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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 Retail Book, Stationery and Allied Trades Employees Association (RBA)

Year ended:

31<sup>st</sup> December 2017

List no:

070R1052

2705

Head or Main Office:

PO Box 3855  
Swindon  
Wiltshire  
SN4 4EB

Website address (if available)

www.the-rba.org

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

Yes

No

(Click the appropriate box)

General Secretary:

None appointed

Telephone Number:

N/A

Contact name for queries regarding

David Pickles

Telephone Number:

01793 855786

E-mail:

david@the-rba.org

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

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 0330 109 3602

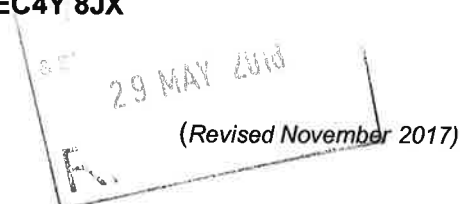
The address to which returns and other documents should be sent are:

**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



## RBA Officers and Officials 31.12.2017

POSITION	NAME
PRESIDENT	DAVID PICKLES
VICE-PRESIDENT	ANDY SWEATMAN
MANAGER TRUSTEE	ALLAN ROBERTS
STAFF TRUSTEE	SYLVIA BERRILL
NATIONAL OFFICER	PAUL LEE
EXECUTIVE COUNCILLOR	SYLVIA BERRILL
	KATHY EMBLETON
	ANNIE PARTINGTON
	ANDY LOCKE
	JIM BUCHANAN
	PAUL DEACON
	ALLAN ROBERTS
	CELINE HANLON
	MIKE COX
DELEGATE	SYLVIA BERRILL
	PAUL DERBYSHIRE
	ANNIE PARTINGTON
	PAUL DEACON
	DOUGLAS MAY
	ALLAN ROBERTS
	HAYLEY PARKES
	DAVID MORGAN
	JIM BUCHANAN
	PETER WATSON
	ANDY LOCKE
	CELINE HANLON
	MARILYN GREEN
	KATHY EMBLETON
	MIKE COX
	JOHN THREADGOLD

# 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	574	0	1	1	576
FEMALE	1351	0	0	1	1352
TOTAL	1925	0	1	2	A 1928

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

0

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

1928

## 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
Vice President		Andy Sweatman	14.03.2017
Executive Councillor		Paul Deacon	13.06.2017
Executive Councillor	Andy Sweatman		13.03.2017
Executive Councillor	Alex Wright		23.03.2017
Delegate	Andy Sweatman		13.03.2017
Delegate	Alex Wright		23.03.2017

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)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		194,988
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		0
<b>Total of all income from members</b>		194,988
<b>Investment income (as at page 12)</b>		26,725
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	7,200	
<b>Total of other income (as at page 4)</b>		7,200
	<b>TOTAL INCOME</b>	<b>228,913</b>
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		4,569
<b>Administrative expenses (as at page 10)</b>		123,113
<b>Federation and other bodies (specify)</b>		
	0	
	0	
	0	
<b>Total expenditure Federation and other bodies</b>		0
<b>Taxation</b>		(9,372)
	<b>TOTAL EXPENDITURE</b>	<b>118,310</b>
Surplus (deficit) for year		110,603
Amount of general fund at beginning of year		570,433
Amount of general fund at end of year		681,036

# 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> Compromise Agreement Income	7,200	
<b>TOTAL OTHER INCOME</b>		7,200
<b>TOTAL OF ALL OTHER INCOME</b>		7,200

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Legal Fees – Member Claims	0	<b>brought forward</b> Education and Training services	0
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
		Honoraria	3,300
Advisory Services		Other Benefits and Grants (specify)	
		Death Claims	985
Dispute Benefits		Gifts of Comfort to Members	284
Other Cash Payments			
<b>carried forward</b>	0	<b>Total (should agree with figure in General Fund)</b>	4,569

(See notes 24 and 25)

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

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

(See notes 24 and 25)

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

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



(See notes 24 and 25)

