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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Association of Revenue and Customs
Year ended:	31 December 2017
List no:	708T
Head or Main Office:	Elizabeth House 6th Floor 39 York Street London SE1 7NQ
Website address (if available)	www.arc-union.org.uk
Has the address changed during the year to which the return relates?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Click the appropriate box)
General Secretary:	Dave Penman
Telephone Number:	0207 401 5555
Contact name for queries regarding	Zohra Francis
Telephone Number:	0207 401 5581
E-mail:	Zohra@fda.org.uk

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

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

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	1329	51	0	1	1392
FEMALE	950	38	0	0	988
TOTAL	2279	89	0	1	A 2369

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

2222

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

11

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
attached			

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

FDA

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

ARC Committee changes to December 2017

List of officers as at December 2017

Vicky Johnson – President
Paula Houghton – Deputy President
Connor Burke - Treasurer

Helen Baird-Parker – Vice President
Julie Blayney – Vice President
Laurence Hutton – Vice President
David Cooper – Vice President
Eugene Mitchell – Vice President
Jim Rogers – Vice President

Dave Stuart – Committee Member
Andy Nixon – Committee Member
Michelle Wyer – Committee Member
Fahad Akhtar – Committee Member
Amy Carr – Committee Member
Heather Morris – Committee Member
John Parkhouse – Committee Member
Spencer Munn – Committee Member
Tony Wallace – Committee Member
Benjamin Barnett – Committee Member
Ashley Falla – Committee Member
Joshua Flew – Committee Member
Heather Morrison – Committee Member
Iona Stevenson – Committee Member
Marlina Sordari – Committee Member

ARC Committee changes to December 2017

Title of Office	Name of Officer Holding office	Current Yes/No	Date Ceasing to hold office/Appointed for 2 year term or following AGM whichever is sooner
President	Vicky Johnson	Yes	May 2016 AGM
Treasurer	Eugene Mitchell	No	Resigned AGM 2017
Treasurer	Connor Burke	Yes	Appointed June 2017
Deputy President	Paula Houghton	Yes	From 2016 AGM
Vice President	Helen Baird-Parker	Yes	Re-elected May 2016
Vice President	Julie Blayney	Yes	“ ”
Vice President	Laurence Hutton	Yes	“ ”
Vice President	David Cooper	Yes	“ ”
Vice President	Iain Campbell	Yes	“ ”
Vice President	Graham Flew	No	Resigned AGM 2017
Vice President	Eugene Mitchell	Yes	Elected July 2017
Vice President	Jim Rogers	Yes	Elected July 2017
Committee	Dave Stuart	Yes	May 2016
Committee	Andy Nixon	Yes	“ ”
Committee	Michelle Wyer	Yes	“ ”
Committee	Fahad Akhtar	Yes	“ ”
Committee	Will Richardson	No	Resigned Jan 2017
Committee	Amy Carr	Yes	May 2016
Committee	Heather Morrison	Yes	May 2016
Committee	Spencer Munn	Yes	May 2016
Committee	Tony Wallace	Yes	May 2016
Committee	Benjamin Barnett	By-Election	June 2016
Committee	Ashley Falla	By-election	June 2016
Committee	Joshua Flew	By-Election	June 2016
Committee	Heather Morrison	By-election	June 2016
Committee	Iona Stevenson	By-Election	Jan 2017
Committee	Marlina Serdari	By-election	Jan 2017
Committee	John Parkhouse	Yes	Jan 2017

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		194,798
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		
Investment income (as at page 12)		11,418
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	2,036	
Transfer from Political Fund	135,966	
Total of other income (as at page 4)		138,002
		TOTAL INCOME
		344,218
EXPENDITURE		
Benefits to members (as at page 5)		145,193
Administrative expenses (as at page 10)		
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
		TOTAL EXPENDITURE
		145,193
		199,025
Surplus (deficit) for year		199,025
		175,948
Amount of general fund at beginning of year		175,948
		374,974
Amount of general fund at end of year		374,974

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		
ARC Centre	989	
Miscellaneous receipts & reimbursements	247	
ARC Benevolent Fund	800	
TOTAL OTHER INCOME		2,036
TOTAL OF ALL OTHER INCOME		2,036

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Centre and Casework	6,165	brought forward Education and Training services	
Legal fees	18,341		
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Stationary	1,984		
Campaigns	3,000		
ARC News	21,566	Salary Costs	
Website support	7,818		
Advisory Services			
Audit	1,625		
Accounting & Investment advice	1,488		
		Other Benefits and Grants (specify)	
		Diaries	2,474
Dispute Benefits		Committee & Officers	52,951
		Conference & AGM	27,694
		Sundry expenses	87
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	145,193

