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- PRINT ON ONE SIDE ONLY

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

FDA

Year ended:

31 DECEMBER 2017

List no:

312T

Head or Main Office:

Elizabeth House
39 York Road
LONDON
SE1 7NQ

Website address (if available)

www.fda.org.uk

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

Yes

No

(Click the appropriate box)

General Secretary:

DAVE PENMAN

Telephone Number:

0207 401 5555

Contact name for queries regarding

Keith Beeson

Telephone Number:

0207 401 5555

E-mail:

keith@fda.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

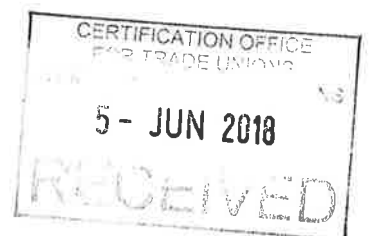
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
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)

FDA

SCHEDULE OF AFFILIATIONS AND MEMBERSHIPS

FOR THE YEAR ENDED 31 DECEMBER 2017

Trades Union Congress

Scottish Trades Union Congress

Wales Trades Union Congress

Irish Congress of Trade Unions

Public Services International

European Federation of Public Service Unions

Liberty

Day Care Trust

Civil Service Pensioners Alliance

National Pensioners Convention

Campaign for Freedom of Information

HOPE not Hate

The Fawcett Society

The Living Wage Foundation

Unions 21

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	7450	158		213	7821
FEMALE	8645	163		130	8938
TOTAL	16095	321		343	A 16759

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

181

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

10609

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
Vice President	Tony Wallace	Fiona Eadie	June 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		3,067,633
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		3,067,633
Investment income (as at page 12)		20,160
Other Income		
Income from Federations and other bodies (as at page 4)	130,938	
Income from any other sources (as at page 4)	42,839	
Profit on sale of investments	41,858	
Total of other income (as at page 4)		215,635
		TOTAL INCOME
		3,303,428
EXPENDITURE		
Benefits to members (as at page 5)		97,860
Administrative expenses (as at page 10)		3,318,368
Federation and other bodies (specify)		
Refer attached accounts	50,003	
Total expenditure Federation and other bodies		50,003
Taxation		7,535
		TOTAL EXPENDITURE
		3,473,766
		Surplus (deficit) for year
		(170,338)
		Amount of general fund at beginning of year
		1,804,069
		Amount of general fund at end of year
		1,633,731

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
Recharges to security services	130,938	
TOTAL FEDERATION AND OTHER BODIES		130,938
Other income		
PSM advertising and subscription income	8,202	
Sale of Diaries	6,109	
Executive Reps Scheme	12,677	
Other	15,851	
Profit on sale of investments	41,858	
TOTAL OTHER INCOME		84,697
TOTAL OF ALL OTHER INCOME		215,635

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Legal Fees	97,860	brought forward Education and Training services	97,860
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward	97,860	Total (should agree with figure in General Fund)	97,860

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	SECTION AND BRANCH FUNDS	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Net increase in year	84,303	
	Total other income as specified		84,303
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		84,303
	Amount of fund at beginning of year		974,263
	Amount of fund at the end of year (as Balance Sheet)		1,058,566
	Number of members contributing at end of year		

FUND 3		Fund Account	
Name:	JOINT VENTURE FUND	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Share of Joint Venture Surplus	281,067	
	Total other income as specified		281,067
	Total Income		281,067
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		281,067
	Amount of fund at beginning of year		2,527,691
	Amount of fund at the end of year (as Balance Sheet)		2,808,758
	Number of members contributing at end of year		6126

(See notes 24 and 25)

FUND 4		Fund Account	
Name:	PENSION DEFICIT	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Reduction in deficit in year	1,057,000	
	Total other income as specified		1,057,000
	Total Income		1,057,000
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		1,057,000
	Amount of fund at beginning of year		(3,383,000)
	Amount of fund at the end of year (as Balance Sheet)		(2,326,000)
	Number of members contributing at end of year		

FUND 5		Fund Account	
Name:	FAIR VALUE RESERVE	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Change in fair value of investments (net)	66,701	
	Total other income as specified		66,701
	Total Income		66,701
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		66,701
	Amount of fund at beginning of year		474,569
	Amount of fund at the end of year (as Balance Sheet)		541,270
	Number of members contributing at end of year		

