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# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Equity

Year ended:

31 December 2017

List no:

069T

Head or Main Office:

Guild House  
Upper St Martin's Lane  
London  
WC2H 9EG

Website address (if available)

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

Yes

No

(Click the appropriate box)

General Secretary:

Christine Payne

Telephone Number:

020 7379 6000

Contact name for queries  
regarding

Duncan Smith

Telephone Number:

020 7670 0230

E-mail:

dsmith@equity.org.uk

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

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

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

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations  
22<sup>nd</sup> Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:

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



(Revised February 2017)

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**officers**name of officer at 31  
december 2017name of officer at 1  
january 2017

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president

malcolm sinclair

malcolm sinclair

vice-president

maureen beattie

maureen beattie

vice-president

ian barritt

ian barritt

honorary treasurer

bryn evans

bryn evans

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# 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	21,480	217	51	416	<b>22,164</b>
FEMALE	20,743	216	45	387	<b>21,391</b>
TOTAL	42,223	433	96	803	A <b>43,555</b>

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

301
43,555

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

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

N/a

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

N/a

and names:

N/a

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		5,273,556
<b>From Members:</b> Other income from members (specify)		
Visiting artists	-	
<b>Total other income from members</b>		-
<b>Total of all income from members</b>		5,273,556
<b>Investment income (as at page 12)</b>		579,107
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Other income	2,589,816	
<b>Total of other income (as at page 4)</b>		2,589,816
	<b>TOTAL INCOME</b>	<b>8,442,479</b>
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		938,203
<b>Administrative expenses (as at page 10)</b>		6,343,227
<b>Federation and other bodies (specify)</b>		
Trades Union Congress	116,001	
F.I.A	62,345	
Others	14,202	
<b>Total expenditure Federation and other bodies</b>		192,548
<b>Actuarial (gain) on the pension scheme</b>		(1,574,000)
<b>Taxation charge</b>		21,533
	<b>TOTAL EXPENDITURE</b>	<b>5,921,511</b>
Surplus (deficit) for year		2,520,968
Amount of general fund at beginning of year		7,010,899
Amount of general fund at end of year		9,531,867

# 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>		
Educational Recording Agency	1,261,700	
Services Sound and Vision Corporation	16,000	
Income from distributions	84,761	
Advertising	33,849	
Facility payments (recorded media department)	39,750	
Contribution to costs / US film studios	83,164	
Sponsorship	11,457	
Miscellaneous	19,577	
Agent information service	7,803	
Unrealised gains on investments	812,432	
Profit on sale of investments	219,323	
<b>TOTAL OTHER INCOME</b>		<b>2,589,816</b>
<b>TOTAL OF ALL OTHER INCOME</b>		<b>2,589,816</b>

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	404,941
Professional Fees	43,057	Education and Training services	
Legal – contractual disputes	165,117	Training	12,479
Legal – variety barring claim	(15,186)		
Representation – Non Employment Related Issues			
Legal – personal accident	1,313	Negotiated Discount Services	
		Public liability insurance	139,584
Communications			
Diaries	34,558		
Equity Magazine	161,408		
Insurance booklet	925	Salary Costs	-
New member guides	1,925		
Newspaper cutting services	1,449		
Website	9,875		
		Other Benefits and Grants (specify)	
		Funeral Benefits	23,293
		Accident and Backstage Insurance	301,340
		Theatre Awards	8,711
		Bursaries	2,000
		Campaigning	34,298
		Tennis Tournaments	250
Other Cash Payments		Conferences	2,974
		Equipment	8,333
Other	500		
<b>carried forward</b>	404,941	<b>Total (should agree with figure in General Fund)</b>	938,203

(See notes 24 and 25)

<b>FUND 2</b>		<b>Fund Account</b>	
<b>Name:</b>	Benevolent Fund	<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		-
	Investment income (as at page 12)		-
	Other income (specify)		-
	Donations		3,227
		<b>Total other income as specified</b>	3,227
		<b>Total Income</b>	3,227
<b>Expenditure</b>			
	Benefits to members		30,736
	Administrative expenses and other expenditure (as at page 10)		-
		<b>Total Expenditure</b>	30,736
		<b>Surplus (Deficit) for the year</b>	(27,509)
		<b>Amount of fund at beginning of year</b>	406,106
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	378,597
		<b>Number of members contributing at end of year</b>	n/a

<b>FUND 3</b>		<b>Fund Account</b>	
<b>Name:</b>	Legal Defence Costs	<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>	200,000
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	200,000
		<b>Number of members contributing at end of year</b>	n/a

(See notes 24 and 25)

