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- PRINT ON ONE SIDE ONLY

FORM AR21

To be used for reporting years starting on or after 6 April 2015

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Advance
Year ended:	31 December 2017
List no:	566T
Head or Main Office:	2 nd Floor 16/17 High Street Tring Herts HP23 5AH
Website address (if available)	www.advance-union.org
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	Linda Rolph
Telephone Number:	01442 891122
Contact name for queries regarding	Sailesh P Mehta, HW Fisher & Company
Telephone Number:	020 7388 7000
E-mail:	smehta@hwfisher.co.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 June 2016)

ADVANCE SENIOR TEAM AND NEC AS AT
31ST DECEMBER 2017

Linda Rolph	General Secretary
Rose O'Neill	Deputy General Secretary
Jim Leonard	Assistant General Secretary
Gerry Moloney	Assistant General Secretary
Roberta Barbour	Advance Consultant
Keith Hoyland	Advance Consultant
Debbie Croucher	Advance Consultant
Caroline Stevens	NEC Chair
Maria Maleki	NEC Vice-Chair
Nicola O'Shea	NEC – North Region
Sue Grundy	NEC – South-west and Central
Annette McColgan	NEC – London & East
Nicola Jones	NEC –Head Office Sites
Cathy Kelly	NEC – Retail Contact Centres
Joann O'Neill	NEC - Geoban

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	1,709	228	0	0	1,937
FEMALE	4,444	282	2	0	4,728
TOTAL	6,153	510	2	0	A 6,665

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	6,665

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
No changes to officers during the year.			

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		549,117
From Members: Other income from members (specify)		
Total other income from members		549,117
Total of all income from members		549,117
Investment income (as at page 12)		187,278
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	135,619	
Total of other income (as at page 4)		135,619
		TOTAL INCOME
		872,014
EXPENDITURE		
Benefits to members (as at page 5)		71,654
Administrative expenses (as at page 10)		388,123
Federation and other bodies (specify)		
TUC Affiliation fees	19,935	
Total expenditure Federation and other bodies		479,712
Taxation		
		TOTAL EXPENDITURE
		479,712
		392,302
Surplus (deficit) for year		
		392,302
		2,369,587
Amount of general fund at beginning of year		
		2,369,587
		2,761,889
Amount of general fund at end of year		
		2,761,889

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION AND OTHER BODIES		
Other income		
Draws and lotteries	8,119	
Management expense allowance	127,500	
Sundry income	-	
TOTAL OTHER INCOME		135,619
TOTAL OF ALL OTHER INCOME		135,619

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	44,937
		Education and Training services	
		Training and support	4,518
		Library publications	143
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications Magazine Costs	44,937	Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits		Membership Recruitment	22,056
Other Cash Payments			
carried forward	44,937	Total (should agree with figure in General Fund)	71,654

(See notes 24 and 25)

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

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

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		172,437
Salaries and Wages included in above	£172,437	
Auditors' fees		20,880
Legal and Professional fees		599
Occupancy costs		8,715
Stationery, printing, postage, telephone, etc.		2,980
Expenses of Executive Committee (Head Office)		4,306
Expenses of conferences		67,764
Other administrative expenses (specify)		
Bookkeeping		11,110
Donations		14,854
Maintenance and leasing		34,973
Investment management fee		16,187
Sundry expenses		4,317
Other Outgoings		
Interest payable:		
Bank charges and HP interest		7,302
Depreciation		33,059
Taxation		(11,360)
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	Total	388,123
Charged to:	General Fund (Page 3)	388,123
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	388,123

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contributions s £	Other Benefits		
				Description	Value £	
General Secretary	17,127	2,270	0	Car/Travel/General	4,404	23,801
Deputy General Secretary	0	0	0	Car/Travel/General	4,087	4,087

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)			46,810
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			6,411
Other investment income (specify)			
Gain on sale of investments (shares)			2,799
Increase in Investment Values			131,258
			187,278
		Total investment income	187,278
		Credited to:	
		General Fund (Page 3)	187,278
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	187,278

BALANCE SHEET as at 31 December 2017

(see notes 47 to 50)

