

Form AR21
Trade Union and Labour Relations (Consolidation) Act 1992

Trade Union's details

Name of Trade Union:

National Association of Head Teachers

Year ended:

31 December 2018

List number:

350T

Head or Main Office address:

1-2 Heath Square
Boltro Road
Haywards Heath
RH16 1BL

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

Yes

No

X

(Tick as appropriate)

Website address (if available)

www.naht.org.uk

General Secretary:

Paul Whiteman

Telephone Number:

01444 472 472

Contact name for queries regarding the completion of this return:

Orla Davy-Shields

Telephone Number:

01444 472 496

E-mail:

Orla.davy-shields@naht.org.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	12,416	396	0	289	13,101
Female	27,447	532	0	651	28,630
Total	39,863	928	0	940	A 41,731

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

29,197

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

62

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
President	Anne Lyons	Andrew Mellor	04/05/2018
Vice President	Andrew Mellor	Judy Shaw	04/05/2018
Immediate President Past	Kim Johnson	Anne Lyons	04/05/2018

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
Andrew Mellor

Position held
President

Anne Lyons

Immediate Past President

Judy Shaw

Vice President

Judith Stott

National Treasurer

Paul Whiteman

General Secretary

General fund
(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		9,510
From Members: Other income from members (specify)		
Region and Branch Activity	145	
Membership Activity	415	
Total other income from members		560
Total of all income from members		10,070
Investment income (as at page 12)		32
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	562	
Total of other income (as at page 4)		562
		Total income
		10,664
Expenditure		
Benefits to members (as at page 5)		3,751
Administrative expenses (as at page 10)		7,478
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
		Total expenditure
		11,229
		Surplus (deficit) for year
		(565)
		Amount of general fund at beginning of year
		6,525
		Amount of general fund at end of year
		5,960

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		
Commissions Received	82	
Miscellaneous Income	90	
VAT Refund	152	
School Development Initiative	78	
Publications and Contract Income	39	
Pension scheme net income	44	
Other finance income	77	
Total other income		562
Total of all other income		562

Analysis of benefit expenditure shown at general fund

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	821
Legal Representation	204	Education and Training services	
		Branch Support and Training	30
		Training & Conferences	216
Representation – Non Employment Related Issues		Negotiated Discount Services	
		Member's Insurance	106
Communications			
Printing & Distribution of Publications	239		
Website Design & Maintenance	26	Salary Costs	
Advisory Services		Legal Representation	308
		Professional Advice	1,208
		General Secretary's Unit	227
		Website and Publications	224
		Recruitment, Training and Conferencing	611
Dispute Benefits		Other Benefits and Grants (specify)	
Membership Recruitment Costs	180		
Subscriptions and Affiliations	172		
carried forward	821	Total (should agree with figure in General Fund)	3,751

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 £
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.

Expenditure on the maintenance of any holder of political office	
--	--

Name of office holder	£
Total	

Political fund account expenditure (e)

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

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

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

Name of political party	£
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	£
	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		4,062
Salaries and Wages included in above	£3,863	
Auditors' fees		36
Legal and Professional fees		88
Occupancy costs		234
Stationery, printing, postage, telephone, etc.		112
Expenses of Executive Committee (Head Office)		236
Expenses of conferences		327
Other administrative expenses (specify)		
Regional Expenses		631
Miscellaneous Expenses		239
Edge Expenditure		102
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		184
Depreciation		284
Impairment charge		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Bank Charges		25
Pension Deficit Repayment		140
Net Pension actuarial loss in year		699
Net Revaluation loss of investments in year		79
	Total	7,478
Charged to:	General Fund (Page 3)	7,478
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	7,478

Analysis of officials' salaries and benefits
 (see notes 36 to 46)

Position held	Gross Salary	Employers N.I. contributions £	Benefits			Total £
	£		Pension Contributions £	Other Benefits		
				Description	Value £	
General Secretary	141,290	15,965	19,732	Car Benefit	5,868	182,855

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			33
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
		Total investment income	33
		Credited to:	
		General Fund (Page 3)	33
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	33