<b>FUND 4</b>		<b>Fund Account</b>	
<b>Name:</b>	<b>Industrial Disputes</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>		100,000
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		100,000
	<b>Number of members contributing at end of year</b>		n/a

<b>FUND 5</b>		<b>Fund Account</b>	
<b>Name:</b>	<b>Revaluation Reserve</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 12)	-	-
	Tax credit		(14,418)
	<b>Total Expenditure</b>		(14,418)
	<b>Surplus (Deficit) for the year</b>		14,418
	<b>Amount of fund at beginning of year</b>		4,230,287
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		4,244,705



Number of members contributing at end of year

n/a

(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>	

**Number of members contributing at end of year**

(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>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>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		3,882,484
Salaries and Wages included in above	£2,681,762	
Auditors' fees		24,350
Legal and Professional fees		353,223
Occupancy costs		466,524
Stationery, printing, postage, telephone, etc.		319,438
Expenses of Executive Committee (Head Office)		24,354
Expenses of conferences		75,914
Other administrative expenses (specify)		
Grants		55,321
Organising expenses		336,092
Annual report		20,756
Elections and ballots		57,951
Rule change referendum		21,175
<b>Other Outgoings</b>		
Interest payable:		
Pension scheme		260,000
Depreciation		169,173
Irrecoverable VAT		176,472
Outgoings on land and buildings (specify)		-
Other outgoings (specify)		
Discretionary settlement - BECS		100,000
	<b>Total</b>	6,343,227
Charged to:	General Fund (Page 3)	6,343,227
	Fund (Account 2)	-
	Fund (Account 3)	-
	Fund (Account 4)	-
	<b>Total</b>	6,343,227

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contribution s £	Other Benefits		
				Description	Value £	
Elected Council Members	-	-	-	-	-	-
President	-	-	-	-	-	-
General Secretary	109,504	13,987	6,000	None	-	129,491

# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			46,242
Dividends (gross) from:			
Equities (e.g. shares)			532,862
Interest (gross) from:			
Government securities (Gilts)			-
Mortgages			-
Local Authority Bonds			-
Bank and Building Societies (interest received net paid)			-
Other investment income (specify)			
Other			3
		Total investment income	579,107
		Credited to:	
		General Fund (Page 3)	579,107
		Fund (Account 2)	-
		Fund (Account 3)	-
		Fund (Account 4)	-
		Fund (Account )	-
		Fund (Account )	-
		Political Fund	-
		Total Investment Income	579,107

# BALANCE SHEET as at 31 December 2017

(see notes 47 to 50)

Previous Year		£	£
6,598,857	<b>Fixed Assets</b> (at page 14)		7,269,025
	<b>Investments</b> (as per analysis on page 15)		
13,639,628	Quoted (Market value £15,285,570)	15,285,570	
-	Unquoted	-	
20,238,485	<b>Total Investments</b>		15,285,570
	<b>Other Assets</b>		
-	Loans to other trade unions		-
983,072	Sundry debtors		898,631
7,416,502	Cash at bank and in hand		19,052,672
-	Income tax to be recovered		-
-	Stocks of goods		-
-	Others (specify)		-
8,399,574	<b>Total of other assets</b>		19,951,303
28,638,059	<b>TOTAL ASSETS</b>		42,505,898
-	Fund (Account 2)		--
-	Fund (Account 3)		-
-	Fund (Account 4)		-
-	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		-
(998,966)	Subscriptions received in advance		(1,076,291)
(3,153,401)	Sundry creditors		(2,034,055)
(7,421,000)	Pension liability		(6,132,000)
(909,730)	Provisions		(998,870)
(4,207,670)	Amounts collected for distribution		(17,809,513)
-	Other liabilities		-
(16,690,767)	<b>TOTAL LIABILITIES</b>		(28,050,729)
11,947,292	<b>TOTAL ASSETS</b>		14,455,169

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Leasehold £	Freehold £				
<b>Cost or Valuation</b>						
At start of year	-	6,380,017	699,760	-	-	7,079,777
Additions	-	-	839,341	-	-	839,341
Disposals	-	-	(54,720)	-	-	(54,720)
At end of year	-	6,380,017	1,484,381	-	-	7,864,398
<b>Accumulated Depreciation</b>						
At start of year	-	115,807	365,113	-	-	480,920
Charges for year	-	35,601	133,572	-	-	169,173
Disposals	-	-	(54,720)	-	-	(54,720)
At end of year	-	151,408	443,965	-	-	595,373
<b>Net book value at end of year</b>	-	6,228,609	1,040,416	-	-	7,269,025
<b>Net book value at end of previous year</b>	-	6,264,210	334,647	-	-	6,598,857

