIL	ANDREW SEED	AARREN MOWLE	APRIL 2016
PRINCIPAL EXECUTIVE COUNCIL	CAROL KNOWLES	ASMA REHMAN	APRIL 2016
PRINCIPAL EXECUTIVE COUNCIL	GARETH WHITE	CRAIG MILLS	APRIL 2016
PRINCIPAL EXECUTIVE COUNCIL	GARETH WOOD	JEFF GLAZER	APRIL 2016
PRINCIPAL EXECUTIVE COUNCIL	JOHN MCGRATH	NEIL MAGILL	APRIL 2016
PRINCIPAL EXECUTIVE COUNCIL	STEPHEN BROWN	RICHARD JOYCE	APRIL 2016
PRINCIPAL EXECUTIVE COUNCIL	TOM HARRISON	STEVE GILLEN	APRIL 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	<input type="checkbox"/>
-----	--------------------------

No	<input checked="" type="checkbox"/>
----	-------------------------------------

If yes, state the number of affiliated unions:

and names:

**Accord**

**Year ended 31.12.16**

**Membership return - notes**

At 31.12.16 Accord had 23,329 members contributing to the General Fund. The gender of all members is known. Of the total number no address is held for 114 members and it has therefore not been possible to allocate them by region.

To ensure the table on page 2 adds up the return has therefore been completed to show the known membership by gender and region  
The table below shows how the table on page 2 reconciles to the total number of members contributing to the General Fund as also shown on page 2

	Great Britain	Northern Ireland	Irish Republic	Elsewhere	Subtotal	No address	Total number of members at year end contribution to the General Fund
Male	6,935	825	1	4	7,765	47	7,812
Female	14,550	895	1	4	15,450	67	15,517
Total	<u>21,485</u>	<u>1,720</u>	<u>2</u>	<u>8</u>	<u>23,215</u>	<u>114</u>	<u>23,329</u>
					Per return page 2, Box A		Per return page 2

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		2,163,082
<b>From Members:</b> Other income from members (specify)		
SUBSCRIPTION DRAW INCOME	200,782	
<b>Total other income from members</b>		200,782
<b>Total of all income from members</b>		2,363,864
<b>Investment income (as at page 12)</b>		391,025
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	3,495	
<b>Total of other income (as at page 4)</b>		3,495
		<b>TOTAL INCOME</b>
		2,758,384
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		162,444
<b>Administrative expenses (as at page 10)</b>		2,257,177
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		2,419,621
<b>Taxation</b>		52,933
		<b>TOTAL EXPENDITURE</b>
		2,472,554
Surplus (deficit) for year		285,830
Amount of general fund at beginning of year		5,342,053
Amount of general fund at end of year		5,627,883

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

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
<b>Other income</b> OTHER INCOME	3,495	
<b>TOTAL OTHER INCOME</b>		3,495
<b>TOTAL OF ALL OTHER INCOME</b>		3,495

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	87,360
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
LEGAL ADVICE LINE	24,960	DEATH BENEFIT	1,800
TAX & PENSIONS ADVICE LINE	62,400	PERSONAL ACCIDENT PROTECTION	21,486
Dispute Benefits		CLIVE WEBSTER MEMORIAL FUND	9,608
		BENEVOLENT FUND	2,990
		WILLIAM WRIGHT MEMORIAL FUND	4,987
		BUPA EXCESS CASHBACK SCHEME	34,213
Other Cash Payments			
<b>carried forward</b>	87,360	<b>Total (should agree with figure in General Fund)</b>	162,444



(See notes 24 and 25)

<b>FUND 2</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>			

<b>FUND 3</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 24 and 25)

<b>FUND 4</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>		

<b>FUND 5</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 24 and 25)

