

Trade Union's details

Name of Trade Union:	THE NATIONAL ASSOCIATION OF NFU GROUP SECRETARIES					
Year ended:	31 OCTOBER 2018					
List number:	352T					
Head or Main Office address:	NFU OFFICE THE BYRE LOWER HOOK FARM ROYAL WOOTON BASSETT SWINDON SN4 8EF					
Has the address changed during the year to which the return relates?	<table><tr><td>Yes</td><td><input type="checkbox"/></td><td>No</td><td><input checked="" type="checkbox"/></td><td>(Tick as appropriate)</td></tr></table>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	(Tick as appropriate)
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	(Tick as appropriate)		
Website address (if available)	nagsonline.org.uk					
General Secretary:	R BARNES					
Telephone Number:	01905 424292					
Contact name for queries regarding the completion of this return:	N J BENT					
Telephone Number:	01793 852622					
E-mail:	nick@nfumutual-swindon.co.uk					

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

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

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

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



Return of members

(see notes 10 and 11)

	Number of members at the end of the year				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	Totals
Male	289	42			331
Female	167	23			190
Total	456	65			A 521

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

521

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

0

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
CHAIRMAN	P J PARKER	A GRIFFITHS	8 MARCH 2018
VICE CHAIRMAN	A GRIFFITHS	G HEAL	8 MARCH 2018
GENERAL SECRETARY	P CORNISH	R BARNES	19 SEPTEMBER 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
A GRIFFITHS	CHAIRMAN
G HEAL	VICE CHAIRMAN
R BARNES	GENERAL SECRETARY
N J BENT	TREASURER

General fund
(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions	119,803	
From Members: Other income from members (specify)		
Total other income from members		119,803
Total of all income from members		
Investment income (as at page 12)		2,683
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	30,591	
Total of other income (as at page 4)		30,591
	Total income	153,077
Expenditure		
Benefits to members (as at page 5)		11,057
Administrative expenses (as at page 10)		147,945
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		339
	Total expenditure	159,341
Surplus (deficit) for year		(6,264)
Amount of general fund at beginning of year		225,254
Amount of general fund at end of year		218,990

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

Description	£	£
Federation and other bodies		
Total federation and other bodies		
Other income		
HEALTH SCHEME PREMIUMS	574	
COMMISSION	17	
DONATIONS	30,000	
Total other income		30,591
Total of all other income		30,591

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

	£		£
Representation – Employment Related Issues		brought forward	
		Education and Training services	
Representation – Non Employment Related Issues			
		Negotiated Discount Services	
Communications			
		Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits		MEMBERS' LEGAL EXPENSES SCHEME	11,057
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	11,057

Accounts other than the revenue account/general fund

(see notes 21 to 23)

Fund 2		Fund Account	
Name:	EDUCATION FUND	£	£
Income			
	From members		73,786
	Investment income (as at page 12)		1
	Other income (specify)		
	SPONSORSHIP	32,300	
	CONTRIBUTION FROM GENERAL FUND	4,250	
	Total other income as specified		36,550
	Total Income		110,337
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	84,015	
	Total Expenditure		84,015
	Surplus (Deficit) for the year		26,322
	Amount of fund at beginning of year		16,302
	Amount of fund at the end of year (as Balance Sheet)		42,624
	Number of members contributing at end of year		

Fund 3		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 21 to 23)

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

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

(See notes 21 to 23)

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

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

Political fund account

(see notes 24 to 33)

Political fund account 1		To be completed by trade unions which maintain their own political fund	
Income	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> Members contributions and levies Investment income (as at page 12) Other income (specify) </div> <div style="width: 15%; text-align: right;"> £ £ £ </div> </div>		
	Total other income as specified		
	Total income		
Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period			
Expenditure A (as at page i)	£		
Expenditure B (as at page ii)	£		
Expenditure C (as at page iii)	£		
Expenditure D (as at page iv)	£		
Expenditure E (as at page v)	£		
Expenditure F (as at page vi)	£		
Non-political expenditure (as at page vii)	£		
	Total expenditure		
	Surplus (deficit) for year		
	Amount of political fund at beginning of year		
	Amount of political fund at the end of year (as Balance Sheet)		
	Number of members at end of year contributing to the political fund		
	Number of members at end of the year not contributing to the political fund		
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

