

## Trade Union's details

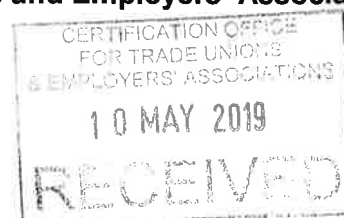
Name of Trade Union:	Society of Union Employees (Unison)
Year ended:	2018
List number:	<del>554T</del> 544T
Head or Main Office address:	Suite A, The Courtyard Wind Street Swansea, SA1 1DP
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
Website address (if available)	Societyofunionemployees.org
General Secretary:	Job share between Claire Jones/ Charlie Sarell
Telephone Number:	07855 944108 – Claire Jones 07949 590138 – Charlie Sarell
Contact name for queries regarding the completion of this return:	Claire Jones
Telephone Number:	07855 944108
E-mail:	nationalsecretary@societyofunionemployees.org

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	125	1	0	0	<b>126</b>
Female	238	4	0	0	<b>242</b>
<b>Total</b>	<b>363</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>A 368</b>

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

368
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Number of members included in totals box 'A' above for whom no home or authorised address is held:

0
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## 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
National Secretary	Claire Jones	Claire Jones Charlie Sarell	June 2017
President	Glyn Jones	Jocelyn Pettitt-Rose	June 2017
Greater London Branch Secretary	Barry O'Hanlon	Vacant	June 2017
Black Members Officer	Rosa Pickavance Joe Williams	Claire-Angela Henry Bibi Khan	June 2017
Womens Officer	Tracy Morgan Claire Jones	Angela Lyson Sylvia McCluskey	June 2017
Admin & Clerical Officer	Laura Picand	Gillian Gorman Donna Franklin	June 2017
LGBT Officer	New positions	Rachel Doyle Paul Riley	June 2017
Branch Employed Staff Officer	Vacant	Vacant	
Disabled Members Officer	Vacant	Ryan Williams	June 2017

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

<b>Post</b>	<b>July 2015 – June 2017</b>	<b>June 2017 – June 2019</b>
President	Glyn Jones	Jocelyn Pettit-Rose
National Secretary	Leonie Sharp (Claire Jones acting up from 16.07.15 to 01.01.16) From 01.01.16 Claire Jones became National Secretary	Charlie Sarell/Claire Jones (Job Share)
Treasurer	Rosa Pickavance	Rosa Pickavance
Membership Officer	Joe Williams	Joe Williams
Branch Secretaries:		
Eastern	Paul Farley/Sadie Fulton (Job Share) (Sadie Fulton leave UNISON, replaced by Kirsty Robertson)	Paul Farley/Kirsty Robertson (Job Share)
East Midlands	Jocelyn Pettit	Jocelyn Pettit-Rose
Greater London	Barry O'Hanlon	Vacant
Northern	Helen Metcalf (When Helen not able to attend Branch Chair Paul Riley attends meetings)	Helen Metcalf
Northern Ireland	Vacant	Vacant
North West	James Rupa	James Rupa
Scotland	Vacant	Vacant
South East	Vacant	Vacant
South West	Karen Williams	Karen Williams
Wales	Simon Dunn	Simon Dunn
West Midlands	Charlie Sarell/Becci Head (Job Share)	Charlie Sarell/Becci Head (Job Share)
Yorkshire & Humber	Steve Torrance (Steve Torrance stepped down and replaced with Sarah Keig)	Sarah Keig
UNISON Centre	Monica Hirst/Khadiee Campbell (Job Share) (Khadiee Campbell stepped down October 2016)	Monica Hirst
Black Members:	Rosa Pickavance Joe Williams	Claire-Angela Henry Bibi Khan
Womens:	Tracy Morgan Claire Jones	Angela Lysons Sylvia McCluskey
Admin & Clerical	Laura Picand	Gillian Gorman Donna Franklin
LGBT (new group)		Rachel Doyle Paul Riley
Branch Employed Staff	Julie Barton/Chris Chateur (Job Share) (J Barton stepped down) David Marsden (Chateur stepped down 2016 replaced by Steve Elsey)	Kevin Young Steve Elsey
Disabled (new group)		Ryan Williams
Education Officer (new position)	Angela Gerrard	Angela Gerrard