(See notes 24 and 25)

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

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

(see notes 26 to 31)

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

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

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

(see notes 32 and 33)

		£
Administrative Expenses		
Remuneration and expenses of staff		1,703,112
Salaries and Wages included in above	£1,393,153	
Auditors' fees		6,900
Legal and Professional fees		61,175
Occupancy costs		504,557
Stationery, printing, postage, telephone, etc.		270,583
Expenses of Executive Committee (Head Office) & Branches		85,838
Expenses of conferences		31,871
Other administrative expenses (specify)		
PSM Production Costs		57,685
Annual Membership Cards		10,519
Member Products		15,200
Bank Charges and subscription collection costs		10,287
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgage interest and similar charges		72,708
Other loans		
Depreciation		54,819
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Section Rebates		433,114
	Total	3,318,368
Charged to:	General Fund (Page 3)	3,318,368
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	3,318,368

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Pension Contributions £	Benefits		Total £
				Description	Other Benefits	
					Value £	
General Secretary	104,748	13,330	25,558			143,636

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			-
Dividends (gross) from:			
Equities (e.g. shares)			20,160
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			-
Other investment income (specify)			
Total investment income			20,160
Credited to:			
General Fund (Page 3)			20,160
Fund (Account)			
Fund (Account)			
Fund (Account)			
Fund (Account)			
Fund (Account)			
Political Fund			
Total Investment Income			20,160

BALANCE SHEET as at 31st December 2017

(see notes 47 to 50)

Previous Year		£	£
5,002,454	Fixed Assets (at page 14)		5,322,126
	Investments (as per analysis on page 15)		
3,068,080	Quoted (Market value £3,068,080)		2,574,464
33,185	Unquoted		20,500
	Total Investments		7,917,090
	Other Assets		
	Loans to other trade unions		
599,239	Sundry debtors		646,246
583,862	Cash at bank and in hand		426,188
	Income tax to be recovered		
	Stocks of goods		
974,263	Others (specify) Section Funds		1,058,566
2,157,364	Total of other assets		2,131,000
10,261,083	TOTAL ASSETS		10,048,090
1,804,069	General Fund (Account 1)		1,633,731
974,263	Section & Branch Fund (Account 2)		1,058,566
2,527,691	Joint Venture Fund (Account 3)		2,808,758
(3,383,000)	Pension Fund (Account 4)		(2,326,000)
474,569	Revaluation Reserve		541,270
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
3,150,000	Loans: Other – Bank Loan		3,041,891
	Bank overdraft		
55,352	Corporation tax payable		56,257
57,641	Other tax payable		47,742
109,185	Trade creditors		46,624
615,677	Accrued expenses		387,463
83,000	Deferred Tax liability		49,332
3,383,000	Provisions – Pension Liability		2,326,000
409,636	Other liabilities – Due to MiP		376,457
10,261,083	TOTAL LIABILITIES		10,048,090

6,331,765

10,261,083

TOTAL ASSETS

10,048,090

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year	4,983,113	105,462	891,012	-	-	5,979,587
Additions	331,755	-	42,735	-	-	374,490
Disposals	-	(105,462)	-	-	-	(105,462)
Revaluation/Transfers	-	-	-	-	-	-
At end of year	5,314,868	-	933,747	-	-	6,248,615
Accumulated Depreciation						
At start of year	-	105,462	871,671	-	-	977,133
Charges for year	38,149	-	16,669	-	-	54,818
Disposals	-	(105,462)	-	-	-	(105,462)
Revaluation/Transfers	-	-	-	-	-	-
At end of year	38,149	-	888,340	-	-	926,489
Net book value at end of year	5,276,719	-	45,407	-	-	5,322,126
Net book value at end of previous year	4,983,113	-	19,341	-	-	5,002,454

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares) As per attached accounts	2,574,464	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	2,574,464	
Market Value of Quoted Investment	2,574,464	
UNQUOTED		
Equities Unity Trust Plc	20,500	
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Cash held by Broker	-	
TOTAL UNQUOTED (as Balance Sheet)	20,500	
Market Value of Unquoted Investments	20,500	

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

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

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	3,067,633		3,067,633
From Investments	20,160		20,160
Other Income (including increases by revaluation of assets)	1,704,706		1,704,706
Total Income	4,792,499		4,792,499
EXPENDITURE (including decreases by revaluation of	3,473,766		3,473,766
Total Expenditure	3,473,766		3,473,766
Funds at beginning of year (including reserves)	2,397,592		2,397,592
Funds at end of year (including reserves)	3,716,325		3,716,325
ASSETS			
Fixed Assets			5,322,126
Investment Assets			2,594,964
Other Assets			2,131,000
		Total Assets	10,048,090
LIABILITIES		Total Liabilities	6,331,767
NET ASSETS (Total Assets less Total Liabilities)			3,716,325

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.