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)	13,105,015	-
Government Securities (Gilts)	523,136	-
Other quoted securities (Corporate bonds/funds)	1,657,419	
TOTAL QUOTED (as Balance Sheet)	15,285,570	-
Market Value of Quoted Investment	15,285,570	-
UNQUOTED		
Equities	-	-
Government Securities (Gilts)		
Mortgages	-	-
Bank and Building Societies		
Other unquoted investments (to be specified)	-	-
TOTAL UNQUOTED (as Balance Sheet)	-	-
Market Value of Unquoted Investments		



# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

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

# SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	5,273,556	-	5,273,556
From Investments	579,107	-	579,107
Other Income (including increases by revaluation of assets)	2,593,043	-	2,593,043
<b>Total Income</b>	8,445,706	-	8,445,706
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	(5,937,829)	-	(5,937,829)
<b>Funds at beginning of year</b> (including reserves)	11,947,292	-	11,947,292
<b>Funds at end of year</b> (including reserves)	14,455,169	-	14,455,169
<b>ASSETS</b>			
Fixed Assets			7,269,025
Investment Assets			15,285,570
Other Assets			19,951,303
		<b>Total Assets</b>	42,505,898
<b>LIABILITIES</b>		<b>Total Liabilities</b>	(28,050,729)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			14,455,169

# 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

**1 number of members**

male	21,391	20,757
female	22,164	21,084
	<b>43,555</b>	<b>41,841</b>

**2 income related to members and other performers**

educational recording agency (era)	1,261,700	1,296,110
services sound and vision corporation	16,000	16,000
income from distributions	84,761	nil
non-distributable cable re-transmission monies (b)	nil	48,366
donations to the benevolent fund	3,227	34,517
transfer to the benevolent fund (a)	nil	47,683
	<b>£1,365,688</b>	<b>£1,442,676</b>

(a) BBC ex-gratia monies received from BECS as undistributable are placed in the benevolent fund.

(b) monies relating to 2013 and 2014 received late

**3 investment income**

bank interest	nil	16,958
interest paid on royalty monies distributed	nil	-18,046
interest and dividends received from investments	532,862	473,475
other	3	11
	<b>£532,865</b>	<b>£472,398</b>

**4 rental income**

rental income	24,640	58,690
rebilled services	21,602	53,470
	<b>£46,242</b>	<b>£112,160</b>

**5 other income**

advertising	25,516	18,100
advertising on the website	8,333	8,333
contribution to costs / us film studios	83,164	153,776
facility payments (recorded media department)	39,750	22,750
film & TV distribution charge	nil	15,005
industry information service	7,803	7,314
legal recoveries (collective conditional fee agreement)	2,300	7,900
merchandise	90	102
reimbursement of audit fees for royalty project	nil	80,366
sale of contract forms	8	11
sponsorship	11,457	16,401
other	17,179	32,169

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**£195,600**                      **£362,227**

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**6 staff costs**

salaries	2,681,762	2,548,580
provision for holiday pay	2,000	2,000
national insurance	304,774	287,440

pension contributions	793,885	749,725
FRS 102 adjustment (refer note 29)	25,000	-137,000
pension charge calculated in accordance with FRS 102	818,885	612,725

pension scheme regulatory levy	15,832	14,084
recruitment	19,628	17,998
training	25,648	15,991
welfare	13,955	4,291

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**£3,882,484**                      **£3,503,109**

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7 **benefits to members**

funeral benefits payable to non-life members (a)	23,293	19,310
grants from the benevolent fund	30,736	21,720
<b>benefits and grants</b>	<b>54,029</b>	<b>41,030</b>

diaries	34,558	33,977
equity magazine	161,408	161,838
equity DVD	nil	975
insurance booklet	925	1,840
networking events	nil	58
new member guides	1,925	1,975
newspaper cutting service	1,449	1,135
website	9,875	48,310
<b>communications</b>	<b>210,140</b>	<b>250,108</b>

accident and backstage insurance (a)	301,340	279,344
equipment	8,333	nil
public liability insurance	139,584	127,196
<b>insurance</b>	<b>449,257</b>	<b>406,540</b>

legal aid / contractual disputes	165,117	190,974
legal aid / defamation (a)	nil	nil
legal aid / variety barring claim	(15,186)	130,000
legal aid / personal accident claims (a)	1,313	nil
<b>legal aid</b>	<b>151,244</b>	<b>320,974</b>

theatre awards	8,711	9,092
other	500	1,975
<b>live performance department</b>	<b>9,211</b>	<b>11,067</b>

special royalty projects	nil	20,379
<b>recorded media department</b>	<b>nil</b>	<b>20,379</b>

bursaries to students and young people	2,000	2,000
campaigning	34,298	19,433
conferences	2,974	nil
equity tennis tournament	250	250
professional fees (related to members)	43,057	3,750
organising for success	nil	nil
training	12,479	946
<b>other</b>	<b>95,058</b>	<b>26,379</b>

**£968,939**                      **£1,076,477**

(a) deemed provident benefits

The salary costs of staff involved in the provision of benefits to members are included within staff costs (note 6).

