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# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Year ended:

List no:

Head or Main Office address:

Website address (if available)

Has the address changed during the year to which the return relates?  Yes  No (Check the appropriate box)

General Secretary:

Telephone Number:

Contact name for queries regarding the completion of this return:

Telephone Number:

E-mail:

**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**

**Management Committee**  
**As at 30 June 2018**

**Chairman** Ben Purkiss

**Committee** Gordon Taylor OBE  
Asmir Begovic  
Matt Bloomfield  
Andy Butler  
Peter Clarke  
George Friend  
Lee Grant  
Tom Heaton  
Steph Houghton MBE  
Matt Jarvis  
John Mousinho  
Mark Roberts  
Paul Robinson  
Mat Sadler  
Andy Taylor  
Peter Vincenti  
Jonathan Walters

# 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	5,207				<b>5,207</b>
FEMALE	153				<b>153</b>
TOTAL	5,360				<b>A 5,360</b>

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

5,360

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

3,027

## OFFICERS IN POST

(see note 12)

**Please attach as an annex 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
Chairman	Ritchie Humphries		01/07/2017
Committee Member	Casey Stoney MBE		21/02/2018
Committee Member		Asmir Begovic	29/11/2017
Committee Member		Matt Bloomfield	29/11/2017
Committee Member		Andy Butler	29/11/2017
Committee Member		Tom Heaton	29/11/2017
Committee Member		Mile Jedinak	29/11/2017
Committee Member		Mark Roberts	29/11/2017
Committee Member		Paul Robinson	29/11/2017
Committee Member		Mat Sadler	29/11/2017
Committee Member		Andy Taylor	29/11/2017

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

**and names:**

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		581,200
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		581,200
<b>Investment income (as at page 12)</b>		35,239
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	154,222	
<b>Total of other income (as at page 4)</b>		154,222
	<b>TOTAL INCOME</b>	<b>770,661</b>
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		209,710
<b>Administrative expenses (as at page 10)</b>		456,557
<b>Federation and other bodies (specify)</b>		
Affiliation fees	19,156	
Grants paid	20,000	
<b>Total expenditure Federation and other bodies</b>		39,156
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	<b>705,423</b>
		65,238
		309,075
		374,313
Surplus (deficit) for year		65,238
		309,075
Amount of general fund at beginning of year		309,075
		374,313
Amount of general fund at end of year		374,313

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
<b>Other income</b> Miscellaneous Income	154,222	
<b>TOTAL OTHER INCOME</b>		154,222
<b>TOTAL OF ALL OTHER INCOME</b>		154,222

## ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	209,710	<b>brought forward</b> Education and Training services	209,710
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>	209,710	<b>Total (should agree with figure in General Fund)</b>	209,710









Professional Footballers' Association  
Form AR21 - Year ended 30 June 2018

FUND 2	Fund Account	
Accident Fund	£	£

**Income**

From members		
Other Income		
Television fees	3,961,760	
Other donations	-	
Legal and medical fees recovered	-	
Sundry income	-	
Investment income (as at page 12)	162,229	
<b>Total Income</b>		<b>4,123,989</b>

**Expenditure**

Direct Expenditure	3,073,752	
Fundraising & publicity	275,899	
Management & administration	121,944	
Losses / (Gains) on investments	(244,848)	
<b>Total Expenditure</b>		<b>3,226,747</b>

Surplus (Deficit) for the year before taxation	897,242
Taxation	0
Surplus (Deficit) for the year after taxation	897,242
Add amount of fund at beginning of year	8,011,837
Amount of fund at the end of year (as Balance Sheet)	8,909,079

**Direct Expenditure**

Support costs	552,463
Legal & professional fees	17,694
Insurance premiums	908,000
Medical fees & grants	937,032
Spire costs	165,132
Permanent total disability	408,200
Other costs	85,231
	<b>3,073,752</b>

**Fundraising & publicity**

Support costs	275,899
Legal fees	-
Other costs	-
	<b>275,899</b>

**Management & administration**

Support costs	84,638
Auditors' remuneration	3,700
Management fees	32,604
Depreciation	1,002
	<b>121,944</b>

