

Trade Union's details

Name of Trade Union:

UNION OF GENERAL & VOLUNTEER WORKERS
UNION

Year ended:

31 DECEMBER 2018

List number:

C0/764T

Head or Main Office address:

11 AYRSOME ROAD
STOKE NEWINGTON
LONDON
N16 0RH

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

Yes

No

x

(Tick as appropriate)

Website address (if available)

General Secretary:

MRS C T SOSANYA

Telephone Number:

0207 249 6637

Contact name for queries regarding
the completion of this return:

T ALLI-BALOGUN

Telephone Number:

0207 9239 756

E-mail:

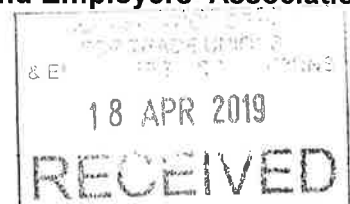
abcollins@hotmail.com

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

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

-For Unions based in England and Wales: Certification Office for Trade Unions and Employers' Associations, Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX.

-For Unions based in Scotland: Certification Office for Trade Unions and Employers' Associations, Melrose House, 69a George Street, Edinburgh EH2 2JG.



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	✓				146
Female	✓				74
Total					A 220

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

42
None

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

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

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:

**Officers in post
(see note 12)**

Please insert a complete list of all officers in post at the end of the year to which this return relates.

Name of Officer	Position held
Mrs. Christina T. Sosanya	General Secretary
Mr. Oluseyi Tijani	Chairman
Mrs. Yinka Alaran	Treasurer
Ms. Christine Williams	Health & Safety Officer
Ms. Adenike Bola	Stewards Co-ordinator
Mrs. Christina T. Sosanya	President

General fund
(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions	3,235.68	
From Members: Other income from members (specify)		
Total other income from members	3,235.68	
Total of all income from members		
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4) DONATIONS	759.00	
Total of other income (as at page 4)		
	Total income	3,994.68
Expenditure		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)	1,648.04	
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	Total expenditure	1,648.04
Surplus (deficit) for year		2,346.64
Amount of general fund at beginning of year		27,271.24
Amount of general fund at end of year		29,617.88

Analysis of income from federation and other bodies and other income
(see notes 19 and 20)

Description	£	£
Federation and other bodies	None	None
Total federation and other bodies		
Other income	None	None
Total other income		N/A
Total of all other income		

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

	£		£
Representation – Employment Related Issues	None	brought forward	
		Education and Training services	
Representation – Non Employment Related Issues			
		Negotiated Discount Services	
Communications			None
		Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	

Accounts other than the revenue account/general fund

(see notes 21 to 23)

Fund 2		Fund Account	
Name:		£	£
Income			
From members		None	
Investment income (as at page 12)			
Other income (specify)			
Total other income as specified			
Total Income			
Expenditure			
Benefits to members		None	
Administrative expenses and other expenditure (as at page 10)			
Total Expenditure			
Surplus (Deficit) for the year			
Amount of fund at beginning of year			
Amount of fund at the end of year (as Balance Sheet)			
Number of members contributing at end of year			

Fund 3		Fund Account	
Name:		£	£
Income			
From members		None	
Investment income (as at page 12)			
Other income (specify)			
Total other income as specified			
Total Income			
Expenditure			
Benefits to members		None	
Administrative expenses and other expenditure (as at page 10)			
Total Expenditure			
Surplus (Deficit) for the year			
Amount of fund at beginning of year			
Amount of fund at the end of year (as Balance Sheet)			
Number of members contributing at end of year			

(See notes 21 to 23)

Fund 4		Fund Account	
Name:		£	£
Income			
	From members	None	
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	
		Number of members contributing at end of year	

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

(See notes 21 to 23)

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

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

Political fund account

(see notes 24 to 33)

Political fund account 1		To be completed by trade unions which maintain their own political fund	
Income	Members contributions and levies	£	
	Investment income (as at page 12)	£	
	Other income (specify)	£	<i>None</i>
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			
Expenditure A (as at page i)		£	
Expenditure B (as at page ii)		£	
Expenditure C (as at page iii)		£	
Expenditure D (as at page iv)		£	
Expenditure E (as at page v)		£	
Expenditure F (as at page vi)		£	
Non-political expenditure (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			
Political fund account 2		To be completed by trade unions which act as components of a central trade	
Income			
Contributions and levies collected from members on behalf of central political fund		£	
Funds received back from central political fund		£	
Other income (specify)		£	
Total other income as specified			
Total income			
Expenditure			
Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		£	
Administration expenses in connection with political objects (specify)		£	
Non-political expenditure		£	
Total expenditure			
Surplus (deficit) for year			
Amount held on behalf of trade union political fund at beginning of			
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			

Political fund account expenditure (a)

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

[illegible]

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 £
N/A	
Total	

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))	£
	N/A		
Total			

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	
Name of office holder	£
N/A	
Total	

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	£
N/A	
Total	

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

[illegible]