Political fund account 2		To be completed by trade unions which act as components of a central trade	
Income	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> Contributions and levies collected from members on behalf of central political fund Funds received back from central political fund Other income (specify) </div> <div style="width: 15%; text-align: right;"> £ £ £ </div> </div>		
	Total other income as specified		
	Total income		
Expenditure	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> 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 </div> <div style="width: 15%; text-align: right;"> £ £ £ £ </div> </div>		
	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

[illegible]

Political fund account expenditure (b)

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

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

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

[illegible]

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))	£
Total			

Political fund account expenditure (d)

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

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

[illegible]

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

[illegible]

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	£
	Total

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)

		£
Administrative Expenses		
Remuneration and expenses of staff		48,860
Salaries and Wages included in above	<div style="border: 1px solid black; padding: 2px 10px;">£</div>	
Auditors' fees		7,590
Legal and Professional fees		56,450
Occupancy costs		
Stationery, printing, postage, telephone, etc.		5,386
Expenses of Executive Committee (Head Office)		24,581
Expenses of conferences		77,837
Other administrative expenses (specify)		
INSURANCE		3,286
BANK CHARGES		1,825
ADMINISTRATION OFFICER		5,769
SUNDRY EXPENSES (INC. WEBSITE, TRAINING ETC.)		376
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		339
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		232,299
Charged to:	General Fund (Page 3)	148,284
	Fund (Account 1)	84,015
Total		232,299

(see notes 36 to 46)

[illegible]

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			902
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			1,782
Other investment income (specify)			
			2,684
Total investment income			2,684
Credited to:			
		General Fund (Page 3)	2,683
		Fund (Account 1)	1
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
Total Investment Income			2,684

Balance sheet as at

31 OCTOBER 2018

(see notes 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
34,664	Quoted (Market value £58,729)	35,566	
	Unquoted		
	Total Investments		35,566
	Other Assets		
	Loans to other trade unions		
6,136	Sundry debtors	26,867	
214,420	Cash at bank and in hand	253,974	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
220,556	Total of other assets		280,841
255,220	Total assets		316,407
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	Liabilities		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
356	Tax payable		339
	Sundry creditors		6,376
13,308	Accrued expenses		48,078
	Provisions		
	Other liabilities		
13,664	Total liabilities		54,793
241,556	Total assets		261,614

Fixed assets account

(see notes 53 to 57)

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

Analysis of investments

(see notes 58 and 59)

Quoted		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares)		
	NFU MUTUAL UNIT MANAGER	24,665	
	NFU SELECT INVESTMENT PLAN	10,901	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	Total quoted (as Balance Sheet)	35,566	
	Market Value of Quoted Investment	58,729	
Unquoted	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	Total unquoted (as Balance Sheet)		
	Market Value of Unquoted Investments		

Analysis of investment income (controlling interests)
(see notes 60 and 61)

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

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	193,589		193,589
From Investments	2,684		2,684
Other Income (including increases by revaluation of assets)	67,141		67,141
Total Income	263,414		263,414
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	243,356		243,356
Funds at beginning of year (including reserves)	241,556		241,556
Funds at end of year (including reserves)	261,614		261,614
Assets			
Fixed Assets			
Investment Assets			35,566
Other Assets			280,841
Total Assets			316,407
Liabilities			
Total Liabilities			54,793
Net assets (Total Assets less Total Liabilities)			261,614

Information on Industrial action ballots

(see notes 74 to 80)

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

NO

If Yes How many ballots were held:

For each ballot held please complete the information below:

Ballot 1

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of Individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

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

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

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

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

Ballot 2

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of Individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

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

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

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

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

For additional ballots please continue on next page

Ballot 3

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question ¹

Number of Individuals answering "No" to the question ²

Number of invalid or otherwise spoiled voting papers returned ³

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

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

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

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

Ballot 4

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question ¹

Number of Individuals answering "No" to the question ²

Number of invalid or otherwise spoiled voting papers returned ³

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

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

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

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

Ballot 5

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question ¹

Number of Individuals answering "No" to the question ²

Number of invalid or otherwise spoiled voting papers returned ³

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

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

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

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

Use a continuation sheet if necessary

Information on Industrial action

(see note 81)