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

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		40,036
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		40,036
<b>Investment income (as at page 12)</b>		226
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		
	<b>Total income</b>	40,262
<b>Expenditure</b>		
<b>Benefits to members (as at page 5)</b>		7,866
<b>Administrative expenses (as at page 10)</b>		19,532
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>Total expenditure</b>	27,398
Surplus (deficit) for year		12,864
Amount of general fund at beginning of year		138,828
Amount of general fund at end of year		151,692

**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>		
<b>Total other income</b>		
<b>Total of all other income</b>		

## Analysis of benefit expenditure shown at general fund

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	7,778
Legal & Professional fees	7,778	Education and Training services Staff training courses	88
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>	7,778	<b>Total (should agree with figure in General Fund)</b>	7,866

## Accounts other than the revenue account/general fund

(see notes 21 to 23)

<b>Fund 2</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 3</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 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		





## 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 (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>	





## 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	£
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	£
Total Total expenditure	
(c) the total amount of all other money expended	£
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		
Salaries and Wages included in above	£	
Auditors' fees		2,439
Legal and Professional fees		
Occupancy costs		
Recruitment & organising resources		3,802
Expenses of Executive Committee (Head Office)		10,882
Expenses of conferences		104
Other administrative expenses (specify)		
Affiliation fee - GTFU		401
Bank charges		155
Branch organisation		1,749
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	<b>Total</b>	19,532
Charged to:	General Fund (Page 3)	19,532
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	<b>Total</b>	19,532





**Balance sheet as at**

31/12/2018

(see notes 49 to 52)

Previous Year		£	£
	<b>Fixed Assets</b> (at page 14)		
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £      )		
50	Unquoted		50
50	<b>Total Investments</b>		50
	<b>Other Assets</b>		
	Loans to other trade unions		
	Sundry debtors		361
65,439	Cash at bank and in hand		73,157
	Income tax to be recovered		
	Stocks of goods		
80,255	Others (specify)- Deposit account		80,482
145,694	<b>Total of other assets</b>		154,000
145,744	<b>Total assets</b>		154,050
	Fund (Account )		
	Fund (Account )		
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>Liabilities</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
6,916	Accrued expenses		2,358
	Provisions		
	Other liabilities		
6,916	<b>Total liabilities</b>		2,358
138,828	<b>Total assets</b>		151,692

## 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						
Additions						
Disposals						
Revaluation/Transfers						
At end of year						
<b>Accumulated Depreciation</b>						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfers						
At end of year						
<b>Net book value at end of year</b>						
<b>Net book value at end of previous year</b>						

## Analysis of investments

(see notes 58 and 59)

<b>Quoted</b>	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
<b>Total quoted (as Balance Sheet)</b>		
Market Value of Quoted Investment		
<b>Unquoted</b>		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
People's Press Printing Society	50	
<b>Total unquoted (as Balance Sheet)</b>	50	
Market Value of Unquoted Investments	50	

## 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	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	NO
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	40,036		40,036
From Investments	226		226
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	40,262		40,262
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	27,398		27,398
<b>Funds at beginning of year</b> (including reserves)	138,828		138,828
<b>Funds at end of year</b> (including reserves)	151,692		151,692
<b>Assets</b>			
Fixed Assets			
Investment Assets			50
Other Assets			154,000
<b>Total Assets</b>			154,050
<b>Liabilities</b>			
<b>Total Liabilities</b>			2,358
<b>Net assets (Total Assets less Total Liabilities)</b>			151,692

## 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.

<b>INVESTEMENTS</b>		
<b>Peoples Press Printing Society Shares</b>	<b>£</b>	
<b>Cost</b>		
At 1 January 2018		50
Additions		<u>-</u>
<b>At 31 December 2018</b>		<u><u>50</u></u>
<b>Net Book Value</b>		
At 1 January 2018		50
Additions		<u>-</u>
<b>At 31 December 2018</b>		<u><u>50</u></u>
<b>DEBTORS</b>		
	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Membership debtors	-	-
Prepayments	<u>361</u>	<u>-</u>
	<u><u>361</u></u>	<u><u>-</u></u>
<b>CREDITORS: Amounts falling due within one year</b>		
	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Accruals and Deferred Income	<u>2,358</u>	<u>6,916</u>
	<u><u>2,358</u></u>	<u><u>6,916</u></u>
<b>RESERVES</b>		
	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
General Fund Brought forward	138,828	132,650
Surplus for the year	<u>12,864</u>	<u>6,178</u>
	<u><u>151,692</u></u>	<u><u>138,828</u></u>

## Accounting policies

(see notes 84 and 85)

### a) Entity Information

Society of Union Employees is a trade union, which is registered with the Certification Officer under Section 3 of the Trade Union and Labour Relations (Consolidation) Act 1992. The address of the head office is The Courtyard, 11 Wind Street, Swansea, SA1 1DP.