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

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

(see notes 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	Members contributions and levies			
	Investment income (as at page 12)			
	Other income (specify)			
	Total other income as specified			
		Total income		
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
		Total expenditure		
		Surplus (deficit) for year		
		Amount of political fund at beginning of year		
		Amount of political fund at the end of year (as Balance Sheet)		
	Number of members at end of year contributing to the political fund			
	Number of members at end of the year not contributing to the political fund			
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	Contributions and levies collected from members on behalf of central political fund			
	Funds received back from central political fund			
	Other income (specify)			
	Total other income as specified			
		Total income		
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
		Total expenditure		
		Surplus (deficit) for year		
		Amount held on behalf of trade union political fund at beginning of year		
		Amount remitted to central political fund		
	Amount held on behalf of central political fund at end of year			
	Number of members at end of year contributing to the political fund			
	Number of members at end of the year not contributing to the political fund			
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

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

(see notes 32 and 33)

	£
<b>Administrative Expenses</b>	
Remuneration and expenses of staff	144,711
Salaries and Wages included in above	116,153
Auditors' fees	4,500
Legal and Professional fees	7,537
Occupancy costs	1,096
Stationery, printing, postage, telephone, etc.	10,137
Expenses of Executive Committee (Head Office)	0
Expenses of conferences	0
Other administrative expenses (specify)	
Insurance	6,750
Sundry Expenses	1,537
Bank Charges	1,625
Hire of Equipment	354
Portfolio Management Fees	5,967
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	0
Mortgages	0
Other loans	0
Depreciation	6,003
Taxation	0
Outgoings on land and buildings (specify)	
Rental Property Expenses	8,998
Other outgoings (specify)	
Motor Expenses	13,374
Subscriptions	751
Profit on Disposal of Investments	(71,603)
Loss on Disposal of Assets	2,431
Profit on Disposal of Investment Property	(21,055)
<b>Total</b>	123,113
Charged to:	123,113
General Fund (Page 3)	



# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			13,159
Dividends (gross) from:			
Equities (e.g. shares)			12,385
Interest (gross) from:			
Government securities (Gilts)			0
Mortgages			0
Local Authority Bonds			0
Bank and Building Societies			1,082
Other investment income (specify)			
Hargreaves Lansdown Investment			99
		Total investment income	26,725
Credited to:			
		General Fund (Page 3)	26,725
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	26,725

# BALANCE SHEET as at

31<sup>st</sup> December 2017

(see notes 47 to 50)

Previous Year		£	£
14,949	<b>Fixed Assets</b> (at page 14)		20,485
	<b>Investments</b> (as per analysis on page 15)		
364,616	Quoted (Original cost – 35,476)	106,634	
288,857	Unquoted	172,591	
	<b>Total Investments</b>		279,225
	<b>Other Assets</b>		
0	Loans to other trade unions	0	
4,630	Sundry debtors - Prepayments	3,622	
28,000	Sundry debtors - Deposits paid	0	
35,837	Cash at bank and in hand	450,916	
0	Income tax to be recovered	0	
0	Stocks of goods	0	
14,279	Others (specify) - Accrued income	13,990	
17,861	Others (specify) - Loan	16,483	
	<b>Total of other assets</b>		485,011
<b>769,029</b>	<b>TOTAL ASSETS</b>		<b>784,721</b>
570,433	Fund (Account - General)		681,036
0	Fund (Account)		0
0	Superannuation Fund (Account)		0
0	Political Fund (Account)		0
157,056	Revaluation Reserve		71,057
	<b>LIABILITIES</b>		
0	Amount held on behalf of central trade union political fund	0	
0	Loans: From other trade unions	0	
0	Loans: Other	0	
0	Bank overdraft	0	
0	Tax payable	2,028	
3,730	Sundry creditors	3,283	
8,683	Accrued expenses	9,820	
25,611	Provisions	14,211	
3,516	Other liabilities - PAYE	3,286	
	<b>TOTAL LIABILITIES</b>		32,628
<b>769,029</b>	<b>TOTAL ASSETS</b>		<b>784,721</b>

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year			2,758	22,727		25,485
Additions			1,100	31,171		32,271
Disposals			(1,949)	(32,316)		(34,265)
Revaluation/Transfers			0	0		0
At end of year			1,909	21,582		23,491
<b>Accumulated Depreciation</b>						
At start of year			1,606	8,930		10,536
Charges for year			450	5,553		6,003
Disposals			(1,301)	(12,234)		(13,535)
Revaluation/Transfers			0	0		0
At end of year			755	2,249		3,004
<b>Net book value at end of year</b>			1,154	19,333		20,487
<b>Net book value at end of previous year</b>			1,152	13,797		14,949