*Categories of Nature of Trade Dispute :

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

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

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

D: matters of discipline;

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

F: facilities for officials of trade unions;

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

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

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

Industrial Action 1

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

Industrial Action 2

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

Industrial Action 3

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

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 PAGES 13-17 OF THE ATTACHED ACCOUNTS

Accounting policies

(see notes 84 and 85)

SEE PAGES 13 OF THE ATTACHED ACCOUNTS

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: RUPERT BARRY BARNES

Date: 08/02/2019

Chairman's Signature:

(or other official whose position should be stated)



Name: ALED OWEN GRIFFITHS

Date: 8/2/2019

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

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)

YES


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)

Signature(s) of auditor or auditors:			
Name(s):	P D SMITH		
Profession(s) or Calling(s):	CERTIFIED ACCOUNTANT		
Address(es):	4 WITAN WAY WITNEY OX28 6FF		
Date:			
Contact name for enquiries and telephone number:	01993848052		

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

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

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

NO

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

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

Membership audit certificate
Section one

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

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

YES/NO

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

YES/NO

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

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

Membership audit certificate (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

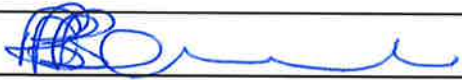
Membership audit certificate
Section two

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

If "NO" Please explain below:

Signature	
Name	RUPERT BARNES
Office held	GENERAL SECRETARY.
Date	30/04/2019.

**THE NATIONAL ASSOCIATION OF GROUP
SECRETARIES TO THE NATIONAL FARMERS
UNIONS OF THE UNITED KINGDOM**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 OCTOBER 2018**

**The MGroup Partnership
Registered Auditors
4 Witan Way, Witney, Oxon
OX28 6FF**

**THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE
UNITED KINGDOM
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2018**

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Balance sheet	12
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**THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE
UNITED KINGDOM
INFORMATION
FOR THE YEAR ENDED 31 OCTOBER 2018**

OFFICERS OF THE ASSOCIATION

P J Parker (Chairman) (resigned 8 March 2018)
A Griffiths (Chairman) (appointed 8 March 2018)
A Griffiths (Vice Chairman) (resigned 8 March 2018)
G Heal (Vice Chairman) (appointed 8 March 2018)
P Cornish (General Secretary) (resigned 19 September 2018)
R Barnes (General Secretary) (appointed 19 September 2018)
N Bent (Treasurer)

REGISTERED OFFICE

NFU Office
The Byre
Lower Hook Farm
Hook, Royal Wootton Bassett
Swindon
SN4 8EF

AUDITORS

The MGroup Partnership
Registered Auditors
4 Witan Way
Witney
Oxfordshire
OX28 6FF

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
GENERAL SECRETARY'S REPORT
FOR THE YEAR ENDED 31 OCTOBER 2018

The General Secretary presents his annual report with the audited financial statements of the General Fund and the Education Fund for the year ended 31 October 2018.

CONSTITUTION

The objects of the Union are:

- To assist the membership in promoting the success of their individual businesses.
- To regulate on behalf of members, the remuneration, terms and conditions of employment with their employers the National Farmers' Unions.
- To represent on behalf of commissioned members, agency matters with their principals the National Farmers' Union Mutual Insurance Society Ltd.
- To promote the welfare of members of the Association and take any appropriate action for the advancement and training of it's members.
- To relieve through a separately constituted Benevolent Fund, distress through misfortune.
- The promotion of group buying schemes and the provision of external services to members.

OFFICERS OF THE ASSOCIATION

In accordance with clause 4 (ii) of the Constitution, the following were deemed elected Officers of the Association at the Annual General Meeting held on 8 March 2018:

P J Parker (Chairman) (resigned 8 March 2018)
A Griffiths (Chairman) (appointed 8 March 2018)
A Griffiths (Vice Chairman) (resigned 8 March 2018)
G Heal (Vice Chairman) (appointed 8 March 2018)
P Cornish (General Secretary) (resigned 19 September 2018)
R Barnes (General Secretary) (appointed 19 September 2018)
N Bent (Treasurer)

The Officers are appointed in accordance with clause 4 (ii) of the Association's Constitution and Rules.