(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			

(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)		2115
	Total other income as specified		
	Total income		2,115
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 – Transfer to General Fund per 2017 AGM decision		135,966
	Total expenditure		135,966
	Surplus (deficit) for year		(133,851)
	Amount of political fund at beginning of year		133,851
	Amount of political fund at the end of year (as Balance Sheet)		0
	Number of members at end of year contributing to the political fund		0
	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	
Salaries and Wages included in above	£
Auditors' fees	
Legal and Professional fees	
Occupancy costs	
Stationery, printing, postage, telephone, etc.	
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify)	
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Total	
Charged to:	
General Fund (Page 3)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Total	

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)		11,418
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		
Other investment income (specify)		
Total investment income		11,418
Credited to:		
General Fund (Page 3)		11,418
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Political Fund		
Total Investment Income		11,418

BALANCE SHEET as at 31/12/2017

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
245,117	Quoted (Market value £)		255,812
10,000	Unquoted		10,000
	Total Investments		265,812
	Other Assets		
	Loans to other trade unions		
20,222	Sundry debtors		5,820
46,304	Cash at bank and in hand		121,195
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
66,526	Total of other assets		127,015
321,643	TOTAL ASSETS		392,827
175,948	Fund (Account)		374,974
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
133,851	Political Fund (Account)		0
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
11,844	Sundry creditors		17,853
	Accrued expenses		
	Provisions		
	Other liabilities		
11,844	TOTAL LIABILITIES		17,853
321,643	TOTAL ASSETS		392,827

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold old £	Leaseh £				
Cost or Valuation						
At start of year						
Additions						
Disposals						
Revaluation/Transfer s						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfer s						
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)		
	UK Ordinary Shares	0	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	Unit Trusts & OEICS	255,812	
	TOTAL QUOTED (as Balance Sheet)	255,812	
	Market Value of Quoted Investment	878,733	
UNQUOTED	Equities		
	Unity Trust Bank plc	10,000	
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	TOTAL UNQUOTED (as Balance Sheet)	10,000	
	Market Value of Unquoted Investments	10,000	

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 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	194,798	2,115	196,913
From Investments	11,418		11,418
Other Income (including increases by revaluation of assets)	138,002		138,002
Total Income	344,218	2,115	346,333
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	145,193	135,966	281,159
Funds at beginning of year (including reserves)	175,948	133,851	309,799
Funds at end of year (including reserves)	374,974	0	374,974
ASSETS			
Fixed Assets			
Investment Assets			265,812
Other Assets			127,015
		Total Assets	392,827
LIABILITIES		Total Liabilities	17,853
NET ASSETS (Total Assets less Total Liabilities)			374,974

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

All notes to the accounts must be entered on or attached to this part of the return.

Refer to attached accounts

ACCOUNTING POLICIES

(see notes 74 and 75)

Refer to attached accounts

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>ZOHRA FRANCIS</u> Date: <u>18/7/2018</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>CONOR BURKE</u> <u>HONORARY TREASURER</u> Date: <u>3/8/2018</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 checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED (See Pages 23 and 24 and Notes 88 to 94)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

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

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

YES/
~~If "No" please explain below. n/a~~

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

YES/
~~If "No" please explain below. n/a~~

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

YES/
~~If "No" please explain below. n/a~~

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

AUDITOR'S REPORT (section one)

Refer to attached accounts - pages 8 & 9

Signature(s) of auditor or auditors:

Civalis Ltd

Name(s):

CIVVALS LIMITED

Profession(s) or Calling(s):

CHARTERED ACCOUNTANTS
& REGISTERED AUDITORS

Address(es):

50 SEYMOUR STREET
LONDON
W1H 7JG

Date:

17 July 2018

Contact name and telephone number:

M.TULLETT
0207 258 3461

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

MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

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

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

/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: *n/a*

Signature	<i>Mark Tullett</i>
Name	<i>Mark Tullett on behalf of Civvals Ltd</i>
Office held	<i>Director of Civvals Ltd</i>
Date	<i>17 July 2018</i>

ASSOCIATION OF REVENUE AND CUSTOMS
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

ASSOCIATION OF REVENUE AND CUSTOMS

TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

The accounts for the year ended 31 December 2017 show a surplus of £63,060. This is the second year of surplus we have reported for several years and results from a combination of actions taken that have reduced our costs and the inclusion again this year of the income earned on our investments and mainly reinvested in them. Distributions totalling £10,695 have been added to the cost of our investments. Additionally we have had a significant reduction in legal costs in 2017 as our Equal Pay claim was not in Tribunal during 2017. These expenses will increase again in 2018 as the claim continues.

Our net assets have increased by £65,175 to £374,974. This reflects our investments at cost of £265,812 rather than their value at 31 December 2017 of £888,733. This difference between value and costs provides us with additional reserves to deal with unforeseeable events.