Previous Year		£	£
77,081	Fixed Assets (at page 14)		45,419
	Investments (as per analysis on page 15)		
1,742,842	Quoted (Market value £)		1,956,480
81,135	Unquoted		37,361
0	Investment property		268,327
1,823,977	Total Investments		2,262,168
	Other Assets		
	Loans to other trade unions		
51,287	Sundry debtors		53,438
492,901	Cash at bank and in hand		450,457
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
544,188	Total of other assets		503,895
2,445,246	TOTAL ASSETS		2,811,482
2,369,587	Fund (Account)		2,761,889
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
75,659	Sundry creditors		49,593
	Accrued expenses		
	Provisions		
	Other liabilities		
2,445,246	TOTAL LIABILITIES		2,811,482
2,445,246	TOTAL ASSETS		2,811,482

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			93,990	89,074		183,064
Additions			1,396			1,396
Disposals						
Revaluation/Transfer s						
At end of year			95,386	89,074		184,460
Accumulated Depreciation						
At start of year			53,639	52,344		105,983
Charges for year			18,289	14,769		33,058
Disposals						
Revaluation/Transfer s						
At end of year			71,928	67,113		139,041
Net book value at end of year			23,458	21,961		45,419
Net book value at end of previous year			40,351	36,730		77,081

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)	1,476,147	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Bonds	480,333	
TOTAL QUOTED (as Balance Sheet)	1,956,480	
Market Value of Quoted Investment	1,956,480	
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Bank deposits	37,361	
Other unquoted investments (to be specified)		
Investment Property	268,327	
TOTAL UNQUOTED (as Balance Sheet)	305,688	
Market Value of Unquoted Investments	305,688	

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 checked="" 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	549,117		549,117
From Investments	187,278		187,278
Other Income (including increases by revaluation of assets)	135,619		135,619
Total Income	872,014		872,014
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	479,712		479,712
Funds at beginning of year (including reserves)	2,369,587		2,369,587
Funds at end of year (including reserves)	2,761,889		2,761,889
ASSETS			
Fixed Assets			45,419
Investment Assets			2,262,168
Other Assets			503,895
		Total Assets	2,811,482
LIABILITIES			
		Total Liabilities	49,593
NET ASSETS (Total Assets less Total Liabilities)			2,761,889

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.

Please see attached

ACCOUNTING POLICIES

(see notes 74 and 75)

Please see attached

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>LINDA ROLPH</u> Date: <u>22ND JUNE 2018</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>CAROLINE STEVENS</u> Date: <u>10TH JUNE 2018</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 type="checkbox"/>	TO FOLLOW	<input checked="" type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED (See Pages 23 and 24 and Notes 88 to 94)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

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

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

YES/NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records?
- (See section 36(3) of the 1992 Act, set out in note 83)

YES/NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
- (See section 36(4) of the 1992 Act set out in rule 83)



YES/NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.
(See note 85)

SEE ATTACHED

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	HW Fisher & Company	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	Acre House 11/15 William Road London NW1 3ER	
Date:		
Contact name and telephone number:	Sailesh P Mehta 020 7388 7000	

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

5. 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

6. 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 5 or 6 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	LINDA ROLPH
Office held	GENERAL SECRETARY
Date	22 ND JUNE 2018

**Opinion**

We have audited the financial statements of Advance (the 'Union') for the year ended 31 December 2017 which comprise the Income and Expenditure Account, the Statement of Comprehensive Income, the Balance Sheet, the Statement of Changes in Equity, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2017 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

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



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

We have nothing to report in this regard.

Matters on which we are required to report by exception

The Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) requires us to report to you if, in our opinion:

- a satisfactory system of control over transactions has not been maintained; or
- the Union has not kept proper accounting records; or
- the financial statements are not in agreement with the books of account; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in this regard.

Responsibilities of National Executive Committee

As explained more fully in the Statement of Responsibilities of the National Executive Committee, the National Executive Committee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the National Executive Committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

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



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

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

H W Fisher & Company

Chartered Accountants

Statutory Auditor

Acre House

11-15 William Road

London

NW1 3ER

United Kingdom

Date: 2 July 2018

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2017

Accounting Convention

The financial statements have been prepared in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS102"). The accounts have been prepared under historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the financial statements.

Trade Unions are governed by the Trade Union and Labour Relations (Consolidation Act) 1992 Amended. Under that Act the accounts of Trade Unions are required to give a true and fair view. Therefore, the accounts of Trade Unions are prepared under FRS102. However, as a Trade Union is not a company the Regulations that form the basis of disclosures under FRS102 have been adapted as considered necessary to ensure the accounts give a true and fair view to the members of the Trade Union.

