

## Trade Union's details

Name of Trade Union:	NATIONAL UNION OF JOURNALISTS
Year ended:	30 SEPTEMBER 2018
List number:	197T
Head or Main Office address:	HEADLAND HOUSE 72 ACTON STREET LONDON WC1X 9NB
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
Website address (if available)	www. nuj . org . uk
General Secretary:	MICHELLE STANISTREET
Telephone Number:	02078433700
Contact name for queries regarding the completion of this return:	BERNARD ROCHE
Telephone Number:	02078433700
E-mail:	bernardr@nuj.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.



## 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	13,363	553	1,573	401	15,890
Female	8,957	280	818	223	10,278
<b>Total</b>	<b>22,320</b>	<b>833</b>	<b>2,391</b>	<b>624</b>	<b>A 26,168</b>

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

22,769

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

34

## Change of officers

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

Position held	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of change
PRESIDENT	TIM DAWSON	SIAN JONES	22 APRIL 2018
VICE PRESIDENT	SIAN JONES	PIERRE VICARY	22 APRIL 2018

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated

and names:

<u>Committee seats</u>	<u>Elected member</u>
<b>NATIONAL OFFICERS</b>	
President	Siân Jones
Vice President	Pierre Vicary
Hon Gen Treasurer	John Barsby
<b><u>NATIONAL EXECUTIVE COUNCIL (NEC)</u></b>	
S.O. GS Michelle Stanistreet	
Black Members	Arjum Wajid
Disabled Members	Natasha Hirst
<b><u>INDUSTRIAL SEATS (ALL ONE SEAT)</u></b>	
Books	Anna Hervé JS
	Catherine Brereton JS
Broadcasting	Tory Blair (JS)
	Adam Bowen (JS)
Freelance	Tim Dawson
Magazines	Liz Else (JS)
	Alan Gibson (JS)
Newspapers & Agencies	Steven Bird
PR and Communication	Siân Jones
New Media	Christina Zaba
<b><u>GEOGRAPHICAL SEATS</u></b>	
Continental Europe	Cailin MacKenzie (JS)
	Tony Sheldon (JS)
East Anglia	John Barsby
London	Laura Downes

	Pennie Quinton
	Pierre Vicary
	Michael Pooler JS
	Stephen Smith JS
Midlands of England	Diana Peasey
Northern Ireland	Anton McCabe (JS)
	Ciarán Ó Maoláin (JS)
North East England	Adam Christie
North West England	Chris Frost
Republic of Ireland	Gerry Curran
	Michael Fisher
Scotland	James Doherty (JS)
	Layla-Roxanne Hill (JS)
	John Matthews
South East England	Jim Boumelha
	Richard Palmer
	Leoni Robertson
South West England	Tim Lezard
Wales	David Nicholson

**General fund**  
(see notes 13 to 18)

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		4,669,705
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		4,669,705
<b>Total of all income from members</b>		4,669,705
<b>Investment income (as at page 12)</b>		
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	167,479	
<b>Total of other income (as at page 4)</b>		334,642
		502,121
		<b>Total income</b>
		5,171,826
<b>Expenditure</b>		
<b>Benefits to members (as at page 5)</b>		568,035
<b>Administrative expenses (as at page 10)</b>		3,882,437
<b>Federation and other bodies (specify)</b>		
IFJ/EFJ	90,134	
TUC	85,060	
OTHERS	56,491	
<b>Total expenditure Federation and other bodies</b>		231,685
<b>Taxation</b>		-
		<b>Total expenditure</b>
		4,682,157
		489,669
		(1,034,432)
		(544,763)

**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>		
JOURNALIST	3,762	
SUNDRY INCOME	5,976	
VAT RECOVERED	38,935	
ACTUARIAL GAIN ON PENSION LIABILITY	263,000	
LEGAL SERVICES	21,629	
TRAINING	1,340	
<b>Total other income</b>		334,642
<b>Total of all other income</b>		334,642

**Analysis of benefit expenditure shown at general fund**  
(see notes 21 to 23)

	£		£
Representation – Employment Related Issues LEGAL ASSISTANCE	333,132	<b>brought forward</b> Education and Training services  TRADE UNION TRAINING	492,087  53,552
Representation – Non-Employment Related Issues		Negotiated Discount Services	
Communications JOURNALIST MAGAZINE	155,655	Salary Costs	
Advisory Services		Other Benefits and Grants (specify) MEMBERSHIP CARDS	22,396
Dispute Benefits			
Other Cash Payments PROVIDENT BENEFITS	3,300		
<b>carried forward</b>	492,087	<b>Total (should agree with figure in General Fund)</b>	568,035

## Accounts other than the revenue account/general fund

(see notes 21 to 23)