Refer to attached Accounts

ACCOUNTING POLICIES



(see notes 74 and 75)

Refer to 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> Name: <u>DAVID PENNINGTON</u> Date: <u>21/5/18</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>GARETH HILLS</u> Date: <u>21/5/18</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 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"/>
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED (See Pages 23 and 24 and Notes 88 to 94)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/

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/

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/

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)

REFER TO ATTACHED ACCOUNTS

AUDITOR'S REPORT (section one)

REFER TO ATTACHED ACCOUNTS

Signature(s) of auditor or auditors:

Civvals Ltd

Name(s):

CIVVALS LIMITED

Profession(s) or Calling(s):

CHARTERED ACCOUNTANTS
& REGISTERED AUDITORS

Address(es):

50 SEYMOUR STREET
LONDON
W1H 7JG

CIVVALS
CHARTERED ACCOUNTANTS
50 Seymour Street
London W1H 7JG
Tel: 020 7258 3461 Fax: 020 7262 2757

Date:

24/05/2018

Contact name and telephone number:

M.TULLETT
0207 258 3461

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/

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/

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

YES/

If the answer to **either** questions 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>Mark Tullett</i>
Name	Mark Tullett On behalf of Civvals Ltd
Address	Civvals Limited 50 Seymour Street London W1H 7JG
Date	24/05/2018
Contact name and telephone number	Mark Tullett 0207 258 3461



CIVVALS

Chartered Accountants
Registered Auditors

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2017

FOR

FDA

50 Seymour Street

London W1H 7JG

Telephone 020 7258 3461

Fax 020 7262 2757

e-mail enquiries@civvals.co.uk

www.civvals.co.uk

FDA

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 DECEMBER 2017


	Notes	2017		2016	
		£	£	£	£
<u>INCOME</u>					
Members' Subscriptions			3,067,633		3,071,508
Affiliated Associations Subscriptions			130,938		130,167
Bank Interest received				40	
Dividends and Other Interest Received		20,214		29,178	
Rent received				11,198	
		<u>20,214</u>		<u>40,416</u>	
Less: Corporation Tax on dividends & other interest		54		69	
			20,160		40,347
Miscellaneous Receipts:					
- PSM			8,202		2,523
- Income from Diaries			6,109		5,480
- Other			15,851		-
- Executive Reps Scheme			<u>12,677</u>		<u>17,077</u>
			<u>3,261,570</u>		<u>3,267,102</u>
<u>EXPENSES</u>					
Branch Expenses		2,716		15,154	
Section Rebates and Additional Support		433,114		452,173	
Employment expenses		1,393,153		1,338,456	
Pension Contributions		309,959		307,685	
Printing & Stationery		4,633		8,896	
Advertising, Information & Publications		29,478		28,664	
Postage & Delivery		7,804		7,353	
Communications, including Website costs		67,501		45,636	
Meetings & Hospitality inc. associated Travel & Subsistence		83,122		90,187	
Recruitment initiatives incl. Fast Stream Annual Event		85,642		109,470	
Affiliation & Membership Fees		50,003		42,343	
Audit Fee		6,900		6,600	
Legal & Professional Fees		159,035		143,545	
Honoraria, Gifts & Donations		1,942		1,025	
Campaign and Ballot Fund		1,440		9,359	
Delegate Conference		31,871		19,408	
Depreciation		54,819		42,594	
Office Rent, Rates & Services		504,567		439,604	
Property insurance		22,587		14,274	
PSM Production Costs		57,885		63,790	
Member Products		15,200		19,121	
Equipment Hire, Leasing & Maintenance		8,426		13,858	
Computer Costs		39,591		23,116	
Bank Charges & Subscription Collection Costs		10,287		8,100	
Annual Membership Cards		10,519		9,457	
Mortgage interest and similar charges		72,708		82,989	
Sundry expenses		<u>539</u>		<u>108</u>	
			<u>3,466,231</u>		<u>3,341,162</u>
(DEFICIT) OF INCOME OVER EXPENDITURE			(204,661)		(74,060)
Add: Profit on sale of Investments		41,858		370,482	
Less: Corporation Tax thereon		(7,535)		(55,352)	
			<u>34,323</u>		<u>315,130</u>
NET OPERATIONAL FUND DEFICIT / SURPLUS			(170,338)		241,070
<u>OTHER INCOME</u>					
Sections and branches fund surplus	3		84,303		86,814
Distribution from Managers in Partnership	4		281,067		156,683
Change in Fair value of investments	6	81,701		557,569	
Less: Deferred Tax provision thereon		(15,000)		(83,000)	
			<u>66,701</u>		<u>474,569</u>
NET INCOME FOR THE YEAR			261,733		959,136
Actuarial gain/ (loss) on pension scheme	5		1,057,000		(1,726,000)
TOTAL SURPLUS / (DEFICIT) FOR THE YEAR			<u>1,318,733</u>		<u>(766,864)</u>
RESERVES BROUGHT FORWARD			<u>2,397,592</u>		<u>3,164,456</u>
RESERVES CARRIED FORWARD			<u>3,716,325</u>		<u>2,397,592</u>