Balance sheet as at

31st December 2018

(see notes 49 to 52)

Previous Year		£	£
2,346	Fixed Assets (at page 14)		1,877
	Investments (as per analysis on page 15)		
1,483	Quoted (Market value £ 1,393)		1,393
	Unquoted		
	Total Investments		3,270
	Other Assets		
	Loans to other trade unions		
273	Sundry debtors	199	
1,142	Cash at bank and in hand	1,897	
	Income tax to be recovered		
	Stocks of goods		
288	Others (specify) Branch Current accounts	284	
1,634	Net Pension Scheme	1,056	
	Total of other assets		3,436
3,337			
7,166	Total assets		6,706
5,055	Fund (Account General)		4,490
1,000	Fund (Account Legal)		1,000
	Superannuation Fund (Account)		
	Political Fund (Account)		
470	Revaluation Reserve		470
	Liabilities		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
641	Sundry creditors		746
	Accrued expenses		
	Provisions		
	Other liabilities		
	Total liabilities		746
7,166	Total assets		6,706

Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
Cost or Valuation						
At start of year	1,607	300	2,836			4,743
Additions						
Disposals			(27)			(27)
Impairment / write off			(704)			(704)
At end of year	1,607	300	2,105			4,012
Accumulated Depreciation						
At start of year	60	12	2,326			2,398
Charges for year	30	6	148			184
Disposals			(27)			(27)
Impairment/ write off			(420)			(420)
At end of year	90	18	2,027			2,135
Net book value at end of year						
	1,517	282	78			1,877
Net book value at end of previous year						
	1,547	288	511			2,346

Analysis of investments

(see notes 58 and 59)

		All Funds Except Political Funds £	Political Fund £
Quoted	Equities (e.g. Shares)	1,302	
	Government Securities (Gilts)	91	
	Other quoted securities (to be specified)		
	Total quoted (as Balance Sheet)	1,393	
	Market Value of Quoted Investment	1,393	
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			

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £ '000	Political Funds £	Total Funds £'000
Income			
From Members	10,070		10,070
From Investments	32		32
Other Income (including increases by revaluation of assets)	562		562
Total Income	10,664		10,664
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	11,229		11,229
Funds at beginning of year (including reserves)	6,525		6,525
Funds at end of year (including reserves)	5,960		5,960
Assets			
Fixed Assets			1,877
Investment Assets			1,393
Other Assets			3,436
		Total Assets	6,706
Liabilities			
		Total Liabilities	746
Net assets (Total Assets less Total Liabilities)			5,960

Information on Industrial action ballots

(see notes 74 to 80)

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

YES

NO

If Yes How many ballots were held:

For each ballot held please complete the information below:

Ballot 1

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

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

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

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

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

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

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

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

Ballot 2

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

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

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

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

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

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

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

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

For additional ballots please continue on next page

Ballot 3

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of Individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

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

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

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

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

Ballot 4

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of Individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

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

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

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

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

Ballot 5

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of Individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

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

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

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

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

Use a continuation sheet if necessary

Information on Industrial action

(see note 81)

*Categories of Nature of Trade Dispute :

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

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

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

D: matters of discipline;

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

F: facilities for officials of trade unions;

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

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

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

Industrial Action 1

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

A B C D E F G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

Industrial Action 2

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

A B C D E F G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

Industrial Action 3

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

A B C D E F G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

use a continuation page if necessary

Industrial Action 4

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

- A B C D E F G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

Industrial Action 5

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

- A B C D E F G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

Industrial Action 6

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

- A B C D E F G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

Industrial Action 7

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

- A B C D E F G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

Industrial Action 8

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

- A B C D E F G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

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

Notes to the accounts

(see notes 82 and 83)

All notes to the accounts must be entered on or attached to this part of the return.

