

## Trade Union's details

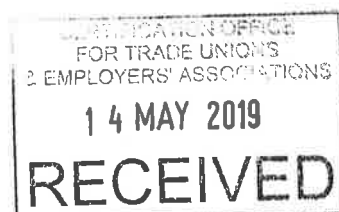
Name of Trade Union:	ACCORD
Year ended:	31 DECEMBER 2018
List number:	588T
Head or Main Office address:	ACCORD SIMMONS HOUSE, 46 OLD BATH ROAD CHARVIL, READING BERKSHIRE RG10 9QR
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
Website address (if available)	www.accord-myunion.org
General Secretary:	GED NICHOLS
Telephone Number:	01189 341808
Contact name for queries regarding the completion of this return:	PAULA TEGG
Telephone Number:	01189 341808
E-mail:	paula.tegg@accordhq.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	7,271	775	1	8	8,055
Female	15,749	867	1	6	16,623
<b>Total</b>	<b>23,148</b>	<b>1,651</b>	<b>2</b>	<b>14</b>	<b>A 24,815</b>

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

24,815

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

137

## 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
PRINCIPAL EXECUTIVE COUNCIL	VICKIE BULLOUGH	KIM CALVERT	20 April 2018
PRINCIPAL EXECUTIVE COUNCIL	STEVE GILLEN	SHEEBA HAMID	20 April 2018
PRINCIPAL EXECUTIVE COUNCIL	NEIL GRANT	ALLISON HOWIE	20 April 2018
PRINCIPAL EXECUTIVE COUNCIL	RICHARD JOYCE	MAURA KELLY	20 April 2018
PRINCIPAL EXECUTIVE COUNCIL	NEIL MAGILL	CHRIS LEACH	20 April 2018
PRINCIPAL EXECUTIVE COUNCIL	AARREN MOWLE	LISA SULLIVAN	20 April 2018
PRINCIPAL EXECUTIVE COUNCIL	ASMA REHMAN		20 April 2018

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated

and names:

## 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
Tom Harrison	President
Neil Magill	Vice President
Carol Knowles	Vice President
Ged Nichols	General Secretary
Joan Bland	Trustee
Jim Searle	Trustee
Rodney Grainger	Trustee
Marilyn Morris	Trustee
Margaret Betts	Principal Executive Council member
Dianne Cousins	Principal Executive Council member
Kim Calvert	Principal Executive Council member
Clare Buss	Principal Executive Council member
Sheeba Hamid	Principal Executive Council member
Jeff Glazer	Principal Executive Council member
Allison Howie	Principal Executive Council member
Maura Kelly	Principal Executive Council member
Chris Leach	Principal Executive Council member
Gareth White	Principal Executive Council member
Lisa Sullivan	Principal Executive Council member
Caroline Pollock	Principal Executive Council member

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

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		2,283,898
<b>From Members:</b> Other income from members (specify)		
SUBSCRIPTION DRAW INCOME	198,764	
<b>Total other income from members</b>		198,764
<b>Total of all income from members</b>		2,482,662
<b>Investment income (as at page 12)</b>		28,551
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	31,724	
<b>Total of other income (as at page 4)</b>		31,724
	<b>Total income</b>	2,542,937
<b>Expenditure</b>		
<b>Benefits to members (as at page 5)</b>		161,211
<b>Administrative expenses (as at page 10)</b>		2,653,405
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>Total expenditure</b>	2,814,616
		(271,679)
Amount of general fund at beginning of year		5,920,673
Amount of general fund at end of year		5,648,994

**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>		
TAXATION RECOVERABLE	26,068	
OTHER INCOME	5,656	
<b>Total other income</b>		31,724
<b>Total of all other income</b>		31,724

## Analysis of benefit expenditure shown at general fund

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	76,440
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
LEGAL ADVICE LINE	14,040	DEATH BENEFIT	4,460
TAX & PENSIONS LINE	62,400	BENEVOLENT FUND	250
Dispute Benefits		CLIVE WEBSTER MEMORIAL FUND	496
		WILLIAM WRIGHT MEMORIAL FUND	4,225
		BUPA EXCESS CASHBACK SCHEME	75,340
Other Cash Payments			
<b>carried forward</b>	76,440	<b>Total (should agree with figure in General Fund)</b>	161,211

