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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:

National House Building Council Staff Association

Year ended:

31st December 2017

List no:

711T

Head or Main Office:

NHBC House
Davy Avenue
Knowlhill
Milton Keynes
Buckinghamshire
MK 5 8FP

Website address (if available)

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

Yes

☐

No

☒

(Click the appropriate box)

General Secretary:

Tom Howard

Telephone Number:

01908 746735

Contact name for queries regarding

Laura Riley (Treasurer)

Telephone Number:

01908 747837

E-mail:

lriley@nhbc.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 February 2011)

List of officers in post

	First name	Surname	Position / office
Executive team			
1	Laura	Heritage	Treasurer (since Oct 2014)
2	Tom	Howard	Chairman (May 2015)
3	Julia	Maddison	Vice Chair (Oct 2016)
4	Laura	Miller	Secretary (Dec 2017)
Staff representatives			
5	Veronica	Fiore	Representative
6	Tim	Grant	Representative
7	Steven	Greenley	Representative
8	David	Hamer	Representative
9	Emma	Hilton	Representative
10	Justyn	Lewis	Representative
11	Danny	Massey	Representative
12	Dave	Mooney	Representative
13	Gemma	Payne	Representative
14	Paul	Rushton	Representative
15	Darren	Ward	Representative
16	Alan	Williamson	Representative
17	Neil	Wootton	Representative

RETURN OF MEMBERS

(see notes 10 and 11)

file

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	506	12	0	1	519
FEMALE	164	3	0	0	167
TOTAL	670	15	0	1	686

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

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

0
686

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
Representative and Treasurer	Stephanie Francis		
Representative	Richard Hartshorn		
Representative	Laura Gylanders		
Representative	Rae Colclough		
Representative		Emma Hilton	
Representative		Veronica Fiore	
Representative		Gemma Payne	
Secretary		Laura Miller	

State whether the union is:

a. A branch of another trade union?

Yes ☐

No ☒

AMENDED
AND SIGNED:
TOM HOWARD,
NUBC SA CHAIRMAN

If yes, state the name of that other union:

b. A federation of trade unions?

Yes	<input type="checkbox"/>
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No	<input checked="" type="checkbox"/>
----	-------------------------------------

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		16,990
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		16,990
Investment income (as at page 12)		13
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		13
	TOTAL INCOME	17,003
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		
Federation and other bodies (specify)	18,694	
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	18,694
Surplus (deficit) for year		-1,691
Amount of general fund at beginning of year		108,553
Amount of general fund at end of year		106,862

BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION AND OTHER BODIES		
Other income		
Interest from Bank Account		
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

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

(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		

[illegible]

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		3,890
Salaries and Wages included in above	£	
Auditors' fees		1,152
Legal and Professional fees		9,582
Occupancy costs		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		267
Other administrative expenses (specify)		
Leaving Gifts, Prize Draws		1,133
Election Expenses		2,670
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		18,694
Charged to:	General Fund (Page 3)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	

	Total 18,694
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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 £	£	
Paul Rushton	0	0	0		0	0
Richard Hartshorn	0	0	0		0	0
Danny Massy						
Tom Howard	0	0	0		0	0
Julia Maddison	0	0	0		0	0
Laura Miller	0	0	0		0	0
David Hunter	0	0	0		0	0
Alan Williamson	0	0	0		0	0
Steven Greenley	0	0	0		0	0
Dave Mooney	0	0	0		0	0
Justyn Lewis	0	0	0		0	0
Darren Ward	0	0	0		0	0
Tim Grant	0	0	0		0	0
Neil Wootton	0	0	0		0	0

Office held	Gross Salary	Employers N.I. contributions	Benefits			Total
	£	£	Pension Contribution s £	Other Benefits		£
				Description	Value £	
Gemma Payne	0	0	0		0	0
Veronica Ford	0	0	0		0	0
Emma Hilton	0	0	0		0	0
Laura Riley (nee Heritage)	0	0	0		0	0
Stephanie Francis	0	0	0		0	0
Laura Gylanders	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0
	0	0	0		0	0

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)		
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		13
Other investment income (specify)		
Total investment income		13
Credited to:		
General Fund (Page 3)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Political Fund		
Total Investment Income		13

BALANCE SHEET as at 31 December 2017

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
-	Sundry debtors	2,742	
111,397	Cash at bank and in hand	105,255	
	Income tax to be recovered		
	Stocks of goods		
732	Others (specify) Prepayments	707	
112,129	Total of other assets		108,704
	TOTAL ASSETS		
	<div style="text-align: right;">Fund (Account)</div> <div style="text-align: right;">Fund (Account)</div> <div style="text-align: right;">Fund (Account)</div> <div style="text-align: right;">Superannuation Fund (Account)</div> <div style="text-align: right;">Political Fund (Account)</div> <div style="text-align: right;">Revaluation Reserve</div>		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
3,576	Sundry creditors		1,842
	Accrued expenses		
	Provisions		
	Other liabilities		
3,576	TOTAL LIABILITIES		1,842

108,553	TOTAL ASSETS	106,862
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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						
Additions						
Disposals						
Revaluation/Transfers						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfers						
At end of year						
Net book value at end of year						
Net book value at end of previous year						

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)