A large, empty rectangular box with a black border, intended for the user to enter notes to the accounts. The box is currently blank.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2018

1 OTHER INCOME	2018	2017
	£'000	£'000
Investment income	32	34
Profit on disposal of investments	-	3
Commissions received	81	83
VAT refund	152	1
School development initiatives	78	86
Miscellaneous	90	73
	434	280
	434	280
2 REGION AND BRANCH SUPPORT	2017	2016
	£'000	£'000
Region, branch and local association costs	302	449
Regional Officers' salaries and expenses	2,233	2,027
Regional Offices	329	316
	2,864	2,792
	2,864	2,792

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2018

3 MEMBERSHIP ACTIVITY	2018	2017
	£'000	£'000
Legal representation (including staff costs)	512	565
Training and conferences	508	470
Commission	-	10
Staff costs: GS Unit	227	286
Staff costs: professional advice	1,208	1,268
Printing and distribution of publications	239	267
Web site design and maintenance	26	66
Staff costs: web site and publications	224	234
Membership recruitment costs	498	276
Branch Support/Training	30	38
Marketing	2	-
Members insurance	106	120
Subscriptions and affiliations	171	172
	3,751	3,772
	3,751	3,772
 4 EXECUTIVE ACTIVITY	 2018	 2017
	£'000	£'000
Executive meetings	123	127
Executive - Other Business	74	37
Sector groups and committees	39	39
Instead	-	12
	236	215
	236	215

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2018

5	PROPERTY AND EQUIPMENT COSTS	2018 £'000	2017 £'000
	Rent, rates, utilities and cleaning	100	95
	Property repairs	53	71
	Hire and maintenance of equipment	81	80
	Depreciation	184	195
	Impairment	284	-
		<hr/>	<hr/>
		702	441
		<hr/>	<hr/>
6	COMMUNICATION AND ADMINISTRATION COSTS	2018 £'000	2017 £'000
	Staff costs	1,609	1,539
	Staff recruitment and training	135	206
	Telephone	83	95
	Printing, postage and stationery	29	24
	Staff travel	91	89
	Software maintenance	94	74
	Media functions	24	60
	Miscellaneous administrative expenses	15	40
		<hr/>	<hr/>
		2,080	2,127
		<hr/>	<hr/>
7	PROFESSIONAL COSTS	2018 £'000	2017 £'000
	Bank charges and interest	25	26
	Professional fees	88	53
	Audit and accountancy	36	39
		<hr/>	<hr/>
		149	118
		<hr/>	<hr/>

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2018

8 STAFF COSTS	2018 £'000	2017 £'000
Salaries and Wages	5,208	4,880
National Insurance Contributions	528	531
Pension costs	707	686
Pension deficit	140	105
Recruitment and training	135	206
	6,718	6,408
	6,718	6,408

Included within Salaries and Wages are agency costs for temporary staff of £403,000 (2017 – 148,000).

Key management personnel comprise members of the Senior Leadership Team of NAHT. During the year a total of £818,879 was paid to these individuals (2017 – £795,165).

Included in the total staff cost figures above are termination payments made during the year totalling £88,774 (2017 - £39,945). There were no unpaid amounts at 31 December 2018 (2017 – none).

Average number of NAHT employees, including part-time employees for the year was: 92 (2017: 94). This excludes branch officials.

Allocated to :

	Notes	2018 £'000	2017 £'000
Regional officers and other regional staff	2	2,231	2,034
Legal representation	3	308	297
Recruitment and branch support	3	320	167
Training and conferences	3	292	253
Professional advice, salaries and pensions	3	1,208	1,268
GS Unit	3	228	286
Web site and publications	3	224	234
Annual conference			-
Communications and administration			
- staff costs	6	1,547	1,466
- Edge		85	92
- staff recruitment and training	6	135	206
		6,578	6,303
Pension deficit funding		140	105
		6,718	6,408

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2018

9	FIXED ASSETS	Land and Buildings		Furniture And equipment £'000	Total £'000
		Freehold £'000	Long Leasehold £'000		
	Cost or valuation				
	At 1 January 2018	1,607	300	2,837	4,744
	Additions	-	-	-	-
	Disposals	-	-	(27)	(27)
	Impairment / write off	-	-	(704)	(704)
	At 31 December 2018	1,607	300	2,106	4,013
	Depreciation				
	At 1 January 2018	60	12	2,326	2,398
	Charge for the year	30	6	148	184
	Disposals	-	-	(27)	(27)
	Impairment / write off	-	-	(420)	(420)
	At 31 December 2018	90	18	2,027	2,135
	Net book value				
	At 31 December 2018	1,517	282	79	1,878
	<i>At 31 December 2017</i>	<i>1,547</i>	<i>288</i>	<i>511</i>	<i>2,346</i>