Professional Footballers' Association  
Form AR21 - Year ended 30 June 2018

FUND 3	Fund Account	
The Professional Footballers' Association Charity	£	£

**Income**

From members		
Other Income		
Television fees	24,750,000	
Course fees	82,892	
Other Donations	556	
Facility fees	0	
Investment income (as at page 12)	1,554,160	
<b>Total Income</b>		<b>26,387,608</b>

**Expenditure**

Direct Expenditure	4,874,591	
Fundraising & publicity	1,103,594	
Management & administration	1,157,001	
Grants	17,411,140	
Losses / (Gains) on investments	(192,997)	
<b>Total Expenditure</b>		<b>24,353,329</b>

Surplus (Deficit) for the year before taxation	2,034,279
Taxation	0
Surplus (Deficit) for the year after taxation	2,034,279
Add amount of fund at beginning of year	53,399,146
Transfers	
Amount of fund at the end of year (as Balance Sheet)	55,433,425

**Direct Expenditure**

Support costs	4,047,748
Travel costs	341,601
Legal & professional fees	485,242
Other costs	-
	<u>4,874,591</u>

**Fundraising & publicity**

Support costs	1,103,594
Other costs	-
	<u>1,103,594</u>

**Management & administration**

Support costs	178,542
Auditors' remuneration	5,750
Legal & professional fees	
Premises costs	37,183
Office expenses	624,007
Management fees	274,847
General office inc deprn	36,672
	<u>1,157,001</u>

**Professional Footballers' Association**  
**Form AR21 - Year ended 30 June 2018**  
**Grants**

	£
Football Conference Community	1,200,000
Football League Youth Development	3,000,000
Football Scholarship Funding	1,642,000
FA Medical	400,000
Football League Community Fund	3,500,000
PFA Educational and Vocational Grants	1,855,499
Football Coaching Services and Courses	167,584
Equality Development - Anti Racism	904,057
Fair Play Awards	15,000
Sporting Chance	400,000
Premier League Youth Development	3,000,000
Peoples History Museum	5,000
National Football Museum	20,000
Network of Councillors	333,222
Advisory for Academy	108,834
English Football League Community Awards	12,480
Driver Awareness	41,340
Heart4More Foundation	27,200
PFA Contribution to Football's Influence on Lifelong Health and Dementia Risk (FIELD)	125,000
Small Grants	88,663
Grants to Individuals - Benevolent Grants	565,261
	<hr/>
	17,411,140

# POLITICAL FUND ACCOUNT

(see notes 24 to 33)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own political fund</b>	
	<b>Income</b>	Members contributions and levies	£
		Investment income (as at page 12)	£
		Other income (specify)	£
			£
		Total other income as specified	
		Total income	
Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period			
<b>Expenditure A</b>	(as at page i)		£
<b>Expenditure B</b>	(as at page ii)		£
<b>Expenditure C</b>	(as at page iii)		£
<b>Expenditure D</b>	(as at page iv)		£
<b>Expenditure E</b>	(as at page v)		£
<b>Expenditure F</b>	(as at page vi)		£
<b>Non-political expenditure</b>	(as at page vii)		£
		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	

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>	
	<b>Income</b>	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	
<b>Expenditure</b>	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	
		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 34 and 35)

<b>Administrative Expenses</b>		£
Remuneration and expenses of staff		
Salaries and Wages included in above	£	See Attached
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)		
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Charged to:	General Fund (Page 3)	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	<b>Total</b>	

**Professional Footballers' Association**  
**Form AR21 - Year ended 30 June 2018**  
**Analysis of Administrative Expenses and Other Outgoings Excluding**  
**Amounts Charged to Political Fund Accounts**

**Administrative Expenses**

Staff remuneration and expenses:	
Salaries and wages	4,251,074
Pension costs	178,673
Motor expenses	240,679
Auditors fees	13,150
Legal & professional	40,734
Stationery, printing, postage etc	255,265
Donations & advertising	89,361
Management expenses	317,993
Premises costs	241,039
Office costs	631,447
Gain/ Loss on sale of investment	( 34,878)
Depreciation	75,965
Less: Administration charge	( 4,565,000)
	<u>1,735,502</u>

**Charged to:**

General Fund (page 3)	456,557
Accident Fund	121,944
The Professional Footballers' Association Charity Fund	1,157,001
	<u>1,735,502</u>