<b>FUND 6</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>	

<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			
	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	1,065,742
Salaries and Wages included in above	£1,046,418
Auditors' fees	23,979
Legal and Professional fees	75,846
Occupancy costs	10,140
Stationery, printing, postage, telephone, etc.	70,685
Expenses of Executive Committee (Head Office)	
Expenses of conferences	101,543
Other administrative expenses (specify)	
STAFF TRAINING	23,918
MOTOR EXPENSES	3,957
HQ STAFF MEETING & TRAVEL EXPENSES	183,434
BALLOT EXPENSES	18,932
CAMPAIGNS & PUBLISHING	154,369
CHARITABLE DONATIONS	18,563
BANK CHARGES	17,271
SUNDRY	19,198
INSURANCE	26,060
PROFIT ON SALE OF TANGIBLE ASSETS	(5,466)
MEMBERS MEETING & TRAVEL EXPENSES	102,608
AFFILIATIONS FEES	96,386
MAINTENANCE, REPAIRS & IT SUPPORT	91,278
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	57,241
Taxation	
Outgoings on land and buildings (specify)	

Other outgoings (specify)		
SUBSCRIPTION DRAW PRIZES AND DONATIONS		101,493
	<b>Total</b>	2,257,177
Charged to:	General Fund (Page 3)	2,257,177
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	<b>Total</b>	2,257,177

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits				Total £
			Pension Contributions s £	Other Benefits		Value £	
				Description			
GENERAL SECRETARY - SALARY	118,518	15,236	7,057	CAR & FUEL	12,658	154,582	
				MEDICAL INSURANCE	1,113		

# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			10,032
Dividends (gross) from:			
Equities (e.g. shares)			5,327
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			6,615
Other investment income (specify)			
Realised gain on disposal of investments			38,987
Unrealised gain on revaluation of investments			330,064
		Total investment income	391,025
Credited to:			
		General Fund (Page 3)	391,025
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	391,025



# BALANCE SHEET as at 31 DECEMBER 2016

(see notes 47 to 50)

Previous Year		£	£
292,453	<b>Fixed Assets</b> (at page 14)	274,099	
4,291,625	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £ 5,050,033)	5,050,033	
	Unquoted		
4,584,078	<b>Total Investments</b>		5,324,132
	<b>Other Assets</b>		
	Loans to other trade unions		
241,408	Sundry debtors	213,570	
701,484	Cash at bank and in hand	244,695	
	Income tax to be recovered		
	Stocks of goods		
62,466	Others (specify) MEMBERSHIP DATABASE	62,466	
1,005,358	<b>Total of other assets</b>		520,731
	<b>TOTAL ASSETS</b>		5,844,863
	Fund (Account )		
	Fund (Account )		
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
3,451	Tax payable		57,887
31,593	Sundry creditors		27,786
177,006	Accrued expenses		113,372
	Provisions		
35,333	Other liabilities		17,935
	<b>TOTAL LIABILITIES</b>		216,980
5,342,053	<b>TOTAL ASSETS</b>		5,627,883

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
<b>Cost or Valuation</b>						
At start of year	325,860		249,378	187,365		762,603
Additions			15,071	38,728		53,799
Disposals			(2,982)	(77,629)		(80,611)
Revaluation/Transfer s						
At end of year	325,860		261,467	148,464		735,791
<b>Accumulated Depreciation</b>						
At start of year	156,564		181,670	131,916		470,150
Charges for year	3,813		30,741	22,686		57,240
Disposals			(2,982)	(62,716)		(65,698)
Revaluation/Transfer s						
At end of year	160,377		209,429	91,886		461,692
<b>Net book value at end of year</b>						
	165,483		52,038	56,578		274,099
<b>Net book value at end of previous year</b>						
	169,296		67,708	55,449		292,453

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

<b>QUOTED</b>	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)		
LLOYDS BANKING GROUP ORDINARY SHARES	121,316	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
ABERDEEN MULTIDIVERSITY FUND	1,896,695	
ST JAMES PLACE	2,625,150	
ABERDEEN ASSET MANAGEMENT LIQUIDITY FUND	156,752	
UNITY TRUST BANK ORDINARY SHARES	250,120	
TOTAL QUOTED (as Balance Sheet)	5,050,033	
Market Value of Quoted Investment	5,050,033	
<b>UNQUOTED</b>		
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 checked="" 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	2,363,864		2,363,864
From Investments	60,961		60,961
Other Income (including increases by revaluation of assets)	333,559		333,559
<b>Total Income</b>	<b>2,758,384</b>		<b>2,758,384</b>
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	<b>2,472,554</b>		<b>2,472,554</b>
<b>Funds at beginning of year</b> (including reserves)	5,342,053		5,342,053
<b>Funds at end of year</b> (including reserves)	5,627,883		5,627,883
<b>ASSETS</b>			
Fixed Assets			274,099
Investment Assets			5,050,033
Other Assets			520,731
		<b>Total Assets</b>	<b>5,844,863</b>
<b>LIABILITIES</b>		<b>Total Liabilities</b>	216,980
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>5,627,883</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.