The freehold properties were revalued in June 2015 by Graves Jenkins, Chartered Surveyors. Their valuation was prepared in accordance with the RICS Appraisal and Valuation Manual as published by the Royal Institution of Chartered Surveyors, on an Open Market Value basis. The Belfast office, a leasehold property, was revalued in October 2015 by Linsey (NI) Ltd, Chartered Surveyors. The Cardiff office, also a leasehold property, was revalued in October 2015 by Cooke & Arkwright, Chartered Surveyors. Both leasehold valuations were prepared in accordance with the RICS Appraisal and Valuation Manual as published by the Royal Institution of Chartered Surveyors, on an Open Market Value basis.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2018

9 **FIXED ASSETS (continued)**

Comparable historical cost for revalued land and buildings

	Freehold £'000	Leasehold £'000	Total £'000
Cost			
At 1 January 2018	1,271	557	1,827
At 31 December 2018	1,271	557	1,827
Depreciation			
At 1 January 2018	357	153	510
Charge for the year	30	6	36
At 31 December 2018	387	159	546
Net book value			
At 31 December 2018	884	398	1,282
<i>At 31 December 2017</i>	<i>1,241</i>	<i>551</i>	<i>1,792</i>

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2018

10 INVESTMENTS	2018	2017
	£'000	£'000
Listed Investments at Market Value		
At the start of the year	1,432	1,320
Additions	40	29
Disposals	-	(68)
Unrealised gains	(79)	151
	<hr/>	<hr/>
Listed Investments at the end of the year	1,393	1,432
Cash held by investment managers	-	51
	<hr/>	<hr/>
Total investments at the end of the year	1,393	1,483
	<hr/>	<hr/>

The historic cost of the listed investments at 31 December 2018 was £826,691 (2017 – £849,018).

11 DEBTORS	2018	2017
	£'000	£'000
Trade debtors	12	44
Prepayments	0	53
Other debtors	187	176
	<hr/>	<hr/>
	199	273
	<hr/>	<hr/>

12 CREDITORS	2018	2017
	£'000	£'000
Trade creditors	128	105
Social security and other taxes	168	162
Accruals	246	203
Other creditors	204	171
	<hr/>	<hr/>
	746	641
	<hr/>	<hr/>

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2018

13 LEGAL FUND

£'000

At 1 January 2018 and at 31 December 2018

1,000

Legal fund has been set aside as a contingency fund for any future legal cases that NAHT may be involved with.

14 REVALUATION RESERVE

£'000

At 1 January 2018

470

Movement during the year

-

At 31 December 2018

470

15 NET CASH FLOWS FROM OPERATING ACTIVITIES

2018
£'000

2017
£'000

Net operating result for the year

92

317

Dividend and interest income receivable

(33)

(34)

Depreciation and impairment

469

214

Loss on sale of fixed assets

-

(3)

Loss/(profit) on disposal of investments

-

-

Movements in:

Debtors and prepayments

73

(4)

Creditors and accruals

106

157

Net cash inflow from Operating Activities

707

647

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2018

16 CONTINGENT LIABILITIES

The Association is involved in numerous ongoing legal cases on behalf of its members, the outcome of which is uncertain.

Provision has been made for the estimated costs where the Association considers it probable that they may not be successful.

There are no costs associated with cases that would need to be disclosed on a contingent basis.

17 OPERATING LEASE COMMITMENTS

At 31 December 2018 there were total future minimum operating lease payments as set out below:

	Motor Vehicles		Office Equipment	
	2018	2017	2018	2017
	£'000	£'000	£'000	£'000
Operating leases which expire:				
Within one year	31	32	17	4
In the second to fifth years inclusive	20	31	61	20
More than five years	-	-	-	-
	<u>51</u>	<u>63</u>	<u>78</u>	<u>24</u>

18 FINANCIAL RISK MANAGEMENT

NAHT has exposure to one main area of risk – liquidity risk.

