

- DO NOT STAPLE
- 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:

MYUNION

Year ended:

31st DECEMBER 2017

List no:

~~802~~ 802 T

Head or Main Office:

13 READING HOUSE
LONDON SE15 1RS

Website address (if available)

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

Yes

No

(Click the appropriate box)

General Secretary:

KWAME MOSES AMANKWA

Telephone Number:

07446160054

Contact name for queries regarding

KWAME MOSES AMANKWA

Telephone Number:

07446160054

E-mail:

MYUNION.TRADEUNION@YAHOO.COM

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

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

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

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations

Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

For Unions based in Scotland:

Certification Office for Trade Unions and Employers' Associations

Melrose House, 69a George Street, Edinburgh EH2 2JG

(Revised November 2017)

Myunion – List of Officers 2017

Head Executive Officer – Kwame Moses Amankwa

Vice Executive Officer – Gazza Patten

National Treasurer – Alan Joseph

National Equality and Diversity Officer – Isata Bangura



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 | 10 | | | | 10 |
| FEMALE | 5 | | | | 5 |
| TOTAL | 15 | | | | A 15 |

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

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

| | |
|----|----|
| 15 | 0 |
| 15 | 15 |

OFFICERS IN POST

(see note 12)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each person's office.

RETURN OF CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

| Title of Office | Name of Officer ceasing to hold office | Name of Officer Appointed | Date |
|-----------------|---|------------------------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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 | | 138.00 |
| From Members: Other income from members (specify) | | |
| | | |
| Total other income from members | | 0 |
| Total of all income from members | | 138.00 |
| Investment income (as at page 12) | | 0 |
| Other Income | | |
| Income from Federations and other bodies (as at page 4) | 0 | |
| Income from any other sources (as at page 4) | 0 | |
| | 0 | |
| Total of other income (as at page 4) | | 0 |
| | | TOTAL INCOME |
| | | 138.00 |
| EXPENDITURE | | |
| Benefits to members (as at page 5) | | 0 |
| Administrative expenses (as at page 10) | | 721.16 |
| Federation and other bodies (specify) | | |
| | 0 | |
| | 0 | |
| | 0 | |
| Total expenditure Federation and other bodies | | |
| Taxation | | |
| | | TOTAL EXPENDITURE |
| | | 721.16 |
| | | |
| Surplus (deficit) for year | | (583.16) |
| | | |
| Amount of general fund at beginning of year | | 105.60 |
| | | |
| Amount of general fund at end of year | | 138.00 -478 |

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 | | 0 |
| Other income | | |
| TOTAL OTHER INCOME | | 0 |
| TOTAL OF ALL OTHER INCOME | | 0 |

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

| | £ | | £ |
|---|----------|---|----------|
| Representation – Employment Related Issues | 0 | brought forward | |
| | 0 | Education and Training services | 0 |
| | 0 | | 0 |
| | | | 0 |
| Representation – Non Employment Related Issues | 0 | | 0 |
| | 0 | Negotiated Discount Services | 0 |
| | 0 | | 0 |
| Communications | 0 | | 0 |
| | 0 | | 0 |
| | 0 | Salary Costs | 0 |
| | 0 | | 0 |
| Advisory Services | 0 | | 0 |
| | 0 | | 0 |
| | 0 | Other Benefits and Grants (specify) | 0 |
| | 0 | | 0 |
| Dispute Benefits | 0 | | 0 |
| | 0 | | 0 |
| | 0 | | 0 |
| Other Cash Payments | 0 | | 0 |
| | 0 | | 0 |
| | 0 | | 0 |
| carried forward | 0 | Total (should agree with figure in General Fund) | 0 |

(See notes 24 and 25)

| FUND 2 | | Fund Account | |
|---|---|---------------------|----------|
| Name: | | £ | £ |
| Income | | | |
| From members | | 138.00 | 0 |
| Investment income (as at page 12) | | 0 | 0 |
| Other income (specify) | | 0 | 0 |
| | | 0 | 0 |
| | | 0 | 0 |
| | | 0 | 0 |
| | | 0 | 0 |
| | Total other income as specified | | 0 |
| | Total Income | | 138.00 |
| Expenditure | | | |
| Benefits to members | | 0 | 0 |
| Administrative expenses and other expenditure (as at page 10) | | 721.16 | 0 |
| | Total Expenditure | | 721.16 |
| | Surplus (Deficit) for the year | | (583.16) |
| | Amount of fund at beginning of year | | 105.60 |
| | Amount of fund at the end of year (as Balance Sheet) | | 68.56 |
| | Number of members contributing at end of year | | 1 |

| FUND 3 | | Fund Account | |
|---|---|---------------------|----------|
| Name: | | £ | £ |
| Income | | | |
| From members | | 0 | 0 |
| Investment income (as at page 12) | | 0 | 0 |
| Other income (specify) | | 0 | 0 |
| | | 0 | 0 |
| | | 0 | 0 |
| | | 0 | 0 |
| | | 0 | 0 |
| | Total other income as specified | | 0 |
| | Total Income | | 0 |
| Expenditure | | | |
| Benefits to members | | 0 | 0 |
| 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 24 and 25)

