

Trade Union's details

| | | | |
|--|--|--|-----------------------|
| Name of Trade Union: | Leeds Building Society Colleague Association | | |
| Year ended: | 31 December 2018 | | |
| List number: | 794T | | |
| Head or Main Office address: | 105 Albion Street Leeds LS1 5AS | | |
| 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) | n/a | | |
| General Secretary: | Maria Buchanan-Metcalf | | |
| Telephone Number: | 0113 225 7526 | | |
| Contact name for queries regarding the completion of this return: | T J Brannigan | | |
| Telephone Number: | 0113 225 7526 | | |
| E-mail: | tbrannigan@leedsbuildingsociety.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 | 322 | 1 | 0 | 0 | 323 |
| Female | 535 | 2 | 0 | 0 | 537 |
| Total | 857 | 3 | 0 | 0 | A 860 |

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

860

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 |
|---------------|--|---------------------------|---------------------------------|
| Secretary | Mary Clayton | Maria Buchanan-Metcalf | 6 th February 2018 |
| Vice Chair | Lee Edwards | Alison Cottle | 25 th September 2018 |
| Treasurer | Artie Segrum | Jackie Quinlan | 25 th 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

Tom Brannigan

Alison Cottle

Jackie Quinlan

Maria Buchanan-Metcalfe

Chair

Vice Chair

Treasurer

Secretary

General fund
(see notes 13 to 18)

| | £ | £ |
|--|--------------------------|--------|
| Income | | |
| From Members: Contributions and Subscriptions | | 16,873 |
| From Members: Other income from members (specify) | | - |
| | | |
| Total other income from members | | |
| Total of all income from members | | 16,873 |
| Investment income (as at page 12) | | 95 |
| Other Income | | |
| Income from Federations and other bodies (as at page 4) | - | |
| Income from any other sources (as at page 4) | - | |
| | | |
| Total of other income (as at page 4) | | - |
| | Total income | 16,968 |
| Expenditure | | |
| Benefits to members (as at page 5) | | - |
| Administrative expenses (as at page 10) | | 5,640 |
| Federation and other bodies (specify) | | - |
| | | |
| Total expenditure Federation and other bodies | | - |
| Taxation | | 18 |
| | Total expenditure | 5,658 |
| | | |
| Surplus (deficit) for year | | 11,310 |
| | | |
| Amount of general fund at beginning of year | | 79,681 |
| | | |
| Amount of general fund at end of year | | 90,991 |

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 | | |
| Total other income | | |
| Total of all other income | | |

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 | | | |
| Other Cash Payments | | | |
| carried forward | | Total (should agree with figure in General Fund) | |

Accounts other than the revenue account/general fund

(see notes 21 to 23)

| Fund 2 | | Fund Account | |
|---|--|--------------|---|
| Name: | | £ | £ |
| Income | | | |
| From members | | | |
| 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 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 | 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 | | | |
| Expenditure A (as at page i) | | £ | |
| Expenditure B (as at page ii) | | £ | |
| Expenditure C (as at page iii) | | £ | |
| Expenditure D (as at page iv) | | £ | |
| Expenditure E (as at page v) | | £ | |
| Expenditure F (as at page vi) | | £ | |
| Non-political expenditure (as at page vii) | | £ | |
| | Total expenditure | | |
| | Surplus (deficit) for year | | |
| | Amount of political fund at beginning of year | | |
| | Amount of political fund at the end of year (as Balance Sheet) | | |
| | Number of members at end of year contributing to the political fund | | |
| | Number of members at end of the year not contributing to the political fund | | |
| | Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund | | |

| Political fund account 2 | | To be completed by trade unions which act as components of a central trade | |
|---------------------------------|---|---|--|
| Income | Contributions and levies collected from members on behalf of central political fund | £ | |
| | Funds received back from central political fund | £ | |
| | Other income (specify) | £ | |
| | Total other income as specified | | |
| | Total income | | |
| Expenditure | Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify) | £ | |
| | Administration expenses in connection with political objects (specify) | £ | |
| | Non-political expenditure | £ | |
| | Total expenditure | | |
| | Surplus (deficit) for year | | |
| | Amount held on behalf of trade union political fund at beginning of | | |
| | Amount remitted to central political fund | | |
| | Amount held on behalf of central political fund at end of year | | |
| | Number of members at end of year contributing to the political fund | | |
| | Number of members at end of the year not contributing to the political fund | | |
| | Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund | | |

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 £ |
|---|---|
| | |
| | |
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| | |
| | |
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| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total | |

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 £ |
|---|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total | |

Political fund account expenditure (c)

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

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

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

| Title and Date of election | Name of political party/organisation | Name of candidate, organisation or political party (see note 33(iii)) | £ |
|----------------------------|--------------------------------------|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 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

| Name of political party | £ |
|-------------------------|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total | |

Political fund account expenditure (f)

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

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

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

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

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

(see notes 34 and 35)

| | | £ |
|--|-----------------------|--------------|
| Administrative Expenses | | |
| Remuneration and expenses of staff | | |
| Salaries and Wages included in above | <div>£</div> | |
| Auditors' fees | | 1,026 |
| Legal and Professional fees | | 2,146 |
| Occupancy costs | | |
| Stationery, printing, postage, telephone, etc. | | |
| Expenses of Executive Committee (Head Office) | | |
| Expenses of conferences | | 1,752 |
| Other administrative expenses (specify) | | |
| Sundry | | 440 |
| Training | | - |
| Subscriptions | | 275 |
| Other Outgoings | | |
| Interest payable: | | |
| Bank loans (including overdrafts) | | |
| Mortgages | | |
| Other loans | | |
| Depreciation | | 1 |
| Taxation | | 18 |
| Outgoings on land and buildings (specify) | | |
| Other outgoings (specify) | | |
| Total | | 5,658 |
| Charged to: | General Fund (Page 3) | 5,658 |
| | Fund (Account) | |
| | Fund (Account) | |
| | Fund (Account) | |
| | Fund (Account) | |
| Total | | 5,658 |

Analysis of officials' salaries and benefits

(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) | | | |
| Interest (gross) from: | | | |
| Government securities (Gilts) | | | |
| Mortgages | | | |
| Local Authority Bonds | | | |
| Bank and Building Societies | | | 95 |
| Other investment income (specify) | | | |
| | | | 95 |
| | | | |
| | | Total investment income | 95 |
| | | | |
| | | Credited to: | |
| | | General Fund (Page 3) | 95 |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Political Fund | |
| | | | |
| | | Total Investment Income | 95 |

Balance sheet as at

31 DECEMBER 2018

(see notes 49 to 52)

| Previous Year | | £ | £ |
|---------------|---|--------|--------|
| 2 | Fixed Assets (at page 14) | | 1 |
| | Investments (as per analysis on page 15) | | |
| | Quoted (Market value £) | | |
| | Unquoted | | |
| | Total Investments | | - |
| | Other Assets | | |
| 184 | Loans to other trade unions | 184 | |
| 80,488 | Sundry debtors | 91,838 | |
| | Cash at bank and in hand | | |
| | Income tax to be recovered | | |
| | Stocks of goods | | |
| | Others (specify) | | |
| 80,672 | Total of other assets | | 92,022 |
| 80,674 | Total assets | | 92,023 |
| 79,681 | Fund (Account ^{General}) | | 90,991 |
| | 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 | | |
| 8 | Bank overdraft | 18 | |
| | Tax payable | | |
| 985 | Sundry creditors | 1,014 | |
| | Accrued expenses | | |
| | Provisions | | |
| 993 | Other liabilities | | |
| 80,674 | Total liabilities | | 1,032 |
| | Total assets | | 92,023 |

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 | | | 1,513 | | | 1,513 |
| Additions | | | | | | |
| Disposals | | | | | | |
| Revaluation/Transfers | | | | | | |
| At end of year | | | 1,513 | | | 1,513 |
| Accumulated Depreciation | | | | | | |
| At start of year | | | 1,511 | | | 1,511 |
| Charges for year | | | 1 | | | 1 |
| Disposals | | | | | | |
| Revaluation/Transfers | | | | | | |
| At end of year | | | 1,512 | | | 1,512 |
| Net book value at end of year | | | 1 | | | 1 |
| Net book value at end of previous year | | | 2 | | | 2 |

Analysis of investments

(see notes 58 and 59)

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

Analysis of investment income (controlling interests)

(see notes 60 and 61)

| | | | |
|--|--|------------------------------|--|
| Does the union, or any constituent part of the union, have a controlling interest in any limited company? | | YES <input type="checkbox"/> | NO <input 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 | 16,873 | | 16,873 |
| From Investments | 95 | | 95 |
| Other Income (including increases by revaluation of assets) | - | | - |
| Total Income | 16,968 | | 16,968 |
| Expenditure (including decreases by revaluation of assets) | | | |
| Total Expenditure | 5,658 | | 5,658 |
| Funds at beginning of year (including reserves) | 79,681 | | 79,681 |
| Funds at end of year (including reserves) | 90,991 | | 90,991 |
| Assets | | | |
| Fixed Assets | | | 1 |
| Investment Assets | | | - |
| Other Assets | | | 92,022 |
| Total Assets | | | 92,023 |
| Liabilities | | | |
| Total Liabilities | | | 1,032 |
| Net assets (Total Assets less Total Liabilities) | | | 90,991 |

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: **0**

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.