# ANALYSIS OF INVESTMENT INCOME

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			36,734
Dividends (gross) from:			
Equities (e.g. shares)			1,711,733
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			3,161
Other investment income (specify)			
		Total investment income	1,751,628
		Credited to:	
		General Fund (Page 3)	35,239
		Fund (Account 1)	162,229
		Fund (Account 2)	1,554,160
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	1,751,628

# BALANCE SHEET as at

30 June 2018

(see notes 49 to 52)

Previous Year		£	£
8,968,412	<b>Fixed Assets</b> (at page 14)		9,318,908
	<b>Investments</b> (as per analysis on page 15)		
27,627,637	Quoted (Market value £     )	28,174,903	
27,096,957	Unquoted	29,776,194	
	<b>Total Investments</b>		57,951,097
	<b>Other Assets</b>		
	Loans to other trade unions		
5,651,464	Sundry debtors		3,172,919
80	Cash at bank and in hand		103
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		3,173,022
69,344,550	<b>TOTAL ASSETS</b>		70,443,027
309,075	Fund (Account 1)		374,313
8,011,837	Fund (Account 2)		8,909,079
53,399,146	Fund (Account 3)		55,433,425
	Superannuation Fund (Account     )		
	Political Fund (Account     )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
317,178	Tax payable	323,908	
3,507,571	Sundry creditors	3,490,537	
3,799,743	Accrued expenses	1,911,765	
	Provisions		
	Other liabilities		
	<b>TOTAL LIABILITIES</b>		5,726,210
69,344,550	<b>TOTAL ASSETS</b>		70,443,027

# FIXED ASSETS ACCOUNT

(see notes 53 to 57)

**See Attached**

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year						
Additions						
Disposals						
Revaluation/Transfers						
At end of year						
<b>Accumulated Depreciation</b>						
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						

**Professional Footballers' Association**  
**Form AR21 - Year ended 30 June 2018**  
**Fixed Assets Account**

	Investment Property	Freehold Property	Leasehold Property	Motor Vehicles	Furniture & Equipment	Not used for Union Business	Total
<b>Cost</b>							
At start of year	355,901	8,253,169	163,526	99,887	795,696	-	9,668,179
Additions	-	410,854	-	-	15,607	-	426,461
Disposals	-	-	-	-	-	-	-
Revaluation/Transfers	-	-	-	-	-	-	-
At end of year	<u>355,901</u>	<u>8,664,023</u>	<u>163,526</u>	<u>99,887</u>	<u>811,303</u>	<u>-</u>	<u>10,094,640</u>
<b>Accumulated Depreciation</b>							
At start of year	-	-	-	4,162	695,605	-	699,767
Charges for year	-	-	-	24,972	50,993	-	75,965
Disposals	-	-	-	-	-	-	-
Revaluation/Transfers	-	-	-	-	-	-	-
At end of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,134</u>	<u>746,598</u>	<u>-</u>	<u>775,732</u>
<b>Net book value</b>							
At end of year	<u>355,901</u>	<u>8,664,023</u>	<u>163,526</u>	<u>70,753</u>	<u>64,705</u>	<u>-</u>	<u>9,318,908</u>
At end of prior year	<u>355,901</u>	<u>8,253,169</u>	<u>163,526</u>	<u>95,725</u>	<u>100,091</u>	<u>-</u>	<u>8,968,412</u>

# ANALYSIS OF INVESTMENTS

(see notes 58 and 59)

**See Attached**

	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		

Professional Footballers' Association  
 Form AR21 - Year ended 30 June 2018  
 Analysis of Investments

	Political Funds £	Other Funds £
<b>Quoted</b>		
Equities	-	28,174,903
Gilts	-	-
Other	-	-
	<u>-</u>	<u>28,174,903</u>
<b>Unquoted</b>		
Equities	-	100
Bank & building societies	-	20,003,114
Memorabilia	-	9,772,980
	<u>-</u>	<u>29,776,194</u>
	 <u>-</u>	 <u>57,951,097</u>

# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 60 and 61)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		YES <input checked="" 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)		
PFA Enterprises Limited	01088411		
The Professional Footballers' Association Charity	08352024		
<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		YES <input type="checkbox"/>	NO <input checked="" 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		
PFA Enterprises Limited	Professional Footballers' Association		
The Professional Footballers' Association Charity	Not Applicable – Company Limited by Guarantee		

Professional Footballers' Association  
Form AR21 - Year ended 30 June 2018  
Summary Sheet

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>Income</b>			
From members	581,200	-	581,200
From Investment	1,751,628	-	1,751,628
Other Income	28,949,430	-	28,949,430
<b>Total Income</b>	<b>31,282,258</b>	<b>-</b>	<b>31,282,258</b>

<b>Expenditure</b>	28,285,499	-	28,285,499
<b>Total Expenditure</b>	<b>28,285,499</b>	<b>-</b>	<b>28,285,499</b>

<b>Funds at beginning of year</b>	61,720,058	-	61,720,058
<b>Funds at end of year</b>	<b>64,716,817</b>	<b>-</b>	<b>64,716,817</b>

<b>Assets</b>		
Fixed Assets		9,318,908
Investment Assets		57,951,097
Other Assets		3,173,022
	<b>Total Assets</b>	<b>70,443,027</b>
<b>Liabilities</b>		
	Total Liabilities	5,726,210
	<b>Total Liabilities</b>	<b>5,726,210</b>
<b>Net Assets (Total Assets less Total Liabilities)</b>		<b>64,716,817</b>



# INFORMATION ON INDUSTRIAL ACTION BALLOTS

(see notes 74 to 80)

**Did the union hold any ballots in respect of industrial action during the return period?**

**NO**

If Yes How many ballots were held:

For each ballot held please complete the information below:

**Ballot 1**

Number of individuals who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question 1

Number of Individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

**\* 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot **Y / N**

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? **Y / N**

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot **Y / N**

**Ballot 2**

Number of individuals who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question 1

Number of Individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

**\* 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot **Y / N**

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? **Y / N**

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot **Y / N**

**For additional ballots please continue on next page**

**Ballot 3**

Number of individuals who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question 1

Number of Individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

\* 1-3 should total "Number of votes cast in the ballot"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y / N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y / N

**Ballot 4**

Number of individuals who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question 1

Number of Individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

\* 1-3 should total "Number of votes cast in the ballot"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y / N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y / N

**Ballot 5**

Number of individuals who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question 1

Number of Individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

\* 1-3 should total "Number of votes cast in the ballot"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y / N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y / N

**Use a continuation sheet if necessary**

# INFORMATION ON INDUSTRIAL ACTION

(see note 81)

## \*Categories of Nature of Trade Dispute :

A: terms and conditions of employment, or the physical conditions in which any workers are required to work;

B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;

C: allocation of work or the duties of employment between workers or groups of workers;

D: matters of discipline;

E: a worker's membership or non-membership of a trade union;

F: facilities for officials of trade unions;

G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

**Did Union members take industrial action during the return period in response to any inducement on the part of the Union?** NO

If **YES**, for each industrial action taken please complete the information below:

### Industrial Action 1

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

### Industrial Action 2

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

### Industrial Action 3

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Industrial Action 4**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Industrial Action 5**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Industrial Action 6**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Industrial Action 7**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Industrial Action 8**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A  B  C  D  E  F  G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

**Use a continuation page if necessary**

# NOTES TO THE ACCOUNTS

(see notes 82 and 83)

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

Attached

## Professional Footballers' Association

### General Fund

#### Notes to the financial statements for the year ended 30 June 2018

##### 1. Accounting Policies

###### **Basis of preparation**

The accounts have been prepared under the historic cost convention as modified by the revaluation of quoted investments, in accordance with generally accepted accounting principles.

The accounts are prepared on a going concern basis and the management committee considers this appropriate given the continued support of the other PFA funds.

###### **Depreciation**

Depreciation is provided on tangible fixed assets, where material, at rates calculated to write off cost, less estimated residual value, of each asset over its expected useful life as follows:

	%
Motor Vehicles	25 per year on cost
Office Equipment	30 per year on cost
Fixtures, Fittings and Equipment	10 per year on cost

###### **Pensions**

The Association contributes to personal pensions for employees in a defined contribution scheme. The assets are invested and managed independently of the finances of the Association. The costs are charged to management expenses over the periods benefiting from the employee's services.