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)		
Shares	103,534	
Bonds	0	
Government Securities (Gilts)		
Other quoted securities (to be specified)	3,100	
TOTAL QUOTED (as Balance Sheet)	106,634	
Original Cost of Quoted Investment	35,476	
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Money Market Deposits	583	
Other unquoted investments (to be specified)		
Investment Properties	172,008	
TOTAL UNQUOTED (as Balance Sheet)	172,591	
Market Value of Unquoted Investments	172,591	



# 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	194,988		194,988
From Investments	26,725		26,725
Other Income	7,200		7,200
<b>Total Income</b>	<b>228,913</b>		<b>228,913</b>
<b>EXPENDITURE</b>			
Expenditure	118,310		118,310
Decreases by revaluation of assets	85,999		85,999
<b>Total Expenditure</b>	<b>204,309</b>		<b>204,309</b>
<b>Funds at beginning of year</b> (including reserves)	727,489		727,489
<b>Funds at end of year</b> (including reserves)	752,093		752,093
<b>ASSETS</b>			
Fixed Assets			20,485
Investment Assets			294,243
Other Assets			469,993
		<b>Total Assets</b>	784,721
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	32,628
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			752,093

# 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.**

Attached behind.

# ACCOUNTING POLICIES



(see notes 74 and 75)

Attached behind.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

President's Signature: <u></u>  Name: <u>David Pickles</u> Date: <u>9/5/18</u>	Vice-President's Signature: <u></u> (or other official whose position should be stated)  Name: <u>Andy Sweatman</u> Date: <u>7/5/18</u>
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## 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 type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input 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 type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input 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 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"/>

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2017

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#### 1 Accounting policies

##### Union information

The Retail Book, Stationery and Allied Trades Employees' Association is a Trade Union.

#### 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the Union. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the members have a reasonable expectation that the Union has adequate resources to continue in operational existence for the foreseeable future. Thus the members continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Income and expenditure

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the Union cannot reclaim it.

#### 1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	20% straight line basis
Motor vehicles	25% straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

#### 1.5 Investment properties

Investment property, which is property held to earn rentals and/or for capital appreciation, is initially recognised at cost, which includes the purchase cost and any directly attributable expenditure. Subsequently it is measured at fair value at the reporting end date. The surplus or deficit on revaluation is recognised in the comprehensive income statement.

Where fair value cannot be achieved without undue cost or effort, investment property is accounted for as tangible fixed assets.

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

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### 1 Accounting policies

(Continued)

#### 1.6 Impairment of fixed assets

At each reporting period end date, the Union reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss.

An impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

#### 1.7 Cash and cash equivalents

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.8 Financial instruments

The Union has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 Section 1A to all of its financial instruments.

Financial instruments are recognised in the Union's statement of financial position when the Union becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Classification of financial liabilities**

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the Union after deducting all of its liabilities.

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2017

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#### 1 Accounting policies

(Continued)

##### **Basic financial liabilities**

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

The Union has obtained exemption from the Revenue Commissioners in respect of corporation tax, it being a Union not carrying on a business for the purposes of making a profit. DIRT tax is payable on any interest income received in excess of £32.

#### 1.9 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Union is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 1.11 Leases

Rental income from operating leases is recognised on a straight line basis over the term of the relevant lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight line basis over the lease term.

#### 1.12 Investments

Listed investments are initially stated at cost. Subsequently they are measured at market value at the reporting end date. The surplus or deficit on revaluation is recognised in the comprehensive income statement.

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

### 2 Operating surplus

	2017	2016
	£	£
Operating surplus for the year is stated after charging/(crediting):		
Fees payable to the Union's auditor for the audit of the Union's financial statements	4,500	4,500
Administrative expenses includes the following:		
Allowances and expenses		
- president's expenses	6,287	4,504
- delegates expenses	700	17,751
- conference and training costs	3,776	2,113
- national officer's expenses	5,064	2,952
	<u>15,827</u>	<u>27,320</u>
Claims and benefits		
- death claims	985	300
- legal fees regarding members' claims	-	(1,941)
- gifts and grants to members	284	300
	<u>1,269</u>	<u>(1,341)</u>

### 3 Employees

The average monthly number of persons employed by the Union during the year was 4 (2016 - 4).

