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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	POA					
Year ended:	31 December 2017					
List no:	264T					
Head or Main Office:	Cronin House 245 Church Street Edmonton London N9 9HW					
Website address (if available)	www.poauk.org.uk					
Has the address changed during the year to which the return relates?	<table><tr><td>Yes</td><td><input type="checkbox"/></td><td>No</td><td><input checked="" type="checkbox"/></td><td>(Click the appropriate box)</td></tr></table>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	(Click the appropriate box)
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	(Click the appropriate box)		
General Secretary:	Stephen Gillan					
Telephone Number:	0208 803 0255					
Contact name for queries regarding	Cathy Cooper					
Telephone Number:	01689 827505					
E-mail:	Cathy.cooper@wilkinskennedy.com					

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
22nd 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)



The Professional Trades Union for Prison,
Correctional & Secure Psychiatric Workers



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About

History

NEC Structure & Management

POA Structure

Who the POA represents

NEC Structure

Rules & Constitution

The Role of a Prison Officer

Union Learning Fund

Vision and Goals

NEC Structure

EASTERN & HSE IAN CARSON - NEC

BEDFORD
BURE
HIGHPOINT NORTH
HIGHPOINT SOUTH
HOLLESLEY BAY
LITTLEHEY
LINCOLN
NORTH SEA CAMP
NORWICH
STOCKEN
WARREN HILL
WAYLAND

HIGH SECURITY

FRANKLAND
FULL SUTTON
WAKEFIELD
WHITEMOOR

Secretarial Support
Nadine Montgomery - Cronin

NEC COVER JACKIE MARSHALL

NORTH WEST/ WOMENS & HSE CHRIS DONOVAN - NEC

ASKHAM GRANGE
BUCKLEY HALL
DRAKE HALL
GARTH
HAVERIGG
HINDLEY
KENNET
KIRKHAM
LANCASTER FARMS
LIVERPOOL
LOW NEWTON
NEW HALL
PRESTON
RISLEY
STYAL
THORN CROSS
WYMOTT

HIGH SECURITY

BELMARSH
MANCHESTER

Secretarial support
Carol Strahan - Cronin

NEC COVER MARK FAIRHURST

NORTH EAST & YPE TERRY FULLERTON - NEC

DEERBOLT
DURHAM
HATFIELD
HOLME HOUSE
HULL
HUMBER
KIRKLEVINGTON
LEEDS
LINDHOLME
MOORLAND
WEALSTUN

YPE

COOKHAM WOOD
FELTHAM
MEDWAY STC
WERRINGTON
WETHERBY

Secretarial support
Debbie Davis - Cronin

NEC COVER DAVE TODD

LONDON / KENT SUSSEX & ESSEX DAVE TODD - NEC

AYLESBURY
BLANTYRE HOUSE
BRIXTON
BULLINGDON
CHELMSFORD
COLDINGLEY
ELMLEY
FORD
GRENDON / SPRINGHILL
HIGHDOWN
HUNTERCOMBE
ISIS
LEWES
MAIDSTONE
MOUNT (THE)
ONLEY
PENTONVILLE
ROCHESTER
STANDFORD HILL
SWALESIDE
WANDSWORTH
WORMWOOD SCRUBS

Secretarial Support
Katina Antoni - Cronin

NEC COVER TERRY FULLERTON

FEMALE / SOUTH WEST & WALES MARK FAIRHURST - NEC

ALBANY
BERWYN
BRISTOL
CARDIFF
CHANNINGS WOOD
DARTMOOR
DOVER
DOWNVIEW
EAST SUTTON PARK
EASTWOOD PARK
ERLESTOKE
EXETER
FOSTON HALL
GUYS MARSH
HASLAR
LEYHILL
MORTON HALL
PARKHURST
PORTLAND
PRESCOED
SEND
SWANSEA
VERNE (THE)
USK
WINCHESTER

Secretarial Support
Debbie Davis - Cronin

NEC COVER CHRIS DONOVAN

MIDLANDS & HSE
JACKIE MARSHALL - NEC

BRINSFORD
 FEATHERSTONE
 GARTREE
 GLEN PARVA
 HEWELL CLOSED
 HEWELL OPEN
 LEICESTER
 NEWBOLD REVEL
 NOTTINGHAM
 RANBY
 STAFFORD
 STOKE HEATH
 SUDBURY
 SWINFEN HALL
 WHATTON