FDA

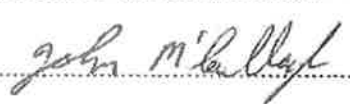
STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2017

		2017		2016	
	Notes	£	£	£	£
TOTAL ACCUMULATED FUND	2		3,716,325		2,397,592
<u>REPRESENTED BY:</u>					
INVESTMENTS	6		2,594,964		3,101,265
FIXED ASSETS	7		5,322,126		5,002,454
			7,917,090		8,103,719
CURRENT ASSETS					
Section and Branch Funds	3	1,058,566		974,263	
Debtors & Prepayments	8	646,246		599,239	
Cash on Deposit, at Bank and in Hand		426,188		583,862	
			2,131,000		2,157,364
LESS: CURRENT LIABILITIES					
Creditors due within one year	9	1,052,359		1,371,260	
NET CURRENT ASSETS			1,078,642		786,104
TOTAL ASSETS LESS CURRENT LIABILITIES			8,995,732		8,889,823
Creditors due after more than one year	10		(2,904,075)		(3,026,231)
DEFERRED TAX LIABILITY			(49,332)		(83,000)
NET ASSETS EXCLUDING PENSION LIABILITY			6,042,325		5,780,592
PENSION LIABILITY	5		(2,326,000)		(3,383,000)
NET ASSETS INCLUDING PENSION LIABILITY			3,716,325		2,397,592

Approved by:

.....






G Hills - *President, Executive Committee*

D Penman - *General Secretary*

J McCullagh - *Hon. Treasurer*

4 April 2018


FDA

RESPONSIBILITY FOR FINANCIAL STATEMENTS

The Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 1999 requires the FDA to prepare financial statements for each financial year which give a true and fair view. In preparing these financial statements the FDA is required to:

- keep proper accounting records in respect of the transactions and the assets and liabilities of the Union;
- establish and maintain a satisfactory system of control of the Union's accounting records, cash holding and all receipts and remittances;
- ensure that such records are maintained so as to give a true and fair view of the state of affairs of the Union and to explain its transactions;
- prepare an annual return for the Certification Officer giving a true and fair view of the Revenue Account and Balance Sheet; and
- provide members with a statement of income and expenditure for the year.

The maintenance and integrity of the FDA website is the responsibility of the FDA's officers. The work carried out by the auditors does not involve the consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred in the accounts since they were initially presented on the website.