Fund 2		Fund Account	
Name:	FIGHTING FUND	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		-
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		-
	<b>Surplus (Deficit) for the year</b>		-
	<b>Amount of fund at beginning of year</b>		1,040,431
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		1,040,431
	<b>Number of members contributing at end of year</b>		22,769

Fund 3		Fund Account	
Name:	BRANCH MANAGEMENT FUND	£	£
<b>Income</b>			
	From members		99,541
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		99,541
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		125,902
	<b>Total Expenditure</b>		125,902
	<b>Surplus (Deficit) for the year</b>		(26,361)
	<b>Amount of fund at beginning of year</b>		327,874
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		301,513
	<b>Number of members contributing at end of year</b>		22,769

(See notes 21 to 23)



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

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

(See notes 21 to 23)

<b>Fund 6</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<b>Income</b>	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

<b>Fund 7</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<b>Income</b>	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

## 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</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	

**The following pages 9i to 9vii relate to the Political Fund Account Expenditure**

**Political fund account expenditure (a)**

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party

Name of political party in relation to which money was expended	Total amount spent during the period £
<b>Total</b>	

## Political fund account expenditure (b)

Expenditure under section 72 (1) (b) of the Trade Union and Labour Relations (Consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure of money on the provision of any services or property for use by or on behalf of any political party

Name of political party to which payment was made	Total amount paid during the period £
<b>Total</b>	

## Political fund account expenditure (c)

Expenditure under section 72 (1) (c) of the Trade Union and Labour Relations (Consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000  
during the period to which return relates.

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see note 33(iii))	£
<b>Total</b>			

## Political fund account expenditure (d)

Expenditure under section 72 (1) (d) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure on the maintenance of any holder of political office
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Name of office holder	£
<b>Total</b>	

## Political fund account expenditure (e)

Expenditure under section 72 (1) (e) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party

Name of political party	£
<b>Total</b>	



## Political fund account expenditure (f)

Expenditure under section 72 (1) (f) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

On the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate

Name of organisation or political party	£
	<b>Total</b>

**Expenditure from the political fund not falling within section 72(1) of the trade union & labour relations (consolidation) act 1992**

**For expenditure not falling within section 72(1) the required information is-**

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	<b>£</b>
	Total Total expenditure
(b) the name of each organisation to which money was paid (otherwise than for a particular cause or campaign), and the total amount paid to each one	<b>£</b>
	Total Total expenditure
(c) the total amount of all other money expended	<b>£</b>
	Total Total expenditure

## 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		2,109,798
Salaries and Wages included in above	£2,005,414	
Auditors' fees		27,000
Legal and Professional fees		65,030
Occupancy costs		291,226
Stationery, printing, postage, telephone, etc.		54,525
Expenses of Executive Committee (Head Office)		60,333
Expenses of conferences and committees		217,042
Other administrative expenses (specify)		
REGIONAL OFFICES		175,758
INSURANCE		25,775
IT COSTS		162,667
OTHERS		380,543
BRANCHES		125,902
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		39,191
Mortgages		
Other loans		
Depreciation		16,668
Deferred Taxation		(55,472)
DB PENSION SCHEME		272,000
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
DONATIONS TO CHARITIES		40,353
	<b>Total</b>	4,008,339
Charged to:	General Fund (Page 3)	3,882,437
	Fund (Branch Account	125,902
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	<b>Total</b>	4,008,339

## Analysis of officials' salaries and benefits

(see notes 36 to 46)

Position held	Gross Salary	Employers N.I. contributions	Benefits			Total	
	£		Pension Contributions £	Other Benefits			£
				Description	Value £		
GENERAL SECRETARY	84,165	11,538	7,189	CAR BENEFIT	2,632		
				HOLIDAY PAY	12,602	118,126	
PRESIDENT	NIL	NIL	NIL	NIL	NIL	NIL	
VICE PRESIDENT	NIL	NIL	NIL	NIL	NIL	NIL	
HON GEN TREASURER	NIL	NIL	NIL	NIL	NIL	NIL	

## Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			167,479
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
		<b>Total investment income</b>	<b>167,479</b>
Credited to:			
		General Fund (Page 3)	167,479
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		<b>Total Investment Income</b>	<b>167,479</b>

**Balance sheet as at**

30 SEPTEMBER 2018

(see notes 49 to 52)