SEE ATTACHED

---

## ACCORD

---

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

---

#### 1. CONSTITUTION

The Union was formed on 1 August 1977. Membership is open to all employees of Lloyds Banking Group plc, which is to include any subsidiary or merged organization and any limited company or firm owned by or under the control of Lloyds Banking Group plc, or other such employers as the Principal Executive Council shall from time to time determine. The Union represents the interests of its members in all matters relating to their employment.

The Union is registered as an independent trade union affiliated to the TUC and the Scottish TUC. The Union has received its Certificate of Independence under the Trade Union and Labour Relations (Consolidation) Act 1992.

The registered office of the Union can be found on the union information page. The principal activities of the Union continued to be provision of advice, support and guidance for its members, as set by the Rules and Constitution 2014.

#### 2. ACCOUNTING POLICIES

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland.

The presentational and functional currency of the Union is Sterling.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgment in applying the Union's accounting policies (see note 3).

The following principal accounting policies have been applied:

##### 2.2 Going concern

The financial statements have been prepared on the going concern basis.

##### 2.3 Income

Income is recognised to the extent that it is probable that the economic benefits will flow to the Union and the income can be reliably measured. Income is measured as the fair value of the consideration received or receivable, excluding discounts, rebates and other sales taxes. The following criteria must also be met before income is recognised:

Income from subscriptions is recognised in the period in which subscription is due from the member and when all of the following conditions are satisfied:

- the amount of income can be measured reliably;
- it is probable that the Union will receive the consideration due under the subscription.

---

## ACCORD

---

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

---

## 2. ACCOUNTING POLICIES (CONTINUED)

### 2.4 Intangible assets

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

All intangible assets are considered to have a finite useful life. If a reliable estimate of the useful life cannot be made, the useful life shall not exceed ten years.

### 2.5 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Freehold property	- 50 years
Motor vehicles	- 4 years
Fixtures and fittings	- 4 years

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of comprehensive income.

### 2.6 Investment property

Investment property is carried at fair value determined annually and derived from the current market rents and investment property yields for comparable real estate, adjusted if necessary for any difference in the nature, location or condition of the specific asset. No depreciation is provided. Changes in fair value are recognised in the Statement of comprehensive income.

### 2.7 Valuation of investments

Investments in unlisted Union shares, whose market value can be reliably determined, are remeasured to market value at each balance sheet date. Gains and losses on remeasurement are recognised in the Statement of comprehensive income for the period. Where market value cannot be reliably determined, such investments are stated at historic cost less impairment.

Listed investments are remeasured to market value at each Balance sheet date. Gains and losses on remeasurement are recognised in profit or loss for the period.



---

## ACCORD

---

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

---

## 2. ACCOUNTING POLICIES (CONTINUED)

### 2.8 Debtors

Short and long term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

### 2.9 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

### 2.10 Financial instruments

The Union only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Debt instruments (other than those wholly repayable or receivable within one year), including loans and other accounts receivable and payable, are initially measured at present value of the future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade debtors and creditors, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration expected to be paid or received. However, if the arrangements of a short-term instrument constitute a financing transaction, like the payment of a trade debt deferred beyond normal business terms or financed at a rate of interest that is not a market rate or in case of an out-right short-term loan not at market rate, the financial asset or liability is measured, initially, at the present value of the future cash flow discounted at a market rate of interest for a similar debt instrument and subsequently at amortised cost.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of comprehensive income.

### 2.11 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

### 2.12 Pensions

#### Defined contribution pension plan

The Union operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Union pays fixed contributions into a separate entity. Once the contributions have been paid the Union has no further payment obligations.

The contributions are recognised as an expense in the Statement of comprehensive income when they fall due. Amounts not paid are shown in accruals as a liability in the Balance sheet. The assets of the plan are held separately from the Union in independently administered funds.

