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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	The Chartered Society of Physiotherapy
Year ended:	31 st December 2017
List no:	481T
Head or Main Office:	14 Bedford Row London WC1R 4ED
Website address (if available)	www.csp.org.uk
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:	Karen Middleton
Telephone Number:	020 7306 6641
Contact name for queries regarding	Suzana Coco-Bassey
Telephone Number:	020 7314 7864
E-mail:	bassey@sc@csp.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: 0330 109 3602

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 November 2017)

CSP COUNCIL MEMBERS AS AT 31 DECEMBER 2017

<u>Name</u>	<u>Appointment Type</u>
Claire Arditto	NHS employed representative
Tracy Burge	Eastern regional representative
Glenn Etherington	Student representative
Robert Goddard	North East regional representative
Dr Victoria Goodwin	Researcher representative
Sharon Greensill	Yorkshire & Humber regional representative
Beverley Harden	NHS employed representative
Philip Hulse	West Midlands regional representative
Katrina Kennedy	NHS employed representative
Catherine McLoughlin	Lay member representative (not elected)
Stuart Paterson	Employed in independent practice
Catherine Pope	East Midlands region representative
*Ruth Squire	North West regional representative
Dr Jacqueline Waterfield	Educator representative
Louise Wright	Associates representative

*(NB: *Known as Ruth but her real name is Carol)*

CSP COUNCIL MEMBERS APPOINTED ON 17 APRIL 2018

Claire Arditto
James Benson
Alex MacKenzie
Fidelma Moran
Sarah Morton
Rachael Moses
Stuart Paterson
Dr Karen Robb
Barbara Sharp
Shona Thompson
Marie-Claire Wadley
Kathleen Wilkie

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	13,059	440	58	206	13,763
FEMALE	41,064	1,483	125	706	43,378
TOTAL	54,123	1,923	183	912	A 57,141

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

57,141

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

-

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 person's 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
Director of CSI	Stuart deBoss		8 th September 2017
Head of Finance		Suzana Coco-Bassey	4 th September 2017
Director of CSI		Jon Mawby	19 th February 2018
Chair of Council	Catherine Pope	Alex MacKenzie	17 th April 2018

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		15,831,714
From Members: Other income from members (specify)		
Total other income from members		-
Total of all income from members		15,831,714
Investment income (as at page 12)		142,433
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		1,711,380
Total of other income (as at page 4)		1,711,380
	TOTAL INCOME	17,685,527
EXPENDITURE		
Benefits to members (as at page 5)		10,447,381
Administrative expenses (as at page 10)		5,047,661
Federation and other bodies (specify)		
FRS102 Finance & Service Costs	1,142,000	
Transfer from Pensions Reserve Fund	(1,142,000)	
Transfer from Board & Branch Reserve	(27,808)	
Amortisation of Property Revaluation Reserve	(44,000)	
		(71,808)
Taxation		-
	TOTAL EXPENDITURE	15,423,234
	Surplus (deficit) for year	2,262,293
Amount of general fund at beginning of year		10,677,261
Amount of general fund at end of year		12,939,554

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		
Education income	365,320	
Income from Periodicals	521,262	
Income from Events	218,787	
Miscellaneous	606,011	
TOTAL OTHER INCOME		1,711,380
TOTAL OF ALL OTHER INCOME		1,711,380

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	2,333,516	brought forward	3,812,540
		Education and Training services	2,639,787
Representation – Non Employment Related Issues			
Communications	1,479,024		
Advisory Services			
		Other Benefits and Grants (specify)	
		Public Relations	2,611,682
		Events	264,667
		Professional Liability Insurance	1,118,705
carried forward	3,812,540	Total (should agree with figure in General Fund)	10,447,381

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	LEGAL	£	£
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		116,343
	Amount of fund at the end of year (as Balance Sheet)		116,343
	Number of members contributing at end of year		57,141

FUND 3		Fund Account	
Name:	BOARD & BRANCHES RESERVES	£	£
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)		
	Transfer to General Fund		27,808
	Total Expenditure		27,808
	Surplus (Deficit) for the year		(27,808)
	Amount of fund at beginning of year		182,483
	Amount of fund at the end of year (as Balance Sheet)		154,675