Previous Year		£	£
2,520,909	<b>Fixed Assets</b> (at page 14)		2,568,841
	<b>Investments</b> (as per analysis on page 15)	5,724,603	
	Quoted (Market value £ )		
	Unquoted		
5,724,603	<b>Total Investments</b>		5,724,603
	<b>Other Assets</b>		
	Loans to other trade unions		
202,954	Sundry debtors	419,222	
62,486	Cash at bank and in hand	131,338	
1,573,173	Net Deferred tax to be recovered	1,517,701	
327,874	Balances with Branches	301,513	
-	Tenants Deposits	146,385	
2,166,487	<b>Total of other assets</b>		2,516,159
10,411,999	<b>Total assets</b>		10,809,603
(1,034,432)	Fund (Account General )		(544,763)
327,874	Fund (Account Branches )		301,513
1,040,431	Fund (Account Fighting )		1,040,431
	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		
444,237	Bank overdraft	426,003	
53,065	Tax payable	52,004	
133,836	Sundry creditors	17,475	
583,988	Accrued expenses	743,940	
	Provisions		
8,863,000	Other liabilities -FRS102 PENSION LIABILITY	8,773,000	
10,078,126	<b>Total liabilities</b>		10,012,422
10,411,999	<b>Total assets</b>		10,809,603

## Fixed assets account

(see notes 53 to 57)

	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	2,373,948	-	159,467			2,533,415
Additions		64,600				64,600
Disposals						
Revaluation/Transfers						
At end of year	2,373,948	64,600	159,467			2,598,015
<b>Accumulated Depreciation</b>						
At start of year	-	-	(12,506)			(12,506)
Charges for year		(6,038)	(10,630)			(16,668)
Disposals						
Revaluation/Transfers						
At end of year	-	(6,038)	(23,136)			(29,174)
<b>Net book value at end of year</b>	2,373,948	58,562	136,331			2,568,841
<b>Net book value at end of previous year</b>	2,373,948	-	146,961			2,520,909

## Analysis of investments

(see notes 58 and 59)

		All Funds Except Political Funds £	Political Fund £
<b>Quoted</b>	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	<b>Total quoted</b> (as Balance Sheet)		
	Market Value of Quoted Investment		
<b>Unquoted</b>	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	<b>INVESTMENT PROPERTY</b>	5,724,603	
	<b>Total unquoted</b> (as Balance Sheet)	5,724,603	
Market Value of Unquoted Investments	5,724,603		



## 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 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)		
<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 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 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>Income</b>			
From Members	4,769,246		4,769,246
From Investments	167,479		167,479
Other Income (including increases by revaluation of assets)	334,642		334,642
<b>Total Income</b>	5,271,367		5,271,367
<b>Expenditure</b> (including decreases by revaluation of assets)	4,808,059		4,808,059
<b>Total Expenditure</b>	4,808,059		4,808,059
<b>Funds at beginning of year</b> (including reserves)	333,873		333,873
<b>Funds at end of year</b> (including reserves)	797,181		797,181
<b>Assets</b>			
Fixed Assets			2,568,841
Investment Assets			5,724,603
Other Assets			<del>2,651,038</del> 2,516,159
		<b>Total Assets</b>	<del>10,944,482</del> 10,809,603
<b>Liabilities</b>		<b>Total Liabilities</b>	<del>10,147,301</del> 10,012,422
<b>Net assets (Total Assets less Total Liabilities)</b>			797,181

## 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?**

**YES**

If Yes How many ballots were held: 7

For each ballot held please complete the information below:

### Ballot 1

Number of individuals who were entitled to vote in the ballot 16

**Number of votes cast in the ballot** 12

Number of Individuals answering "Yes" to the question 12 <sup>1</sup>

Number of Individuals answering "No" to the question 0 <sup>2</sup>

Number of invalid or otherwise spoiled voting papers returned 0 <sup>3</sup>

**\* 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**

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? **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 28

**Number of votes cast in the ballot** 18

Number of Individuals answering "Yes" to the question 15 <sup>1</sup>

Number of Individuals answering "No" to the question 2 <sup>2</sup>

Number of invalid or otherwise spoiled voting papers returned 1 <sup>3</sup>

**\* 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**

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? **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 28

**Number of votes cast in the ballot** 18

Number of Individuals answering "Yes" to the question 17 1

Number of Individuals answering "No" to the question 1 2

Number of invalid or otherwise spoiled voting papers returned 0 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

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? 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 37

**Number of votes cast in the ballot** 31

Number of Individuals answering "Yes" to the question 28 1

Number of Individuals answering "No" to the question 3 2

Number of invalid or otherwise spoiled voting papers returned 0 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

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? 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 37

**Number of votes cast in the ballot** 31

Number of Individuals answering "Yes" to the question 28 1

Number of Individuals answering "No" to the question 3 2

Number of invalid or otherwise spoiled voting papers returned 0 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

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

**Ballot 6**

Number of individuals who were entitled to vote in the ballot 99

**Number of votes cast in the ballot** 81

Number of Individuals answering "Yes" to the question 80 <sup>1</sup>

Number of Individuals answering "No" to the question 1 <sup>2</sup>

Number of invalid or otherwise spoiled voting papers returned 0 <sup>3</sup>

**\* 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

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? 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 7**