---

ACCORD

---

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

---

2. ACCOUNTING POLICIES (CONTINUED)

2.13 Taxation

Tax is recognised in the Statement of comprehensive income, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the Union operates and generates income.

3. JUDGMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION  
UNCERTAINTY

The preparation of the financial statements requires management to make judgments, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. The nature of estimation means the actual outcomes could differ from those estimates. The following judgments (apart from those involving estimates) have had the most significant effect on the amounts recognised in the financial statements:

- valuation of the investment property at open market value.
- valuation of fixed asset investments at the market value at the balance sheet date.

4. ANALYSIS OF INCOME

An analysis of turnover by class of business is as follows:

	2016 £	2015 £
Membership subscriptions	2,163,082	2,190,276
Rent receivable	10,032	7,008
Other income	11,943	10,660
Dividends and interest receivable	3,495	12,124
	<u>2,188,552</u>	<u>2,220,068</u>

All income arose within the United Kingdom.

5. OTHER OPERATING INCOME

	2016 £	2015 £
Subscription draw surplus	99,289	95,749
	<u>99,289</u>	<u>95,749</u>

---

ACCORD

---

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

---

6. AUDITORS' REMUNERATION

	2016 £	2015 £
Fees payable to the Union's auditor and its associates for the audit of the Union's annual accounts	12,000	12,000
	<u>12,000</u>	<u>12,000</u>

7. EMPLOYEES

Staff costs, including Council's remuneration, were as follows:

	2016 £	2015 £
Wages and salaries	1,060,189	983,559
Cost of defined contribution scheme	19,324	-
	<u>1,079,513</u>	<u>983,559</u>

The average monthly number of employees during the year was as follows:

	2016 No.	2015 No.
Administrative	<u>20</u>	<u>18</u>

Key management compensation amounted to £139,346 (2015: £131,099)

8. INCOME FROM INVESTMENTS

	2016 £	2015 £
Realised gain on sale of investments	38,987	6,389
	<u>38,987</u>	<u>6,389</u>

ACCORD

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

**9. TAXATION**

	2016 £	2015 £
<b>CORPORATION TAX</b>		
Current tax on surplus for the year	57,887	12,291
Adjustments in respect of previous periods	(4,954)	(9,207)
<b>TOTAL CURRENT TAX</b>	<b>52,933</b>	<b>3,084</b>

**FACTORS AFFECTING TAX CHARGE FOR THE YEAR**

The tax assessed for the year is lower than (2015 - lower than) the standard rate of corporation tax in the UK of 20% (2015: 20%). The differences are explained below:

	2016 £	2015 £
Surplus on ordinary activities before tax	<b>338,762</b>	<b>207,088</b>
Surplus on ordinary activities multiplied by standard rate of corporation tax in the UK of 20% (2015 - 20%)	<b>67,752</b>	<b>41,418</b>
<b>EFFECTS OF:</b>		
Non-taxable expenditure	441,870	423,244
Non-taxable income	(453,567)	(479,263)
Capital allowances for year in excess of depreciation	1,430	-
Adjustments to brought forward values	(2,504)	81,371
Adjustments to tax charge in respect of prior periods	(4,954)	(9,207)
Deferred tax not recognised	3,971	(54,479)
Dividends from UK companies	(1,065)	-
<b>TOTAL TAX CHARGE FOR THE YEAR</b>	<b>52,933</b>	<b>3,084</b>

**FACTORS THAT MAY AFFECT FUTURE TAX CHARGES**

Deferred tax has not been recognised as any potential liability would be covered by future costs and so there would be no liability arising.

**ACCORD**

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

**10. INTANGIBLE ASSETS**

	Database £
<b>COST</b>	
At 1 January 2016	62,466
At 31 December 2016	62,466
 <b>NET BOOK VALUE</b>	
At 31 December 2016	62,466
<i>At 31 December 2015</i>	62,466

Within intangible assets there exists a database with a net book value of £62,466 (2015: £62,466) at the balance sheet date. The asset is held under construction and will not be amortised until the asset is in use.