Liquidity risk

The objective of NAHT in managing liquidity risk is to ensure that it can meet its financial obligations as and when they fall due. NAHT expects to meet its financial obligations through operating cash flows. In the event that operating cash flows would not cover all the financial obligations, NAHT has investment reserves which could be utilised. However, NAHT is currently in a position to meet its commitments and obligations as they arise.

19 STAFF PENSION SCHEME

The Association operates two pension schemes:

(1) A defined contribution scheme introduced from 1 January 2009. The Association contributes a matched amount to that contributed by the members to a maximum of 20%. The pension cost in the year amounted to £521,111 (2017 – £497,639).

(2) A defined benefit scheme, closed to new members, which provides benefits based on final pensionable salary. The pension cost in the year amounted to £369,000 (2017 - £307,000)

Actuarial valuation

A full actuarial valuation was carried out as at 1 April 2016. The results show that the fair value of the assets as at 1 April 2016 was £11.7m and the estimated actuarial value of the liabilities was £13.1m, representing an actuarial deficit of £1.4m. These results indicate a funding level of 89%, which is observed by comparing the assets to the projected liabilities.

As part of the 1 April 2016 formal valuation, the Trustees and the Association agreed a Recovery Plan which stated the Association would pay £140,000 per annum minus 8.2% of Contribution Salary to recover the deficit. These deficit contributions were payable with effect from 1 April 2017 and were expected to eliminate the Scheme Specific Funding deficit by 31 March 2022.

In line with the 2016 recovery plan, additional annual deficit contributions of £140,000 have been during the year.

The Association continues to fund future service at 20% of pensionable pay.

The employee contributes 9.5% of pensionable pay.

Expected employer contributions for the year to 31 December 2018 are £731,000 (2017 - £707,000).

The results of the actuarial valuation carried out as at 1 April 2016 have been updated by the Association's actuaries to take account of FRS 102 in order to assess the liabilities of the scheme as at 31 December 2017. The scheme assets are stated at their market value as at 31 December 2017.

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2018

19 STAFF PENSION SCHEME (continued)

The major assumptions used by the actuary were:

	2018	2017	2016
Rate of increase in pensionable salaries	3.4%	3.4%	3.5%
Rate of increase to pensions in payment			
Pre-2010	3.3%	3.3%	3.4%
Post-2010	2.2%	2.2%	2.3%
Discount rate	2.8%	2.6%	2.8%
Rate of inflation			
RPI	3.4%	3.4%	3.5%
CPI	2.4%	2.4%	2.5%
Mortality table	SAPS CMI 2017	SAPS CMI 2016	SAPS CMI 2015

The assets of the scheme and the weighted average expected rate of return were:

	2018 £'000	2017 £'000	2016 £'000
Total market value of assets	13,780	14,669	13,277
Present value of liabilities	<u>(12,724)</u>	<u>(13,035)</u>	<u>(12,528)</u>
Net pension asset	<u>1,056</u>	<u>1,634</u>	<u>749</u>

Reconciliation of opening and closing balances of the fair value of scheme liabilities

	2018 £'000	2017 £'000
Scheme liabilities at start of period	13,035	12,528
Current service cost	205	165
Interest cost	338	351
Contributions by members	34	91
Benefits paid	(308)	(224)
Actuarial gains	<u>(580)</u>	<u>124</u>
Scheme liabilities at end of period	<u>12,724</u>	<u>13,035</u>

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2018

19 STAFF PENSION SCHEME (continued)

Reconciliation of opening and closing balances of the fair value of scheme assets

	2018	2017
	£'000	£'000
Fair value of scheme assets at start of period	14,669	13,277
Interest income	382	373
Actuarial (losses) / gains	(1,279)	918
Contributions by employer	369	307
Contributions by scheme participants	34	91
Benefits paid	(308)	(224)
Non-investment expenses	(87)	(73)
	<hr/>	<hr/>
Fair value of scheme assets at end of year	13,780	14,669
	<hr/> <hr/>	<hr/> <hr/>