..... G Hills - President, Executive Committee


..... D Penman - General Secretary


..... J McCullagh - Hon. Treasurer

4 April 2018

FDA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

1. ACCOUNTING POLICIES

- (a) The financial statements of the Union have been prepared in accordance with Financial Reporting Standard 102 Section 1A applicable in the United Kingdom and Republic of Ireland and the Trade Union and Labour Relations Act 1992. These are the first financial statements with full adoption of FRS 102 Section 1A.
- (b) FDA prepares its accounts using the historical cost convention with the exception of:
- Listed investment stated at fair value
 - Pension scheme is based on actuarial assumptions
- (c) These accounts have been prepared on a going concern basis as the officers' have a reasonable expectation that the Union has adequate resources to continue for the foreseeable future.
- (d) Subscription income is accounted for on a receivable basis for the current year.
- (e) Expenditure is accounted for on an accruals basis. Any amounts of irrecoverable VAT are added to expenditure incurred.
- (f) Funds held by sections and branches have been incorporated in the financial statements based upon the latest reported information.
- (g) Depreciation is provided at rates estimated to reduce book value to realisable value on disposal. The rates used are as follows:
- | | |
|------------------------------|---|
| Office furniture & equipment | 33 1/3% straight line |
| Website development costs | 33 1/3% straight line |
| Computer hardware & software | 33 1/3% straight line |
| Freehold property | 1% straight line on cost attributable to the building |
- (h) Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight line over the period of the lease.
- (i) The share of net income arising from its sections and the joint venture with Managers in Partnership is accounted for in the statement of comprehensive income.
- (j) Under FRS 102 1A provisions, deferred tax has been provided on the potential tax liability on the future disposal of the listed investments at fair value.
- (k) FDA operates a defined benefit pension scheme. The disclosures required to be made under the provisions of FRS 102 are made in note 5. The net actuarial gains or losses are shown separately below net income / expenditure for the year. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent currency and term to the scheme liabilities. Full actuarial valuations are obtained every three years and are updated at each balance sheet date. The resulting benefit scheme liability is shown separately on the face of the balance sheet.

FDA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

2. ACCUMULATED FUND

	FDA Operational Fund Reserve	Section & Branch Fund Reserve	MIP Fund Reserve	Pension Deficit	Fair Value Reserve	Total
	£	£	£	£	£	£
Balance at beginning of the year	1,804,069	974,263	2,527,691	(3,383,000)	474,569	2,397,592
Surplus/ (Deficit) for the year	(170,338)	84,303	281,067	1,057,000	66,701	1,318,733
Balance at end of year	<u>1,633,731</u>	<u>1,058,566</u>	<u>2,808,758</u>	<u>(2,326,000)</u>	<u>541,270</u>	<u>3,716,325</u>

3. SECTION AND BRANCH FUNDS

	At start of year	Surplus/ (Deficit)	At end of year
	£	£	£
Crown Prosecution Service	175,612	38,362	213,974
Northern Ireland Senior Officers	5,823	2,650	12,473
OFSTED	149,967	19,978	169,945
HMI Wales	40,184	3,750	43,934
HMI Scotland	56,962	(15,477)	41,485
Procurators Fiscal Society	70,284	513	70,797
DSA	469,399	34,628	504,027
Land Registry	2,032	(101)	1,931
	<u>974,263</u>	<u>84,303</u>	<u>1,058,566</u>

Included in funds held by DSA is an amount of £15,429 (2016 - £254,223) held by FDA on their behalf. Included in funds held by Crown Prosecution Service is £57,003 (2016 - £61,043) held by FDA on their behalf.

4. JOINT VENTURE

In 2005 the FDA entered into a joint venture with UNISON, known as Managers in Partnership. The partnership provides support for senior managers within the health service.

	2017	2016
	£	£
Accumulated surplus at beginning of year	2,527,691	2,371,008
Half share of surplus retained for the year	281,067	156,683
Accumulated surplus at end of year	<u>2,808,758</u>	<u>2,527,691</u>

There was an amount due to the joint venture partner at 31 December 2017 of £376,457 (2016 - £409,636), representing the amount due to balance the net income to a half share.

FDA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

5. PENSION LIABILITY

As at 31 December 2017 the FDA operated a pension scheme known as The FDA Retirement Benefits Scheme. The Scheme is a defined benefit scheme and is open to new entrants. A full actuarial valuation was carried out by a qualified independent actuary as at 1 April 2015. That valuation has been projected forward by the actuary to the accounting date on a basis compliant with FRS 102 in order to assess the liabilities of the scheme. Scheme assets are stated at their fair values at the respective balance sheet dates.