(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

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund	
		£	£
Income	Members contributions and levies		
	Investment income (as at page 12)		
	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 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 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 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)

		£
Administrative Expenses		
Remuneration and expenses of staff		1,833,347
Salaries and Wages included in above	£1,788,208	
Auditors' fees		39,366
Legal and Professional fees		106,312
Occupancy costs		699,473
Stationery, printing, postage, telephone, etc.		77,480
Expenses of Executive Committee (Head Office)		148,816
Expenses of conferences		81,126
Other administrative expenses (specify)		
See analysis on page 34		921,962
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		777,779
Taxation		-
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Gift Aid to associated charities		362,000
	Total	5,047,661
Charged to:	General Fund (Page 3)	5,047,661
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	5,047,661

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Pension Contribution s £	Benefits		Total £
				Description	Value £	
Chair of Council	-	-	-	Allowance	4,450	4,450
Vice-Chair of Council	-	-	-	Allowance	3,250	3,250
Treasurer	-	-	-	Allowance	1,234	1,234
Chief Executive	121,392	15,337	20,636		-	157,365

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)			141,998
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			435
Other investment income (specify)			
		Total investment income	142,433
		Credited to:	
		General Fund (Page 3)	142,433
		Fund (Account)	-
		Fund (Account)	-
		Fund (Account)	-
		Fund (Account)	-
		Fund (Account)	-
		Political Fund	-
		Total Investment Income	142,433

BALANCE SHEET as at 31 December 2017

(see notes 47 to 50)

Previous Year		£	£
12,092,301	Fixed Assets (at page 14)		12,967,507
	Investments (as per analysis on page 15)		6,132,542
6,147,453	Quoted (Market value £)		
-	Unquoted		
6,147,453	Total Investments		6,132,542
	Other Assets		
-	Loans to other trade unions	-	-
4,367,064	Sundry debtors	4,873,585	
1,684,643	Cash at bank and in hand	3,093,814	
-	Income tax to be recovered	-	
-	Others (specify)	-	
6,051,707	Total of other assets		7,967,399
24,291,461	TOTAL ASSETS		27,067,448
10,677,261	General Fund (Account)		12,939,554
116,343	Legal Fund (Account 2)		116,343
182,483	Board & Branch Reserve Fund (Account 3)		154,675
(16,283,000)	Superannuation Fund (Account)		(17,662,000)
-	Political Fund (Account)		-
7,358,506	Revaluation Reserve		8,239,990
	LIABILITIES		
-	Amount held on behalf of central trade union political fund		-
-	Loans: From other trade unions		-
-	Loans: Other		-
-	Bank overdraft		-
-	Tax payable		-
809,816	Sundry creditors		1,284,425
1,528,938	Accrued expenses		853,142
585,000	Provisions		653,000
192,114	Other liabilities : Subscriptions in advance		169,319
19,124,000	Pension Scheme deficit		20,319,000
22,239,868	TOTAL LIABILITIES		23,278,886
24,291,461	TOTAL ASSETS		27,067,448

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture, Equipment, Computer, Software & Hardware £	Motor Vehicles £	Not used for union business £	Total £
	Freehold old £	Leaseh £				
Cost or Valuation						
At start of year	10,600,000		4,287,736			14,887,736
Additions	204,030		510,564			714,594
Disposals	-		-			-
Revaluation/Transfer s	695,969		-			695,969
At end of year	11,499,999		4,798,300			16,298,299
Accumulated Depreciation						
At start of year	-		2,795,435			2,795,435
Charges for year	242,422		535,357			777,779
Disposals	-		-			-
Revaluation/Transfer s	(242,422)		-			(242,422)
At end of year	-		3,330,792			3,330,792
Net book value at end of year	11,499,999		1,467,508			12,967,507
Net book value at end of previous year	10,600,000		1,492,301			12,092,301

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Unit Trusts	6,132,542	
TOTAL QUOTED (as Balance Sheet)	6,132,542	
Market Value of Quoted Investment	6,132,542	
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