### b) Accounting Convention

These financial statements have been prepared in accordance with Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Trade Union and Labour Relations (Consolidation) Act 1992.

The financial statements are prepared under the historical cost convention.

The presentation currency of the financial statements is the Pound Sterling (£).

### c) Turnover

Members' subscriptions are brought into the Revenue Account on the basis of subscriptions due for the year ending 31 December 2018.

### d) Investments

Investments are valued at cost in the financial statements, which the officers believe reflects the market value.

### e) Key Judgements and Estimates

There are no significant judgements and estimates made by the management in the preparation of the financial statements.

### f) Political Fund

The Union does not contribute to any political fund.

### g) Debtors & Creditors

Short term debtors and short term creditors are measured at transaction price, less any impairment.

### h) Cash at bank

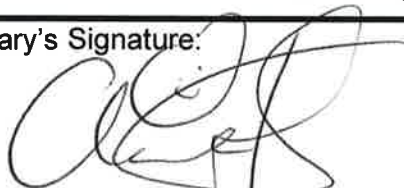
Cash and cash equivalents include cash in hand and deposits held at call with banks.

## 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:



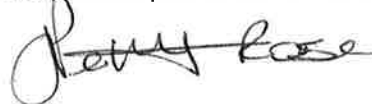
Name: Claire Jones

Date:

4/4/19

<sup>President's</sup>  
Chairman's Signature:

(or other official whose position should be stated)



Name: Jocelyn Pettitt-Rose

Date:

2/5/19.

## 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.**

## Auditor's report (continued)

### Opinion

We have audited the financial statements of Society of Union Employees (UNISON) (the 'union') for the year ended 31 December 2018 which comprise the Income Statement, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 union's affairs as at 31 December 2018 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and the requirements of the section 28 to 36 of 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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the union 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 Executive Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Executive Committee have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the union'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 Executive Committee are responsible for the other information. The other information comprises the information in Annual Report, but does not include the financial statements and our Report of the Auditors thereon. 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**

The Trade Union and Labour Relations (consolidation) Act 1992 (Amended) requires us to report to you if, in our opinion:

- a satisfactory system of control over transactions has not been maintained; or
- the union has not kept proper accounting records; or
- the financial statements are not in agreement with the books of account; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in this regard.

**Responsibilities of the Executive Committee**

The Executive Committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Executive Committee determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditors' 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 a Report of the Auditors 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 [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

**Use of our report**

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

Signature(s) of auditor or auditors:	<i>Bevan Buckland</i>	
Name(s):	Bevan Buckland LLP	
Profession(s) or Calling(s):	Chartered Accountants and Statutory Auditors	
Address(es):	Langdon House Langdon Road SA1 Waterfront Swansea, SA1 8QY	
Date:		
Contact name for enquiries and telephone number:	Alison Vickers 01792 410100	

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)

Not required

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	


**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	<b>Claire Jones</b>
Office held	National Secretary
Date	4/4/19

Bevan Buckland LLP  
Langdon House  
Langdon Road  
SA1 Swansea Waterfront  
SA1 8QY



Dear Auditor,

During the course of your audit of our financial statements for the period ending 31 December 2018, the following representations were made to you by management and board members.

1. We have fulfilled our responsibilities as board members for preparing financial statements, in accordance with UK GAAP that give a true and fair view and for making accurate representations to you as auditors.
2. We confirm that all accounting records have been made available to you for the purpose of your audit, in accordance with your terms of engagement, and that all the transactions undertaken by the union have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management meetings, have been made available to you. We have given you unrestricted access to persons within the union in order to obtain audit evidence and have provided any additional information that you have requested for the purposes of your audit.
3. We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
4. We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with UK GAAP.
5. We confirm that there have been no events since the balance sheet date which require disclosing or which would materially affect the amounts in the accounts, other than those already disclosed or included in the accounts.
6. We confirm that we acknowledge that a related party of Society of Union Employees is a "person or organisation which either (directly or indirectly) controls, has joint control of, or significantly influences Society of Union Employees or vice versa and as a result will include: shareholders, board members, other key management, close family and other business interests of the previous."
7. We confirm that all related party relationships and transactions have been accounted for and disclosed in accordance with UK GAAP.
8. We confirm that the union has had, at no time during the year, any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for members, nor to guarantee or provide security for such matters, except as disclosed in the financial statements.
9. We confirm that the union has not contracted for any capital expenditure other than as disclosed in the financial statements.
10. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the union conducts its business and which are central to the union's ability to conduct its business.
11. We acknowledge our responsibility for the design and implementation of controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our risk assessment of the risk of fraud in the business.
12. We confirm that there have been no actual or suspected instances of fraud involving management or officers who have a significant role in internal control or that could have a material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by former officers, regulators or others.
13. We confirm that, having considered our expectations and intentions for the next twelve months and the availability of working capital, the union is a going concern.