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	£
<p style="text-align: center;">N/A</p> <p style="text-align: right;">Total Total expenditure</p>	
(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	£
<p style="text-align: right;">Total Total expenditure</p>	
(c) the total amount of all other money expended	£
<p style="text-align: right;">Total Total expenditure</p>	

Analysis of administrative expenses and other outgoings excluding amounts charged to political fund accounts

(see notes 34 and 35)

Administrative Expenses		£
Remuneration and expenses of staff		
Salaries and Wages included in above	£	
Auditors' fees		300.00
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		1,348.04
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
 Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
 Outgoings on land and buildings (specify)		
 Other outgoings (specify)		
Total		1,648.04
Charged to:		
General Fund (Page 3)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Total		

(see notes 36 to 46)

$$\frac{1}{2}$$

(see notes 47 and 48)

12

Balance sheet as at

31/12/2018

(see notes 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand	30,451.82	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		
	Total assets		30,451.82
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	Liabilities		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses	833.94	
	Provisions		
	Other liabilities		
	Total liabilities		833.94
	Total assets		29,617.88

Fixed assets account

(see notes 53 to 57)

	Land and Buildings Freehold Leasehold £ £		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
Cost or Valuation						
At start of year						
Additions						
Disposals						
Revaluation/Transfers						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfers						
At end of year						
Net book value at end of year						
Net book value at end of previous year						

Analysis of investments

(see notes 58 and 59)

Quoted		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares)	N/A	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	Total quoted (as Balance Sheet)		
	Market Value of Quoted Investment		
Unquoted	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	Total unquoted (as Balance Sheet)		
	Market Value of Unquoted Investments		

Analysis of investment income (controlling interests)

(see notes 60 and 61)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES name the relevant companies:			
Company name	Company registration number (if not registered in England & Wales, state where registered)		
N/A			
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
Company name	Names of shareholders		

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	3,235.68		3,235.68
From Investments			
Other Income (including increases by revaluation of assets)	759.00		759.00
Total Income	3,994.68		3,994.68
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	1,648.24		1,648.24
Funds at beginning of year (including reserves)	27,271.24		27,271.24
Funds at end of year (including reserves)	29,617.88		29,617.88
Assets			
	Fixed Assets		
	Investment Assets		
	Other Assets		30,451.82
	Total Assets		30,451.82
Liabilities		Total Liabilities	833.94
Net assets (Total Assets less Total Liabilities)			29,617.88

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

☒ 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? YES / (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)

use a continuation page if necessary

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)

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.

INCOME:

Income represents subscriptions received from union members and generated in the United Kingdom

OTHERS:

The accounts have been prepared under historic costs

Bank interest is stated a gross and recognised in the accounts as and when received

The union follows the accrual concepts

The union has taken advantage of the exception in FRS 1 from the requirement to produce a cash flow statement on the ground that it is a small entity

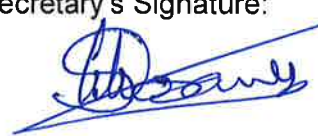
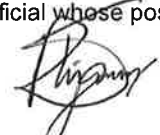
Accounting policies

(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.

Secretary's Signature:  Name: CHRISTINA T. SOSANYA Date: 16 APRIL 2019	Chairman's Signature: (or other official whose position should be stated)  Name: OLUSEYI RAFIU TIJANI Date: 16-04-2019
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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	X	No	
Has the list of officers in post been completed? (see Page 2a and Note 12)	Yes	X	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	X	No	
Has the auditor's report been completed? (see Pages 24 and 25 and Notes 2 and 92)	Yes	X	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	X	No	
A member's statement is: (see Note 104)	Enclosed	X	To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	X	No	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 to 103)	Yes	X	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. - YES

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. - YES

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 sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.**

AUDITOR'S REPORT

Made in accordance with Section 36 of the Trade Union Labour Relations
(Consolidated) Act 1992

Independent Examiner's Report to the Members of the Union of General and Volunteer Workers

Auditor's report

We have examined the financial statements of the above industrial and Provident Society Limited for the year ended 31 December 2018, which comprise the income & expenditure account balance sheet and related notes.

These financial statements have been prepared under the historical costs convention (as modified by revaluation of certain fixed asset) and the accounting policies set out therein.

This report is made solely to the members, as a body, in accordance with section 9 of the friendly and industrial and Provident Societies Act 1968.

Our audit work has been undertaken so that we might state to the society's members those matters we are required to state to them in the 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 society and the society's members as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of the society and the auditors

As described in the statement of the society responsibilities, the society is responsible for the preparation of the financial statements in accordance with the applicable law and the United Kingdom accounting standards.

Our responsibility is to examine the financial statement in accordance with the relevant legal and regulatory requirements and the United Kingdom accounting standards.

We report to you our opinion as to whether the financial statements give a true, fair view and comply the friendly, industrial and Provident Societies Act 1968 and the industrial and Provident Societies Act 1965 to 1978. We also report to you if, in our opinion, the society has not kept proper books of accounts and maintained a satisfactory system of control over transactions, or if we have not received all the information and explanation we require for audit.