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 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 £
INCOME			
From Members	15,831,714		15,831,714
From Investments	142,433		142,433
Other Income (including increases by revaluation of assets)	2,592,864		2,592,864
Total Income	18,567,011		18,567,011
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	16,830,042		16,830,042
Funds at beginning of year (including reserves)	2,051,593		2,051,593
Funds at end of year (including reserves)	3,788,562		3,788,562
ASSETS			
Fixed Assets			12,967,507
Investment Assets			6,132,542
Other Assets			7,967,399
		Total Assets	27,067,448
LIABILITIES			
		Total Liabilities	23,278,886
NET ASSETS (Total Assets less Total Liabilities)			3,788,562

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017

1 ACCOUNTING POLICIES

- a) These financial statements are prepared in accordance with Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102).
- b) The financial statements have been prepared under the valuation and historical cost accounting rules modified to include the revaluation of freehold properties and investments, and in accordance with applicable accounting standards. The Council confirm that, at the time of approving the financial statements, there is a reasonable expectation that the Society has adequate resources to continue in operational existence for the foreseeable future. In arriving at this conclusion the Council has taken account of current and anticipated trading performance in the current economic conditions, its Corporate Plan and its reserves position. For this reason, the going concern basis continues to be adopted in the preparation of the Society's financial statements.
- c) Income represents the invoiced value, net of Value Added Tax, of goods sold and services provided to customers outside the Society, including members.
- d) Members' subscriptions in respect of the current year are accounted for on a cash received basis. No account is taken of arrears of members' subscriptions. Subscriptions received in advance are accounted for in the year to which they relate.
- e) Included as part of Income for Educational Purposes (note 2) are student membership fees. These fees are payable at the beginning of the course. Since the courses vary in length from 1 to 4 years – the fees are deferred and released as income over the duration of the courses.
- f) Government grants of a revenue nature are credited to income in the period to which they relate.
- g) Income from listed investments is accounted for on a cash received basis and other investment income on an accruals basis.
- h) Freehold property, including land, is stated at market value. All other intangible and tangible fixed assets are stated at cost less accumulated depreciation/amortisation. Freehold land is not depreciated. Depreciation/Amortisation is provided on all intangible and tangible fixed assets, other than freehold land, at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, as follows
- | | |
|--|-------------------------|
| Freehold buildings | over 50 years |
| Improvements to freehold property | over 10 years |
| Computer hardware | over 3 years |
| Other equipment | between 5 and 12 years. |
| Intangible assets (computer software
& development costs) | between 3 and 6 years. |
- i) All leases are "operating leases" and the annual rentals are charged to the income and expenditure account on a straight line basis over the lease term.
- Rent free periods or other incentives received for entering into a lease are accounted for over the period of the lease so as to spread the benefit received over the lease term.
- j) Long-term investments are described as Unit Trusts and are classified as fixed assets.
- Unit Trusts are stated at market value in the Society's balance sheet. Other investments listed on a recognised stock exchange are stated at market value at the balance sheet date. Unlisted investments are stated at cost.

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

- k) The Society is subject to UK corporation tax on investment income and gains, and surpluses arising from transactions with non-members. Full provision is made for all such taxation in the year. Deferred tax is calculated on the liability method to take account of differences between the incidence of income and expenditure for accounting and taxation purposes. Any material resulting liability is recognised in full.

Deferred tax assets are only recognised to the extent that the assets are expected to be realised in the foreseeable future. Deferred tax is measured on a non-discounted basis.

- l) *Pension costs: defined benefit scheme*

The regular costs of providing pension benefits is charged to income and expenditure over the service life of employees on the basis of a constant percentage of earnings. Variations from regular cost arising from periodic actuarial valuations are allocated to operating profit over the expected remaining service lives of current employees on the basis of a constant percentage of current and estimated future earnings.

- m) *Other Funds*

Other Funds comprise a Legal Fund and a Board and Branch Reserves Fund. The Legal Fund was established to meet the costs of defending members in particularly large or complex legal cases relating to employment. The Board and Branch Reserves Fund represents the net assets held by the Society's regional boards and local branches.

- n) *Financial instruments*

Financial instruments are classified and accounted for according to the substance of the contractual arrangement as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the entity after deducting all of its liabilities.