**11. TANGIBLE FIXED ASSETS**

	Land and buildings £	Motor vehicles £	Fixtures and fittings £	Total £
<b>COST OR VALUATION</b>				
At 1 January 2016	325,860	187,365	249,378	762,603
Additions	-	38,728	15,071	53,799
Disposals	-	(77,629)	(2,982)	(80,611)
At 31 December 2016	325,860	148,464	261,467	735,791
<b>DEPRECIATION</b>				
At 1 January 2016	156,564	131,916	181,670	470,150
Charge for the period on owned assets	3,813	22,686	30,741	57,240
Disposals	-	(62,716)	(2,982)	(65,698)
At 31 December 2016	160,377	91,886	209,429	461,692
<b>NET BOOK VALUE</b>				
At 31 December 2016	165,483	56,578	52,038	274,099
<i>At 31 December 2015</i>	169,296	55,449	67,708	292,453

---

ACCORD

---

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

---

11. TANGIBLE FIXED ASSETS (CONTINUED)

The net book value of land and buildings may be further analysed as follows:

	2016 £	2015 £
Freehold - own occupation at cost	69,483	73,296
Freehold - investment property at valuation	96,000	96,000
	<u>165,483</u>	<u>169,296</u>

The freehold property was revalued at open market value in 2015 by an independent qualified valuer and the element relating to the investment property was incorporated into the accounts. The Principal Executive Council considers that there has been no material change in the open market value of the freehold property in the year.

If the land and buildings had not been included at valuation they would have been included under the historical cost convention as follows:

	2016 £	2015 £
Cost	254,360	254,360
Accumulated depreciation	(160,377)	(156,564)
<b>NET BOOK VALUE</b>	<u>93,983</u>	<u>97,796</u>

**ACCORD**

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

**12. FIXED ASSET INVESTMENTS**

	Listed investments £	Unlisted investments £	Total £
<b>COST OR VALUATION</b>			
At 1 January 2016	135,829	4,155,796	4,291,625
Additions	5,327	1,650,000	1,655,327
Disposals	-	(1,226,983)	(1,226,983)
Revaluations	(19,841)	349,905	330,064
At 31 December 2016	<u>121,315</u>	<u>4,928,718</u>	<u>5,050,033</u>
<b>NET BOOK VALUE</b>			
At 31 December 2016	<u>121,315</u>	<u>4,928,718</u>	<u>5,050,033</u>
<i>At 31 December 2015</i>	<u>135,829</u>	<u>4,155,796</u>	<u>4,291,625</u>

Listed and unlisted investments are valued using an active market valuation at the balance sheet date.

The historical cost of investments at the balance sheet date is as follows:

	2016 £	2015 £
Listed investments	103,609	98,266
Unlisted investments	3,906,872	4,053,176
	<u>4,010,481</u>	<u>4,151,442</u>

---

**ACCORD**

---

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

---

**13. DEBTORS**

	2016 £	2015 £
<b>DUE AFTER MORE THAN ONE YEAR</b>		
Other debtors	197,996	206,378
	<u>197,996</u>	<u>206,378</u>
	2016 £	2015 £
<b>DUE WITHIN ONE YEAR</b>		
Other debtors	15,000	7,500
Prepayments and accrued income	574	27,530
	<u>15,574</u>	<u>35,030</u>

**14. CASH AND CASH EQUIVALENTS**

	2016 £	2015 £
Cash at bank and in hand	<u>244,695</u>	<u>701,484</u>

**15. CREDITORS: Amounts falling due within one year**

	2016 £	2015 £
Bank loans	14,319	21,617
Corporation tax	57,887	3,451
Other taxation and social security	27,786	31,593
Other creditors	3,616	-
Accruals and deferred income	113,372	177,006
	<u>216,980</u>	<u>233,667</u>

The bank loan is secured upon the freehold property, via a fixed and floating charge. Interest is charged at 1.25% above the Bank's Base Rate.



---

**ACCORD**

---

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

---

**16. CREDITORS: Amounts falling due after more than one year**

	2016 £	2015 £
Bank loans	-	13,716
	<u>-</u>	<u>13,716</u>

**Secured loans**

The bank loan is secured upon the freehold property, via a fixed and floating charge. Interest is charged at 1.25% above the Bank's Base Rate.

