

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

Name of Trade Union:	NATIONAL UNION OF JOURNALISTS				
Year ended:	30 September 2019				
List no:	197T				
Head or Main Office address:	HEADLAND HOUSE				
	72 ACTON STREET				
	LONDON				
Postcode	WC1X9NB				
Website address (if available)	<a href="http://WWW.NUJ.ORG.UK">WWW.NUJ.ORG.UK</a>				
Has the address changed during the year to which the return relates?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	('X' in appropriate box)
General Secretary:	MICHELLE STANISTREET				
Telephone Number:	2078433700				
Contact name for queries regarding the completion of this return	BERNARD ROCHE				
Telephone Number:	2078433700				
E-mail:	bernardr@nuj.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

You should send the annual return to the following email address stating the name of the union in subject:

For Unions based in England and Wales: [returns@certoffice.org](mailto:returns@certoffice.org)

For Unions based in Scotland: [ymw@tcyoung.co.uk](mailto:ymw@tcyoung.co.uk)

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# 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	13,023	552	1,554	458	15,587
Female	8,915	283	802	274	10,274
Other	27		1		28
<b>Total</b>	<b>21,965</b>	<b>835</b>	<b>2,357</b>	<b>732</b>	<b>A 25,889</b>

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

22,814

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

41

## 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			N/C
VICE PRESIDENT			N/C
HON GEN SECRETARY			N/C

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

<b>NATIONAL OFFICERS</b>		
President	22.04.2018	Siân Jones
Vice President	22.04.2018	Pierre Vicary
Hon Gen Treasurer	22.04.2018	John Barsby
<b>NATIONAL EXECUTIVE COUNCIL (NEC)</b>		
S.O. GS Michelle Stanistreet		
Black Members		<b>Vacant</b>
Disabled Members	22.11.2017	Natasha Hirst
<b>INDUSTRIAL SEATS (ALL ONE SEAT)</b>		
Books		Anna Hervé JS
		Catherine Brereton JS
Broadcasting	22.11.2017	Tory Blair (JS)
		Adam Bowen (JS)
Freelance	22.11.2017	Tim Dawson
Magazines	22.11.2017	Liz Else (JS)
		Alan Gibson (JS)
Newspapers & Agencies	22.11.2017	Steven Bird
New Media	22.11.2017	Christina Zaba
Photographers		Mark Pinder
PR and Communication	22.11.2017	Siân Jones
<b>GEOGRAPHICAL SEATS</b>		
Continental Europe	22.11.2017	Cailin MacKenzie (JS)
		Tony Sheldon (JS)
East Anglia	22.11.2017	John Barsby
London	22.11.2017	Laura Downes
	22.11.2017	Pennie Quinton
	22.11.2017	Pierre Vicary
	20.11.2018	Michael Pooler JS
	20.11.2018	Stephen Smith JS

Midlands of England	22.11.2017	Diana Peasey
Northern Ireland	22.11.2017	Anton McCabe (JS)
	22.11.2017	Ciarán Ó Maoláin (JS)
North East England	22.11.2017	Adam Christie
North West England	22.11.2017	Chris Frost
Republic of Ireland	22.11.2017	Gerry Curran
	22.11.2017	Michael Fisher
Scotland	22.11.2017	James Doherty (JS)
	22.11.2017	Layla-Roxanne Hill (JS)
	22.11.2017	John Matthews
South East England	22.11.2017	Jim Boumelha
	22.11.2017	Richard Palmer
	22.11.2017	Leoni Robertson
South West England	22.11.2017	Tim Lezard
Wales	15.08.2018	David Nicholson

# General Fund

(see notes 13 to 18)

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		4,577,198
<b>From Members:</b> Other income from members (specify)		
TRAINING INCOME		1,181
SUNDRY INCOME		11,910
<b>Total other income from members</b>		13,091
<b>Total of all income from members</b>		4,590,289
<b>Investment income (as at page 12)</b>		233,041
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		
	<b>Total income</b>	4,823,330
	<b>Interfund Transfers IN</b>	
<b>Expenditure</b>		
Benefits to members (as at page 5)		727,352
Administrative expenses (as at page 10)		5,855,216
<b>Federation and other bodies (specify)</b>		
IFJ/EFJ		89,328
TUC		87,706
OTHERS		68,946
<b>Total expenditure Federation and other bodies</b>		245,980
<b>Taxation</b>		
	<b>Total expenditure</b>	6,828,548
	<b>Interfund Transfers OUT</b>	
	Surplus (deficit) for year	-2,005,218
	Amount of general fund at beginning of year	-557,781
	Amount of general fund at end of year	-2,562,999

## Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
<b>Federation and other bodies</b>	
<b>Total federation and other bodies</b>	
<b>Any Other Sources</b>	
<b>Total other sources</b>	
<b>Total of all other income</b>	

## Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		<b>brought forward</b>	644,810
LEGAL ASSISTANCE	519,598	Advisory Services	
		Other Cash Payments	
Representation – Non Employment Related Issues		PROVIDENT BENEFITS	990
		OTHER BENEFITS	35,557
		Education and Training services	
		TU TRAINING	45,995
Communications			
JOURNALIST	125,212		
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
<b>carried forward</b>	644,810	<b>Total (should agree with figure in General Fund)</b>	727,352



(See notes 21 and 23)

<b>Fund 2</b>		<b>Fund Account</b>	
<b>Name:</b>	<b>BRANCHES MANAGEMENT FUND</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
From members			131,053
Investment income (as at page 12)			
Other income (specify)			
<b>Total other income as specified</b>			
<b>Total Income</b>			131,053
Interfund Transfers IN			
<b>Expenditure</b>			
Benefits to members			122,845
Administrative expenses and other expenditure (as at page 10)			
<b>Total Expenditure</b>			122,845
Interfund Transfers OUT			
<b>Surplus (Deficit) for the year</b>			8,208
<b>Amount of fund at beginning of year</b>			301,513
<b>Amount of fund at the end of year (as Balance Sheet)</b>			309,721
<b>Number of members contributing at end of year</b>			22,814

<b>Fund 3</b>		<b>Fund Account</b>	
<b>Name:</b>	<b>FIGHTING FUND</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
From members			
Investment income (as at page 12)			
Other income (specify)			
<b>Total other income as specified</b>			
<b>Total Income</b>			
Interfund Transfers IN			
<b>Expenditure</b>			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
<b>Total Expenditure</b>			
Interfund Transfers OUT			
<b>Surplus (Deficit) for the year</b>			
<b>Amount of fund at beginning of year</b>			1,040,431
<b>Amount of fund at the end of year (as Balance Sheet)</b>			1,040,431
<b>Number of members contributing at end of year</b>			22,814

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

(See notes 21 and 23)

Fund 8		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
	Interfund Transfers IN		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

Fund 9		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
	Interfund Transfers IN		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

## Political fund account

(see notes 24 to 33)

£

£

<b>Political fund account 1</b>	<b>To be completed by trade unions which maintain their own political fund</b>		
<b>Income</b>	Members contributions and levies		
	Investment income (as at page 12)		
Other income (specify)			
		Total other income as specified	
		Total income	

**Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period**

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 <u>Balance Sheet</u> )
	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 contribute to the political fund

**Political fund account 2 To be completed by trade unions which act as components of a central trade union**

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

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

**Political fund account expenditure (a)**

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

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

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party	
Name of political party in relation to which money was expended	Total amount spent during the period £
<b>Total</b>	



**Political fund account expenditure (c)**

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.

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 33(iii))	£
<b>Total</b>			





### **Political fund account expenditure (e)**

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.

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

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

## Political fund account expenditure (f)

Expenditure under section 72 (1) (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

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

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

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

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

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	£

Total expenditure

(b) the name of each organisation to which money was paid (otherwise than for a particular cause of campaign), and the total amount paid to each one	£

Total expenditure

(c) the total amount of all other money expended	£

Total expenditure

**Total of all expenditures**

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

(see notes 34 and 35)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		2,157,809
Salaries and Wages included in above	2,019,533	
Auditors' fees		21,765
Legal and Professional fees		38,044
Occupancy costs		442,519
Stationery, printing, postage, telephone, etc.		87,757
Expenses of Executive Committee (Head Office)		77,712
Expenses of conferences		-1,889
Other administrative expenses (specify)		
COMMITTEE COSTS		257,741
CENTRAL COMPUTER COSTS		127,652
BANK CHARGES		37,346
PENSION FINANCE AND ADMINISTRATION COSTS		286,000
VAT PAID		10,673
<b>Other Outgoings</b>		
CHARITABLE CONTRIBUTIONS		44,507
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
ACTUARIAL LOSS RE DB PENSION SCHEME		2,733,000
LESS RELATED DEFERRED TAXATION		-465,420
tretert		
<b>Total</b>		<b>5,855,216</b>
Charged to:	General Fund (Page 3)	5,855,216
	BRANCHES MANAGEMENT FUND	
	FIGHTING FUND	
<b>Total</b>		<b>5,855,216</b>

## Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

Office held	Gross Salary	Employers N.I. contributions	Benefits			Total	
			Pension Contributions	Other Benefits			£
				£	Description		
	£	£	£		£	£	
PRESIDENT	NIL						
VICE PRESIDENT	NIL						
HON GEN TREASURER	NIL						
GENERAL SECRETARY	85,764	12,485	7,674	HOL PAY	4,703	113,855	
				CAR BENEFIT	3,229		

# Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			233,041
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
			233,041
		Total investment income	233,041
		Credited to:	
		General Fund (Page 3)	233,041
		BRANCHES MANAGEMENT FUND	
		FIGHTING FUND	
		Political Fund	
		Total Investment Funds	233,041





## Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year	2,373,948	64,600	159,467		5,724,603	8,322,618
Additions			78,539			78,539
Disposals						
Revaluation/Transfers						
At end of year	2,373,948	64,600	238,006		5,724,603	8,401,157
<b>Accumulated Depreciation</b>						
At start of year		6,038	23,136			29,174
Charges for year		12,900	16,790			29,690
Disposals						
Revaluation/Transfers						
At end of year		18,938	39,926			58,864
<b>Net book value at end of year</b>	2,373,948	45,662	198,080		5,724,603	8,342,293
<b>Net book value at end of previous year</b>	2,373,948	58,562	136,331		5,724,603	8,293,444

# 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

No

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

No

If NO, state the names of the persons in whom the shares controlled by the union are registered.

Company name	Names of shareholders

## Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>Income</b>			
From Members	4,721,342		4,721,342
From Investments	233,041		233,041
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	4,954,383		4,954,383
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	6,951,393		6,951,393
<b>Funds at beginning of year</b> (including reserves)	784,163		784,163
<b>Funds at end of year</b> (including reserves)	-1,212,847		-1,212,847
<b>Assets</b>			
Fixed Assets			8,342,293
Investment Assets			
Other Assets			3,147,797
		<b>Total Assets</b>	11,490,090
<b>Liabilities</b>		<b>Total Liabilities</b>	12,702,937
<b>Net Assets (Total Assets less Total Liabilities)</b>			-1,212,847

(see notes 74 to 80)

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

If Yes How many ballots were held:

6

For each ballot held please complete the information below:

**Ballot 1**

Number of individual who were entitled to vote in the ballot   
**Number of votes cast in the ballot**   
 Number of Individuals answering "Yes" to the question   
 Number of individuals answering "No" to the question   
 Number of invalid or otherwise spoiled voting papers returned

**1-3 should total "Number of votes cast"**

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

Yes

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

No

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

**Ballot 2**

Number of individual who were entitled to vote in the ballot   
**Number of votes cast in the ballot**   
 Number of Individuals answering "Yes" to the question   
 Number of individuals answering "No" to the question   
 Number of invalid or otherwise spoiled voting papers returned

**1-3 should total "Number of votes cast"**

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

Yes

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

No

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

**Ballot 3**

Number of individual who were entitled to vote in the ballot   
**Number of votes cast in the ballot**   
 Number of Individuals answering "Yes" to the question   
 Number of individuals answering "No" to the question   
 Number of invalid or otherwise spoiled voting papers returned

**1-3 should total "Number of votes cast"**

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

Yes

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

No

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

**Ballot 4**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question <sup>1</sup>

Number of individuals answering "No" to the question <sup>2</sup>

Number of invalid or otherwise spoiled voting papers returned <sup>3</sup>

**1-3 should total "Number of votes cast"**

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

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

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

**Ballot 5**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question <sup>1</sup>

Number of individuals answering "No" to the question <sup>2</sup>

Number of invalid or otherwise spoiled voting papers returned <sup>3</sup>

**1-3 should total "Number of votes cast"**

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

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

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

**Ballot 6**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question <sup>1</sup>

Number of individuals answering "No" to the question <sup>2</sup>

Number of invalid or otherwise spoiled voting papers returned <sup>3</sup>

**1-3 should total "Number of votes cast"**

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

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

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

**Ballots and Industrial Action:** If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

(see note 81)

**\*Categories of Nature of Trade Dispute**

- A: terms and conditions of employment, or the physical conditions in which any workers require 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**

**Yes**

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: 20 December 2018 to 20 December 2018

3. Number of days of industrial action: 1

4. Nature of industrial action. Strike Action

**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: 20 December 2018 to 20 December 2018

3. Number of days of industrial action: 1

4. Nature of industrial action. Strike Action

**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: 20 December 2018 to 20 December 2018

3. Number of days of industrial action: 1

4. Nature of industrial action. Strike Action

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:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**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:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**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:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**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:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**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:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Ballots & Industrial Action-** If you have 6 or more entries for either of these, please complete the Excel Spreadsheet