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
GENERAL SECRETARY'S REPORT
FOR THE YEAR ENDED 31 OCTOBER 2018

Other members of the National Council defined as Officers of the Association by virtue of the operation of the Act are listed below:

Regional Council As appointed	Continuing in office	Appointed	Retired
East Midlands		L Maycock	F Siddiqi
Central	K Rillie		
Northern Ireland		S Grey	
North Wales		H Rhys	W Roberts
Scotland South	K Thom		
South Wales	N Conlon		
South East		S Bartlett	R Buer
West Midlands	P Foulds		
Scotland North		J Hogg	T Brodie
North East	M Gummerson		
North West	L Young		
North		P Waistell	I Mandle
East Anglia	J Batchelor- Wylam		
South West		M Potter	D Gladki
Group Services			L Bray
Education		D Hamlin	K Sowden
Past Chairman		J Parker	H Kirby
Mutual Liaison Chairman	C Davies		

AUDITORS

The MGroup Partnership, have indicated their willingness to continue in office, subject to the approval of members at the Annual General Meeting.

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
GENERAL SECRETARY'S REPORT
FOR THE YEAR ENDED 31 OCTOBER 2018

STATEMENT OF OFFICERS' RESPONSIBILITIES

The Officers are responsible for preparing the General Secretary's Report and the financial statements in accordance with applicable law and regulations.

The Officers are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The Officers must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Association and the surplus or deficit of the Association for that period.

In preparing these financial statements, the Officers are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Officers are responsible for keeping adequate accounting records that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the United Kingdom Generally Accepted Accounting Practice (and applicable law). They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Officers confirm that so far as they are aware, there is no relevant audit information of which the Association's auditors are unaware. They have taken all the steps that they ought to have taken as Officers in order to make themselves aware of any relevant audit information and to establish that the Association's auditors are aware of that information.

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
FOR THE YEAR ENDED 31 OCTOBER 2018

TO THE MEMBERS OF THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM

OPINION

We have audited the financial statements of The National Association of Group Secretaries to the National Farmers Unions of the United Kingdom for the year ended 31 October 2018 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the 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 October 2018 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended).

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether accounting policies are appropriate to the union's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the officers and the overall presentation of the financial statements.

OPINION ON OTHER MATTERS

In our opinion the information given in the Report of the General Secretary for the financial year for which the financial statements are prepared is consistent with the financial statements.

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
FOR THE YEAR ENDED 31 OCTOBER 2018

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters in 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
- we have not received all the information and explanations we require for our audit.

RESPECTIVE RESPONSIBILITIES OF THE OFFICERS AND AUDITORS

As explained more fully in the Statement of Officer's Responsibilities set out on page 4, the union's Officers are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

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 (Amended). 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 auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the union and the union's members as a body, for our audit work, for this report, or for the opinions we have formed.



PD Smith (Senior Statutory Auditor)

For and on behalf of
THE MGROUP PARTNERSHIP
STATUTORY AUDITORS

4 Witan Way
Witney
Oxfordshire
OX28 6FF

12 February 2019

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
GENERAL SECRETARY'S REPORT
FOR THE YEAR ENDED 31 OCTOBER 2018

STATEMENT REQUIRED BY SECTION 32A (6) (a) OF THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992 AS AMENDED BY THE TRADE UNION ACT 2016

A Member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The Member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a Member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, they may apply for material assistance from the Commissioner for the Rights of Trade Union Members and should, in any case, consider obtaining independent legal advice.

Approved by the Council and signed on its behalf by:

R Barnes (General Secretary)

Date approved by the board: 8 February 2019



THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
DETAILED INCOME AND EXPENDITURE ACCOUNT - GENERAL
FOR THE YEAR ENDED 31 OCTOBER 2018