Financial assets which are recoverable within one year are initially measured at the transaction price. Financial assets are subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

Financial liabilities payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled.

- o) *Critical accounting estimates and assumptions*

The Society makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are those used by the scheme actuary in calculating the Society's defined benefit liability (see note 21).

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

2 INCOME

	2017 £'000	2016 £'000
Subscriptions	15,904	15,341
Income from journals	521	441
Income for educational purposes	365	280
Events	219	356
Miscellaneous	122	102
	<u>17,131</u>	<u>16,520</u>

3 OPERATING EXPENSES AND PENSION FINANCE CHARGE

	2017 £'000	2016 £'000
Operating expenses	15,337	15,311
Pension finance charge	525	354
	<u>15,862</u>	<u>15,665</u>

	2017 £'000	2016 £'000
Area of activity:		
Practice & Development	3,757	3,701
Employment Relations & Union Services	2,334	2,469
Journals	1,478	1,529
Strategy, Policy & Engagement (formerly Marketing & Communications)	2,612	2,482
Events	266	227
Administration and Finance	5,415	5,257
	<u>15,862</u>	<u>15,665</u>

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

4 OPERATING SURPLUS

	2017 £'000	2016 £'000
The operating surplus is stated after charging:		
Auditor's services - statutory audit of the organisation	24	23
- membership audit	11	10
- taxation compliance services	3	3
Depreciation and amortisation - owned assets	778	733

5 STAFF COSTS

	2017 Number	2016 Number
Average full time equivalents employed	123	127

	2017 £'000	2016 £'000
Staff costs for the above persons:		
Wages and salaries	5,910	6,226
Social security costs	667	560
Other pension costs and current service cost	1,507	1,571
Defined contribution pensions cost	10	2
Temporary staff costs	440	236
	<u>8,534</u>	<u>8,595</u>

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

6 SENIOR OFFICERS

The Senior Officers (Leadership Team) of the Society are considered to be the key Management Personnel.

Staff costs disclosed in note 5 include the following payments in respect of Senior officers' emoluments:

	2017 £'000	2016 £'000
Emoluments	416	416
Employer's pension contributions	65	73
	<u>481</u>	<u>489</u>

Highest paid employee

	2017 £'000	2016 £'000
Remuneration	122	120
Employer's pension contributions	21	21
	<u>143</u>	<u>141</u>
Accrued pension at year-end (defined benefit schemes)	8	6
Accrued lump sum at year-end (defined benefit schemes)	-	-

7 INVESTMENT INCOME

	2017 £'000	2016 £'000
Interest receivable	1	6
Dividends receivable	142	122
	<u>143</u>	<u>128</u>

8 PAYMENTS TO ASSOCIATED CHARITIES

The Society has undertaken to make payments under gift aid to two associated charities. The Chartered Society of Physiotherapy Charitable Trust, a charity that has educational objects. The Chartered Society of Physiotherapy Members' Benevolent Fund assists members of the Society who are experiencing financial difficulties.

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

9 TAXATION Current Tax

	2017 £'000	2016 £'000
(a) Tax charge for the year based on the result for the year		
Corporation tax at 19.25% (2016 – 20%)	-	-
Under provision in respect of prior year	-	-
	<u>-</u>	<u>-</u>
(b) Factors affecting the tax charge for the year		
Surplus on ordinary activities before tax	<u>1,050</u>	<u>139</u>
Surplus on ordinary activities multiplied by the standard rate of corporation tax in the UK of 19.25% (2016 – 20%)	202	28
Effects of:		
Surplus derived from members not taxable under mutual trading provisions	(569)	(468)
Unrelieved tax losses	<u>367</u>	<u>440</u>
	<u>-</u>	<u>-</u>

c) Factors affecting future tax charges

The following factors are expected to affect the Society's future tax charge:

- The continuation of the mutual trading concession relating to surpluses derived from transactions with members, such that the surpluses are not subject to tax
- The extent of future gift aid payments.