**8 democratic costs**

annual conference	75,914	79,009
annual report / review of the year	20,756	19,340
council election (a)	nil	38,494
council by election	nil	nil
general secretary election	nil	nil
national, area and specialist committee elections	57,951	nil
elections	57,951	38,494
rule change referendum	21,175	13,618
	<b>£175,796</b>	<b>£150,461</b>

(a) includes the elections of the Council, President, Appeals and Standing Orders Committees.

**9 administrative expenses**

advertising and marketing	20,823	23,603
bank charges	51,473	41,358
books and publications	6,758	5,245
computer support	126,375	109,363
costs of distribution	(80,000)	36,251
general expenses	14,700	9,892
printing, postage & stationery	147,070	133,604
telecommunications	32,239	31,583
	<b>£319,438</b>	<b>£390,899</b>

**10 affiliation fees**

TUC	116,001	110,836
FIA	62,345	53,500
federation of entertainment unions	2,500	2,500
Irish congress of trade unions	3,464	2,690
Scottish TUC	3,441	2,693
welsh TUC	148	148
trade unions	187,899	172,367
amnesty	120	120
association of British theatre technicians	250	250
BAFTA	271	271
British copyright council	nil	nil
justice for Columbia	300	310
liberty	431	431
maternity action	120	120
radio academy	900	900
trades councils and sundry	762	367
unions 21	1,495	875
welsh association of performing arts	nil	220
	<b>£192,548</b>	<b>£176,231</b>

**11 grants**

actors' centres	15,000	15,000
British association for performing arts medicine	30,000	20,000
council for dance education and training	3,079	3,048
dance UK / healthier dance program	2,792	5,292
drama UK	nil	9,500
IPAT / comic relief	nil	nil
parents in performing arts	nil	325
other grants	4,450	5,000

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**£55,321                      £58,165**

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**12 organising expenses**

organising / staff	89,098	70,460
organising / international	27,523	43,372
organising / retention and recruitment	63,235	44,054

council	24,354	27,528
members	58,087	54,477
general branches	19,034	18,433
variety branches	13,838	14,263
meetings	115,313	114,701

motor car expenses	61,437	56,645
commission (5% for subscriptions collected)	964	3,256
branch funding	2,876	3,653

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**£360,446                      £336,141**

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**13 professional costs**

amounts paid to auditors / audit	24,350	23,150
amounts paid to auditors / other services	16,481	29,667
legal & professional	267,334	300,462
property management	9,507	9,503
stockbroker management	59,901	52,976

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**£377,573                      £415,758**

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**14 property and equipment costs**

office occupancy (rent, rates, light, heat and cleaning)	309,147	288,148
hire and maintenance of office equipment	113,618	114,089
building maintenance and external repairs	7,400	6,584
decoration and internal repairs	15,048	16,046
insurance	21,311	19,403

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**£466,524                      £444,270**

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15 tax

income tax repayable	-1,798	-2,342
deferred tax	8,913	298,136
	<b>£7,115</b>	<b>£295,794</b>

The union is not liable to tax on income from its members. Corporation tax is payable on investment income and chargeable gains but only to the extent that these exceed allowable provident benefits.

16 exceptional items

discretionary settlement payable to BECS	<b>£7,115</b>	<b>£295,794</b>
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as at 31 december 2016, Equity had accrued the sum of £80,000 in respect of potential commission due on monies received by Equity that were to be distributed by BECS. In the event, the Distribution Agreement with BECS was terminated, no such commission payment was made and the accrual has been reversed in the 2017 accounts (refer note 9). As a result of terminating the Distribution Agreement, Equity offered BECS the sum of £100,000 by way of a discretionary settlement to compensate for work undertaken before the agreement was terminated. At the time of writing, this offer has not been accepted by BECS.

17 operating leases

at the end of the year the union had total commitments under non-cancellable operating leases which expire as follows:

within one year	83,395	73,438
within two to five years	65,159	120,690
	<b>£148,554</b>	<b>£194,128</b>

18 key management

key management compensation of £308,164 was paid in the year (2016 - £302,036).