	2018 £	2017 £
INCOME		
Members' subscriptions	119,803	118,937
IOMA commission	17	8
Health scheme surplus	574	820
Donations	30,000	6
	<u>150,394</u>	<u>119,771</u>
Administrative expenses		
Members' legal expenses scheme	11,057	10,217
Chairman honorarium and expenses	13,970	14,046
Vice Chairman honorarium and expenses	9,658	4,954
Treasurer honorarium and expenses	1,994	1,417
Mutual Liaison Chairman honorarium	8,226	7,842
General Secretary honorarium and expenses	15,012	12,575
Administration officer	5,769	7,383
Insurance - general	3,286	3,249
Website costs	341	365
Council and committee expenses	18,733	22,348
Administration expenses	952	1,406
General fund - contribution to education fund	4,250	4,250
Legal and professional fees	56,450	-
Auditors' remuneration - audit fees	4,530	2,940
Auditors' remuneration - non audit fees	3,060	2,940
Bank charges - general	1,679	1,498
Information commissioners office	35	35
Wellbeing project	-	9,802
	<u>159,002</u>	<u>107,267</u>
Operating (deficit) / surplus	(8,608)	12,504
Investment income		
Dividends listed investments FII	902	772
Interest receivable		
Bank interest - general	1,781	1,800
(Deficit) / Surplus on ordinary activities	(5,925)	15,076
Taxation on ordinary activities		
Taxation for the year	339	349
(DEFICIT) / SURPLUS FOR THE FINANCIAL YEAR	(6,264)	14,727
Income and expenditure account brought forward	225,254	210,527
INCOME AND EXPENDITURE ACCOUNT CARRIED FORWARD	<u>218,990</u>	<u>225,254</u>

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
DETAILED INCOME AND EXPENDITURE ACCOUNT - EDUCATION
FOR THE YEAR ENDED 31 OCTOBER 2018

	2018 £	2017 £
INCOME		
Income from delegates	73,786	64,259
Sponsorship	32,300	31,440
Education - contribution from general fund	4,250	4,250
	<u>110,336</u>	<u>99,949</u>
Administrative expenses		
Committee meetings	1,598	3,480
Conferences and hotels	47,554	75,336
Hire of services	30,283	29,714
Administration and printing	4,434	5,161
Bank charges - education	146	135
	<u>84,015</u>	<u>113,826</u>
Operating surplus / (deficit)	<u>26,321</u>	<u>(13,877)</u>
Interest receivable		
Bank interest - education	1	35
	<u>26,322</u>	<u>(13,842)</u>
Surplus / (Deficit) on ordinary activities		
	<u>26,322</u>	<u>(13,842)</u>
Taxation on ordinary activities		
Taxation for the year	-	7
	<u>26,322</u>	<u>(13,849)</u>
SURPLUS / (DEFICIT) FOR THE FINANCIAL YEAR	<u>26,322</u>	<u>(13,849)</u>
Income and expenditure account brought forward	16,302	30,151
INCOME AND EXPENDITURE ACCOUNT CARRIED FORWARD	<u><u>42,624</u></u>	<u><u>16,302</u></u>

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
DETAILED INCOME AND EXPENDITURE ACCOUNT - GENERAL AND EDUCATION
FOR THE YEAR ENDED 31 OCTOBER 2018

	Notes	2018 £	2017 £
INCOME			
Members' subscriptions	2	119,803	118,937
Income from delegates		73,786	64,259
IOMA commission		17	8
Sponsorship		32,300	31,440
Health scheme surplus		574	820
Education - contribution from general fund		4,250	4,250
Donations		30,000	6
		<u>260,730</u>	<u>219,720</u>
Administrative expenses			
Members' legal expenses scheme		11,057	10,217
Chairman honorarium and expenses		13,970	14,046
Vice Chairman honorarium and expenses		9,658	4,954
Treasurer honorarium and expenses		1,994	1,417
Mutual Liaison Chairman honorarium		8,226	7,842
General Secretary honorarium and expenses		15,012	12,575
Administration officer		5,769	7,383
Insurance - general		3,286	3,249
Website costs		341	365
Council and committee expenses		18,733	22,348
Committee meetings		1,598	3,480
Administration expenses		952	1,406
General fund - contribution to education fund		4,250	4,250
Conferences and hotels		47,554	75,336
Hire of services		30,283	29,714
Administration and printing		4,434	5,161
Legal and professional fees		56,450	-
Auditors' remuneration - audit fees		4,530	2,940
Auditors' remuneration - non audit fees		3,060	2,940
Bank charges - general		1,679	1,498
Bank charges - education		146	135
Information commissioners office		35	35
Wellbeing project		-	9,802
		<u>243,017</u>	<u>221,093</u>
Operating surplus / (deficit) carried down	3	17,713	(1,373)