Deferred tax

	2017 £'000	2016 £'000
Origination and reversal of timing differences in year (note 16)	<u>(182)</u>	<u>1,411</u>
	<u>(182)</u>	<u>1,411</u>

The Council has concluded that the Society is unlikely to produce sufficient taxable surpluses in the future to utilise the available tax losses and accordingly do not consider it appropriate to recognise a deferred tax asset

The Chartered Society of Physiotherapy
 NOTES TO THE FINANCIAL STATEMENTS
 31 December 2017

10 INTANGIBLE FIXED ASSETS

	Computer Software £'000
Cost or valuation	
At 1 January 2017	2,543
Additions	392
Disposals	<u>-</u>
At 31 December 2017	<u>2,935</u>
Amortisation	
At 1 January 2017	1,485
Charge for the year	289
Disposals	<u>-</u>
At 31 December 2017	<u>1,774</u>
Net book value	
At 31 December 2017	<u><u>1,161</u></u>
At 31 December 2016	<u><u>1,058</u></u>

Amortisation of intangible fixed assets is included as part of operating expenses in the Income & Expenditure Account.

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

11 TANGIBLE FIXED ASSETS

	Freehold Property £'000	Computer Hardware £'000	Other Equipment £'000	Total £'000
Cost or valuation				
At 1 January 2017	10,600	1,482	262	12,344
Additions	204	101	17	322
Revaluation	696	-	-	696
At 31 December 2017	11,500	1,583	279	13,362
Depreciation				
At 1 January 2017	-	1,145	166	1,311
Charge for the year	242	210	37	489
Revaluation	(242)	-	-	(242)
At 31 December 2017	-	1,355	203	1,558
Net book value				
At 31 December 2017	11,500	228	76	11,804
At 31 December 2016	10,600	337	96	11,033

Freehold property includes land, buildings and improvements to freehold property. Included in freehold property brought forward at 1 January 2017 is land with cost of approximately £552,000, which has not been depreciated. The historical cost of buildings is £2,782,000.

The freehold office premises were valued on an existing use basis at £11,500,000, by James Pickthorn FRICS, of Pickthorn Chartered Surveyors and Estate Agents, on 31 December 2017.

Depreciation of tangible fixed assets is included as part of operating expenses in the Income & Expenditure Account.

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

12 INVESTMENTS

	2017 £'000	2016 £'000
At Valuation		
Listed: Unit Trusts	<u>6,133</u>	<u>6,148</u>
	2017 £'000	2016 £'000
Unit Trusts: at valuation		
At 1 January 2017	6,148	5,142
Acquisitions at cost	-	1,000
Realised and unrealised (loss)/gain	<u>(15)</u>	<u>6</u>
At 31 December 2017	<u>6,133</u>	<u>6,148</u>
Historic cost of investments	<u>6,057</u>	<u>6,057</u>

The investment portfolio is managed by Newton Investment Management Limited and held in the form of actively managed pooled investment funds.

13 DEBTORS

	2017 £'000	2016 £'000
Trade debtors	305	189
Other tax and social security	65	-
Other debtors	431	393
Prepayments and accrued income	1,086	682
Deferred tax asset (note 16)	<u>2,989</u>	<u>3,103</u>
	<u>4,876</u>	<u>4,367</u>

14 CREDITORS: amounts falling due within one year

	2017 £'000	2016 £'000
Trade creditors	1,098	806
Other tax and social security	187	4
Accruals and deferred income	853	1,529
Membership subscriptions in advance	<u>169</u>	<u>192</u>
	<u>2,307</u>	<u>2,531</u>

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

15 FINANCIAL INSTRUMENTS

The carrying amount of the Society's financial instruments at 31 December were:

	2017 £'000	2016 £'000
Financial Assets		
Debt instruments measured at amortised cost	812	590
Total	812	590
Financial Liabilities		
Financial liabilities measured at amortised cost	1,099	806
Total	1,099	806

16 PROVISIONS FOR LIABILITIES

	2017 £'000	2016 £'000
1 January 2017	(2,518)	(1,107)
Utilised in year	-	-
Additional Provision in year	182	(1,411)
Reversed in year	-	-
31 December 2017	(2,336)	(2,518)