Number of individuals who were entitled to vote in the ballot 99

**Number of votes cast in the ballot** 81

Number of Individuals answering "Yes" to the question 80 <sup>1</sup>

Number of Individuals answering "No" to the question 1 <sup>2</sup>

Number of invalid or otherwise spoiled voting papers returned 0 <sup>3</sup>

**\* 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

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

## 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? YES

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: 02 January 2018 to 03 January 2018
3. Number of days of industrial action: 2
4. Nature of industrial action. Strike Action

#### 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)

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 30 September 2018**

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**1. ACCOUNTING POLICIES****BASIS OF ACCOUNTING**

The accounts have been prepared in accordance with FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (FRS 102) and UK Generally Accepted Practice and under the historical cost convention, modified to include the revaluation of freehold properties, and to include investment properties at fair value.

**FUNCTIONAL AND PRESENTATIONAL CURRENCIES**

The financial statements are presented in sterling which is also the functional currency of the Union.

**CONTRIBUTIONS**

Contributions from members are shown in the accounts on the basis of cash received by head office, no account being taken of members’ arrears at the balance sheet date.

**INVESTMENT PROPERTIES**

Headland House, the freehold property owned by the Union was revalued by Farebrother, property consultants, on 30 September 2017. In the opinion of the NEC the fair value at 30 September 2018 was not significantly different. The fair value has been apportioned between investment property and tangible fixed assets based on the floor area occupied by the NUJ and the floor area available for leasing to 3<sup>rd</sup> parties.

Investment properties are initially measured at cost and subsequently measured at fair value where a reliable measure of fair value is available without undue cost or effort. Changes in fair value are recognised in profit or loss.

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 September 2018

**1. ACCOUNTING POLICIES (continued)**

**REVALUATION OF PROPERTIES**

Properties whose fair value can be measured reliably are held under the revaluation model and are carried at a revalued amount, being their fair value at the date of valuation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. The fair value of the land and buildings is usually considered to be their market value

Revaluation gains and losses are recognised in other comprehensive income and accumulated in General Fund, except to the extent that a revaluation gain reverses a revaluation loss previously recognised in profit or loss or a revaluation loss exceeds the accumulated revaluation gains recognised in General Fund, such gains and losses are recognised in profit or loss.

**TANGIBLE FIXED ASSETS**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land and investment properties, at rates calculated to write off the cost or valuation of each asset to its estimated residual value on a straight line basis over its expected useful life, as follows-

Furniture and equipment	15 years
Leasehold Improvements	Over the period of the lease

**OPERATING LEASES**

Rentals payable under operating leases are charged on a straight-line basis over the term of the lease. Rentals receivable under operating leases are credited on a straight-line basis over the term of the lease.

*The Union as Lessor – Operating leases*

Rental income from assets leased under operating leases is recognised on a straight-line basis over the term of the lease.

**FOREIGN CURRENCIES**

Transactions in foreign currencies are translated into sterling at the rates of exchange ruling on the date transactions occur. Monetary assets and liabilities denominated in foreign currencies are re-translated at the rates ruling at the balance sheet date. All differences arising on the translation of such items are dealt with in the income and expenditure account.

**FIXED ASSET INVESTMENTS**

Trade investments are classified as financial instruments and accounted for in accordance with the accounting policy at fair value through net income/expenditure.

**RETIREMENT BENEFITS**

The NUJ operates two defined benefit pension schemes, one for members in the UK and a cross border scheme for members in the Republic of Ireland. The amount charged to the statement of comprehensive income in respect of pension costs and other post retirement benefits is the interest cost, actuarial return on assets less interest and actuarial gains and losses on defined benefit obligations.

The defined benefit schemes are funded with the assets held separately from the Union in separate trustee administered funds. Full actuarial valuations by a professional qualified actuary are obtained at least every three years and updated to reflect current conditions at each balance sheet date. The pension schemes' assets are measured at fair value. The pension schemes' liabilities are measured using the projected unit method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency. A pension scheme asset is recognised in the balance sheet only to the extent that the trustees have agreed a refund from the scheme at the balance sheet date. A pension scheme liability is recognised to the extent that the Union has a legal or constructive obligation to settle the liability.

The defined benefit schemes referred to above were closed to future accrual on 31 December 2013.

On 1 January 2014 the Union set up two defined contribution schemes, one with IFG for staff based in Ireland and one with Legal & General for staff based in the UK. The Union contributes 9% (formerly 8%) of pensionable salaries to both of these schemes for members of staff who have joined one of these schemes.