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
DETAILED INCOME AND EXPENDITURE ACCOUNT - GENERAL AND EDUCATION
FOR THE YEAR ENDED 31 OCTOBER 2018

	Notes	2018 £	2017 £
Operating surplus / (deficit) brought down	3	17,713	(1,373)
Investment income			
Dividends listed investments FII		902	772
Interest receivable			
Bank interest - education	1	35	
Bank interest - general	1,781	1,800	
		1,782	1,835
Surplus on ordinary activities		20,397	1,234
Taxation on ordinary activities			
Taxation for the year	4	339	356
SURPLUS FOR THE FINANCIAL YEAR		20,058	878
Income and expenditure account brought forward		241,556	240,678
INCOME AND EXPENDITURE ACCOUNT CARRIED FORWARD		261,614	241,556

**THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE
UNITED KINGDOM
BALANCE SHEET
AS AT 31 OCTOBER 2018**

	Notes	2018 £	2017 £
CURRENT ASSETS			
Debtors	5	26,867	6,136
Investments	6	35,566	34,664
Cash at bank and in hand		253,974	214,420
		<u>316,407</u>	<u>255,220</u>
CREDITORS: Amounts falling due within one year	7	54,793	13,664
		<u>261,614</u>	<u>241,556</u>
NET CURRENT ASSETS		261,614	241,556
NET ASSETS		<u>261,614</u>	<u>241,556</u>
CAPITAL AND RESERVES			
General Fund		218,990	225,254
Education Fund		42,624	16,302
		<u>261,614</u>	<u>241,556</u>

Approved by the Council and signed on its behalf by:

A Griffiths (Chairman)

N Bent (Treasurer)

Date approved by the board: 8 February 2019

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2018

1 STATEMENT OF ACCOUNTING POLICIES

Constitution

The Association is listed under the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Trade Union Act 2016. The financial statements have been prepared in accordance with the provisions of the Act as amended.

Accounting convention

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards.

Income

Income represents the amounts receivable in respect of subscriptions and other services.

Investments

Current asset investments are stated at the lower of cost and net realisable value.

Taxation

The Association is liable to Corporation Tax on income and chargeable gains as a Trade Union. For this purpose, funds derived from members do not rank as income, but Corporation Tax is chargeable on trading profits, investment and rental income, and gains arising on the disposal of chargeable assets.

Under the Value Added Tax Act 1994, Schedule 9, Trade Unions having as their main object the negotiation on behalf of members of the terms and conditions of their employment are exempt from Value Added Tax for membership benefits supplied or available in return for subscriptions as is the provision, otherwise than for profit, of training and retraining for the trade or profession and employment of members. Exemption is not available however, for the supply of goods and services, other than those referred to above, which members pay for separately. Such supplies to members and in addition supplies to third parties would normally be taxable supplies but the Association is not registered for Value Added Tax because its taxable supplies are below the annual registration limit.

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2018

2 MEMBERS' SUBSCRIPTIONS

Members' subscriptions represent the aggregate from all members subscribing the correct level of subscriptions as laid down by the previous Annual General Meeting. All other receipts from members and past members, unless reclaimed in the year, are accounted for as donations. The analysis of membership is as follows:

	2018		2017	
	No.	£	No.	£
Full members	270	70,039	254	69,364
Full members who are not senior group or branch secretaries	271	48,864	239	47,995
Associate members	3	150	2	100
Life and retired members*	90	250	92	600
Employed accounts executives	2	50	6	415
Employed seniors	7	450	10	463
	<u>643</u>	<u>119,803</u>	<u>603</u>	<u>118,937</u>

* Following a questionnaire, this represents the number wishing to remain as members. There were no new full members (2017 - none), who are not senior group or branch secretaries. Membership numbers include retired members who paid life subscriptions at retirement prior to 2002. Since then retiring members pay quinquennial subscriptions.