We continue to seek ways of increasing our income and ensuring we continue getting best value for the expenditure we incur.

Subscription income has dipped slightly compared to 2016 and we will continue with our ongoing drive to increase our membership density across the section.

As in previous years our subscription income is the 30% of members' subscriptions remitted to us by the FDA under the Transfer of engagement dating back to us becoming a section of the FDA. Each of us pays our monthly subscriptions to FDA who retain 70% in accordance with the Transfer Agreement to pay for staff and other establishment costs.

Following a rule change at ADC 2017 the rebate will fall to 25% in 2018.

We continue to obtain significant savings compared to previous years by holding Conference and the annual dinner outside of London.

Committee and officers' expenses rose in 2017 compared to 2016 but are still significantly lower than in previous years. However, Centre expenses have continued to fall. Centre expenses includes expenses incurred by members, other than committee members, on case working. All committee members' expenses are included within committee and officers' expenses, including significant expenditure on case working.

Committee and officers' expenses are the most significant element of our expenditure and committee members endeavour to keep these as low as possible.

There were no postal ballots in 2017 or 2016 requiring administration by Popularis.

Our legal fees have fallen significantly during 2017 and continue to be mainly concerned with our Equal Pay fight. We have a number of cases in the Employment Tribunal during 2018, including our Equal Pay claim mentioned above so costs may rise again.

We spent a small some on a public event with CoVi which went well and from which we obtained publicity.

Our spending on ARC News continues to fall as we reduce the number of paper editions and use the ARC website and email as our main conduit for communications with members.

ASSOCIATION OF REVENUE AND CUSTOMS

TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

In line with the increase in our surplus by £63,060, our cash balance has increased by £74,891. The difference comprises mainly of our reinvested investment income and reduction of closing debtor balances. The committee continue to monitor our ongoing cash requirements and will invest cash balances not needed to meet forecast expenditure taking account of forecast income in the short to medium term.

Accounting Policies

- a) The financial statements of the Union have been prepared in accordance with Financial Reporting Standard 105 applicable in the United Kingdom and Republic of Ireland and the Trade Union and Labour Relations Act 1992.
- b) The accounts have been prepared under the historical cost convention.
- c) These accounts have been prepared on a going concern basis as the officers' have a reasonable expectation that the Union has adequate resources to continue for the foreseeable future.
- d) Subscription income is accounted for on a receivable basis for the current year.
- e) Expenditure is accounted for on an accruals basis. Any amounts of irrecoverable VAT are added to expenditure incurred.

Trade Union and Labour Relations (Consolidation) Act 1992 (Amended)

Under section 32A of the Act the following information must be included in this report.

ARC has not provided any member of the Executive, the President or the General Secretary with any salary or any benefits during the year.

A member who is concerned that some irregularity may be occurring or have occurred, in the conduct of the financial affairs of the union may take steps with a view to investigate further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concerns with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of the rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, the member should consider obtaining independent legal advice.

RESPONSIBILITY FOR FINANCIAL STATEMENTS

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

ASSOCIATION OF REVENUE AND CUSTOMS

TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

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



.....
Conor Burke – Honorary Treasurer
On behalf of the Trustees
11 May 2018

ASSOCIATION OF REVENUE AND CUSTOMS

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2017

	Year Ended 31/12/2017 £	Year Ended 31/12/2016 £	Notes
INCOME			
Subscriptions	194,798	197,024	
Investment Income	11,418	12,847	6
Sundry Receipts	2,036	0	
	<u>208,252</u>	<u>209,871</u>	
EXPENDITURE			
Training	(0)	3,353	
Diaries	2,474	2,934	
Conference / AGM	27,694	23,071	
Website Development	0	1,800	
Website Support	7,818	4,200	
Committee / Officers	52,951	48,368	
Stationery, printing and postage	1,984	2,422	
Campaigns	3,000	336	7
ARC News	21,566	35,638	
Centre and Caseworker expenses	6,165	10,244	
Sundry Expenses	87	871	
Ballots	0	0	
Legal Fees	18,341	52,049	
Audit	1,625	1,650	
Accountancy & Investment Advice	1,488	600	
	<u>145,193</u>	<u>187,536</u>	
SURPLUS (DEFICIT) TO GENERAL FUND	<u>63,060</u>	<u>22,335</u>	