**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 September 2018

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**1. ACCOUNTING POLICIES (continued)****FINANCIAL INSTRUMENTS**

The Union has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102, in full, to all of its financial instruments.

Financial assets and financial liabilities are recognised when the Union becomes a party to the contractual provisions of the instrument, and are offset only when the Union currently has a legally enforceable right to set off the recognised amounts and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

**FINANCIAL ASSETS**

Trade and other debtors (including accrued income) which are recoverable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

**FINANCIAL LIABILITIES**

Financial liabilities are classified as liabilities according to the substance of the contractual arrangements entered into.

**CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGMENT**

Accounting estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

*Critical accounting estimates and assumptions*

The Union makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

The present value of the defined benefit pension liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 13 will impact the carrying amount of the pension liability.

*Critical areas of judgement*

In categorising leases as finance leases or operating leases, management makes judgements as to whether significant risks and rewards of ownership have transferred to the Union as lessee, or the lessee, where the Union is a lessor.

**TAXATION**

Deferred tax is calculated at the tax rates that are expected to apply to the period when the asset is realised or the liability is settled based on tax rates that have been enacted or substantively enacted by the reporting date.

Deferred tax liabilities are recognised in respect of all timing differences that exist at the reporting date. Timing differences are differences between taxable profits and total comprehensive income that arise from the inclusion of income and expenses in tax assessments in different periods from their recognition in the financial statements.

For non-depreciable assets measured using the revaluation model and investment properties measured at fair value (except investment property with a limited useful life held by the Union to consume substantially all of its economic benefits), deferred tax is measured using the tax rates and allowances that apply to the sale of the asset or property.

Deferred tax is charged or credited in profit or loss, except when it relates to items charged or credited to other comprehensive income or equity, when the tax follows the transaction or event it relates to and is also charged or credited to other comprehensive income, or equity.

Deferred tax liabilities are offset, if and only if, there is a legally enforceable right to set off the amounts and the entity intends either to settle on a net basis or to realise the asset and settle the liability simultaneously.

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 September 2018

2.	<b>STAFF COSTS</b>	2018 £	2017 £
	Staff remuneration	1,548,478	1,646,947
	National Insurance	176,670	162,054
	Pension costs	238,177	230,346
	Sundry costs	104,384	100,455
		2,067,709	2,139,802
		2,067,709	2,139,802
3.	<b>STAFF NUMBERS</b>	2018 No.	2017 No.
	The average number of persons employed by the NUJ during the year	35	37
		35	37
		35	37

4. **TAXATION**

Taxation for the year is chargeable on investment income, capital gains and other non-trading taxable income less provident benefits and on any trading profits. There is no charge for the year as provident benefits exceed the investment income and capital gains and there are no profitable trading activities.

5. **KEY MANAGEMENT PERSONNEL**

Key management personnel are the general secretary, assistant general secretary, head of finance and membership, and head of personnel and administration together with the national officers: president, vice president and honorary general treasurer.

The national officers are all unpaid lay members and the remuneration of the Union employees are fixed in accordance with the NUJ chapel and GMB staff agreements.

The total remuneration was £ 308,989 (2017: £273,802) including employer's national insurance of £ 37,470 (2017: £33,203).

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 September 2018

6. TANGIBLE FIXED ASSETS	Fixtures & fittings £	Freehold land & buildings £	Leasehold Improvements £	Total £
Fair Value:				
1 October 2017	159,467	2,373,948	-	2,533,415
Additions at cost	-	-	64,600	64,600
Fair value adjustment	-	-	-	-
30 September 2018	<u>159,467</u>	<u>2,373,948</u>	<u>64,600</u>	<u>2,598,015</u>
Depreciation:				
1 October 2017	(12,506)	-	-	(12,506)
Charge for the year	(10,630)	-	6,038	(16,668)
30 September 2018	<u>(23,136)</u>	<u>-</u>	<u>6,038</u>	<u>(29,174)</u>
Fair Value:				
30 September 2018	<u>136,331</u>	<u>2,373,948</u>	<u>58,562</u>	<u>2,568,841</u>
30 September 2017	<u>146,961</u>	<u>2,373,948</u>	<u>-</u>	<u>2,520,909</u>

A legal charge against the Union's land and buildings (Headland House) exists against the Unity Trust Bank overdraft facility.