### 4 Interest receivable and similar income

	2017	2016
	£	£
Interest receivable and similar income includes the following:		
Income from shares in group undertakings	12,385	10,544
Income from other fixed asset investments	99	-
	<u>12,484</u>	<u>10,544</u>



# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

### 5 Tangible fixed assets

	Plant and machinery etc £
<b>Cost</b>	
At 1 January 2017	36,573
Additions	32,271
Disposals	(34,265)
At 31 December 2017	<u>34,579</u>
<b>Depreciation and impairment</b>	
At 1 January 2017	21,624
Depreciation charged in the year	6,003
Eliminated in respect of disposals	(13,533)
At 31 December 2017	<u>14,094</u>
<b>Carrying amount</b>	
At 31 December 2017	<u>20,485</u>
At 31 December 2016	<u>14,949</u>

### 6 Investment property

	2017 £
<b>Fair value</b>	
At 1 January 2017	284,008
Additions	28,000
Disposals	(140,000)
At 31 December 2017	<u>172,008</u>

At the year end investment property comprises of 1 residential property and a caravan situated on a holiday park (2016 - 2 residential properties). The fair value of the investment properties has been arrived at on the basis of valuations carried out at the year end 31 December 2017 by property agents, who are not connected with the Union. The valuations were made on an open market value basis by reference to market evidence of transaction prices for similar properties.

On historical cost basis these would have been included at an original cost of £172,008 (2016 - £255,008).

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

### 7 Fixed asset investments

	2017 £	2016 £
Investments	107,215	369,465
Loans	15,020	16,483
	<u>122,235</u>	<u>385,948</u>

#### Movements in fixed asset investments

	Loans £	Other investments other than loans £	Total £
<b>Cost or valuation</b>			
At 1 January 2017	16,483	369,465	385,948
Additions	-	18,223	18,223
Valuation changes	(1,463)	2,946	1,483
Disposals	-	(283,419)	(283,419)
At 31 December 2017	<u>15,020</u>	<u>107,215</u>	<u>122,235</u>
<b>Carrying amount</b>			
At 31 December 2017	<u>15,020</u>	<u>107,215</u>	<u>122,235</u>
At 31 December 2016	<u>16,483</u>	<u>369,465</u>	<u>385,948</u>

### 8 Debtors

	2017 £	2016 £
<b>Amounts falling due within one year:</b>		
Other debtors	19,077	48,287

### 9 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	553	620
Corporation tax	2,028	-
Other taxation and social security	3,286	3,516
Other creditors	12,550	11,793
	<u>18,417</u>	<u>15,929</u>

### 10 Revaluation reserve

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

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10 Revaluation reserve	(Continued)	
	2017 £	2016 £
At beginning of year	157,055	132,514
Other movements	(85,998)	24,541
At end of year	<u>71,057</u>	<u>157,055</u>

**11 Related party transactions**

During the year ended 31 December 2010 a loan of £30,000 was granted to the Union's President, Mr. D. Pickles. In January 2015 a further £10,000 was borrowed from the Union, which was added to the original loan outstanding and the loan was changed to 6% fixed interest.

As at 31 December 2017 the balance outstanding was £16,483 (2016 - £17,861) of which £1,463 (2016 - £1,378) is shown in Other Debtors and £15,020 (2016 - £16,483) is shown in Fixed Asset Investments on the Statement of Financial Position.

The loan is unsecured, however the Union has received an assignment of a life insurance policy in case of the death of Mr. D. pickles.

**12 Honoraria**

During the year £3,300 (2016 - £3,540) was paid in respect of the Trustees.

**13 Approval of financial statements**

The financial statements were approved by the Trustees on 15 February 2018 and by the Executive Council of 8 March 2018. Final approval was given to the financial statements by the Annual Delegates Conference on 18/19 April 2018.

# 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)

Attached behind.

Signature(s) of auditor or auditors:



Name(s):

Paul Pointer  
On behalf of  
PBA Accountants and  
Business Advisers Ltd

Profession(s) or Calling(s):

FCCA

Address(es):

Ramsbury House  
Charnham Lane  
Hungerford  
Berkshire  
RG17 0EY

Date:

22 May 2018

Contact name and telephone number:

Paul Pointer FCCA  
01488 682027

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

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

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We have audited the financial statements of The Retail Book, Stationery and Allied Trades Employees' Association for the year ended 31 December 2017 set out on pages 10 to 11. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the association's members. Our audit work has been undertaken so that we might state to the Union members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the association and the association's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

The trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the association and of the income and expenditure of the association for that period. In preparing these financial statements, the trustees are required to:

- i select suitable accounting policies and then apply them consistently;
- ii make judgements and estimates that are reasonable and prudent;
- iii prepare the financial statements on the going concern basis unless it is inappropriate to presume that the association will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the association and to enable it to ensure that the financial statements comply with the required association's rules. They are also responsible for taking reasonable steps to safeguard the assets of the association and to prevent and detect fraud and other irregularities.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2017 and of its surplus 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 Companies Act 2006.