Basis of independent examiner's opinion

We conduct our examination in accordance with the United Kingdom accounting standards issued by the A.C.C.A. An examination includes examination, on a test basis, evidence relevant to the amount and disclosures in the financial statements, and of whether the accounting policies are appropriate to the society's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanation which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularities or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statement give a true and fair view of the society's state of affairs as at 31 December 2018 and of its results for the year then ended and comply with the Friendly and industrial and Provident Societies Act 1968 and the industrial and Provident Societies Act 1965 to 1978.



Mr Taofiki Alli- Balogun


(ACMA, ACA, ACIS)

63 Beechwood Road

London

E8 3DY

Auditor's report (continued)

Signature(s) of auditor or auditors:	 Ally Boatman Collins (Accountants) 62 Beechwood Road London E8 3DY	
Name(s):	T ALLI-BALOGUN	
Profession(s) or Calling(s):	ACMA, ACA, ACIS	
Address(es):	62 BEECHWOOD ROAD LONDON E8 3DY	
Date:	3 APRIL 2019	
Contact name for enquiries and telephone number:	T ALLI-BALOGUN 0207 923 9756	

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/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 (continued)

Signature of assurer	 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> Ally Boatman Collins (Accountants) 62 Beechwood Road London E8 3DY </div>
Name	T ALLI-BALOGUN
Address	62 BEECHWOOD ROAD LONDON E8 3DY
Date	3 APRIL 2019
Contact name and telephone number	T ALLI-BALOGUN 0207 923 9756

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 ☐ NO

If "NO" Please explain below:

Signature	
Name	T. All-balagan
Office held	Reporting accountant
Date	3/4/19

Accounts

UNION OF GENERAL & VOLUNTEER WORKERS UNION

STATEMENT OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2018

INCOME:	<u>2018</u>		<u>2017</u>	
	£	£	£	£
Subscriptions		3,095.00		2,558.00
Prepayments from 2017		597.00		546.00
Donations		759.00		300.00
Other Income (Petty Cash)		28.68		-
Bank Interest (gross)		-		-
		4,479.68		3,404.00
Less prepayments		(485.00)		(597.00)
		<u>3,994.68</u>		<u>2,807.00</u>
EXPENDITURE:				
Printing & stationery	1.70		154.77	
Postage	7.30		4.06	
Telephone	120.00		167.51	
Travel	31.60		108.00	
Taxation	-		-	
Electricity	150.00		160.00	
Training	-		-	
Audit	300.00		300.00	
Meeting Room Hire	-		-	
Affiliation Subscription	-		-	
Honorarium	798.94		750.00	
Office Equipment	96.00		671.98	
Other	142.50		63.00	
Unclaimed expenses written off	-		71.74	
	<u>1,648.04</u>		<u>2,451.06</u>	
		(1,648.04)		(2,451.06)
Net movement in the year		<u><u>2,346.64</u></u>		<u><u>355.94</u></u>

Yinka Alaran

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Treasurer

UNION OF GENERAL & VOLUNTEER WORKERS UNION
March 2019

Accounts

UNION OF GENERAL & VOLUNTEER WORKERS UNION

BALANCE SHEET AS AT 31 DECEMBER 2018

	<u>2018</u>	<u>2017</u>
Current Assets:		
Cash at bank	30,427.14	28,974.46
Cash in hand	<u>24.68</u>	<u>103.78</u>
	30,451.82	29,078.24
Current liabilities/Accruals	<u>(833.94)</u>	<u>(1,807.00)</u>
	<u>29,617.88</u>	<u>27,271.24</u>
Reserve:		
Balance brought forward	27,271.24	26,915.30
Transfer into in the year	<u>2,346.64</u>	<u>355.94</u>
	<u>29,617.88</u>	<u>27,271.24</u>

Yinka Alaran

.....

Treasurer

UNION OF GENERAL & VOLUNTEER WORKERS UNION

March 2019

Accounts

ANALYSIS OF CURRENT LIABILITIES

	<u>2018</u>	<u>2017</u>
Audit	300.00	300.00
Electricity	-	160.00
Training	-	-
Affiliation Subscription	-	-
Honorarium	48.94	750.00
Subscriptions prepaid	485.00	597.00
Other creditors	-	-
Telephone (BT)	-	-
	<u>833.94</u>	<u>1,807.00</u>

ANALYSIS OF HONOURARIUM CALCULATION

	<u>2018</u>	<u>2017</u>
Gross income (less prepayments)	<u>3,994.68</u>	<u>2,807.00</u>
Entitlement (tiered based on gross income)	<u>798.94</u>	<u>750.00</u>

ANALYSIS OF CLOSING BANK STATEMENTS

	<u>2018</u>	<u>2017</u>
HSBC Account	3,737.44	2,164.76
Co-op Account	<u>26,689.70</u>	<u>26,809.70</u>
Total	<u>30,427.14</u>	<u>28,974.46</u>