ASSOCIATION OF REVENUE AND CUSTOMS

BALANCE SHEET AS AT 31 DECEMBER 2017

	2017		2016		Notes
	£	£	£	£	
FIXED ASSETS					
Investments		265,812		255,117	1
		<u>265,812</u>		<u>255,117</u>	
CURRENT ASSETS					
Debtors	√ 5,820		√ 20,222		2
Cash at Bank and Current Investments	√ 121,195		√ 46,304		3
	<u>127,015</u>		<u>66,526</u>		
CURRENT LIABILITIES					
Creditors	√ 17,853		√ 11,844		4
Net Current Assets		109,162		54,682	
NET ASSETS		<u>374,974</u>		<u>309,799</u>	
MEMBERS' FUNDS					
Political Fund		√ -	√ 133,851		5
General Fund brought forward		√ 175,948		153,613	
T/F from Political Fund to General Fund		135,966		-	
Surplus / (Deficit) for year		<u>63,060</u>		<u>22,335</u>	
		<u>374,974</u>		<u>309,799</u>	

The balance sheet as at 31 December 2017 and the income and expenditure account for the year then ended are certified and correct to the best of my knowledge and belief.



Conor P Burke
Treasurer

Date: 11 May 2018

ASSOCIATION OF REVENUE AND CUSTOMS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

	2017 £	2016 £
1. Investments		
Shares in Unity Trust Bank at cost	£ 10,000	£ 10,000
Investments in Unit Trusts (note 6)	£ 255,812	£ 245,117
	<u>265,812</u>	<u>255,117</u>
2. Debtors		
AGM	0	5,610
ARC Benevolent Fund	800	0
Subscriptions	1,913	6,400
ARC News	0	5,738
Committee	399	0
Diaries	2,708	2,474
	<u>5,820</u>	<u>20,222</u>
3. Cash at bank and current accounts		
Bank account	121,195	46,304
Centre balances	0	0
	<u>121,195</u>	<u>46,304</u>
4. Creditors		
FDA	2,461	714
Website support	600	1,200
ARC News	0	2,747
Legal costs	11,652	4,524
Audit	1,500	1,650
Investment advice	1,200	0
Committee	385	905
Other accruals	55	104
	<u>17,853</u>	<u>11,844</u>
5. Political Fund		
Balance brought forward	£ 133,851	£ 128,463
Subscriptions for year	£ 2,115	£ 5,388
less expenditure	0	0
Transfer to General Fund per decision of 2017 AGM	£ (135,966)	-
Balance carried forward	<u>0</u>	<u>133,851</u>

ASSOCIATION OF REVENUE AND CUSTOMS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

6. Investments

	Number	2017 Cost £	Value £	Number	2016 Cost £	Value £
Investments:						
Unit Trusts						
Scottish Widows Ethical	49,341.20	37,489	80,772	49,341.19	36,491	69,522
Edentree Amity A	46,488.85	34,438	112,744	45,851.75	32,949	100,828
Kames Ethical A	88,626.29	35,847	180,576	88,626.29	35,847	160,290
F&C Responsible UK Income	85,010.61	74,440	232,164	85,010.61	66,265	204,621
F&C Responsible Global Equity	13,232.74	12,500	68,731	13,232.74	12,500	58,925
Henderson Global Care Growth	23,596.29	33,248	67,651	23,596.29	33,215	57,480
Jupiter Ecology	34,781.96	27,850	135,966	34,781.96	27,850	120,464
		<u>255,812</u>	<u>878,603</u>		<u>245,117</u>	<u>772,130</u>
Shares						
Lloyds plc	191	0	130	191	0	150
Unity Trust Bank plc	10,000	10,000	10,000	10,000	10,000	10,000
		<u>10,000</u>	<u>10,130</u>		<u>10,000</u>	<u>10,150</u>
Totals		<u>265,812</u>	<u>888,733</u>		<u>255,117</u>	<u>782,280</u>

We received distributions of £10,695 from some of our investments during 2017. This income has been added to the cost of the relevant investments and included as investment income in the income and expenditure account.

7. Campaigns

Materials and expenses (excluding committee members' expenses) on:

	2017 £	2016 £
Public Understanding	0	336
Common Vision UK	3,000	0
	<u>3,000</u>	<u>0</u>

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION OF REVENUE & CUSTOMS

We have audited the financial statements that comprise the income and expenditure account, the balance sheet and the related notes, which have been prepared under the accounting policies set out in the Trustees' report.

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

Respective responsibilities of Trustees and Auditors

As described in the Trustees' Report the Union is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. We have been appointed as auditor under Section 33 of the Trade Union and Labour Relations Act 1992 and report in accordance with Section 36 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

Opinion on the financial statements

In our opinion the financial statements

- give a true and fair view of the state of the Union's affairs as at 31 December 2017 and of its transactions for the year ended on that date.
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations Act 1992.

Matters on which we are required to report by exception

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

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION OF
REVENUE & CUSTOMS**

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



**CIVVALS LIMITED
Statutory Auditors and
Chartered Accountants**

**50 Seymour Street
London
W1H 7JG**

Date: 11 May 2018