Accounting policies

The Accounts have been prepared under the historical cost convention, using the following Accounting policies:

Turnover income

Any surplus/deficit of income over expenditure is carried forward to the general fund.

Depreciation of tangible fixed assets

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

| | | |
|-----------|---|---|
| Equipment | - | 25% per annum on reducing balance basis |
|-----------|---|---|



Accounting policies

(see notes 84 and 85)

Signatures to the annual return

(see notes 86 and 87)

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

| | |
|--|--|
| Secretary's Signature:  Name: M. BUCHANAN-METCALFE Date: 6/6/19 | Chairman's Signature: (or other official whose position should be stated)  Name: Tom Brammigan Date: 29/5/19 |
|--|--|

Checklist

(see notes 88 and 89)

(please tick as appropriate)

| | | | | |
|---|-----|-------------------------------------|-----------|-------------------------------------|
| Has the return of change of officers been completed? (see Page 2 and Note 12) | Yes | <input checked="" type="checkbox"/> | | |
| Has the list of officers in post been completed? (see Page 2a and Note 12) | Yes | <input checked="" type="checkbox"/> | | |
| Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95) | Yes | <input checked="" type="checkbox"/> | | |
| Has the auditor's report been completed? (see Pages 24 and 25 and Notes 2 and 92) | Yes | <input checked="" type="checkbox"/> | | |
| Is a rule book enclosed? (see Notes 8 and 88) | Yes | <input checked="" type="checkbox"/> | | |
| A member's statement is: (see Note 104) | | | To follow | <input checked="" type="checkbox"/> |
| Has the summary sheet been completed? (see Page 17 and Notes 7 and 62) | Yes | <input checked="" type="checkbox"/> | | |
| Has the membership audit certificate been completed? (see Page i to iii and Notes 97 to 103) | Yes | <input type="checkbox"/> | | |

Checklist for auditor's report

(see notes 90 to 96)

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

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

Please explain in your report overleaf or attached.

2. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
 - a. kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - b. established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
(See section 36(4) of the 1992 Act set out in note 92)

Please explain in your report overleaf or attached.

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

In our opinion the financial statements:

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

Auditor's report (continued)


This report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association'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 Association and the Association's members as a body of our audit work, for this report, or for the opinions we have formed.

In our opinion, the Association has maintained proper accounting records, and has a satisfactory system of control and the attached Balance Sheet and Income and Expenditure Account give a true and fair view of the state of the Association's affairs as at 31st December 2017 and of the surplus of income over expenditure for the year ended. These accounts have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

John Beevers BA FCA (Senior Statutory Auditor)
For and on behalf of
SAGARS ACCOUNTANTS LTD
Chartered Accountants

Gresham House
5-7 St Paul's Street
Leeds
LS1 2JG

22/5/19

| | | |
|---|--|--|
| Signature(s) of auditor or auditors: |  | |
| Name(s): | MR J BEEVERS | |
| Profession(s) or Calling(s): | SENIOR STATUTORY AUDITOR | |
| Address(es): | SAGARS ACCOUNTANTS LTD GRESHAM HOUSE 5-7 ST PAUL'S STREET LEEDS LS1 2JG | |
| Date: | 22/05/2019 | |
| Contact name for enquiries and telephone number: | F. MILNES 0113 297 6747 | |

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

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

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

~~YES~~/NO

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

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

Membership audit certificate
Section one

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

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

YES/NO

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

YES/~~NO~~

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

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

Membership audit certificate

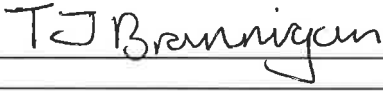
Section two

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 | Tom Brannigan |
| Office held | Chair of Leeds Building Society Colleague Association |
| Date | 09 July 2019 |

Leeds Colleague Association (formerly Leeds Building Society Staff Association)

Accounts

year ended 31 December 2018

Accounts

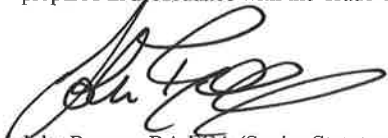
for the year ended 31 December 2018

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| Balance sheet | 3 |
| Notes to the accounts | 4 |

**Report of the auditors to the members of Leeds Colleague Association
for the year ended 31 December 2018**

This report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association'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 Association and the Association's members as a body for our audit work, for this report, or for the opinions we have formed.