19 tangible fixed assets

freehold land and buildings      freehold improvements      computer equipment      office equipment      total

**cost or deemed cost**

at 1 January 2017	6,290,000	90,017	655,510	44,250	7,079,777
additions	nil	nil	831,073	8,268	839,341
disposals	nil	nil	-46,709	-8,011	-54,720
at 31 December 2017	6,290,000	90,017	1,439,874	44,507	7,864,398

**depreciation**

at 1 January 2017	79,800	36,007	338,100	27,013	480,920
disposals	nil	nil	-46,709	-8,011	-54,720
charge for the year	26,600	9,001	122,443	11,129	169,173
at 31 December 2017	106,400	45,008	413,834	30,131	595,373

**net book value**

at 31 December 2017	6,183,600	45,009	1,026,040	14,376	<b>£7,269,025</b>
at 31 December 2016	6,210,200	54,010	317,410	17,237	£6,598,857

the freehold land and buildings were revalued on an open market basis on 1 January 2014 by Keningtons, an independent firm of chartered surveyors. On a historical cost basis the freehold properties would have been valued at original cost of £2,470,941.

20 **investments**

market value at 1 January	14,306,036	12,416,868
realised profits	219,323	192,303
movement in unrealised gains	812,432	1,286,677
dividends received	532,862	473,475
management fees charged	-70,368	-61,616
other	-1,546	-1,671
cash withdrawn	-434,000	nil

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<b>market value at 31 December</b>	<b>£15,364,739</b>	<b>£14,306,036</b>
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<b>shown as</b>		
investments	15,285,570	13,639,628
cash with stockbrokers	79,169	666,408

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	<b>£15,364,739</b>	<b>£14,306,036</b>
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all investments relate to quoted investments on readily accessible markets, primarily the London stock exchange. investments are carried at their fair value. The basis of fair value for quoted investments is equivalent to the market value. Asset sales and purchases are recognised at their transaction value. the main investment risk lies in the combination of uncertain investment markets and volatility in yield. the union manages these risks by retaining expert advisors (Charles Stanley & Co Limited and Adam & Company) and operating an investment policy that provides for a high degree of diversification of holdings within investment asset classes that are quoted on recognised stock exchanges. the union does not make use of derivatives and similar complex financial instruments.

There are no investments held in companies involved in the production, sale or distribution of armaments and no direct investment in companies that produce tobacco products.

21 **sundry debtors and prepayments**

income tax repayable	1,799	1,625
season ticket loans to staff	26,809	28,882
sundry debtors	313,953	430,427
prepayments and accrued income	556,070	522,138

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	<b>£898,631</b>	<b>£983,072</b>
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22 **cash at bank and in hand**

bank deposit accounts	10	10
bank current accounts	1,147,246	2,525,893
cash held for distribution	17,809,513	4,207,670
cash in hand	16,734	16,521

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	<b>£18,973,503</b>	<b>£6,750,094</b>
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included within cash at bank and in hand is £393,275 (2016 - £694,773) in relation to amounts held under escrow (refer note 24).

23 **amounts collected for distribution**

monies held for distribution at 1 January	4,207,670	4,903,033
monies received from 3 <sup>rd</sup> parties	10,643,524	7,958,039
Monies received from BECS	7,103,835	nil
release unknown funds	nil	(1,333,889)
monies distributed	(4,145,516)	(7,319,513)

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monies held for distribution at 31 December	<b>£17,809,513</b>	<b>£4,207,670</b>
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24 **sundry creditors and accruals**

amounts held in escrow	393,275	694,773
trade creditors	180,745	774,547
sundry creditors	133,653	502,309
taxation and social security	263,507	277,858
accruals and deferred income	1,062,875	903,914

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	<b>£2,034,055</b>	<b>£3,153,401</b>
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25 **contingent liabilities**

The union is involved in a number of legal cases on behalf of members, the outcome of which cannot be determined at this time.

26 **capital commitments**

At the end of the year there were no capital commitments authorised and contracted for (2016 - £nil).