Movement in surplus in the year

	2018	2017
	£'000	£'000
Surplus at 1 January 2018	1,634	749
Current service cost	(292)	(238)
Contributions	369	307
Net finance income	44	22
Actuarial gains / (losses)	(699)	794
	<hr/>	<hr/>
Surplus at 31 December 2018	1,056	1,634
	<hr/> <hr/>	<hr/> <hr/>

Total income recognised in the statement of comprehensive income

	2018	2017
	£'000	£'000
Interest income	382	373
Interest on pension scheme liabilities	(338)	(351)
	<hr/>	<hr/>
Net finance income	44	22
	<hr/>	<hr/>
Current service cost	(292)	(238)
Employer contributions	369	307
	<hr/>	<hr/>
Net pension scheme expenditure/ (income)	77	69
	<hr/> <hr/>	<hr/> <hr/>

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2018

19 STAFF PENSION SCHEME (continued)

Analysis of amount recognised in the income and expenditure account

	2018	2017
	£'000	£'000
Actual return less expected return on pension scheme assets	(1,279)	918
Experience gains and losses arising on the scheme liabilities	-	-
Changes in assumptions underlying the present value of the scheme liabilities	<u>580</u>	<u>(124)</u>
Actuarial gains / (losses)	<u>(699)</u>	<u>794</u>

20 FINANCIAL ASSETS AND LIABILITIES



	2018	2017
	£'000	£'000
Financial assets measured at fair value through profit or loss:		
• Investments in liquid equity instruments	1,393	1,432
Financial assets measured at amortised cost:		
• Trade debtors	12	44
• Cash	1,898	1,193
Financial liabilities measured at amortised cost:		
• Trade and other creditors	<u>578</u>	<u>465</u>

The fair value of investments is taken from their quoted market values at the year end.

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: 	Chairman's Signature: (or other official whose position should be stated) 
Name: <u>Paul Whiteman</u>	Name: <u>JUDITH STOTT</u>
Date: <u>14.6.19</u>	Date: <u>14.6.19</u>

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

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2018

BASIS OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – ‘The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland’ (‘FRS102’) and the Trade Union and Labour Relations Act 1992.

The financial statements are prepared on the historical cost basis except for the modification to a fair value basis for land and buildings and investments.

The financial statements are prepared in Sterling (£).

GOING CONCERN

After reviewing the forecasts and projections of NAHT, the members of the National Executive have a reasonable expectation that NAHT has adequate resources to continue in operational existence for the foreseeable future. We believe that there are no material uncertainties that call in doubt NAHT’s ability to continue. NAHT therefore continues to adopt the going concern principle in preparing its financial statements.

CONTRIBUTION INCOME

Contribution income is accounted for on an accruals basis.

EXPENDITURE

All expenditure in the accounts is inclusive of VAT where applicable.

FIXED ASSETS AND DEPRECIATION

Fixed assets are recorded at historic cost upon initial recognition in the financial statements.

Depreciation is provided on all tangible fixed assets, except freehold land, at rates estimated to write off the cost or valuation, less estimated residual value, of each asset over its expected useful life as follows:

Freehold property	50 years (straight line)
Long leasehold property	50 years (straight line)
Furniture	10 years (straight line)
Equipment	4 – 7 years (straight line)

Freehold and leasehold properties are measured under the revaluation model in which valuations of these properties are made with sufficient regularity to ensure that the carrying amount does not differ materially to the fair value of the properties at the year end. Revaluation surpluses or deficits are transferred to the revaluation reserve, except that a deficit which is in excess of any previously recognised surplus over depreciated cost relating to the same property, or the reversal of such a deficit, is charged (or credited) to the statement of comprehensive income.

The capitalisation threshold for inclusion as a fixed asset is £2,000.

INVESTMENTS

Listed investments are included on the balance sheet at their market value at the end of the financial period. Realised and unrealised gains (or losses) are included in the statement of comprehensive income in the year in which they arise.