If the land and building were stated on an historical cost basis rather than a fair value basis, the amounts would have been included as follows:

	2018 £	2017 £
Cost	2,032,003	2,032,003
Accumulated depreciation	(140,329)	(140,329)
Carrying amount	<u>1,891,674</u>	<u>1,891,674</u>

**7. INVESTMENT PROPERTIES**

	Investment Property £
Fair Value:	
1 October 2017	5,724,603
30 September 2018	<u>5,724,603</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2018**

**7. INVESTMENT PROPERTIES (CONTINUED)**

If the building was stated on a historical cost basis rather than a fair value basis, the amounts would have been included as follows:

	2018 £	2017 £
Cost	3,639,302	3,639,302
Accumulated depreciation	<u>(300,521)</u>	<u>(300,521)</u>
Carrying amount	<u>3,338,780</u>	<u>3,338,780</u>

**8. BALANCES WITH BRANCHES**

The balances with branches represent branch bank accounts held at Unity Trust Bank plc.

**9. DEBTORS**

	2018 £	2017 £
Sundry Debtors	182,586	101,536
Prepayments	236,636	95,418
Accrued income		6,000
Deferred tax asset	1,652,580	1,721,070
	<u>2,071,802</u>	<u>1,924,024</u>

The deferred tax asset relates to the retirement benefit obligation and will reverse once the actuarial loss is extinguished. The movement in the year was £ 68,490 (2017: £ 191,930).

**10. CREDITORS: Amounts falling due within one year**

	2018 £	2017 £
Sundry creditors	17,475	133,836
Accruals and deferred income	743,940	583,988
Other taxes and social security	52,004	53,065
Bank overdraft	426,003	444,237
	<u>1,239,422</u>	<u>1,215,126</u>

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 30 September 2018**

**11. DEFERRED TAXATION PROVISION**

	2018 £	2017 £
Deferred tax provision	147,897	147,897
Liability at 1 October 2017 and 30 September 2018	<u>147,897</u>	<u>147,897</u>

Deferred tax provision arises on the fair value gains on investment property and tangible property assets.

**12. RETIREMENT BENEFITS**

The NUJ operates two defined benefit pension schemes, one for members in the UK and one for members in the Republic of Ireland. The schemes' assets are held separately from those of the NUJ in independently administered funds.

A liability is recognised in the balance sheet in respect of the defined benefit schemes which represents the present value of the defined benefit obligations at the balance sheet date less the fair value of the schemes' assets. A full valuation of the liability of the UK scheme is calculated by an independent actuary every three years and updated on an annual basis using the projected unit method. In addition, a full valuation of the liability of the cross border scheme for members in Republic of Ireland scheme is calculated by an independent actuary every year using the projected unit method. The present value of the defined benefit obligation is determined by discounting the estimated future cash outflows using interest rates of high-quality corporate bonds that are denominated in the currency in which the benefits will be paid and that have terms to maturity approximating to the terms of the related pension liability. Actuarial gains and losses are recognised in the profit and loss account in the year in which they arise.

The principal assumptions for both schemes at the balance sheet date were:

	At 30 September 2018 %	At 30 September 2017 %
Expected rate of retail price inflation	3.2	3.2
Expected rate of consumer price inflation	2.2	2.2
Discount rate applied to the liabilities	2.8	2.7
Pension increases	3.1	3.1
Increase in salaries	n/a	n/a
Mortality before and after retirement	S2PMA/S2PFA (MI 2017(1.25%))	S2PMA/S2PFA (MI 2016(1.25%))

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 September 2018

**12. RETIREMENT BENEFITS (CONTINUED)**

Reconciliation to the Statement of Financial Position for the NUJ Staff Pension Schemes:

	2018 £'000	2017 £'000
Market value of assets	17,770	18,291
Present value of DB obligations	(26,543)	(27,154)
Pension liability recognised in the statement of financial position	<u>8,773</u>	<u>8,863</u>

Reconciliation of Staff Pension Scheme assets and Defined Benefit Obligations:

	2018 £'000	2017 £'000
Fair value of assets at start of period	18,291	19,212
Interest income	485	431
Return on assets excluding interest income	(308)	(404)
Contributions paid by the union	99	90
Benefits paid	(762)	(1,038)
Administration costs	(35)	-
Fair value of assets at end of period	<u>17,770</u>	<u>18,291</u>
Fair value of liabilities at start of period	(27,154)	(29,204)
Interest cost	(722)	(660)
Actuarial gains	571	1,672
Benefits paid	762	1,038
Fair value of liabilities at end of period	<u>(26,543)</u>	<u>(27,154)</u>

**Contributions payable by the Union**

As at 1 July 2011, members in the Republic of Ireland were transferred into a new fully funded cross border scheme and as a result the main UK scheme is no longer a cross border scheme. The effect of the separation is that the UK scheme, which had a deficit at the last triennial valuation on 1 January 2016 of £3.6 m, is permitted to reduce the deficit over a period of 11 years 4 months.

The cross border scheme was fully funded at the last annual valuation on 1 January 2018.

The analysis shown in these financial statements presents an aggregation of the two schemes.