The Union is a public benefit entity.

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

Going concern

The members of the National Executive Committee consider that there are no material uncertainties about the Union's ability to continue as a going concern.

Subscriptions

Subscriptions are accounted for on an accruals basis.

Expenditure

All expenditure in the accounts is inclusive of VAT where applicable.

Taxation

Corporation tax is payable on interest income and chargeable gains arising on the disposal of properties and investments but only to the extent that these exceed expenditure on provident benefits.

Deferred Taxation

Deferred tax liabilities arise in relation to the difference between the fair value of investments and their original cost less any indexation applicable.

Deferred tax is calculated at the tax rates that are expected to apply in the period where the liability is settled or the asset is realised. Deferred tax is charged or credited in the income and expenditure account.

The Union has adopted a reinvestment policy whereby all realised proceeds on disposal of fixed asset investments are reinvested into fixed asset investments, thereby eliminating the need for the

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2017

recognition of a deferred tax asset or liability. Where the proceeds are not fully reinvested, no liability is considered to arise due to provident benefits exceeding any chargeable gains that might arise.

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 provided on all tangible fixed assets to write off the cost less estimated residual value in equal annual instalments over the estimated useful economic lives of the assets. The estimated useful economic lives are as follows:

Fixtures, fittings & equipment	25% - 50%
Motor vehicles	25%

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 recognised in the profit and loss account.

Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

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 to all of its financial instruments.

Financial assets are recognised in the union's balance sheet when the union becomes party to the contractual provisions of the instrument.

Financial assets are classified into specified categories. The classification depends on the nature and purpose of the financial assets and is determined at the time of recognition.

Basic financial assets

Basic financial assets, which include trade and other receivables 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.

Other financial assets

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes recognised in the income and expenditure account, except that investments in equity instruments that are not publically traded and whose fair value cannot be measured reliably are measured at cost less impairment.

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2017

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure account, are assessed for indicators of impairment at each reporting end date. They are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment is recognised in the income and expenditure accounts.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction. Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the activity of the Union from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. Trade payables are initially recognised at transaction price and derecognised when the Union's obligations are discharged cancelled or they expire.

Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price (where applicable). The income and expenditure account includes the net gains and losses arising on revaluation and disposals throughout the year. This is a change from prior period accounts where fixed asset investments were held at historical cost less any provision for impairment. The Union does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the Union is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

An investment property was purchased during the year. The investment property has been valued internally by the National Executive Committee.

Realised gains and losses

All gains and losses are taken to the income and expenditure account as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are separated between surplus on investments and change in market value in the income and expenditure account.

Leases

Rentals payable under operating leases, including any lease incentives received, are charged to the income and expenditure account on a straight line basis over the term of the relevant lease.

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2017

1 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

In the application of the Union's accounting policies, the Union is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The Union consider that there were no estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

2 OTHER INCOME	2017	2016
	£	£
Draws and lotteries:		
Draw income	31,319	29,673
Prizes awarded	(23,200)	(24,100)
Management expenses allowance	127,500	125,000
Sundry income	-	2,195
	<u>135,619</u>	<u>132,768</u>
3 SERVICES TO MEMBERS	2017	2016
	£	£
Magazine costs	44,937	42,646
Membership supplies and recruitment	11,694	10,811
Postage	952	1,213
Telephone and fax	10,362	12,867
Training and support	4,518	2,444
Library publications	143	168
VAT recoverable	(11,360)	(10,814)
	<u>61,246</u>	<u>59,335</u>

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NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2017

4	COMMITTEE AND MEETING COSTS	2017	2016
		£	£
	National Executive Committee	4,306	2,957
	External committee costs	21,421	22,065
	Management expenses	54,355	54,673
	Other committee and area meetings	11,923	50,281
		<u>92,005</u>	<u>129,976</u>
5	ADMINISTRATION EXPENSES	2017	2016
		£	£
	Audit and accountancy	20,880	14,400
	Bookkeeping	11,110	10,800
	Legal and professional	599	2,075
	Bank charges and hire purchase interest	7,302	5,719
	Donations	14,854	9,911
	Printing and stationery	2,028	2,598
	Sundry expenses	4,317	4,403
	Investment management fee	16,187	15,069
		<u>77,277</u>	<u>64,975</u>
6	PREMISES AND EQUIPMENT COSTS	2017	2016
		£	£
	Cleaning	-	-
	Rent, rates and insurance	5,064	26,823
	Repairs & maintenance	1,681	850
	Utilities	1,970	1,705
	Motor	6,068	6,629
	Office equipment and computer	28,905	41,985
	Loss on sale of fixed assets	-	-
	Depreciation	33,059	32,737
		<u>76,747</u>	<u>110,729</u>