27 **provision for liabilities**

	balance at 1 January	movement during the year	balance at 31 December
funeral benefits payable to life members	408,963	-21,773	387,190
holiday pay	61,000	2,000	63,000
long term compensated absence	60,000	nil	60,000
provision for discretionary settlement payable to BECS	nil	100,000	100,000

property revaluation	14,418	-14,418	nil
unrealised gains on the investment portfolio	463,439	68,597	532,036
capital losses carried forward	-16,298	16,298	Nil
excess management expenses	Nil	-60,416	-60,416
funeral benefits payable to life members	-81,792	15,970	-65,822
other timing difference	nil	-17,118	-17,118
deferred tax	379,767	8,913	388,680

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	<b>£909,730</b>	<b>£89,140</b>	<b>£998,870</b>
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### **provision for funeral benefits payable to life members**

Until 1998, members reaching State retirement age with 21 years' continuous membership were awarded Life Membership where, subject to the payment of a one-off fee payable on a scale ranging between £20 and £40 (depending on the member's age), the life member could enjoy all the benefits of membership with no further subscriptions payable. A provision has therefore been set up to represent the anticipated funeral benefits that will become payable based on the number of life members still in membership, their presumed life expectancy and the current cost of the funeral benefit. This particular category of member ceased in 1998.

## **28 Related Party Transactions**

### **British Equity Collecting Society ("BECS")**

BECS was set up in 1998 to collect statutory payments from foreign collecting societies which Equity, as a trade union, was not permitted to collect. In 2000, Equity asked BECS to distribute the BBC cable retransmission monies on behalf of the Union. Over the years the distributions on behalf of the Union increased so that by 2016 Equity's distributions made up over 75% of BECS' activity. New regulations now require that the work of a Collective Management Organisation (CMO) must be the sole or main purpose of the organisation. Following legal advice, Equity has taken the decision to bring the distribution of monies for which Equity is responsible back in house. From 2017 the distribution of Equity monies to performers will be undertaken by the Union itself; BECS will continue to distribute statutory payments to performers.

During the year the Union undertook transactions with "BECS" a company in which various members of Council served as directors.

- In the year ended 31 December 2017 Equity recognised rental income and service charges of £22,508 (2016 - £88,244) due from BECS for the occupancy of offices within Guild House.

- In the year ended 31 December 2017 Equity recognised income of £nil (2016 - £47,683) due from BECS relating to BBC Simultaneous European Retransmission (SER) monies that were undistributable.

- In accordance with the terms of the distribution agreement which terminated on 28 February 2017, Equity paid royalty monies to BECS amounting to £nil (2016 - £7,319,513 inc vat), which are to be distributed to members.

### **Educational Recording Agency ("ERA")**

During the year the Union undertook transactions with ERA in which an officer of the Union served as a director. In the year ended 31 December 2017 Equity received licence revenues (x-vat) of £1,261,700 (2016 - £1,296,110).

### **Grants to related parties**

During the year Equity made grants to the British Association for Performing Arts Medicine (2017 - £30,000, 2016 - £20,000), the Council for dance education and training (2017 - £3,079, 2016 - £3,048) and Drama UK (2017 - £nil, 2016 - £9,500), where a member of Council or a member of staff serves on the governing body of the organisation.

The Union operates the equity staff pension scheme (the scheme), a UK registered trust based pension scheme that provides defined benefits. Pension benefits are linked to the members' final pensionable salaries and service at their retirement (or date of leaving if earlier). The trustees are responsible for running the scheme in accordance with the scheme's trust deed and rules, which sets out their powers. The trustees of the scheme are required to act in the best interests of the beneficiaries of the scheme.

#### significant actuarial assumptions

the results of the most recent formal actuarial valuation as at 6 april 2015 have been updated to 31 december 2017 by a qualified independent actuary. The significant assumptions used were as follows:

discount rate	2.4%	2.6%
RPI inflation	3.1%	3.3%
CPI inflation	2.0%	2.2%

#### life expectancies (years)

for a male aged 65 in 2017	23.0	23.1
for a female aged 65 in 2017	24.0	24.2
at age 65 for a male aged 45 in 2017	24.1	24.3
at age 65 for a female aged 45 in 2017	25.2	25.6

#### assets

the fair value of the assets of the scheme are invested as follows

equities	10,031	11,958
bonds	9,673	8,407
gilts	2,450	nil
property	2,486	2,090
cash	239	150
annuities	961	1,057

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	£25,840	£23,662
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interest income	613	788
return on assets excluding interest income	1,697	2,252

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total return on assets	£2,310	£3,040
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#### reconciliation to the statement of financial position

market value of assets	25,840	23,662
present value of defined benefit obligation	-31,972	-31,083