HIGH SECURITY
 LONG LARTIN
 WOODHILL

Secretarial Support
 Carol Strahan - Cronin

NEC COVER
 IAN CARSON

SECURE HOSPITALS
STEVE GILLAN

ASHWORTH
 BROADMOOR
 HUMBER CENTRE
 RAMPTON

SECURE HOSPITALS
ANDY HOGG

CARSTAIRS

Secretarial support
 Helen Whitaker - Linden

PRIVATE PRISONS AND
NON NOMS

STEVE GILLAN -
GENERAL SECRETARY

ANDY DARKEN
 BROOK HOUSE
 BRONZEFIELD
 COLNBROOK IMMIGRATION
 HARMONDSWORTH
 ICE
 ISLE OF MAN
 THAMESIDE
 TINSLEY HOUSE

DUNCAN KEYS
 DOVEGATE
 DONCASTER
 LOWDHAM GRANGE

GLYN TRAVIS
 ALT COURSE
 FOREST BANK
 NORTHUMBERLAND
 PARC
 PETERBOROUGH

JOE SIMPSON
 ASHFIELD
 BIRMINGHAM
 OAKWOOD
 RYE HILL

Secretarial support -
 Debbie Davis - Cronin

ANDY HOGG

ADDIEWELL
 KILMARNOCK

Secretarial support -
 Kathryn Walker /
 Lorraine Jackson - Calder

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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	20,497	763			21,260
FEMALE	8,422	329			8,751
TOTAL	28,919	1,092			A 30,011

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

0

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

25,838

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
NEC – Vice Chair	Ralph Valerio		31 January 2017
NEC – National Chair	Mike Rolfe		03 May 2017
NEC – National Chair		Mark Fairhurst	16 August 2017
NEC		Andy Baxter	16 August 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)

	£	£
INCOME		
From Members: Contributions and Subscriptions		4,334,826
From Members: Other income from members (specify)		
Total other income from members		4,334,826
Total of all income from members		
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	218,175	
Total of other income (as at page 4)		218,175
	TOTAL INCOME	4,553,001
EXPENDITURE		
Benefits to members (as at page 5)		887,219
Administrative expenses (as at page 10)		3,404,142
Federation and other bodies (specify)		
EPSU	8,410	
TUC	83,248	
Other	36,183	
Total expenditure Federation and other bodies		127,874
Taxation		-
	TOTAL EXPENDITURE	4,419,202
Surplus (deficit) for year		133,799
Amount of general fund at beginning of year		2,935,210
Amount of general fund at end of year		3,069,009

(see notes 19 and 20)

4

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	719,348	brought forward	844,234
		Education and Training services	42,985
Representation – Non Employment Related Issues			
		Negotiated Discount Services	
Communications			
Magazine	76,100		
Diary	48,786		
		Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward	844,234	Total (should agree with figure in General Fund)	887,219

FUND 2		Fund Account	
Name:	PROVIDENT FUND	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Contribution from levy fund	180,891	
	Contribution from general fund	164,027	
	Total other income as specified		344,918
	Total Income		344,918
Expenditure			
	Benefits to members		
	- Industrial Injury		166,850
	- Death Benefits		178,000
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		344,850
	Surplus (Deficit) for the year		68
	Amount of fund at beginning of year		4,931
	Amount of fund at the end of year (as Balance Sheet)		4,999
	Number of members contributing at end of year		25,838

FUND 3		Fund Account	
Name:	RELIEF FUND	£	£
Income			
	From members		100,366
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		-
	Total Income		100,366
Expenditure			
	Contribution to general fund		200,000
	Benefits to members		
	Administrative expenses, other expenditure (as at page 10)		
	Total Expenditure		200,000
	Surplus (Deficit) for the year		(99,634)
	Amount of fund at beginning of year		109,814
	Amount of fund at the end of year (as Balance Sheet)		10,180
	Number of members contributing at end of year		25,838

FUND 4		Fund Account	
Name:	NATIONAL LEVY FUND	£	£
Income	From members		-
	Investment income (as at page 12)		5,528
	Other income (specify)		
Total other income as specified			
Total Income			5,528
Expenditure	Contribution to provident fund		180,891
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
Total Expenditure			180,891
Surplus (Deficit) for the year			(175,363)
Amount of fund at beginning of year			214,675
Amount of fund at the end of year (as Balance Sheet)			39,312
Number of members contributing at end of year			-

FUND 5		Fund Account	
Name:	TRADE DISPUTES FUND	£	£
Income	From members		45,502
	Investment income (as at page 12)		
	Other income (specify)		
Total other income as specified			
Total Income			45,502
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
Total Expenditure			
Surplus (Deficit) for the year			45,502
Amount of fund at beginning of year			45,604
Amount of fund at the end of year (as Balance Sheet)			91,106
Number of members contributing at end of year			25,838

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

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

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund	
		£	£
Income	Members contributions and levies		33,139
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total income		33,139
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		32,759
	Non-political expenditure		
	Total expenditure		32,759
	Surplus (deficit) for year		380
	Amount of political fund at beginning of year		30,738
	Amount of political fund at the end of year (as Balance Sheet)		31,118
	Number of members at end of year contributing to the political fund		24,526
	Number of members at end of the year not contributing to the political fund		5,485
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		5,485

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

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

(see notes 32 and 33)