## 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	

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

**Political fund account expenditure (a)**

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

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

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

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

### Political fund account expenditure (b)

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

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

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

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

## Political fund account expenditure (c)

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

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

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

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

**Political fund account expenditure (d)**

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

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

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

## Political fund account expenditure (e)

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

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

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

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

## Political fund account expenditure (f)

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

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

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

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



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

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

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	£
	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	1,176,010
Salaries and Wages included in above	£1,136,396
Auditors' fees	19,869
Legal and Professional fees	103,120
Occupancy costs	11,922
Stationery, printing, postage, telephone, etc.	50,434
Expenses of Executive Committee (Head Office)	
Expenses of conferences	142,606
Other administrative expenses (specify)	
STAFF TRAINING	4,622
MOTOR EXPENSES	4,574
HQ STAFF MEETING & TRAVEL EXPENSES	241,260
BALLOT EXPENSES	33,185
CAMPAIGNS & PUBLISHING	129,227
CHARITABLE DONATIONS	10,504
BANK CHARGES	17,392
SUNDRY	3
INSURANCE	30,495
MEMBERS MEETING & TRAVEL EXPENSES	144,149
AFFILIATION FEES	103,115
MAINTENANCE, REPAIRS & IT SUPPORT	58,174
UNREALISED LOSS ON REVALUATION OF INVESTMENTS	183,798
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation and amortisation	89,430
Taxation	

Outgoings on land and buildings (specify)		
Other outgoings (specify) SUBSCRIPTION DRAW PRIZES & DONATIONS		99,516
	<b>Total</b>	2,653,405
Charged to:	General Fund (Page 3)	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	<b>Total</b>	2,653,405

## Analysis of officials' salaries and benefits

(see notes 36 to 46)

Position held	Gross Salary	Employers N.I. contributions £	Benefits			Total
	£		Pension Contributions £	Other Benefits		
				Description	Value £	
GENERAL SECRETARY	126,842	16,351	3,960	CAR & FUEL	9,214	157,561
				MEDICAL INSURANCE	1,194	

## Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			12,000
Dividends (gross) from:			
Equities (e.g. shares)			6,405
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			10,146
Other investment income (specify)			
			28,551
		Total investment income	28,551
		Credited to:	
		General Fund (Page 3)	28,551
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	28,551

**Balance sheet as at**

**31 DECEMBER 2018**

(see notes 49 to 52)

Previous Year		£	£
313,355	<b>Fixed Assets</b> (at page 14)		249,059
4,511,448	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £4,834,055)	4,834,055	
	Unquoted		
4,511,448	<b>Total Investments</b>		4,834,055
	<b>Other Assets</b>		
	Loans to other trade unions		
216,843	Sundry debtors	196,877	
868,705	Cash at bank and in hand	213,024	
	Income tax to be recovered		
	Stocks of goods		
185,295	Others (specify)   MEMBERSHIP DATABASE TAXATION RECOVERABLE	170,514 26,815	
1,270,843	<b>Total of other assets</b>		607,230
6,095,646	<b>Total assets</b>		5,690,344
	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		
28,742	Tax payable		
33,732	Sundry creditors	2,784	
108,867	Accrued expenses	38,245	
	Provisions		
3,632	Other liabilities	321	
174,973	<b>Total liabilities</b>		41,350
5,920,673	<b>Total assets</b>		5,648,994

## 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	325,860		313,329	152,127		791,316
Additions			10,353			10,353
Disposals			(166,931)			(166,931)
Revaluation/Transfers						
At end of year	325,860		156,751	152,127		634,738
<b>Accumulated Depreciation</b>						
At start of year	164,190		240,996	72,775		477,961
Charges for year	3,813		35,980	34,856		74,649
Disposals			(166,931)			(166,931)
Revaluation/Transfers						
At end of year	168,003		110,045	107,631		385,679
<b>Net book value at end of year</b>	157,857		46,706	44,496		249,059
<b>Net book value at end of previous year</b>	161,670		72,333	79,352		313,355