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NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2017

7 TANGIBLE FIXED ASSETS	Motor Vehicles £	Fixtures, fittings & equipment £	Total £
COST			
At 1 January 2017	89,074	93,990	183,064
Additions	-	1,396	1,396
Disposals	-	-	-
At 31 December 2017	<u>89,074</u>	<u>95,386</u>	<u>184,460</u>
ACCUMULATED DEPRECIATION			
At 1 January 2017	52,344	53,639	105,983
Charge for the year	14,769	18,289	33,058
Relating to disposals	-	-	-
At 31 December 2017	<u>67,113</u>	<u>71,928</u>	<u>139,041</u>
NET BOOK VALUE			
At 31 December 2017	<u>21,961</u>	<u>23,458</u>	<u>45,419</u>
At 31 December 2016	<u>36,730</u>	<u>40,351</u>	<u>77,081</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2017

8 INVESTMENTS

MARKET VALUE	Listed		Deposits £	Total £
	Equities £	Bonds £		
At 1 January 2017	1,329,050	413,792	81,135	1,823,977
Additions	300,165	182,094		482,259
Disposals	(274,234)	(125,645)		(399,879)
Net movement in cash deposits			(43,774)	(43,774)
Change in Investment Values	121,166	10,092		131,258
At 31 December 2017	<u>1,476,147</u>	<u>480,333</u>	<u>37,361</u>	<u>1,993,841</u>

	Cost £	Market value £
Equities	1,016,322	1,476,147
Bonds	331,432	480,333
Bank deposits	115,441	37,361
	<u>1,463,195</u>	<u>1,993,841</u>

9 INVESTMENT PROPERTY

	2017 £
FAIR VALUE	
At 01 January 2017	-
Additions through external acquisition	268,327
At 31 December 2017	<u>268,327</u>

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NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2017

10	DEBTORS AND PREPAYMENTS	2017	2016
		£	£
	Trade debtors	31,875	33,884
	Other debtors	5,973	5,756
	Prepayments and accrued income	15,590	11,647
		<u>53,438</u>	<u>51,287</u>
11	CREDITORS AND ACCRUALS	2017	2016
		£	£
	Trade creditors	16,627	18,528
	Other creditors	15,510	27,476
	Taxes and social security	3,056	3,075
	Accruals and deferred income	14,400	26,580
		<u>49,593</u>	<u>75,659</u>
12	FINANCIAL INSTRUMENTS		
	Financial assets:		
	Measured at fair value through income and expenditure	1,956,480	1,742,842
	Basic debt instruments measured at cost less impairment	43,334	86,891
	Cash and cash equivalents	450,457	492,901
	Total financial assets	<u>2,450,271</u>	<u>2,322,634</u>
	Financial liabilities:		
	Short-term debt instruments measured at cost	46,537	72,584
	Total financial liabilities	<u>46,537</u>	<u>72,584</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2017

13 OPERATING LEASE COMMITMENTS

At 31 December 2017 there were outstanding commitments for future minimum lease payments under non-cancellable operating leases which fall due as follows:

	Land and buildings		Other	
	2017	2016	2017	2016
	£	£	£	£
Within one year	11,557	11,557	3,984	3,984
In the second to fifth years inclusive	46,228	46,228	9,960	13,944
After five years	44,645	56,202	-	-
	<u>102,430</u>	<u>113,987</u>	<u>13,944</u>	<u>17,928</u>

14 TAXATION

CURRENT TAX

No Corporation Tax liability arises in the year as the cost of provident benefits provided by the Union in the year is in excess of the taxable income of the Union.

DEFERRED TAX

No deferred tax liability has been recognised at the balance sheet date due to the reinvestment policy adopted by the Union. The Union is aware that if all chargeable assets were disposed of in any particular year there may be a current tax liability. However, as the disposal of such assets is controlled as part of the reinvestment policy of the Union, this likelihood is considered remote and consequently no deferred tax provision has been made.