###### **Leasing Commitments**

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

###### **Turnover**

Income represents members' subscriptions and entrance fees receivable and other income.

###### **Taxation**

Taxation is provided for at the rates prevailing at the balance sheet date, and the charge is based on surpluses arising on certain activities that are liable to tax.

###### **Memorabilia**

Memorabilia items held are stated at cost and are included within investments.

###### **Investment Properties**

Investment properties are initially recorded at cost with an annual assessment of market value. Changes in market value, when applicable, will be reflected in the Statement of Recognised Gains and Losses. Investment properties are not depreciated.

## Professional Footballers' Association

### General Fund

#### Notes to the financial statements for the year ended 30 June 2018

	2018	2017
	£	£
<b>2. The operating surplus for the year is stated after charging:</b>		
Auditors remuneration	3,700	4,030
Depreciation of owned fixed assets	45,731	57,512
Chief Executive's remuneration		
Salary	1,188,765	1,188,765
Bonus	777,183	777,183
Benefits in kind	<u>54,445</u>	<u>53,028</u>

The members of the Management Committee do not receive any remuneration other than reimbursed expenses.

	2018	2017
	£	£
<b>3. Administrative Expenses</b>		
Payroll costs and National Insurance	3,911,339	3,831,798
Staff pension scheme	178,673	204,314
Other staff costs	76,555	67,615
Motor and travelling expenses	240,679	295,540
Postage and telephone	50,261	50,152
Printing and stationery	38,871	39,983
Computer and website costs	166,133	130,527
Donations and advertising	89,361	122,634
Rent, rates, insurance, light and heat	122,176	161,633
Repairs, maintenance and office refurbishment	81,680	78,964
Audit fees	3,700	4,030
Management fees	10,542	10,163
Affiliation fees	19,156	21,266
Consultancy fees	39,780	10,946
Grants paid	<u>20,000</u>	<u>20,000</u>
	<u>5,048,906</u>	<u>5,049,565</u>

No specific staff numbers are identified because staff engaged at the PFA contribute to the work of a number of funds.

## Professional Footballers' Association

### General Fund

#### Notes to the financial statements for the year ended 30 June 2018

#### 4. Tangible Fixed Assets

	Investment Property £	Leasehold Property £	Motor Vehicles £	Furniture Fittings & Equipment £	Total £
<b>Cost</b>					
At 1 July 2017	355,901	81,763	99,887	623,273	1,160,824
Additions	-	-	-	7,695	7,695
Disposals	-	-	-	-	-
	<u>355,901</u>	<u>81,763</u>	<u>99,887</u>	<u>630,968</u>	<u>1,168,519</u>
At 30 June 2018					
<b>Depreciation</b>					
At 1 July 2017	-	-	4,162	589,918	594,080
Charge for the year	-	-	24,972	20,759	45,731
Eliminated on disposal	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>29,134</u>	<u>610,677</u>	<u>639,811</u>
At 30 June 2018					
<b>Net Book Value</b>					
At 30 June 2018	<u>355,901</u>	<u>81,763</u>	<u>70,753</u>	<u>20,291</u>	<u>528,708</u>
At 30 June 2017	<u>355,901</u>	<u>81,763</u>	<u>95,725</u>	<u>33,355</u>	<u>566,744</u>

The Management Committee has assessed the market value of the investment property at the balance sheet date and believes that the cost reflects the current market value.