## Analysis of investments

(see notes 58 and 59)

<b>Quoted</b>	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
LLOYDS BANKING GROUP ORDINARY SHARES	110,438	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
ABERDEEN MULTIDIVERSITY FUND	2,410,530	
ST JAMES' PLACE	2,062,059	
ABERDEEN ASSET MANAGEMENT LIQUIDITY FUND	908	
UNITY TRUST BANK ORDINARY SHARES	250,120	
<b>Total quoted</b> (as Balance Sheet)	4,834,055	
Market Value of Quoted Investment	4,834,055	
<b>Unquoted</b>		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
<b>Total unquoted</b> (as Balance Sheet)		
Market Value of Unquoted Investments		



## Analysis of investment income (controlling interests)

(see notes 60 and 61)

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

**Summary sheet**  
(see notes 62 to 73)

	<b>All funds except Political Funds £</b>	<b>Political Funds £</b>	<b>Total Funds £</b>
<b>Income</b>			
From Members	2,482,662		2,482,662
From Investments	28,551		28,551
Other Income (including increases by revaluation of assets)	31,724		31,724
<b>Total Income</b>	<b>2,542,937</b>		<b>2,542,937</b>
<b>Expenditure</b> (including decreases by revaluation of assets)	2,814,616		2,814,616
<b>Total Expenditure</b>	<b>2,814,616</b>		<b>2,814,616</b>
<b>Funds at beginning of year</b> (including reserves)	5,920,673		5,920,673
<b>Funds at end of year</b> (including reserves)	5,648,994		5,648,994
<b>Assets</b>			
	Fixed Assets		249,059
	Investment Assets		4,834,055
	Other Assets		607,230
	<b>Total Assets</b>		<b>5,690,344</b>
<b>Liabilities</b>			
	<b>Total Liabilities</b>		<b>41,350</b>
<b>Net assets (Total Assets less Total Liabilities)</b>			<b>5,648,994</b>

## Information on Industrial action ballots

(see notes 74 to 80)

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

**NO**

If Yes How many ballots were held:

For each ballot held please complete the information below:

### Ballot 1

Number of individuals who were entitled to vote in the ballot

#### Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question  1

Number of Individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

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

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

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

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

### Ballot 2

Number of individuals who were entitled to vote in the ballot

#### Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question  1

Number of Individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

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

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

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

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

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

**Ballot 3**

Number of individuals who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question [redacted] 1

Number of Individuals answering "No" to the question [redacted] 2

Number of invalid or otherwise spoiled voting papers returned [redacted] 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 [redacted] 1

Number of Individuals answering "No" to the question [redacted] 2

Number of invalid or otherwise spoiled voting papers returned [redacted] 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 [redacted] 1

Number of Individuals answering "No" to the question [redacted] 2

Number of invalid or otherwise spoiled voting papers returned [redacted] 3

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

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

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

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

**Use a continuation sheet if necessary**

# Information on Industrial action

(see note 81)

## \*Categories of Nature of Trade Dispute :

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

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

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

D: matters of discipline;

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

F: facilities for officials of trade unions;

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

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

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

### Industrial Action 1

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

### Industrial Action 2

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

### Industrial Action 3

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

A  B  C  D  E  F  G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

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.**

SEE ATTACHED

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## ACCORD

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

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#### 1. CONSTITUTION

The Union was formed on 1 August 1977. Membership is open to all employees of Lloyds Banking Group plc, which is to include any subsidiary or merged organization and any limited company or firm owned by or under the control of Lloyds Banking Group plc, or other such employers as the Principal Executive Council shall from time to time determine. The Union represents the interests of its members in all matters relating to their employment.

The Union is registered as an independent trade union affiliated to the TUC and the Scottish TUC. The Union has received its Certificate of Independence under the Trade Union and Labour Relations (Consolidation) Act 1992.

The registered office of the Union can be found on the union information page. The principal activities of the Union continued to be provision of advice, support and guidance for its members, as set by the Rules and Constitution 2018.

#### 2. ACCOUNTING POLICIES

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland.