# 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.

*[The content of this form is extremely faint and illegible. It appears to be a grid or table with multiple rows and columns, possibly for recording notes or financial data. The text is too light to transcribe accurately.]*

Year ended 30 September 2019

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**STATEMENT TO MEMBERS ISSUED IN CONNECTION WITH THE UNION'S ANNUAL RETURN FOR THE YEAR ENDED 30 SEPTEMBER 2019 AS REQUIRED BY SECTION 32A OF THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992**

**Income and Expenditure**

The total income for the year was (including VAT recovered) £5,123,448 (2018: £5,189,874). This amount included receipts of £4,708,251 (2018: £4,769,246) in respect of membership of the Union. The Union's total expenditure for the year was £4,852,878 (2018: £4,934,094) plus an adjustment to the pension liability, under FRS 102 reporting an increase in liability of £3,017,000 (2018: decrease in liability of £90,000). The Union does not maintain a political fund.

**Salary paid to and other benefits provided to the General Secretary, President and members of the Executive**

The General Secretary, M Stanistreet, was paid a salary of £90,467 including holiday pay (2018: £96,767) and received benefits of £10,903 (2018: £9,821).

The President and members of the Executive were not paid any amounts in respect of salary or benefits.

**Irregularity statement**

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

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

Where a member believes that the financial affairs of the Union have been or are being conducted in breach of the law or in breach of rules of the Union and contemplates bringing civil proceedings against the Union or responsible officials or trustees, he should consider obtaining independent legal advice.

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 30 September 2019**

**1. ACCOUNTING POLICIES**

**BASIS OF ACCOUNTING**

The accounts have been prepared in accordance with FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (FRS 102) and UK Generally Accepted Practice and under the historical cost convention, modified to include the revaluation of freehold properties, and to include investment properties at fair value.

**FUNCTIONAL AND PRESENTATIONAL CURRENCIES**

The financial statements are presented in sterling which is also the functional currency of the Union. Monetary amounts in these financial statements are rounded to the nearest whole £1, except where otherwise indicated.

**GOING CONCERN**

These financial statements have been prepared on a going concern basis. Based on the Union’s forecasts and projections, the National Executive Council are confident that the Union will continue to pay its debts as they fall due for the foreseeable future. The Union has net liabilities at the year end due to the increase in the defined benefit liability from £8.8m to £11.8m. The Union has given security to the Trustees of the scheme for its obligation to pay contributions to the scheme in accordance with the schedule of contributions and recovery plan. To this extent the Union has given a negative pledge of £1.3m. The NEC are confident that the Union will be able to pay the contributions agreed with the Trustees on an annual basis.

**CONTRIBUTIONS**

Contributions from members are shown in the accounts on the basis of cash received by head office, no account being taken of members’ arrears at the balance sheet date.

**INVESTMENT PROPERTIES**

Headland House, the freehold property owned by the Union was revalued by Farebrother ,property consultants, on 30 September 2017. In the opinion of the NEC the fair value at 30 September 2019 was not significantly different. The fair value has been apportioned between investment property and tangible fixed assets based on the floor area occupied by the NUJ and the floor area available for leasing to 3<sup>rd</sup> parties.

Investment properties are initially measured at cost and subsequently measured at fair value where a reliable measure of fair value is available without undue cost or effort. Changes in fair value are recognised in profit or loss.

**REVALUATION OF PROPERTIES**

Properties whose fair value can be measured reliably are held under the revaluation model and are carried at a revalued amount, being their fair value at the date of valuation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. The fair value of the land and buildings is usually considered to be their market value

Revaluation gains and losses are recognised in other comprehensive income and accumulated in General Fund, except to the extent that a revaluation gain reverses a revaluation loss previously recognised in profit or loss or a revaluation loss exceeds the accumulated revaluation gains recognised in General Fund, such gains and losses are recognised in profit or loss.

**TANGIBLE FIXED ASSETS**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land and investment properties, at rates calculated to write off the cost or valuation of each asset to its estimated residual value on a straight line basis over its expected useful life, as follows-

Furniture and equipment	5-15 years
Leasehold Improvements	Over the period of the lease

Expenditure of a capital nature below £1,000 is not capitalised but charged to the Statement of Comprehensive Income in the year of expenditure.

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 30 September 2019**

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**1. ACCOUNTING POLICIES (continued)****OPERATING LEASES**

Rentals payable under operating leases are charged on a straight-line basis over the term of the lease.  
Rentals receivable under operating leases are credited on a straight-line basis over the term of the lease.