**Professional Footballers' Association**

**General Fund**

**Notes to the financial statements  
for the year ended 30 June 2018**

	2018	2017
	£	£
<b>5. Investments</b>		
<b>Quoted Investments</b>		
At 1 July 2017	731,351	643,181
Additions	11,771	89,345
Disposals	(37,885)	(78,359)
Net unrealised investment gains	<u>34,878</u>	<u>77,184</u>
At 30 June 2018	<u>740,115</u>	<u>731,351</u>
<b>Bank Deposits</b>		
At 1 July 2017	47,810	67,367
Movement during the year	<u>267,770</u>	<u>(19,557)</u>
At 30 June 2018	<u>315,580</u>	<u>47,810</u>
<b>Unquoted Shares</b>		
At 1 July 2017	100	100
Additions	-	-
Disposals	<u>-</u>	<u>-</u>
At 30 June 2018	<u>100</u>	<u>100</u>
<b>Memorabilia</b>		
At 1 July 2017	88,906	53,239
Additions	225	35,667
Disposals	<u>-</u>	<u>-</u>
At 30 June 2018	<u>89,131</u>	<u>88,906</u>
<b>Summary</b>		
Quoted investments	740,115	731,351
Bank deposits	315,580	47,810
Unquoted shares	100	100
Memorabilia	<u>89,131</u>	<u>88,906</u>
	<u>1,144,926</u>	<u>868,167</u>
<b>6. Debtors</b>		
Trade Debtors and Prepayments	185,727	104,623
Amounts due from PFA Enterprises Limited	547,740	547,797
Amounts due from PFA Charity	-	902,766
Other Debtors	<u>130,293</u>	<u>130,293</u>
	<u>863,760</u>	<u>1,685,479</u>

## Professional Footballers' Association

### General Fund

#### Notes to the financial statements for the year ended 30 June 2018

	2018	2017
	£	£
<b>7. Creditors: Amounts falling due within one year</b>		
Amounts due to other PFA Funds	1,798,525	2,453,835
Trade Creditors and Accrued Charges	131,832	131,463
Taxation and Social Security Costs	<u>232,827</u>	<u>226,097</u>
	<u>2,163,184</u>	<u>2,811,395</u>

#### **8. Related Parties**

Senior officers of the PFA General Fund are also senior officers with the PFA Accident Fund. The Professional Footballers' Association Charity also has trustees in common with the senior management of the PFA General Fund. The following transactions took place with these entities during the year:-

Recharges to the funds for administration expenses:-

PFA Accident Fund: £913,000 (2017: £920,000)  
PFA Charity: £3,652,000 (2017: £3,680,000)

Recharges by the funds for administration expenses:

PFA Charity: £10,000 (2017: £10,000)

At the year end the balances were as follows:-

Due from the PFA General Fund  
PFA Charity : £282,553 (2017: Due from PFA Charity £902,766)  
PFA Accident Fund: £1,515,972 (2017: £2,453,835)

Senior officers of the PFA General Fund are also directors of PFA Enterprises Limited and League Football Education. The following transactions took place with these entities during the year:-

Recharges to the companies for administration expenses:-

PFA Enterprises Limited: £153,625 (2017: £153,625)

Due to the PFA General Fund:  
PFA Enterprises Limited: £547,740 (2017: £547,797)

## Professional Footballers' Association

### General Fund

#### Notes to the financial statements for the year ended 30 June 2018

	2018	2017
	£	£
<b>9. Financial Instruments</b>		
The carrying amount for each category of financial instrument is as follows:		
<b>Financial assets</b>		
Measured at fair value through statement of comprehensive income	<u>740,115</u>	<u>731,351</u>
Debt instruments measured at amortised cost	<u>1,179,443</u>	<u>1,642,626</u>
<b>Financial liabilities</b>		
Financial liabilities measured at amortised cost	<u>2,163,184</u>	<u>2,811,395</u>

Financial assets measured at fair value through the statement of comprehensive income comprise quoted fixed asset investments.

Financial assets measured at amortised cost comprise cash at bank, bank deposits, trade debtors, other debtors, amounts due from PFA Enterprises Limited and amounts due from PFA Charity.

Financial liabilities measured at amortised cost comprise trade creditors, accruals, amounts due to other PFA Funds and taxation and social security costs.

## **Professional Footballers' Association**

### **General Fund**

#### **Independent auditors' report to the members Year ended 30 June 2018**

##### **Opinion**

We have audited the financial statements of The Professional Footballers' Association – General Fund “the Association” for the year ended 30 June 2018 which comprise the Statement of Comprehensive Income, Balance Sheet and Cashflow Statement 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 FRS 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 30 June 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with 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 to you in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Management Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Management Committee 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.

## **Professional Footballers' Association**

### **General Fund**

#### **Independent auditors' report to the members (continued)**

**Year ended 30 June 2018**

#### **Other information**

The other information comprises the information included in the Report of the Management Committee, other than the financial statements and our auditor's report thereon. The Management Committee is 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 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.