	2017 £'000	2016 £'000
Provision for deferred tax has been made as follows:		
Deferred tax liabilities	653	585
Deferred tax assets (included in debtors - note 13)	(2,989)	(3,103)
Net position as at 31 December	(2,336)	(2,518)

Deferred tax liabilities

	2017 £'000	2016 £'000
Valuation of land & buildings	653	585

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

16 PROVISIONS FOR LIABILITIES (continued)

Deferred tax assets

	2017 £'000	2016 £'000
Tax losses relating to investment portfolio	332	262
Retirement benefit obligation	2,657	2,841
	<u>2,989</u>	<u>3,103</u>

17 PROPERTY REVALUATION FUND

	2017 £'000	2016 £'000
At 1 January	7,006	5,591
Gain during year	938	1,600
Transfers to General Fund	(44)	(44)
Deferred tax	(68)	(141)
At 31 December	<u>7,832</u>	<u>7,006</u>

The transfer to The General Fund represents the amortisation of the Property Revaluation Fund.

18 INVESTMENT REVALUATION FUND

	2017 £'000	2016 £'000
At 1 January	353	347
(Loss)/Gain during year	(15)	6
Deferred tax	70	-
At 31 December	<u>408</u>	<u>353</u>

19 PENSION RESERVE FUND

	2017 £'000	2016 £'000
At 1 January	(16,283)	(7,944)
Actuarial (loss)	(53)	(9,129)
Transfers to General Fund	(1,142)	(762)
Deferred Tax	(184)	1,552
At 31 December	<u>(17,662)</u>	<u>(16,283)</u>

The transfer from The General Fund represents the net of the Defined Benefit Pension Scheme adjustment, which has been credited to the Income & Expenditure Account.

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

20 OTHER FUNDS

	2017 £'000	2016 £'000
<i>Legal Fund</i>		
At 1 January and 31 December	<u>116</u>	<u>116</u>
<i>Board and Branch Reserves Fund</i>		
At 1 January	183	204
Transfer to General Fund	<u>(28)</u>	<u>(21)</u>
At 31 December	<u>155</u>	<u>183</u>
Total Other Funds	<u>271</u>	<u>299</u>

The transfer from the Board and Branch Reserves Fund, to The General Fund represents the net expenditure of the Boards and Branches, which has been charged to the Income & Expenditure Account.

21 DEFINED BENEFIT PENSION SCHEME

The Chartered Society of Physiotherapy (the Employer) operates a defined benefit pension arrangement called The Chartered Society of Physiotherapy Staff Pension Scheme (the Scheme). The Scheme provides benefits on a defined benefit basis. The most recent comprehensive actuarial valuation was completed as at 31 March 2015. Following a consultation with members, the Society amended the Scheme such that benefits are accrued on a Career Average Revaluated Earnings (CARE) basis from 1 April 2017 onward.

The Employer expects to contribute around £906,000 to the Scheme during the year to 31 December 2017.

- **The principal assumptions used to calculate the Scheme liabilities include:**

	31 December 2017	31 December 2016
Discount rate	2.6%	2.8%
Salary increases	1.75% p.a. for the first 4 years the in line with CPI thereafter	1.75% p.a. for the first 5 years the in line with CPI thereafter
Inflation assumption (CPI)	2.0%	2.1%
Inflation assumption (RPI)	3.2%	3.3%
LPI Pension increases	3.0%	3.0%
Increases to deferred pensions	3.3%	3.3%
Post retirement mortality assumption	S2PA tables with CMI 2015 projection and a long term rate of improvement of 1% pa based on each individual's year of birth	100% of S2PA tables with CMI 2015 cohort projection and a long-term rate of improvement of 1% per annum based on each individual's year of birth

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

21 DEFINED BENEFIT PENSION SCHEME (continued)

Tax-free cash	All members are assumed to take the maximum permitted tax free cash	All Members assumed to take the maximum permitted tax free cash
	2017	2016
Long term expected rate of return on the Scheme's assets net of expenses at the start of the year	2.60% pa	2.80% pa

- **Assets – the major categories of assets as a percentage of total assets are as follows:**

Asset Category	31 December 2017	
Diversified Growth Funds	39.4%	£12,119,000
Global Targeted Returns	29.1%	£8,951,000
Dynamic Real Return Fund	29.4%	£9,043,000
Cash	2.1%	£646,000
Total	100.0%	£30,759,000

The actual return on the Scheme's assets net of expenses over the period to the Review Date was a loss of £783,000 (2016: £697,000).