CORPORATION TAX

Corporation tax is payable on investment income and chargeable gains but only to the extent that these exceed provident benefit expenditure.

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2018

PENSION COSTS

NAHT operates a defined benefit pension scheme. The disclosures required to be made under the provisions of FRS 102 are made in the notes to the financial statements.

The current and past service costs, interest costs and administrative costs are included within the statement of comprehensive income. Actuarial gains and losses are recognised in the statement of comprehensive income as a credit or charge to the general fund, as appropriate. Pension scheme assets are measured at fair value and pension scheme liabilities are measured using the Projected Unit Method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liability.

Full actuarial valuations are obtained every three years and are updated at each balance sheet date. The resulting defined benefit scheme asset is shown separately on the face of the balance sheet.

OPERATING LEASES

Rentals under operating leases are charged to the statement of comprehensive income on a straight-line basis over the lease term, even if the payments are not made on such a basis. Benefits received and receivable as an incentive to sign an operating lease are similarly spread on a straight-line basis over the lease term.

SIGNIFICANT JUDGEMENTS AND ESTIMATES

Preparation of the financial statements requires management to make significant judgements and estimates. The areas in the financial statements where estimations have been made include:

- Pension Scheme – the actuarial assumptions used in calculating scheme assets and liabilities
- Tangible Assets – the basis of calculation and indices assumptions used to perform revaluations
- Tangible Assets – the useful economic life of assets used in calculating depreciation
- Contingent liabilities – the inclusion of provisions for ongoing legal cases where there is an element of uncertainty in the outcomes of the cases

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

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.

See next page.

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.

See next page.

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

In our opinion the financial statements:

- give a true and fair view of the matters to which they relate to.
- have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

Yes, see next page.

Auditor's report (continued)

Signature(s) of auditor or auditors:	Crowe UK LLP	
Name(s):	Crowe U.K. LLP	
Profession(s) or Calling(s):	Statutory Auditors	
Address(es):	St Bride's House 10 Salisbury Square London EC4Y 8EH	
Date:	3 July 2019	
Contact name for enquiries and telephone number:	Tina Allison 020 7842 7276	

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

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE NATIONAL ASSOCIATION OF HEAD TEACHERS

YEAR ENDED 31 DECEMBER 2018

Opinion

We have audited the financial statements of the National Association of Head Teachers for the year ended 31 December 2018, which comprise Statement of Comprehensive Income, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 December 2018 and of its transactions for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations Act 1992.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the 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.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the officers' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the officers have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the union's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The officers are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information.

If, based on the work we have performed, we conclude that there is a material misstatement of this other

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE NATIONAL ASSOCIATION OF HEAD TEACHERS

YEAR ENDED 31 DECEMBER 2018

information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trades Union and Labour Relations Act 1992 requires us to report to you if, in our opinion:

- proper accounting records have not been kept;
- a satisfactory system of control over its accounting records, cash holdings and receipts and remittances has not been maintained; or
- the financial statements are not in agreement with the accounting records and returns.

Responsibilities of the Association's National Executive

As explained more fully in the Statement of Responsibility of the National Executive, the officers are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the officers determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

We have been appointed as auditor under section 33 of the Trade Union and Labour Relations Act 1992 and report in accordance with section 36 of that Act.

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

Auditor's responsibilities for the audit of the financial statements

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to union's members as a body. Our work has been undertaken so that we might state to 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, or for the opinion we have formed.

Crowe U.K. LLP

Crowe U.K. LLP
Statutory Auditor
London

3 July 2019

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

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

YES 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

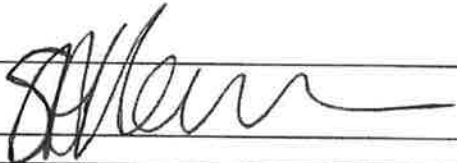
2. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

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	Simon Hearn
Address	Electoral Reform Services The Election Centre 33 Clarendon Road London, N8 0NW
Date	13/05/2019
Contact name and telephone number	Simon Hearn, Deputy Chief Executive 020 8365 8909

NAHT