		£
Administrative Expenses		
Remuneration and expenses of staff		1,440,835
Salaries and Wages included in above	£1,219,475	
Auditors' fees		12,100
Legal and Professional fees		475,729
Occupancy costs		94,251
Stationery, printing, postage, telephone, etc.		382,662
Expenses of Executive Committee (Head Office)		226,781
Expenses of conferences		245,128
Other administrative expenses (specify)		
Donations		4,215
Branch Refunds		67,375
Insurance		52,799
Travel and Meeting Expenses		188,706
Memorabilia		16,152
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		33,382
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Contributions to Provident Benefit Fund		164,027
Total		3,404,142
Charged to:	General Fund (Page 3)	3,404,142
	Fund (Account)	
	Fund (Account)	
Total		3,404,142

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 £	
General Secretary	78,659	10,511	22,686	Car and Fuel	9,258	121,114
Deputy General Secretary	71,639	9,542	20,638	Car and Fuel	9,258	111,077
Chairman	10,000	256				10,256
Vice Chairperson	10,000	256				10,256
Other NEC						
1	10,000	256				10,256
2	833	22				855
3	4,165	107				4,272
4	10,000	256				10,256
5	10,000	256				10,256
6	10,000	256				10,256
7	3,756	143				3,899

(see notes 45 and 46)

12

BALANCE SHEET as at 31 December 2017

(see notes 47 to 50)

Previous Year		£	£
1,473,541	Fixed Assets (at page 14)		1,440,159
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
1,858,617	Sundry debtors		2,063,596
1,744,196	Cash at bank and in hand		1,521,803
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		3,585,399
5,076,354	TOTAL ASSETS		5,025,558
2,935,210	Fund (Account 1)		3,069,009
4,931	Fund (Account 2)		4,999
109,814	Fund (Account 3)		10,180
214,675	Fund (Account 4)		39,312
30,738	Political Fund (Account 1)		31,118
1,067,161	Revaluation Reserve		1,067,161
45,604	Trade Disputes Fund		91,106
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
668,221	Sundry creditors		712,673
	Accrued expenses		
	Provisions		
	Other liabilities		
5,076,354	TOTAL LIABILITIES		5,025,558
5,076,354	TOTAL ASSETS		5,025,558

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings Freehold £ £ Leasehold		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
Cost or Valuation						
At start of year	1,229,484	275,000	494,842		1	1,999,328
Additions						
Disposals						
Revaluation/Transfers						
At end of year	1,229,484	275,000	494,842		1	1,999,328
Accumulated Depreciation						
At start of year	28,990	6,417	490,380			525,787
Charges for year	24,590	5,500	3,292			33,382
Disposals						
Revaluation/Transfers						
At end of year	53,580	11,917	493,672			559,169
Net book value at end of year						
	1,175,904	263,083	1,170		1	1,440,158
Net book value at end of previous year						
	1,200,494	268,583	4,464		1	1,473,541

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

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

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		

Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	4,480,694	33,139	4,513,833
From Investments	5,528	-	5,528
Other Income (including increases by revaluation of assets)	563,093	-	563,093
Total Income	5,049,315	33,139	5,082,454
EXPENDITURE (including decreases by revaluation of Total Expenditure)			
	5,144,943	32,759	5,177,702
Funds at beginning of year (including reserves)	4,377,395	30,738	4,408,133
Funds at end of year (including reserves)	4,281,767	31,118	4,312,885
ASSETS			
Fixed Assets			1,440,159
Investment Assets			
Other Assets			3,585,399
Total Assets			5,025,558
LIABILITIES			
Total Liabilities			712,673
NET ASSETS (Total Assets less Total Liabilities)			4,312,885

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 Accounts

ACCOUNTING POLICIES


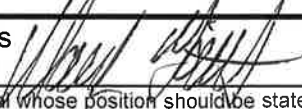
(see notes 74 and 75)

See Attached Accounts

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> (or other official whose position should be stated)
Name: S Gillan	Name: M Fairhurst
Date: <u>15th May 2018</u>	Date: <u>15/5/18</u>

CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

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

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 Accounts

Signature(s) of auditor or auditors:

Wilks Kennedy W

Name(s):

Wilkins Kennedy LLP

Profession(s) or Calling(s):

Chartered Accountant and
Statutory Auditor

Address(es):

Bridge House
London Bridge
London
SE1 9QR

Date:

15 May 2018

Contact name and telephone number:

C Cooper
01689 827505

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

MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

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

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

YES/NO

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

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

MEMBERSHIP AUDIT CERTIFICATE SECTION ONE

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

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

YES/NO

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

YES/NO

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

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

MEMBERSHIP AUDIT CERTIFICATE (continued)

Signature of assurer	<i>Wilkins Kennedy LLP</i>
Name	Wilkins Kennedy LLP
Address	Bridge House London Bridge London SE1 9QR
Date	<i>15 May 2018</i>
Contact name and telephone number	C Cooper 01689 827505