In our opinion, based on the work undertaken in the course of our audit, the information given in the financial statements for the financial year for which the financial statements are prepared is consistent with the financial statements, which have been prepared in accordance with applicable legal requirements.

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

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#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- proper books of account have not been kept by the association in accordance with the requirements of the legislation,
- a satisfactory system of control over transactions has not been maintained by the association in accordance with the requirements of the legislation,
- the revenue account or the other accounts (if any) to which our report relates, and the balance sheet are not in agreement with the books of account of the association,



Paul Pointer FCCA (Senior Statutory Auditor)

for and on behalf of PBA Accountants and Business Advisers Ltd

22 May 2018

Certified Chartered Accountants  
Statutory Auditor

Ramsbury House  
Charnham Lane  
Hungerford  
RG17 0EY

# 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	
Name	
Address	
Date	
Contact name and telephone number	

**MEMBERSHIP AUDIT CERTIFICATE**

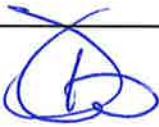
**SECTION TWO**

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

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

YES/NO

If "NO" Please explain below:

Signature	
Name	David Pickles
Office held	President
Date	9/5/18

**THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION**

**STATEMENT REQUIRED UNDER SECTION 32(A) OF THE TRADE UNION AND LABOUR RELATIONS  
(CONSOLIDATION) ACT 1992 (AS AMENDED)**

Under the requirements of Section 32(a) of the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended), we are required to set out certain information concerning the financial affairs of the Association. Much of the information is contained in the summary financial statements which have been presented for a number of years. However, for completeness, we have set out below all the required information in respect of the period ended 31st December 2017.

	<u>General Fund</u>
1. <i>Total income and expenditure</i>	
Income - From members	£194,988
- From other sources	£33,925
	<u>£228,913</u>
Expenditure	<u>£118,310</u>
2. <i>Political Fund</i>	
The Association does not maintain a Political Fund.	
3. <i>Salaries and benefits</i>	
The salaries and benefits paid for by the Association for the President, General Secretary and Members of the Executive were as follows:-	
President	
- Salary	£37,557
- National insurance	£4,058
- Pension contributions	£6,621
	<u>£48,236</u>
- Car benefit	£5,621
- Other benefits (private medical insurance)	£1,026
	<u>£6,647</u>
General Secretary	
- None employed during the year.	
Members of Executive	
- No salaries or benefits paid.	

#### 4. *Audit report*

The full text of the Auditors' Report made in respect of the annual returns made by the Association to the Certification Officer for Trade Union and Employees' Association for the period ended 31st December 2017 is as follows:-

#### AUDITORS' REPORT MADE IN ACCORDANCE WITH SECTION 36 OF THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992

We have audited the financial statements on pages three to eighteen which have been prepared in accordance with the accounting policies set out on page eighteen.

This report is made solely to the Association's members, as a body, in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of the Trustees and Auditors**

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus or deficit of the Association for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you. We also report to you if, in our opinion, the trade union has not kept proper accounting records (in accordance with Section 28 of the Act), has not maintained a satisfactory system of control over its transactions or, if the accounts to which the report relates do not agree with the accounting records.

#### **Basis of opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Association in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we consider necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material mis-statement, whether caused by fraud or other irregularities or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the Association as at 31st December 2017, and of its income and expenditure for the period then ended and are in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

PBA Accountants and Business Advisers Ltd  
Registered Auditors  
Ramsbury House  
Charnham Lane  
Hungerford  
Berkshire  
RG17 0EY

Dated: 22 May 2018

#### 5. *Financial irregularities*

The Act referred to above states that:

" 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 rules of the Union and contemplates bringing civil proceedings against the Union or responsible officials or Trustees, he should consider obtaining independent legal advice."