14. We confirm that there are no companies associated with this union for tax purposes. We understand that companies are associated for tax purposes if they are under the control of the same person or persons. We also understand that for this purpose a person might be treated as one and the same person as: a close relative; a business partner; a trustee of a settlement of which the person or a relative was the settlor; and any company in which any of these is also a shareholder.
15. The effects of unadjusted misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole.
- The agreed adjustments to the financial statements are shown on **Appendix 1** and a schedule of unadjusted misstatements are shown on **Appendix 2**.
16. We confirm the following specific representations made to you during the course of your audit.
- All income has been recorded.
  - All expense claims made by the union's officers were made wholly and exclusively for the benefit of the union.
17. We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that:
- so far as each officer is aware, there is no relevant audit information of which you as auditors are unaware; and
  - each officer has taken all the steps that they ought to have taken as an officer to make themselves aware of any relevant audit information and to establish that you are aware of that information.

We confirm that the above representations are made on the basis of enquiries of management and officers with relevant knowledge and expertise (and, where appropriate, of supporting documentation) sufficient to satisfy ourselves that we can properly make these representations to you and that to the best of our knowledge and belief they accurately reflect the representations made to you by the board members during the course of your audit.

Yours faithfully,

Signed on behalf of Society of Union Employees by:

National Secretary  .....

Date 4/4/19 .....

## Schedule of adjustments agreed during the audit

<u>Details</u>	<u>£</u>	<u>£</u>
Profit/(Loss) per original trial balance		12,571
<i>Adjustments agreed to be made:</i>		
1. Adjust prepayment for GTFU fees for 2019 paid in advance	361	
2. Adjust accountancy accrual to reflect 2018 charge	(68)	
Total adjustments made to the original trial balance - increase/(decrease)		293
<b>Profit/(Loss) per final audited accounts</b>		<b>12,864</b>

## Schedule of unadjusted misstatements

<u>Details</u>	<u>£</u>	<u>£</u>
<i>Adjustments not made:</i>		
1. Write off PPS investment	(50)	
Total unadjusted misstatements		(50)
<b>Effect on surplus of unadjusted misstatements - Increase/(Decrease)</b>		<b>(50)</b>



**SOCIETY OF UNION EMPLOYEES (UNISON)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

Bevan Buckland LLP  
Chartered Accountants  
and Statutory Auditors  
SWANSEA

**SOCIETY OF UNION EMPLOYEES (UNISON)  
CONTENTS OF THE FINANCIAL STATEMENTS  
FOR YEAR ENDED 31 DECEMBER 2018**

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Income and Expenditure Account	3
Balance Sheet	4
Notes of Financial Statements	5-6

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
SOCIETY OF UNION EMPLOYEES (UNISON)  
FOR YEAR ENDED 31 DECEMBER 2018**

**Opinion**

We have audited the financial statements of Society of Union Employees (UNISON) (the 'union') for the year ended 31 December 2018 which comprise the Income Statement, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 union's affairs as at 31 December 2018 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and the requirements of the section 28 to 36 of 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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the union 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 Executive Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Executive Committee have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the union'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 Executive Committee are responsible for the other information. The other information comprises the information in Annual Report, but does not include the financial statements and our Report of the Auditors thereon. 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.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
SOCIETY OF UNION EMPLOYEES (UNISON)  
FOR YEAR ENDED 31 DECEMBER 2018**

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

The Trade Union and Labour Relations (consolidation) Act 1992 (Amended) requires us to report to you if, in our opinion:

- a satisfactory system of control over transactions has not been maintained; or
- the union has not kept proper accounting records; or
- the financial statements are not in agreement with the books of account; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in this regard.