In our opinion, the Association has maintained proper accounting records, and has a satisfactory system of control and the attached Balance Sheet and Income and Expenditure Account give a true and fair view of the state of the Association's affairs as at 31st December 2016 and of the surplus of income over expenditure for the year then ended. These accounts have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.



John Beevers BA FCA (Senior Statutory Auditor)

For and on behalf of
SAGARS ACCOUNTANTS LTD
Chartered Accountants

Gresham House
5-7 St Paul's Street
Leeds
LS1 2JG

22/5/19

**Income and expenditure account
for the year ended 31 December 2018**

| | 2018 | | 2017 |
|--|---------------|---|---------------|
| | £ | £ | £ |
| Income | | | |
| Members' subscriptions | 16,873 | | 15,707 |
| Interest on Bank Accounts | 95 | | 29 |
| Interest on corporation tax repayment | - | | 12 |
| | <u>16,968</u> | | <u>15,748</u> |
| Expenditure | | | |
| Expenses | | | |
| Committee travel and meeting expenses - general | 1,752 | | 1,588 |
| Sundry expenses | 440 | | 584 |
| Training | - | | 378 |
| Subscriptions and donations | 275 | | 275 |
| Legal and professional fees | 2,146 | | 4,361 |
| Audit fee | 1,026 | | 984 |
| Depreciation - computer equipment at 25% on written down value | 1 | | 1 |
| | <u>5,640</u> | | <u>8,171</u> |
| | <u>11,328</u> | | <u>7,577</u> |
| Surplus of income over expenditure before tax | | | |
| Tax adjustment to prior year | - | | (6,562) |
| Tax provision for current year | 18 | | 8 |
| | <u>(18)</u> | | <u>6,554</u> |
| Surplus of income over expenditure | <u>11,310</u> | | <u>14,131</u> |

Balance sheet

as at 31 December 2018

| | Note | 2018 £ | 2017 £ |
|----------------------------|------|---------------|---------------|
| Fixed assets | | | |
| Tangible assets | 2 | 1 | 2 |
| Current assets | | | |
| Prepayments | | 184 | 184 |
| Cash at bank | | 91,838 | 80,488 |
| | | <u>92,022</u> | <u>80,672</u> |
| Current liabilities | | | |
| Creditors and Accruals | | 1,032 | 993 |
| Net current assets | | <u>90,990</u> | <u>79,679</u> |
| Net assets | | <u>90,991</u> | <u>79,681</u> |
| Financed by: | | | |
| Capital account | 3 | <u>90,991</u> | <u>79,681</u> |

These Accounts were approved on

22 May 2019
T Brannigan

T Brannigan - Chairman

J Quinlan

J Quinlan - Treasurer

Notes to the accounts
for the year ended 31 December 2018

1. Accounting policies

The Accounts have been prepared under the historical cost convention, using the following Accounting policies:

Turnover income

Any surplus/deficit of income over expenditure is carried forward to the general fund.

Depreciation of tangible fixed assets

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Equipment - 25% per annum on reducing balance basis

2. Tangible fixed assets

| | Computer Equipment |
|--|---------------------------|
| | £ |
| Cost | |
| At 1 January 2018 and 31 December 2018 | <u>1,513</u> |
| Depreciation | |
| At 1 January 2018 | 1,511 |
| Charge for the year | <u>1</u> |
| At 31 December 2018 | <u><u>1,512</u></u> |
| Net book value | |
| At 31 December 2018 | <u>1</u> |
| At 31 December 2017 | <u><u>2</u></u> |

3. Proprietor's capital account

| | 2018 | 2017 |
|------------------------------|----------------------|----------------------|
| | £ | £ |
| Opening balance | 79,681 | 65,550 |
| Net profit for the year | <u>11,310</u> | <u>14,131</u> |
| Carried forward at 31 Dec 18 | <u><u>90,991</u></u> | <u><u>79,681</u></u> |