The presentational and functional currency of the Union is Sterling.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgment in applying the Union's accounting policies (see note 3).

The following principal accounting policies have been applied:

##### 2.2 Going concern

The financial statements have been prepared on the going concern basis.

##### 2.3 Income

Income is recognised to the extent that it is probable that the economic benefits will flow to the Union and the income can be reliably measured. Income is measured as the fair value of the consideration received or receivable, excluding discounts, rebates and other sales taxes. The following criteria must also be met before income is recognised:

Income from subscriptions is recognised in the period in which subscription is due from the member and when all of the following conditions are satisfied:

- the amount of income can be measured reliably;
- it is probable that the Union will receive the consideration due under the subscription.



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## ACCORD

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

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## 2. ACCOUNTING POLICIES (CONTINUED)

### 2.4 Intangible assets

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

All intangible assets are considered to have a finite useful life. If a reliable estimate of the useful life cannot be made, the useful life shall not exceed ten years.

### 2.5 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Freehold property	- 50 years
Motor vehicles	- 4 years
Fixtures and fittings	- 4 years

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of comprehensive income.

### 2.6 Investment property

Investment property is carried at fair value determined annually and derived from the current market rents and investment property yields for comparable real estate, adjusted if necessary for any difference in the nature, location or condition of the specific asset. No depreciation is provided. Changes in fair value are recognised in the Statement of comprehensive income.

### 2.7 Valuation of investments

Investments in unlisted Union shares, whose market value can be reliably determined, are remeasured to market value at each balance sheet date. Gains and losses on remeasurement are recognised in the Statement of comprehensive income for the period. Where market value cannot be reliably determined, such investments are stated at historic cost less impairment.

Listed investments are remeasured to market value at each Balance sheet date. Gains and losses on remeasurement are recognised in profit or loss for the period.

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## ACCORD

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

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## 2. ACCOUNTING POLICIES (CONTINUED)

### 2.8 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

### 2.9 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

### 2.10 Financial instruments

The Union only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Debt instruments (other than those wholly repayable or receivable within one year), including loans and other accounts receivable and payable, are initially measured at present value of the future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade debtors and creditors, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration expected to be paid or received. However, if the arrangements of a short-term instrument constitute a financing transaction, like the payment of a trade debt deferred beyond normal business terms or financed at a rate of interest that is not a market rate or in the case of an out-right short-term loan not at market rate, the financial asset or liability is measured, initially, at the present value of the future cash flow discounted at a market rate of interest for a similar debt instrument and subsequently at amortised cost.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of comprehensive income.

### 2.11 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

### 2.12 Pensions

#### Defined contribution pension plan

The Union operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Union pays fixed contributions into a separate entity. Once the contributions have been paid the Union has no further payment obligations.

The contributions are recognised as an expense in the Statement of comprehensive income when they fall due. Amounts not paid are shown in accruals as a liability in the Balance sheet. The assets of the plan are held separately from the Union in independently administered funds.

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## ACCORD

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

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#### 2. ACCOUNTING POLICIES (CONTINUED)

##### 2.13 Taxation

Tax is recognised in the Statement of comprehensive income, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the Union operates and generates income.

#### 3. JUDGMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The preparation of the financial statements requires management to make judgments, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. The nature of estimation means the actual outcomes could differ from those estimates. The following judgments (apart from those involving estimates) have had the most significant effect on the amounts recognised in the financial statements:

- valuation of the investment property at open market value.
- valuation of fixed asset investments at the market value at the balance sheet date.

#### 4. ANALYSIS OF INCOME

An analysis of income by class of business is as follows:

	2018 £	2017 £
Membership subscriptions	2,283,898	2,192,723
Rent receivable	12,000	12,000
Other income	16,551	16,817
Dividends and interest receivable	5,656	9,465
	<u>2,318,105</u>	<u>2,231,005</u>

All income arose within the United Kingdom.