**17. FINANCIAL INSTRUMENTS**

	2016 £	2015 £
<b>FINANCIAL ASSETS</b>		
Financial assets that are debt instruments measured at amortised cost	212,994	213,878
Financial assets measured at fair value through profit or loss	5,050,032	4,291,626
	<u>5,263,026</u>	<u>4,505,504</u>
<b>FINANCIAL LIABILITIES</b>		
Financial liabilities measured at amortised cost	95,358	95,339
	<u>95,358</u>	<u>95,339</u>

Financial assets measured at fair value through profit or loss consist of fixed asset investments.

Financial assets that are debt instruments measured at amortised cost consist of other debtors.

Financial liabilities measured at amortised cost consist of bank loans and overdraft, other creditors and some accruals.

---

ACCORD

---

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

---

**18. RESERVES**

**Accumulated funds - Fair value reserve**

The balance in the fair value reserve arises from the restatement of fixed asset investments to market value at the balance sheet date.

**Accumulated funds - revaluation reserve**

The balance in the investment property revaluation reserve is the surplus on the revaluation of the investment property in 2015.

**Accumulated funds - general**

The balance in the general funds represents the total remaining reserves of the Union.

**19. CAPITAL COMMITMENTS**

There is a commitment at the year end for payments on completion of a membership database. The committed amount is £187,402 (2015: £187,402) and is payable within one year.

**20. PENSION COMMITMENTS**

The Union operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Union in an independently administered fund. The pension cost charge represents contributions payable by the Union to the fund and amounted to £36,518 (2015: £11,177). Contributions totalling £3,616 (2015: £nil) were payable to the fund at the balance sheet date.

**21. RELATED PARTY TRANSACTIONS**

The Union has advanced a loan to G Nichols, the General Secretary, with interest being charged at the rate available to Lloyds Banking Group employees. At the year end the total outstanding was £212,994 (2015: £213,878). The total interest income recognised by the Union in respect of the loan in the year is £6,616 (2015: £6,640).

**22. CONTROLLING PARTY**

The activities of the Union are controlled by the Principal Executive Council.

There is no ultimate controlling party in the current or comparative year.

# ACCOUNTING POLICIES


(see notes 74 and 75)

SEE ATTACHED

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>GED NICKOLLS</u> Date: <u>25<sup>TH</sup> MAY 2017</u>	Chairman's Signature: <u>Tom Harrison</u> PRESIDENT. (or other official whose position should be stated) Name: <u>THOMAS HARRISON</u> Date: <u>25th May 2017</u>
--	--

## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	<input checked="" 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"/>
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED (See Pages 23 and 24 and Notes 88 to 94)	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**

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**

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**

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)

SEE ATTACHED

# AUDITOR'S REPORT (continued)

SEE ATTACHED

Signature(s) of auditor or auditors:		
Name(s):	WMT	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS & STATUTORY AUDITORS	
Address(es):	45 GROSVENOR ROAD ST ALBANS HERTFORDSHIRE AL1 3AW	
Date:	30th May 2017	
Contact name and telephone number:	ELIZABETH IRVINE 01727 838255	

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

---

## ACCORD

---

### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACCORD

---

We have audited the financial statements of Accord for the year ended 31 December 2016, set out on pages 4 to 18. The relevant financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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

#### RESPECTIVE RESPONSIBILITIES OF PRINCIPAL EXECUTIVE COUNCIL AND AUDITORS

As explained more fully in the Statement of Principal Executive Council's Responsibilities, on page 1, the Union's Principal Executive Council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law 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 Union's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Council; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2016 and of its surplus or deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

---

ACCORD

---

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACCORD (CONTINUED)

---

**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

We have nothing to report in respect of the following matters where we are required to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of employee remuneration specified by law are not made; or
- we have not received all the information and explanations we require for audit.



**WMT**

Chartered Accountants and Statutory Auditors

45 Grosvenor Road  
St Albans  
Hertfordshire  
AL1 3AW

Date: 21st April 2017

# 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**

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*

5. 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**


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

**YES**

If the answer to **either** questions 5 or 6 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)

Signature of assurer	
Name	WMT
Address	45 GROSVENOR ROAD ST ALBANS HERTFORDSHIRE AL1 3AW
Date	30th May 2017
Contact name and telephone number	ELIZABETH IRVINE 01727 838255