**Responsibilities of the Executive Committee**

The Executive Committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Executive Committee determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditors' 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 a Report of the Auditors 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 [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

**Use of our report**

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

*Bevan Buckland*

BEVAN BUCKLAND LLP  
CHARTERED ACCOUNTANTS  
AND STATUTORY AUDITORS  
LANGDON HOUSE  
LANGDON ROAD  
SWANSEA  
SA1 8QY

DATE 4/4/19

**SOCIETY OF UNION EMPLOYEES (UNISON)  
INCOME STATEMENT  
FOR YEAR ENDED 31 DECEMBER 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	40,036	39,137
<b>Overheads</b>		
Education	88	3,172
Affiliations	401	385
Recruitment/Organising Resources	3,802	2,228
Executive Meetings	10,882	7,478
Branch Organisation	1,749	729
Conferences:		
SUE Conference	104	10,510
Representation Employment Related Issues	7,778	5,960
Auditors Remuneration	2,439	2,329
Donations/Gifts	-	129
Bank Charges	155	98
	<u>27,398</u>	<u>33,018</u>
<b>Operating Surplus</b>	12,638	6,119
Bank Interest receivable	226	60
	<u>12,864</u>	<u>6,178</u>
<b>Surplus on Ordinary Activities</b>	<u><u>12,864</u></u>	<u><u>6,178</u></u>



**SOCIETY OF UNION EMPLOYEES (UNISON)  
STATEMENT OF FINANCIAL POSITION  
FOR YEAR ENDED 31 DECEMBER 2018**

	Note	2018		2017	
		£	£	£	£
<b>FIXED ASSETS</b>					
Investments	2		50		50
<b>CURRENT ASSETS</b>					
Debtors	3	361		-	
Cash at bank and in hand		153,639		145,694	
		<u>154,000</u>		<u>145,694</u>	
<b>CREDITORS: amounts falling due within one year</b>					
	4	<u>(2,358)</u>		<u>(6,916)</u>	
<b>NET CURRENT ASSETS</b>			151,642		138,778
<b>NET ASSETS</b>			<u>151,692</u>		<u>138,828</u>
<b>Represented by:</b>					
<b>RESERVES</b>					
General Fund	5		151,692		138,828
<b>GENERAL FUND</b>			<u>151,692</u>		<u>138,828</u>

The Financial Statements were approved by the Committee on 4/4/19  
and signed on their behalf by :

.....  
C Jones

**SOCIETY OF UNION EMPLOYEES (UNISON)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR YEAR ENDED 31 DECEMBER 2018**

**1 ACCOUNTING POLICIES**

**a) Entity Information**

Society of Union Employees is a trade union, which is registered with the Certification Officer under Section 3 of the Trade Union and Labour Relations (Consolidation) Act 1992. The address of the head office is The Courtyard, 11 Wind Street, Swansea, SA1 1DP.

**b) Accounting Convention**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Trade Union and Labour Relations (Consolidation) Act 1992.

The financial statements are prepared under the historical cost convention.

The presentation currency of the financial statements is the Pound Sterling (£).

**c) Turnover**

Members' subscriptions are brought into the Revenue Account on the basis of subscriptions due for the year ending 31 December 2018.

**d) Investments**

Investments are valued at cost in the financial statements, which the officers believe reflects the market value.

**e) Key Judgements and Estimates**

There are no significant judgements and estimates made by the management in the preparation of the financial statements.

**f) Political Fund**

The Union does not contribute to any political fund.

**g) Debtors & Creditors**

Short term debtors and short term creditors are measured at transaction price, less any impairment.

**h) Cash at bank**

Cash and cash equivalents include cash in hand and deposits held at call with banks.

**2 INVESTMENTS**

<b>Peoples Press Printing Society Shares</b>	<b>£</b>
<b>Cost</b>	
At 1 January 2018	50
Additions	-
<b>At 31 December 2018</b>	<u>50</u>
<b>Net Book Value</b>	
At 1 January 2018	50
Additions	-
<b>At 31 December 2018</b>	<u>50</u>

**SOCIETY OF UNION EMPLOYEES (UNISON)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR YEAR ENDED 31 DECEMBER 2018**

**3 DEBTORS**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Membership debtors	-	-
Prepayments	361	-
	<u>361</u>	<u>-</u>

**4 CREDITORS: Amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Accruals and Deferred Income	2,358	6,916
	<u>2,358</u>	<u>6,916</u>

**5 RESERVES**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
General Fund Brought forward	138,828	132,650
Surplus for the year	12,864	6,178
	<u>151,692</u>	<u>138,828</u>