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<b>pension liability recognised in the statement of financial position</b>	<b>-£6,132</b>	<b>-£7,421</b>
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<b>reconciliation of scheme assets and defined benefit obligation (dbo)</b>	<b>assets</b>	<b>dbo</b>	<b>total</b>	<b>2016</b>
at 31 December	23,662	-31,083	-£7,421	-£4,712
benefits paid	-750	750	nil	nil
employer contributions	684	nil	684	623
current service cost	nil	-709	-709	-486
<b>amounts recognised in income and expenditure (note 6)</b>	<b>684</b>	<b>-709</b>	<b>-25</b>	<b>137</b>
administration expenses	-66	nil	-66	-72
interest income / (cost)	613	-807	-194	-178
<b>amounts recognised as pension adjustments</b>	<b>547</b>	<b>-807</b>	<b>-260</b>	<b>-250</b>
actuarial gains / (losses)	nil	-123	-123	-4,848
return on assets excluding interest income	1,697	Nil	1,697	2,252
<b>amounts recognised in other comprehensive income</b>	<b>1,697</b>	<b>-123</b>	<b>1,574</b>	<b>-2,596</b>
at 31 December	25,840	-31,972	-£6,132	-£7,421

#### future funding obligation

The trustees are required to carry out an actuarial valuation every 3 years. The last actuarial valuation of the Scheme was performed by the Scheme Actuary for the Trustees as at 6 April 2015. This valuation revealed a funding shortfall of £2,000,000. The next triennial valuation will take place as at 6 April 2018. The Union agreed to pay annual contributions of 12.6% of members' pensionable salaries each year, as well as 7% of members' pensionable salaries in respect of the salary sacrifice arrangement. In respect of the deficit in the scheme as at 6 April 2015, the union has agreed to pay 6.2% of members' pensionable salaries plus £10,000 each year. The Union therefore expects to pay around £700,000 to the scheme during the accounting year beginning 1 January 2018.

<b>30 officials' salaries and other benefits</b>	<b>2017</b>	<b>2016</b>
Executive	nil	nil
President / Malcolm Sinclair	nil	nil
General Secretary / Christine Payne	115,504	113,650
	<b>£115,504</b>	<b>£113,650</b>

The General Secretary and members of Equity Council are reimbursed for expenses incurred by them in the performance of their duties on behalf of the Union.

## irregularity statement

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Under section 32A (6A) of the Trade Unions & Labour Relations (Consolidation) Act 1992, we are obliged to publish the following statement: A member who is concerned that some irregularity may be occurring, or has occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct. The member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police. Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of the rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice.

## **ACCOUNTING POLICIES**

(see notes 74 and 75)



**basis of accounts**

The accounts are prepared in accordance with applicable accounting standards including FRS 102 "the Financial Reporting Standard" applicable in the UK and Republic of Ireland.

**subscriptions**

subscriptions are shown in the accounts on a receivable basis. Income received in advance is deferred into the following year.

**income from distributions**

income from distributions, which is derived from commissions deducted and fees charged for amounts distributed to performers is recognised when the monies are distributed.

**other income**

receipts which are non-contractual and not received on predetermined dates are accounted for on an arising basis.

**fixed assets and depreciation**

freehold land and buildings are stated at deemed cost at 1 January 2014. this equates to the fair value as determined by an independent valuation specialist. all other fixed assets are stated at cost. Assets are reviewed for impairment at each balance sheet date or whenever events and changes in circumstances indicate that the carrying amount may not be recoverable. Depreciation is provided on all tangible fixed assets, except freehold land, on a straight line basis, at rates estimated to write off the cost, less estimated residual value, of each asset as follows:

freehold land	nil
freehold buildings	1%pa
freehold improvements	20%pa
lift	10%pa
computer equipment	33%pa
membership system software	10%pa
distribution system software	10%pa
mobile telephones	33%pa
fixed telephones	20%pa
office equipment	20%pa

Assets which were fully depreciated at 1 January 2017 have been eliminated from these accounts.

**operating leases**

Rental payments in respect of operating leases are charged to the statement of comprehensive income on a straight line basis..

**expenditure**

expenditure is accounted for on an accruals basis and shown exclusive of value added tax (where applicable).

**value added tax**

Value added tax is only partially recoverable. The non-recoverable element is shown separately in the statement of comprehensive income.

**investments**

Investments are stated at fair value, which is determined by reference to the quoted market price at the reporting date. Movements in the fair value of investments are included in the statement of comprehensive income.

**designated reserves**

Designated reserves represent amounts set aside from members' funds for specific purposes. This gives a more accurate picture of members' funds available as a reserve against fluctuating income, or to spend on new activities.

**contribution to costs**

as part of Equity's enforcement of performers' contractual payments arising from the Cinema Films Agreement, the element of monies payable by studios based in the USA which contribute to Equity's costs incurred and to be incurred are recognised over four years or the life of the project if longer.