#### 5. OTHER OPERATING INCOME

	2018 £	2017 £
Subscription draw surplus	99,248	99,084
	<u>99,248</u>	<u>99,084</u>

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ACCORD

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018

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6. AUDITORS' REMUNERATION

	2018 £	2017 £
Fees payable to the Union's auditor and its associates for the audit of the Union's annual accounts	12,000	12,000
	<u>12,000</u>	<u>12,000</u>

7. EMPLOYEES

Wages, salaries and benefit costs were £1,146,804 (2017: £1,024,241). The cost of defined contribution pension scheme contributions were £39,614 (2017: £39,525). The total costs were therefore £1,186,418 (2017: £1,063,766).

Within wages and salaries is a compensation for loss of office payment of £18,631 paid to one employee. This was fully paid at the reporting date.

The average monthly number of employees during the year was as follows:

	2018 No.	2017 No.
Administrative	24	21

Key management compensation, including employer pension and National Insurance contributions, amounted to £157,562 (2017: £157,812).

8. INCOME FROM INVESTMENTS

	2018 £	2017 £
Realised gain on sale of investments	-	25,296
	<u>-</u>	<u>25,296</u>

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**ACCORD**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**9. TAXATION**

	2018 £	2017 £
<b>CORPORATION TAX</b>		
Current tax on surplus for the year	-	29,492
Adjustments in respect of previous periods	(26,068)	(704)
<b>TOTAL CURRENT TAX</b>	<u>(26,068)</u>	<u>28,788</u>

**FACTORS AFFECTING TAX CHARGE FOR THE YEAR**

The tax assessed for the year is lower than (2017 - *lower than*) the standard rate of corporation tax in the UK of 19% (2017 - 19.25%). The differences are explained below:

	2018 £	2017 £
(Loss)/profit on ordinary activities before tax	<u>(297,747)</u>	<u>321,578</u>
(Loss)/profit on ordinary activities multiplied by standard rate of corporation tax in the UK of 19% (2017 - 19.25%)	(56,572)	61,904
<b>EFFECTS OF:</b>		
Non-taxable expenditure	473,786	404,552
Non-taxable income	(453,843)	(444,211)
Adjustments to tax charge in respect of prior periods	(26,068)	(704)
Exempt ABGH distributions	(1,217)	(1,207)
Deferred tax not recognised	37,846	8,454
<b>TOTAL TAX CHARGE FOR THE YEAR</b>	<u>(26,068)</u>	<u>28,788</u>

**FACTORS THAT MAY AFFECT FUTURE TAX CHARGES**

Deferred tax has not been recognised as any potential liability would be covered by future costs and so there would be no liability arising.

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ACCORD

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018

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10. INTANGIBLE ASSETS

	Database £
<b>COST</b>	
At 1 January 2018	185,295
At 31 December 2018	<u>185,295</u>
<b>AMORTISATION</b>	
Charge for the year	14,781
At 31 December 2018	<u>14,781</u>
<b>NET BOOK VALUE</b>	
At 31 December 2018	<u>170,514</u>
<i>At 31 December 2017</i>	<u>185,295</u>

Within intangible assets there exists a database and website with a total net book value of £170,514 (2017: £185,295) at the balance sheet date. The website element of this asset is held under construction and will not be amortised until the asset is in use. The net book value of this element is £37,481 (2017: £37,481).

Amortisation has been included within expenditure in the Statement of Comprehensive Income.

**ACCORD**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**11. TANGIBLE FIXED ASSETS**

	Land and buildings £	Motor vehicles £	Fixtures and fittings £	Total £
<b>COST OR VALUATION</b>				
At 1 January 2018	325,860	152,127	313,329	791,316
Additions	-	-	10,353	10,353
Disposals	-	-	(166,931)	(166,931)
At 31 December 2018	<u>325,860</u>	<u>152,127</u>	<u>156,751</u>	<u>634,738</u>
<b>DEPRECIATION</b>				
At 1 January 2018	164,190	72,775	240,996	477,961
Charge for the year on owned assets	3,813	34,856	35,980	74,649
Disposals	-	-	(166,931)	(166,931)
At 31 December 2018	<u>168,003</u>	<u>107,631</u>	<u>110,045</u>	<u>385,679</u>
<b>NET BOOK VALUE</b>				
At 31 December 2018	<u><u>157,857</u></u>	<u><u>44,496</u></u>	<u><u>46,706</u></u>	<u><u>249,059</u></u>
At 31 December 2017	<u><u>161,670</u></u>	<u><u>79,352</u></u>	<u><u>72,333</u></u>	<u><u>313,355</u></u>