#### **Opinions on other matters**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Management Committee for the financial year for which the financial statements are prepared is consistent with the financial statements.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters if, in our opinion:

- a satisfactory system of control over transactions has not been maintained; or
- the Association 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.

#### **Responsibilities of the Management Committee**

As explained more fully in the Statement of the Management Committee's Responsibilities set out on page 2, the Management Committee are 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 Management 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 Management Committee 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 Management Committee 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.

## Professional Footballers' Association

### General Fund

#### Independent auditors' report to the members (continued) Year ended 30 June 2018

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Management Committee.
- Conclude on the appropriateness of the Management Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### Use of our report

This report is made solely to the Association's members, as a body, in accordance with Section 36 of the Trade Union & Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Association'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 Association and the Association's members as a body for our audit work, for this report, or for the opinions we have formed.

*Beever and Struthers*

Beever and Struthers, Statutory Auditor  
St George's House  
215/219 Chester Road  
Manchester  
M15 4JE

Date: *30 November 2018*

# ACCOUNTING POLICIES

(see notes 84 and 85)

Attached

## SIGNATURES TO THE ANNUAL RETURN

(see notes 86 and 87)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u><i>Darwin</i></u> Name: <u>DARWIN WILSON</u> Date: <u>30<sup>th</sup> November 2018</u>	Chairman's Signature: <u><i>Gordon Taylor</i></u> (or other official whose position should be stated) Name: <u>GORDON TAYLOR</u> Date: <u>30<sup>th</sup> November 2018</u>
--	---

## CHECK LIST

(see notes 88 and 89)

(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 23 and 25 and Notes 86 and 95)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 24 and 25 and Notes 2 and 92)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 88)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 104)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	<input checked="" type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 62)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE MEMBERSHIP AUDIT CERTIFICATE BEEN COMPLETED? (see Page i to iii and Notes 97 to 103)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

# AUDITOR'S REPORT

(see notes 92 to 95)

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

THE CHECKLIST BELOW IS FOR GUIDANCE. A REPORT IS STILL REQUIRED EITHER SET OUT OVERLEAF OR BY WAY OF AN ATTACHED AUDITOR'S REPORT THAT COVERS THE ABOVE 1992 ACT REQUIREMENTS

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 92 and 93)

YES

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
  - (c) whether the accounts to which the report relates agree with the accounting records?
- (See section 36(3) of the 1992 Act, set out in note 92)

YES

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:

- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
- (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.

(See section 36(4) of the 1992 Act set out in note 92)

YES

If "No" please explain below.

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

(See note 92)

Attached



# AUDITOR'S REPORT

(see notes 92 to 95)

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

THE CHECKLIST BELOW IS FOR GUIDANCE. A REPORT IS STILL REQUIRED EITHER SET OUT OVERLEAF OR BY WAY OF AN ATTACHED AUDITOR'S REPORT THAT COVERS THE ABOVE 1992 ACT REQUIREMENTS

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 92 and 93)

YES

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
  - (c) whether the accounts to which the report relates agree with the accounting records?
- (See section 36(3) of the 1992 Act, set out in note 92)

YES

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
- (See section 36(4) of the 1992 Act set out in note 92)

YES

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 92)

Attached

# AUDITOR'S REPORT (continued)

Attached

Signature(s) of auditor or auditors:

*Beever and Struthers*

Name(s):

Beever and Struthers

Profession(s) or Calling(s):

Statutory Auditors

Address(es):

St George's House  
215-219 Chester Road  
Manchester  
M15 4JE

Date:

*30 November 2018*

Contact name and telephone number:

***Maria Hallows***  
***0161 832 4901***

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

made in accordance with section 24ZD of the  
Trade Union and Labour Relations (Consolidation) Act 1992  
(See notes 97 to 103)

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**

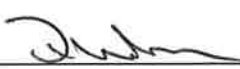
**SECTION TWO**

*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:

Signature	
Name	DARREN MISKOW
Office held	DIRECTOR OF FINANCE
Date	30th November 2018

# MEMBERSHIP AUDIT CERTIFICATE (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	