The assets do not include any investment in property of the Employer.

The expected return on assets assumption is based on the expected returns available on high quality corporate bonds.

- **Amounts recognised in the Balance sheet at 31 December 2017**

	Value at 31 December 2017 £000's	Value at 31 December 2016 £000's
Fair Value of Assets	30,759	27,740
Present Value of Funded Obligations	(51,078)	(46,864)
(Deficit)*	(20,319)	(19,124)
Balance Sheet Liability	(20,319)	(19,124)

* Deficit shown prior to deferred taxation

- **Amounts recognised in the Statement of Comprehensive Income over the year:**

	2017 £000's	2016 £000's
Actuarial loss	(53)	(9,129)
Total amount recognised in Statement of Comprehensive Income	(53)	(9,129)

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

21 DEFINED BENEFIT PENSION SCHEME (continued)

- **Amounts recognised in the Income & Expenditure Account over the year:**

	2017 £000's	2016 £000's
Current service cost	(1,399)	(1,195)
Administration costs	(124)	(127)
Net Interest on the defined benefit pension liability	(525)	(354)
	<u> </u>	<u> </u>
Total	(2,048)	(1,676)
	<u> </u>	<u> </u>

- **Reconciliation of Assets and Defined Benefit Obligation**

The change in the fair value of plan assets:

	31 December 2017 £000's	31 December 2016 £000's
Fair value of assets at 1 January	27,740	27,884
Interest income	783	1,126
Contributions by employer	906	914
Contributions by Scheme participants	377	419
Benefits paid	(688)	(653)
Administration Costs	(124)	(127)
Return on plan assets (excluding net interest on net defined benefit liability)	<u>1,765</u>	<u>(1,823)</u>
Fair value of assets at 31 December	30,759	27,740
	<u> </u>	<u> </u>

The change in present value of defined benefit obligation:

	31 December 2017 £000's	31 December 2016 £000's
Defined benefit obligation at 1 January	46,864	37,117
Current service cost	1,399	1,195
Contributions by Scheme participants	377	419
Interest cost	1,308	1,480
Benefits paid	(688)	(653)
Experience loss/(gain) on defined benefit obligation	362	(444)
Changes to assumptions	1,456	7,750
	<u> </u>	<u> </u>
Defined benefit obligation at 31 December	<u>51,078</u>	<u>46,864</u>

The Chartered Society of Physiotherapy

NOTES TO THE FINANCIAL STATEMENTS

31 December 2017

22 STATUS

The Society is incorporated under Royal Charter and is a trade union on the special register under the Trade Union and Labour Relations (Consolidation) Act 1992.

23 BOARDS AND BRANCHES

There are 13 boards/regional networks and 12 branches of the Chartered Society of Physiotherapy operated by the Society's members across the regions of the United Kingdom. The cash holdings of the boards and branches are incorporated in these accounts. As at 31 December 2017 the total cash held by boards and branches amounted to: £47,250 (2016 - £75,058).

24 PAYMENTS TO SOCIETY OFFICIALS

As required by the Trade Union and Labour Relations (Consolidation) Act 1992 the Society has disclosed in its annual return to the Certification Office for Trade Unions and Employers' Associations the following allowances that were paid in 2017 to the Chair, Vice-Chair and Honorary Treasurer of the Society:

	2017	2016
Chair	£4,450	£4,272
Vice-Chair	£3,250	£3,250
Honorary Treasurer	£1,234	£1,645

These allowances were authorised by Council.

25 RELATED PARTY TRANSACTIONS

The Society has two associated registered charities: The Chartered Society of Physiotherapy Charitable Trust and The Chartered Society of Physiotherapy Members' Benevolent Fund. Each has an independent board of trustees.

In addition to the transactions set out in Note 8, the Society provided financial and administrative services to the Charitable Trust at no cost. As at 31 December 2017 the Charitable Trust owed the Society £358,033 (2016 - £302,029). As at 31 December 2017 the Society owed the Charitable Trust £66,943 (2016 - £66,943).