**provision for holiday pay**

a liability is recognised to the extent of any unused holiday pay entitlement which has accrued at the reporting date and is carried forward to future periods.

**provision for funeral benefits payable to life members**

Provisions for funeral benefits payable to life members are measured at the estimated expenditure required to settle the obligation, based on the most reliable evidence available at the reporting date. Provisions are discounted to their present values, where the time value of money is material.

**deferred tax**

deferred tax is provided on the liability method to take account of timing differences between the treatment of certain items for accounts purposes and their treatment for tax purposes. Tax deferred or accelerated is accounted for in respect of all material timing differences.

**branches**

The Union operates a number of branches throughout the country which hold money for their local operating purpose. expenses incurred by the branches are reimbursed by the Union and included in the accounts. the funds of the branches are part of the Union's funds; however due to the immaterial amounts involved they are not included within the statement of financial position.

**judgements and key sources of uncertainty**

When preparing the financial statements management are required to make estimates and assumptions which affect income, expenses, assets and liabilities. Use of available information and application of judgement are inherent in the formation of estimates, together with past experience and expectations of future events that are believed to be reasonable under the circumstances. The following have been identified as key areas where a significant amount of judgement is required as the results are potentially material to the financial statements.

**Income from distributions**

Income from distributions which are derived from fees charged to third parties in anticipation of the distributions to be made are recognised at the point of delivery but mindful of the contractual position giving entitlement to the fee income. During the transition to Equity taking back the distributions from the British Equity Collecting Society (see note 28) there is uncertainty over the degree of completion of the distribution process and hence the amounts of the fees earned up to 31 December 2017. This uncertainty is expected to reduce significantly during the next financial year as the distribution process operates on a regular basis as part of the systems Equity has now put in place.

**pension contributions**

The Union operates a career average revalued earnings defined benefit pension scheme. Under FRS 102 the operating costs of providing benefits, the service costs, and the interest cost and expected return on assets are included in comprehensive income in the period in which they arise. A full actuarial valuation was carried out at 6 April 2015 and the results updated to 31 December 2017 by a qualified independent actuary. The actuarial gains and losses from the pension scheme are recognised in other comprehensive income. the key financial assumptions which underpin the liability, notably the discount rate, are shown in note 29.

# 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>	Chairman's Signature: <u></u> <small>(or other official whose position should be stated)</small>
Name: <u>CHRISTINE PAYNE</u>	Name: <u>BRYN EVANS</u>
Date: <u>24/05/2018</u>	Date: <u>24/05/2018</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 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 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)

# AUDITOR'S REPORT (section one)

See attached

Signature(s) of auditor or auditors:	Moore Stephens LLP	
Name(s):	Philip Clark MOORE STEPHENS LLP	
Profession(s) or Calling(s):	Chartered Accountant	
Address(es):	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB	
Date:	31 MAY 2018	
Contact name and telephone number:	Philip Clark 0207 509 9305	

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

## Independent auditor's report to the members of Equity

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### Opinion

We have audited the financial statements of Equity (the 'union') for the year ended 31 December 2017 which comprise the Statement of Comprehensive Income, the Statement of Financial Position, the Statement of Changes in Equity, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. 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 union's affairs as at 31 December 2017 and of its result 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 Trade Union and Labour Relations (Consolidation) Act 1992.

This report is made solely to the union's members, as a body, in accordance with the provisions 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 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 union and the union's members as a body, for our audit work, for this report, or for the opinions we have formed.

### 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 union 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 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 audit opinion.

### Conclusions relating to going concern

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

- the Executive Council's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate, or
- the Executive Council has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the union'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 Executive Council is responsible for the other information. The other information comprises the information included in the Report of the Honorary Treasurer, other than the financial statements and our auditor's report thereon. 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.

**Responsibilities of the Executive Council**

As explained more fully in the Statement of Equity Council's Responsibilities, the Executive 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 Executive Council determines 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 Executive Council is 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 directors 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 Councils website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

*Moore Stephens LLP*

Moore Stephens LLP  
Chartered Accountants Statutory Auditor  
150 Aldersgate Street, London, EC1A 4AB

Date 30 May 2018

# 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.**


CERTIFICATION OFFICE  
FOR TRADE UNIONS  
& EMPLOYERS' ASSOCIATIONS

- 7 JUN 2018

RECEIVED



# MEMBERSHIP AUDIT CERTIFICATE (continued)

Signature of assurer	
Name	ANNE HOCK
Address	POPULARIS LTD NUTSEY LANE TOTTON SOUTHAMPTON SO45 6GQ
Date	30 MAY 2018
Contact name and telephone number	Anne Hock 02380 867335