The net book value of land and building may be further analysed as follows:

	2018 £	2017 £
Freehold - own occupation at cost	61,857	65,670
Freehold - investment property at valuation	96,000	96,000
	<u><u>157,857</u></u>	<u><u>161,670</u></u>

The freehold property was revalued at open market value in 2015 by an independent qualified valuer and the element relating to the investment property was incorporated into the accounts. The Principal Executive Council considers that there has been no material change in the open market value of the freehold property in the year.

**ACCORD**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**11. TANGIBLE FIXED ASSETS (CONTINUED)**

If the land and buildings had not been included at valuation they would have been included under the historical cost convention as follows:

	2018 £	2017 £
Cost	254,360	254,360
Accumulated depreciation	(168,003)	(164,190)
<b>NET BOOK VALUE</b>	<b>86,357</b>	<b>90,170</b>

**12. FIXED ASSET INVESTMENTS**

	Listed investments £	Unlisted investments £	Total £
<b>COST OR VALUATION</b>			
At 1 January 2018	138,216	4,373,232	4,511,448
Additions	6,405	500,000	506,405
Revaluations	(34,183)	(149,615)	(183,798)
At 31 December 2018	<b>110,438</b>	<b>4,723,617</b>	<b>4,834,055</b>
<b>NET BOOK VALUE</b>			
At 31 December 2018	<b>110,438</b>	<b>4,723,617</b>	<b>4,834,055</b>
At 31 December 2017	<b>138,216</b>	<b>4,373,232</b>	<b>4,511,448</b>

Listed and unlisted investments are valued using an active market valuation at the balance sheet date.

The historical cost of investments at the balance sheet date is as follows:

	2018 £	2017 £
Listed investments	114,285	107,881
Unlisted investments	3,751,024	3,251,024
	<b>3,865,309</b>	<b>3,358,905</b>



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**ACCORD**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**13. DEBTORS**

	2018 £	2017 £
<b>DUE AFTER MORE THAN ONE YEAR</b>		
Other debtors	180,877	189,572
	<u>180,877</u>	<u>189,572</u>
	2018 £	2017 £
<b>DUE WITHIN ONE YEAR</b>		
Other debtors	41,815	26,639
Prepayments and accrued income	1,000	632
	<u>42,815</u>	<u>27,271</u>

**14. CASH AND CASH EQUIVALENTS**

	2018 £	2017 £
Cash at bank and in hand	213,024	868,705

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

	2018 £	2017 £
Corporation tax	-	28,742
Other taxation and social security	2,784	33,732
Other creditors	321	3,632
Accruals and deferred income	38,245	108,867
	<u>41,350</u>	<u>174,973</u>

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**ACCORD**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**16. FINANCIAL INSTRUMENTS**

	2018 £	2017 £
<b>FINANCIAL ASSETS</b>		
Financial assets measured at fair value through profit or loss	4,834,055	4,511,448
Financial assets that are debt instruments measured at amortised cost	196,877	216,211
	<u>5,030,932</u>	<u>4,727,659</u>
<b>FINANCIAL LIABILITIES</b>		
Financial liabilities measured at amortised cost	<u>(24,146)</u>	<u>(96,867)</u>

Financial assets measured at fair value through profit or loss consist of fixed asset investments.

Financial assets that are debt instruments measured at amortised cost consist of other debtors.

Financial liabilities measured at amortised cost consist of other creditors and some accruals.

**17. RESERVES**

**Accumulated funds - Fair value reserve**

The balance in the fair value reserve arises from the restatement of fixed asset investments to market value at the balance sheet date.

**Accumulated funds - revaluation reserve**

The balance in the investment property revaluation reserve is the surplus on the revaluation of the investment property in 2015.

**Accumulated funds - general**

The balance in the general funds represents the total remaining reserves of the Union.