| 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 | | |

(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 | | |
| | 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 | | |
| Salaries and Wages included in above | £ | |
| Auditors' fees | | 80.00 |
| Legal and Professional fees | | |
| Occupancy costs | | |
| Stationery, printing, postage, telephone, etc. | | 641.16 |
| Expenses of Executive Committee (Head Office) | | |
| Expenses of conferences | | |
| Other administrative expenses (specify) | | |
| Bank charges | | 108.00 |
| Other Outgoings | | |
| Interest payable: | | |
| Bank loans (including overdrafts) | | |
| Mortgages | | |
| Other loans | | |
| Depreciation | | |
| Taxation | | |
| Outgoings on land and buildings (specify) | | |
| Other outgoings (specify) | | |
| | Total | 829.16 |
| Charged to: | General Fund (Page 3) | |
| | Fund (Account) | |
| | Fund (Account) | |
| | Fund (Account) | |
| | Fund (Account) | |
| | Total | |

BALANCE SHEET as at

(see notes 47 to 50)

| Previous Year | | £ | £ |
|---------------|---|--------|-------------------|
| | Fixed Assets (at page 14) | 0 | 0 |
| | Investments (as per analysis on page 15) | 0 | 0 |
| | Quoted (Market value £) | | |
| | Unquoted | | |
| | Total Investments | | |
| | Other Assets | | |
| | Loans to other trade unions | 0 | |
| | Sundry debtors | 0 | |
| | Cash at bank and in hand | 68.56 | 68.56 |
| | Income tax to be recovered | | |
| | Stocks of goods | | |
| | Others (specify) CHAIRMAN'S CURRENT AC | 760.60 | 760.60 |
| | Total of other assets | | |
| | TOTAL ASSETS | | 829.16 |
| | Fund (Account) | | ←478 |
| | 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 | | |
| | Sundry creditors | | |
| | Accrued expenses | | |
| | Provisions | | 1,307.00 |
| | Other liabilities | | 829.16 |
| | TOTAL LIABILITIES | | 829.16 |

1,307.00

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

| | Land and Buildings | | Furniture and Equipment £ | Motor Vehicles £ | Not used for union business £ | Total £ |
|---|--------------------|----------------|------------------------------|---------------------|----------------------------------|------------|
| | Freehold old £ | 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 | 138.00 | | 138.00 |
| From Investments | | | |
| Other Income (including increases by revaluation of assets) | | | |
| Total Income | | | |
| EXPENDITURE (including decreases by revaluation of assets) | | | |
| Total Expenditure | 721 829.16 | | 721 829.16 |
| | | | |
| Funds at beginning of year (including reserves) | 105.60 | | 105.60 |
| Funds at end of year (including reserves) | - 478 68.56 | | = 478 68.56 |
| | | | |
| ASSETS | | | |
| Fixed Assets | | | 0 |
| Investment Assets | | | 0 |
| Other Assets | | | 0 |
| Total Assets | | | 0 |
| LIABILITIES | | | |
| Total Liabilities | | | 1,307.00 829.16 |
| NET ASSETS (Total Assets less Total Liabilities) | | | - 478 (760.60) |

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.

Having examined the accounts in full it meets the requirements of section 28 of the 1992 Act. Myunion has kept proper accounting records in relation to transactions, assets and liabilities and there are adequate controls of the accounts records, cash and such transactions.

That the accounting records as prepared presents a fair view of the financial state of Myunion which can be explained. The certification officer's requirements are met.



ACCOUNTING POLICIES

(see notes 74 and 75)

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>ALAN JOE</u> Date: <u>20.8.2018</u> | Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>KWAME AMANKWA</u> Date: <u>20.8.2018</u> |
|--|---|

CHECK LIST

(see notes 78 to 80)


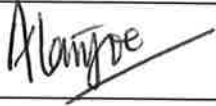
(please tick as appropriate)

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

Having examined the accounts in full it meets the requirements of section 28 of the 1992 Act. Myunion has kept proper accounting records in relation to transactions, assets and liabilities and there are adequate controls of the accounts records, cash and such transactions.

That the accounting records as prepared presents a fair view of the financial state of Myunion which can be explained. The certification officer's requirements are met.

| | | |
|--------------------------------------|---|---|
| Signature(s) of auditor or auditors: |  |  |
| Name(s): | CHARLES OLIVER | ALAN JOE |
| Profession(s) or Calling(s): | ACCOUNTANT | SECRETARY |
| Address(es): | 101-103 BRIXTON HILL LONDON SW2 1AA | 16 HURRICANE ROAD WALLINGTON SM6 9FX |
| Date: | 25 TH AUGUST 2018 | 25 TH AUGUST 2018 |
| Contact name and telephone number: | 07728541003 | 07912884594 |

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

MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

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

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

YES/NO

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

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

MEMBERSHIP AUDIT CERTIFICATE SECTION ONE

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

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

YES/NO

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

YES/NO

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

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

MEMBERSHIP AUDIT CERTIFICATE

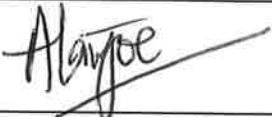
SECTION TWO

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

If "NO" Please explain below:

| | |
|-------------|---|
| Signature |  |
| Name | ALAN JOE |
| Office held | SECRETARY |
| Date | 25TH AUGUST 2018 |