In 2017 the Society made a donation to the Members' Benevolent Fund of £42,000 (2016 - £42,000). The Society also provided financial and administrative services, at no cost, to the Members' Benevolent Fund. As at 31 December 2017 the amount owed to the Society was £2,062 (2016 - £1,888).

An amount of £77,012 (2016 - £72,856) was included in the Accounts, as Administrative and Finance expenditure, in respect of amounts paid to the employers of the Chair of Council, the Vice-Chair and directly to the Treasurer and the former Treasurer, through the payroll. These payments represent compensation for the time these officials spend with the Society

26 CAPITAL COMMITMENTS

The Society had capital commitments of £45,000 at 31st December 2017 (2016: £415,000).

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.

A large, empty rectangular box with a black border, intended for the user to enter or attach notes to the accounts. The box occupies most of the page below the instruction text.

ACCOUNTING POLICIES

(see notes 74 and 75)

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u><i>K. Middleton</i></u> Name: Karen Middleton Date: <u>4.5.18</u>	Chairman's Signature: <u><i>Alex MacKenzie</i></u> (or other official whose position should be stated) Name: Alex MacKenzie Date: <u>4.5.18</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 ~~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)

AS ATTACHED

The Chartered Society of Physiotherapy

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CHARTERED SOCIETY OF PHYSIOTHERAPY

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CHARTERED SOCIETY OF PHYSIOTHERAPY

Opinion on financial statements

We have audited the financial statements of the Chartered Society of Physiotherapy for the year ended 31 December 2017 which comprise the Statement of Comprehensive Income, Balance Sheet, Statement of Cash Flows and notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements

- give a true and fair view of the state of the Chartered Society of Physiotherapy's affairs at 31 December 2017 and of its surplus/(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 Trade Union and Labour Relations (Consolidation) Act 1992.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you were:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the parent company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

The Chartered Society of Physiotherapy

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CHARTERED SOCIETY OF PHYSIOTHERAPY

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the Chartered Society of Physiotherapy in accordance with the requirements of the legislation; or
- a satisfactory system of control over transactions has not been maintained by the Chartered Society of Physiotherapy in accordance with the requirements of the legislation; or
- the accounts to which the report relates are not in agreement with the accounting records of the Chartered Society of Physiotherapy.

Respective responsibilities of the Council

As explained more fully in the Council's Responsibilities set out on page 2, the Council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council are responsible for assessing the Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intend to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

This report is made solely to the Chartered Society of Physiotherapy'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 Chartered Society of Physiotherapy'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 Chartered Society of Physiotherapy and the Chartered Society of Physiotherapy's members as a body, for our audit work, for this report, or for the opinion we have formed.

RSM UK Audit LLP

RSM UK AUDIT LLP

Statutory Auditor

Chartered Accountants

The Pinnacle, 170 Midsummer Boulevard

Milton Keynes

MK9 1BP

17 May 2018

AUDITOR'S REPORT (section one)

Signature(s) of auditor or auditors:	RSM UK Audit LLP	
Name(s):	RSM UK Audit LLP	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	The Pinnacle 170 Midsummer Boulevard Milton Keynes Bucks MK9 1BP	
Date:	17 May 2018	
Contact name and telephone number:	Sarah Mason 01908 687808	

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

MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

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

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

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 (continued)

Signature of assurer	Crowe Clark Whitehill LLP
Name	Crowe Clark Whitehill LLP
Address	St Bride's House 10 Salisbury Square London EC4Y 8EH
Date	17 MAY 2018
Contact name and telephone number	Janis Magons (Manager); Tina Allison (Partner) 0207 842 5240 020 7842 7276

ANALYSIS OF OTHER ADMINISTRATIVE EXPENSES

DESCRIPTION	£	£
Staff Training & Recruitment	116,819	
Maintenance of Office Equipment	36,956	
Bank Charges	10,246	
IT Costs	488,228	
Branch Representatives	728	
Miscellaneous Items	268,985	
TOTAL OF OTHER ADMINISTRATIVE EXPENSES		921,962