**18. CAPITAL COMMITMENTS**

There is a commitment at the year end for payments on completion of a membership database. The committed amount is £51,600 (2017: £64,573) and is payable within one year.

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## ACCORD

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

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#### 19. PENSION COMMITMENTS

The Union operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Union in an independently administered fund. The pension cost charge represents contributions payable by the Union to the fund and amounted to £39,614 (2017: £39,525). Contributions totalling £321 (2017: £3,632) were payable to the fund at the balance sheet date.

#### 20. RELATED PARTY TRANSACTIONS

The Union has advanced a loan to G Nichols, the General Secretary, with interest being charged at 3.2% per annum. At the year end the total outstanding was £195,877 (2017: £204,572). The total interest income recognised by the Union in respect of the loan in the year is £6,306 (2017: £6,575).

Close family members of the General Secretary are employed by the Union, making them related parties. During the year, salaries paid to these related parties amounted to £112,943 (2017: £107,307).

#### 21. CONTROLLING PARTY

The activities of the Union are controlled by the Principal Executive Council.

There is no ultimate controlling party in the current or comparative year.

## Accounting policies


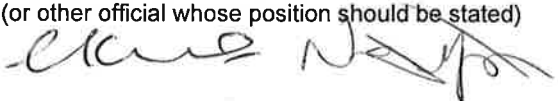
(see notes 84 and 85)

SEE ATTACHED

## 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: <u>GED NICHOLS</u> Date: <u>2<sup>ND</sup> MAY 2019</u>	Acting President Signature: (or other official whose position should be stated)  Name: <u>CAROL KNOW AND NEIL MACGILL</u> Date: <u>2<sup>ND</sup> MAY 2019</u>
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## Checklist

(see notes 88 and 89)

(please tick as appropriate)

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

## Checklist for auditor's report

(see notes 90 to 96)

The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate? (See section 36(1) and (2) of the 1992 Act and notes 92 and 93)

**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)

**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 section 28 to 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

## Auditor's report (continued)

SEE ATTACHED

Signature(s) of auditor or auditors:	<i>WMT</i>	
Name(s):	WMT	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS AND STATUTORY AUDITORS	
Address(es):	VERULAM POINT STATION WAY ST ALBANS AL1 5HE	
Date:	<i>10th May 2019</i>	
Contact name for enquiries and telephone number:	ELIZABETH IRVINE 01727 838255	

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

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## ACCORD

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### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACCORD

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#### OPINION

We have audited the financial statements of Accord (the 'Union') for the year ended 31 December 2018, which comprise the Statement of comprehensive income, the Balance sheet, the Statement of changes in equity and the related notes, 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 surplus or deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the 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 United Kingdom, including the Financial Reporting Council'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 Council's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Council has 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 Council is responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' report 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.

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## ACCORD

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### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACCORD (CONTINUED)

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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

In the light of the knowledge and understanding of the Union and its environment obtained in the course of the audit, we have not identified material misstatements in the Council's report.

We have nothing to report in respect of the following matters in relation to which we are required to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Council's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### RESPONSIBILITIES OF PRINCIPAL EXECUTIVE COUNCIL

As explained more fully in the Council's responsibilities statement on page 1, the Council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Council determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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



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## ACCORD

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### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACCORD (CONTINUED)

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

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

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

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

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ACCORD

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACCORD (CONTINUED)

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**USE OF OUR REPORT**

This report is made solely to the Union's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Union's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Union and the Union's members, as a body, for our audit work, for this report, or for the opinions we have formed.



**WMT**

Chartered Accountants and Statutory Auditors

Verulam Point  
Station Way  
St Albans  
Hertfordshire  
AL1 5HE

Date: 10th May 2019

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

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

YES

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21.

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21

**Membership audit certificate**  
**Section one**

*For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer*

1. In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

YES


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

YES

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.

## Membership audit certificate (continued)

Signature of assurer	
Name	WMT
Address	VERULAM POINT STATION WAY ST ALBANS AL1 5HE
Date	10th May 2019
Contact name and telephone number	ELIZABETH IRVINE 01727 838255

**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	
Office held	
Date	