(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	16,990		16,990
From Investments	13		13
Other Income (including increases by revaluation of assets)			
Total Income	17,003		17,003
EXPENDITURE (including decreases by revaluation of assets)	18,694		18,694
Total Expenditure	18,694		18,694
Funds at beginning of year (including reserves)	108,553		108,553
Funds at end of year (including reserves)	106,862		106,862
ASSETS			
Fixed Assets			
Investment Assets			
Other Assets			108,704
Total Assets			108,704
LIABILITIES			
Total Liabilities			1,842
NET ASSETS (Total Assets less Total Liabilities)			106,862

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 audited accounts

ACCOUNTING POLICIES

(see notes 74 and 75)

See attached audited accounts

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's
Signature: L Rives
Name: Laura Rives
Date: 7/6/18

Chairman's
Signature: Tom Howard
(or other official whose position should be stated)
Name: TOM HOWARD
Date: 7/6/18

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)

Audit report attached

AUDITOR'S REPORT (continued)

See attached audited accounts

Signature(s) of auditor or auditors:		
Name(s):	BHP LLP	
Profession(s) or Calling(s):	Chartered accountants	
Address(es):	1 St Mary's Court Blossom Street York YO24 1AH	
Date:	15 June 2018	
Contact name and telephone number:	D Sowden 01904 628551	

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

**NATIONAL HOUSE BUILDING
COUNCIL STAFF ASSOCIATION**

**FINANCIAL STATEMENTS
31 December 2017**

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**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
ASSOCIATION DETAILS AND ADVISERS**

Head office: NHBC House
Davy Avenue
Knowlhill
Milton Keynes
Buckinghamshire
MK5 8FP

List Number: 711T

General Secretary: Stephanie Francis

Treasurer: Laura Riley

Auditor: BHP LLP
Rievaulx House
1 St Mary's Court
Blossom Street
York
YO24 1AH

Bankers: National Westminster
11 Nursery Parade
Marsh Road
Leagrave
Luton
LU3 1QR

**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION**

Year ended 31 December 2017

We have audited the financial statements of the National House Building Council Staff Association for the year ended 31 December 2017 set out on pages 5 to 7. 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 association's affairs as at 31 December 2017 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

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 association 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 officers' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the officers have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the association'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 other information comprises the information included in the officers' report, other than the financial statements and our auditor's report thereon. The officers are responsible for the other information. 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

**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION (contd.)**

Year ended 31 December 2017

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

In the light of the knowledge and understanding of the association and its environment obtained in the course of the audit, we have not identified material misstatements in the officers' report.

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

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of officers' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of officers

As explained more fully in the national treasurers' responsibilities statement set out on page 7, the national treasurer 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 officers 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 officers are responsible for assessing the association'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 officers either intend to liquidate the association 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.

**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION (contd.)**

Year ended 31 December 2017

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

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



BHP, LLP

Statutory Auditor

Reivaulx House,
1 St Mary's Court,
Blossom Street,
York,
YO24 1AH

15 June 2018

NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
INCOME AND EXPENDITURE ACCOUNT
Year ended 31 December 2017

	2017	2016
INCOME		
Subscriptions	16,990	17,154
Bank interest received	13	34
	<hr/>	<hr/>
	17,003	17,188
 ADMINISTRATION EXPENDITURE		
Group legal fees insurance policy	5,516	5,766
Conference & travel expenses	1,400	2,325
Audit & accountancy fees	1,152	1,116
Legal fees	-	766
Election expenses	2,670	2,460
Independence certificate	4,066	-
Staff costs	3,890	-
	<hr/>	<hr/>
	18,694	12,433
	<hr/>	<hr/>
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR	£(1,691)	£4,755
	<hr/> <hr/>	<hr/> <hr/>

NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION

BALANCE SHEET

As at 31 December 2017

	2017	2016
CURRENT ASSETS		
Cash at bank		
- Current Account	23,497	29,651
- Liquidity Deposit Account	81,758	81,746
Sundry debtors	2,742	-
Insurance prepayment	707	732
	<hr/>	<hr/>
	108,704	112,129
Less: Sundry creditors	(1,842)	(3,576)
	<hr/>	<hr/>
NET CURRENT ASSETS	£106,862	£108,553
	<hr/>	<hr/>
CAPITAL AND RESERVES		
GENERAL FUND		
Balance at 1 January 2017	108,553	103,798
Surplus/(deficit) of income over expenditure for the year	(1,691)	4,755
	<hr/>	<hr/>
MEMBERS' FUNDS	£106,862	£108,553
	<hr/>	<hr/>

Approved on behalf of the Association by:

T. Howard
Chairman



30 May 2018

NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION
NOTES TO THE ACCOUNTS
For the year ended 31 December 2017

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1. Accounting Policies
Accounting Convention

The financial statements are prepared under the historical cost convention and in accordance with the applicable UK accounting standards.

Funds

General (unrestricted) funds represent the funds of the Association that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Association.

Income

Income consists of membership subscriptions and interest which are accounted for on a receipts basis.

Expenditure

Expenditure is accounted for when incurred.

2. National Treasurer's Responsibilities

Law applicable to trade unions in England and Wales requires the national treasurer to prepare financial statements that give a true and fair view of the state of affairs of the Association at the end of the financial year and of its surplus or deficit for the financial year. In doing so the national treasurer is required to:

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

The national treasurer is responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the association and enable him to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. The Treasurer is also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

3. Status

The Association is a members voluntary organisation that is open to all persons employed by the NHBC. The Executive Committee are involved in the running of the Association in accordance with the Staff Association Constitution.