Northern Ireland Members' Subscriptions

The analysis of the Northern Ireland membership, which is included above, is as follows:

	2018		2017	
	No.	£	No.	£
Full members	20	5,282	18	4,825
Full members who are not senior group or branch secretaries	31	6,330	34	6,572
Associate members	1	50	2	100
Life and retired members*	12	-	12	-
Employed accounts executives	1	50	3	160
Employed seniors	-	-	1	75
	<u>65</u>	<u>11,712</u>	<u>70</u>	<u>11,732</u>

* Following a questionnaire, this represents the number wishing to remain as members. There were no new full members (2017 - none), who are not senior groups or branch secretaries.

THE NATIONAL ASSOCIATION OF GROUP SECRETARIES TO THE NATIONAL FARMERS UNIONS OF THE UNITED KINGDOM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2018

3 OPERATING SURPLUS / (DEFICIT)

	2018	2017
	£	£
The operating surplus / (deficit) is stated after charging:		
Auditors' remuneration - audit fees	4,530	2,940

4 TAXATION ON ORDINARY ACTIVITIES

	2018	2017
	£	£
Corporation tax - General	339	349
Corporation tax - Education	-	7
	<u>339</u>	<u>356</u>

5 DEBTORS

	2018	2017
	£	£
Other debtors	26,867	6,136
	<u>26,867</u>	<u>6,136</u>
General fund	9,685	4,473
Education fund	17,182	1,663
	<u>26,867</u>	<u>6,136</u>

6 CURRENT ASSET INVESTMENTS

	2018	2017
	£	£
Other investments	35,566	34,664

£20,000 was invested with NFU Mutual Unit Managers Ltd on 19 January 2009 and income accrued of £4,665 since that date has been reinvested, totalling £24,665. At 31 October 2018 the market value of this investment was £45,699.

£10,000 was invested with NFU Mutual Select Investments Ltd on 5 March 2014 and income accrued of £901 since that date has been reinvested, totalling £10,901. At 31 October 2018 the market value of this investment was £13,030.

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7 CREDITORS: amounts falling due within one year

	2018	2017
	£	£
Trade creditors	1,278	-
Taxation payable	339	356
Accruals and deferred income	48,078	13,308
Other creditors	5,098	-
	<u>54,793</u>	<u>13,664</u>
General fund	20,042	8,808
Education fund	34,751	4,856
	<u>54,793</u>	<u>13,664</u>

8 RELATED PARTY TRANSACTIONS

During the year, the following transactions with related parties took place:

Party and relationship	Description of transaction and amounts
A Griffiths Chairman and Past Vice Chairman	A Griffiths received £553 (2017 - £4,095) honorarium as Vice Chairman and £3,557 (2017 - £Nil) honorarium as Chairman. Expenses of £7,556 (2017 - £859) were paid for travel and subsistence.
P J Parker Past Chairman	P J Parker received £4,282 (2017 - £9,616) honorarium as Chairman. Expenses of £2,251 (2017 - £4,430) were paid for travel and subsistence.
J Graves Past General Secretary	J Graves received £Nil (2017 - £6,760) honorarium as General Secretary. Expenses of £Nil (2017 - £1,067) were paid for travel and subsistence.
A Hilditch Past Mutual Liason Chairman	A Hilditch received £Nil (2017 - £845) honorarium as Mutual Liaison Chairman.
G Heal Vice Chairman	G Heal received £789 (2017 - £Nil) honorarium as Vice Chairman. Expenses of £4,640 (2017 - £Nil) were paid for travel and subsistence.
N J Bent Treasurer	N J Bent received £1,264 (2017 - £1,240) honorarium as Treasurer. Expenses of £730 (2017 - £178) were paid for travel and subsistence.
P Cornish Past General Secretary	P Cornish received £6,144 (2017 - £3,868) honorarium as General Secretary. Expenses of £7,644 (2017 - £880) were paid for travel and subsistence.
C Davies Mutual Liaison Chairman	C Davies received £5,229 (2017 - £4,307) honorarium as Mutual Liaison Chairman. Expenses of £2,997 (2017 - £2,691) were paid for travel and subsistence.
R Barnes General Secretary	R Barnes received £1,224 (2017 - £Nil) honorarium as General Secretary.

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9 CONTROL

The National Council has ultimate control of the association.