The Scheme is governed by the Trustees, who are responsible for ensuring that there are sufficient funds to meet current and future obligations. Responsibility for governance of the Scheme, including setting contribution rates, lies jointly with the FDA and the Trustees.

At the last triennial funding valuation, FDA agreed to pay regular contributions into the Scheme based on a percentage of active employees' salaries, plus additional contributions to attempt to eliminate the deficit revealed at the valuation payable up to 31 March 2030. The Scheme's assets are held in a separate fund from FDA's assets.

The amount and timings of future payments under the current schedule of contributions are as follows:

- 5.7% p.a. of Pensionable salaries paid by active members of the Scheme;
- 24.4% p.a. of Pensionable Salaries for the FDA, in respect of accrual of future service benefits; and
- £50,000 p.a. up to 30 June 2019 and £104,200 p.a. up to 31 March 2030 in respect of the shortfall in funding (in accordance with the Recovery Plan dated 8 September 2016)

The key FRS 102 assumptions used by the actuary were:

	2017	2016
Discount rate	2.50%	2.80%
Rate of increase in salaries	3.60%	3.95%
Rate of revaluation of CARE benefits	2.10%	2.45%
Rate of revaluation of non-CARE benefits - active members	3.60%	3.95%
Rate of revaluation of non-CARE benefits - deferred members	2.10%	2.45%
Rate of increase in pensions in payment - pre 1.1.97 service	3.10%	3.45%
Rate of increase in pensions in payment - post 1.1.97 service	2.10%	2.45%
RPI Inflation assumption	3.10%	3.45%
CPI Inflation assumption	2.10%	2.45%

Mortality assumptions:

The mortality assumptions are based on standard mortality tables which allow for future mortality improvements. The assumptions are that a current pensioner now aged 60 will live on average 27.9 years if male and 28.9 years if female and that a future pensioner now aged 40 will live on average 29.4 years if male and 30.5 years if female

The assets in the scheme and the expected rate of return as at 31 December 2017 were:

	2017	2016
	Value £	Value £
Equities	6,904,000	4,653,000
Multi-Asset Funds	2,849,000	-
Fixed Interest Gilts	-	798,000
Index Linked Gilts	2,023,000	2,907,000
Corporate Bonds	700,000	3,099,000
Cash	10,000	12,000
Total market value of assets	<u>12,486,000</u>	<u>11,469,000</u>
Present value of scheme liabilities	<u>14,812,000</u>	<u>14,852,000</u>
Deficit in scheme	<u>(2,326,000)</u>	<u>(3,383,000)</u>

FDA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

5. PENSION LIABILITY (continued)

The movement in the deficit during the year was as follows:

	£	£
Deficit in scheme at beginning of year		(3,383,000)
Movement in year:		
Current employer service cost	(439,000)	
Administration expenses	(107,000)	
Contributions	<u>323,000</u>	
		(223,000)
Net return:		
Expected return on pension scheme assets	745,000	
Interest on pension scheme liabilities	<u>(92,000)</u>	
		653,000
Actuarial gain:		
Experience gains/losses arising on scheme liabilities	93,000	
Changes in assumptions underlying the present value of the scheme liabilities	<u>534,000</u>	
		627,000
Deficit in scheme at end of year		<u><u>(2,326,000)</u></u>

History of experience gains and losses (£'000's)

	Year ended 31 December				
	2017	2016	2015	2014	2013
Present value of scheme liabilities	14,812	14,852	11,446	11,604	9,423
Fair value of scheme assets	(12,486)	(11,469)	(9,789)	(9,476)	(8,615)
Deficit in the scheme	2,326	3,383	1,657	2,128	808
Experience gains and (losses) arising on scheme liabilities:					
Amount	93	395	162	(49)	(180)
Percentage of scheme liabilities	0.6%	2.7%	1.4%	(0.4%)	(1.9%)
Experience gains and (losses) arising on scheme assets:					
Amount	745	1,269	(74)	325	387
Percentage of scheme assets	6.0%	11.1%	(0.8%)	3.4%	4.5%

FDA

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

6. INVESTMENTS

	Listed investments £	Unlisted investments £	Uninvested cash £	TOTAL £
At the beginning of the year	3,068,080	20,500	12,685	3,101,265
Additions	16,225	-	-	16,225
Disposals	(591,542)	-	(12,685)	(604,227)
Revaluation to fair value	81,701	-	-	81,701
At the end of the year	<u>2,574,464</u>	<u>20,500</u>	<u>0</u>	<u>2,594,964</u>