The Union closed both schemes to future accrual with effect from 31 December 2013. To eliminate the shortfall the Union agreed to pay deficit contributions of £99,000 p.a. with effect from 1 January 2018. The cross border scheme is fully funded when measured against its Statutory Funding Objective and therefore the Union does not expect to pay any contributions to that scheme at the present time.

The actuarial assumptions include the use of a discount rate equal to the iBoxx Sterling Corporate Bond Index for AA rated stocks with a term greater than 15 years in accordance with FRS 102 requirements. The rate at the year end was 2.80%.

**12. RETIREMENT BENEFITS (CONTINUED)**

The amounts recognised in the Statement of Comprehensive Income:

	2018 £'000	2017 £'000
Interest on scheme liabilities (finance cost)	(722)	(660)
Actuarial gains on DB obligations	571	1,672
Actual return on assets less interest	(308)	(404)
Other costs of scheme	(35)	-
<b>Total charge</b>	<b>(156)</b>	<b>608</b>

The Return on the assets was:

	2018 £'000	2017 £'000
Interest Income	485	431
Return on assets less interest income	(308)	(404)
<b>Total return on assets</b>	<b>177</b>	<b>27</b>

The fair value of the assets of the schemes were:

	2018 £'000	2017 £'000
Equities	4,685	4,882
Bonds	317	532
Gilts	1,276	1,327
Property	146	153
Cash and derivatives	950	445
Other	358	277
Hedge Fund		5,422
Secured Pension Annuities	5,135	5,253
	<u>4,903</u>	
	<u>17,770</u>	<u>18,291</u>

The current valuation does not reflect the expected increase in benefits and therefore liability as a result of Guaranteed Minimum Pension ('GMP') equalisation between men and women which is required as a result of the removal of the Additional State Pension. Methodologies for a long-term solution are still being investigated by the Union with the scheme actuaries and therefore the expected impact cannot be reliably estimated and consequently no provision/liability has been recognised. It is anticipated that an estimate will be included in the pension scheme liability at 30 September 2019.

**13. EX-GRATIA PAYMENTS**

The Union is committed to making Ex-gratia payments to four former employees. The basis for these payments arises from the introduction of the NUJ Pension Scheme. At the time of retirement a number of employees could only complete a short period of membership within the pension scheme. It was agreed to enhance their pensions on retirement by means of an Ex-gratia payment. The Union is committed to these payments for the lifetime of each individual and at 50% to their surviving spouse. No current or future retiring employee will be paid Ex-gratia payments in order to enhance their retirement pension.



**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 September 2018

**14. RELATED PARTY TRANSACTIONS**

During the year the NUJ paid charitable donations of £19,000 (2017: £25,000) to the George Viner Memorial Fund. The Trustees of the George Viner Memorial Fund include Ms M Stanistreet, the NUJ's General Secretary.

The NUJ also paid charitable donations of £21,332 (2017: £22,557) to NUJ Extra. The Trustees include Ms M Stanistreet, the NUJ's General Secretary.

Owing to the nature of the Union's operations and the composition of the National Executive Council transactions may take place with organisations in which a member of the National Executive has an interest. All transactions involving such organisations are conducted in accordance with the Union's financial regulations and normal procurement procedures.

15. NOTES TO THE STATEMENT OF CASH FLOWS	2018	2017		
	£	£		
<b>a Reconciliation of surplus to cash generated operations</b>				
Surplus/(deficit) for the year	450,290	(718,005)		
Fair value adjustments		2,391,569		
Deferred tax on fair value adjustments		(447,103)		
Depreciation		12,506		
Defined Benefit Pension Scheme Adjustment		(937,070)		
Decrease/(Increase) in debtors		270,529		
(Decrease)/Increase in creditors		(1,232,085)		
<b>Net cash(outflow)/ inflow from activities</b>	<u>125,325</u>	<u>(659,659)</u>		
<b>b Investing activities</b>				
Purchase of fixed assets	(64,600)	(467,087)		
<b>Net cash inflow/(outflow) from investing activities</b>	<u>60,725</u>	<u>(467,087)</u>		
<b>c Analysis of funds</b>				
	1 October	Cash	Non-Cash	30 September
	2017	flows	Flows	2018
	£	£	£	£
Balances with branches	327,874	(26,361)		301,513
Cash at bank	62,486	68,852		131,338
Bank overdraft	(444,237)	18,234		(426,003)
	<u>(53,877)</u>	<u>60,725</u>		<u>6,848</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2018**

16	<b>COMMITMENTS UNDER OPERATING LEASES</b>	2018 £	2017 £
	The Union as lessor:		
	At the year end the Union had contracted with 3 tenants under non-cancellable operating leases, for the following future minimum lease payments:		
	Amounts receivable:		
	Less than one year	230,608	12,000
	Between one and five years	832,758	18,000
	After five years		-
		<u>1,063,366</u>	<u>30,000</u>

The operating leases represent the leases of the upper floors of headland House to third party lessees all on 5 year terms (2017 :one property, the Chapel Café bar , was leased to a third party on a 3 year term but following the liquidation of that company the lease was surrendered in November 2018).