The above investments were held as follows:

Holding Description	Cost £	Market Value £
1,865,251 Aberdeen Multi-Manager Diversity Fund CL A	2,256,371	2,574,464
10,500 Unity Trust Plc	20,500	20,500
	<u>2,276,871</u>	<u>2,594,964</u>

7. FIXED ASSETS

	Freehold Property £	Office Furniture & Equipment £	Computer Hardware & Software £	Leasehold improvements £	Website £	TOTAL £
COST						
At beginning of the year	4,983,113	303,747	448,281	105,462	138,984	5,979,587
Additions	331,755	-	30,844	-	11,891	374,490
Disposals	-	-	-	(105,462)	-	(105,462)
At end of the year	<u>5,314,868</u>	<u>303,747</u>	<u>479,125</u>	<u>-</u>	<u>150,875</u>	<u>6,248,615</u>
DEPRECIATION						
At beginning of the year	-	300,356	437,417	105,462	133,898	977,133
Charge for the year	38,149	3,391	8,896	-	4,382	54,818
Eliminated on disposal	-	-	-	(105,462)	-	(105,462)
At end of the year	<u>38,149</u>	<u>303,747</u>	<u>446,313</u>	<u>-</u>	<u>138,280</u>	<u>926,489</u>
NET BOOK VALUES						
At end of the year	<u>5,276,719</u>	<u>-</u>	<u>32,812</u>	<u>-</u>	<u>12,595</u>	<u>5,322,126</u>
At beginning of the year	<u>4,983,113</u>	<u>3,391</u>	<u>10,864</u>	<u>-</u>	<u>5,086</u>	<u>5,002,454</u>

FDA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

8. <u>DEBTORS & PREPAYMENTS</u>	2017	2016
	£	£
Subscriptions Receivable	333,302	332,961
Other Debtors	211,723	181,584
Prepayments	101,221	84,694
	<u>646,246</u>	<u>599,239</u>
9. <u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u>	2017	2016
	£	£
Amounts due on Joint Venture	376,457	409,636
Capital Gains Tax	56,257	55,352
Other taxes & Social Security	47,742	57,641
Other Creditors	46,624	109,185
Bank loan	137,816	123,769
Accruals	387,463	615,677
	<u>1,052,359</u>	<u>1,371,260</u>
10. <u>CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</u>	2017	2016
	£	£
Bank loan repayable more than 5 years by instalments	<u>2,904,075</u>	<u>3,026,231</u>

The bank loan is secured by a first charge on the freehold property held by FDA.

11. LEASING COMMITMENTS

At the year end FDA does not have any long term lease commitments.

12. CONTINGENT LIABILITIES

The Union is involved in ongoing legal cases on behalf of its members, the outcomes of which are inevitably uncertain. Provision has been made for the estimated unbilled costs where the Union considers that they may not be totally recovered.

13. POST BALANCE SHEET EVENTS

The Union acquired a freehold property in January 2016 with the intention of moving its operations to the new property on completion of major refurbishment works on the new premises. These refurbishment works will be carried out during the year ended 31 December 2018 and the expenditure on this will be reflected in that year's financial statements.

REPORT OF THE AUDITORS TO THE MEMBERS OF THE FDA

We have audited the financial statements on pages 1 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 4.

This report is made solely to the members as a body. Our work has been undertaken so that we may state to the Union's members those matters that 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.

RESPECTIVE RESPONSIBILITIES OF THE FDA AND THE AUDITORS

As described on page 3 the FDA is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. We have been appointed as auditor under Section 33 of the Trade Union and Labour Relations Act 1992 and report in accordance with Section 36 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error or fraud. This includes an assessment of whether the accounting policies are appropriate to the FDA's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the officers and the overall presentation of the financial statements.

OPINION ON THE 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 transactions for the year ended on that date.
- 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 Act 1992.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

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

- proper accounting records have not been kept;
- a satisfactory system of control over its accounting records, cash holdings and receipts and remittances has not been maintained; or
- the financial statements are not in agreement with the accounting records and returns.



CIVVALS LIMITED
Statutory Auditors
& Chartered Accountants

50 Seymour Street
London
W1H 7JG

4 April 2018