The Union as lessee:

At the year end the Union had contracted with a landlord under non-cancellable operating leases, for the following future minimum lease payments:

	Amounts payable:		
	Less than one year	20,312	-
	Between one and five years	81,248	-
	After five years	-	-
		<u>101,560</u>	<u>-</u>

The operating lease represents the lease of one property at 177 West George Street, Glasgow. The lease term is 5 years from 25 March 2018 (2017: 5 years).

**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.**

A large, empty rectangular box with a black border, intended for the user to enter or attach notes to the accounts. The box is currently blank.


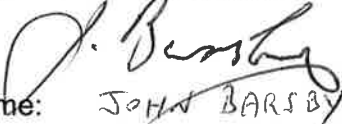
## Accounting policies

(see notes 84 and 85)

## Signatures to the annual return

(see notes 86 and 87)

**including the accounts and balance sheet contained in the return. Please send the return with the original signatures. Copies will not be accepted.**

<p>Secretary's Signature:</p>  <p>Name: MICHELLE STANISTREET</p> <p>Date: 14 FEBRUARY 2019</p>	<p>Chairman's Signature: (or other official whose position should be stated)</p> <p style="text-align: center;">HON. GEN. TREASURER</p>  <p>Name: JOHN BARSBY</p> <p>Date: 14 FEBRUARY 2019</p>
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## Checklist

(see notes 88 and 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	✓	No	
Has the list of officers in post been completed? (see Page 2a and Note 12)	Yes	✓	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	✓	No	
Has the auditor's report been completed? (see Pages 24 and 25 and Notes 2 and 92)	Yes	✓	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	✓	No	
A member's statement is: (see Note 104)	Enclosed	✓	To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	✓	No	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 to 103)	Yes	✓	No	

## Checklist for auditor's report

(see notes 90 to 96)

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 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)

Please explain in your report overleaf or attached.

2. 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)

Please explain in your report overleaf or attached.

3. Your auditors or auditor must include in their report the following wording:

**In our opinion the financial statements:**

- give a true and fair view of the matters to which they relate to.
- have been prepared in accordance with the requirements of the section 28 to 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NATIONAL UNION OF JOURNALISTS**

### **Opinion on financial statements**

We have audited the financial statements of the National Union of Journalists for the year ended 30 September 2018 which comprise the Statement of Comprehensive Income, Balance Sheet, Statement of Cash Flows and notes to the financial statements. 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 NUJ's affairs at 30 September 2018 and of its surplus/(deficit) 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 group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

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

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

### **Other information**

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

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

We have nothing to report in this regard.

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

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

- adequate accounting records have not been kept by the NUJ in accordance with the requirements of the legislation; or
- a satisfactory system of control over transactions has not been maintained by the NUJ in accordance with the requirements of the legislation; or
- the accounts to which the report relates are not in agreement with the accounting records of the NUJ.

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NATIONAL UNION OF JOURNALISTS**

### **Respective responsibilities of the National Executive Council**

As explained more fully in the National Executive Council's Responsibilities set out on page 3, the National Executive Council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

### **Auditor's responsibilities for the audit of the financial statements**

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

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

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

**RSM UK Audit LLP**

RSM UK Audit LLP  
Chartered Accountants  
Statutory Auditor  
The Pinnacle  
170 Midsummer Boulevard  
Milton Keynes  
Buckinghamshire  
MK9 1BP

Date: 27 February 2019

**Auditor's report (continued)**

Signature(s) of auditor or auditors:	RSM UK Audit LLP	
Name(s):	RSM UK AUDIT LLP	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS	
Address(es):	THE PINNACLE 170 MIDSUMMER BOULEVARD MILTON KEYNES MK9 1BP	
Date:	27 February 2019	
Contact name for enquiries and telephone number:	SARAH MASON 01908 687800	

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?

**YES**

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**

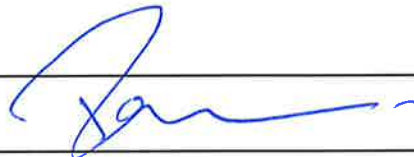
2. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

**YES**

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 (continued)

Signature of assurer	
Name	Ian Robinson
Address	Electoral Reform Services The Election Centre 33 Clarendon Road London, N8 0NW
Date	12/12/2018
Contact name and telephone number	Ian Robinson, Director and Head of Quality Control 020 8365 8909