*The Union as Lessor – Operating leases*

Rental income from assets leased under operating leases is recognised on a straight-line basis over the term of the lease.

**FOREIGN CURRENCIES**

Transactions in foreign currencies are translated into sterling at the rates of exchange ruling on the date transactions occur. Monetary assets and liabilities denominated in foreign currencies are re-translated at the rates ruling at the balance sheet date. All differences arising on the translation of such items are dealt with in the income and expenditure account.

**FIXED ASSET INVESTMENTS**

Trade investments are classified as financial instruments and accounted for in accordance with the accounting policy at fair value through net income/expenditure.

**RETIREMENT BENEFITS**

The NUJ operates two defined benefit pension schemes, one for members in the UK and a cross border scheme for members in the Republic of Ireland. The amount charged to the statement of comprehensive income in respect of pension costs and other post retirement benefits is the interest cost, actuarial return on assets less interest and actuarial gains and losses on defined benefit obligations.

The defined benefit schemes are funded with the assets held separately from the Union in separate trustee administered funds. Full actuarial valuations by a professional qualified actuary are obtained at least every three years and updated to reflect current conditions at each balance sheet date. The pension schemes' assets are measured at fair value. The pension schemes' 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. A pension scheme asset is recognised in the balance sheet only to the extent that the trustees have agreed a refund from the scheme at the balance sheet date. A pension scheme liability is recognised to the extent that the Union has a legal or constructive obligation to settle the liability.

The defined benefit schemes referred to above were closed to future accrual on 31 December 2013.

On 1 January 2014 the Union set up two defined contribution schemes, one with IFG for staff based in Ireland and one with Legal & General for staff based in the UK. The Union contributes 9% (formerly 8%) of pensionable salaries to both of these schemes for members of staff who have joined one of these schemes.

**FINANCIAL INSTRUMENTS**

The Union has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102, in full, to all of its financial instruments.

Financial assets and financial liabilities are recognised when the Union becomes a party to the contractual provisions of the instrument and are offset only when the Union currently has a legally enforceable right to set off the recognised amounts and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 30 September 2019****1. ACCOUNTING POLICIES (continued)****FINANCIAL ASSETS**

Trade and other debtors (including accrued income) which are recoverable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

**FINANCIAL LIABILITIES**

Financial liabilities are classified as liabilities according to the substance of the contractual arrangements entered into.

**CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGMENT**

Accounting estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

*Critical accounting estimates and assumptions*

The Union makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

The present value of the defined benefit pension liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 12 will impact the carrying amount of the pension liability.

*Critical areas of judgement*

In categorising leases as finance leases or operating leases, management makes judgements as to whether significant risks and rewards of ownership have transferred to the Union as lessee, or the lessee, where the Union is a lessor.

**TAXATION**

Deferred tax is calculated at the tax rates that are expected to apply to the period when the asset is realised or the liability is settled based on tax rates that have been enacted or substantively enacted by the reporting date.

Deferred tax liabilities are recognised in respect of all timing differences that exist at the reporting date. Timing differences are differences between taxable profits and total comprehensive income that arise from the inclusion of income and expenses in tax assessments in different periods from their recognition in the financial statements.

For non-depreciable assets measured using the revaluation model and investment properties measured at fair value (except investment property with a limited useful life held by the Union to consume substantially all of its economic benefits), deferred tax is measured using the tax rates and allowances that apply to the sale of the asset or property.

Deferred tax is charged or credited in profit or loss, except when it relates to items charged or credited to other comprehensive income or equity, when the tax follows the transaction or event it relates to and is also charged or credited to other comprehensive income, or equity.

Deferred tax liabilities are offset, if and only if, there is a legally enforceable right to set off the amounts and the entity intends either to settle on a net basis or to realise the asset and settle the liability simultaneously.

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 September 2019

2. STAFF COSTS	2019 £	2018 £
Staff remuneration	1,491,893	1,548,478
National Insurance	171,537	176,670
Pension costs	350,694	238,177
Sundry costs	134,527	104,384
	<u>2,148,651</u>	<u>2,067,709</u>
3. STAFF NUMBERS	2019 No.	2018 No.
The average number of persons employed by the NUJ during the year	<u>35</u>	<u>36</u>

**4. TAXATION**

Taxation for the year is chargeable on investment income, capital gains and other non-trading taxable income less provident benefits and on any trading profits. There is no charge for the year as provident benefits exceed the investment income and capital gains and there are no profitable trading activities.

**5. KEY MANAGEMENT PERSONNEL**

Key management personnel are the general secretary, assistant general secretary, head of finance and membership, and head of personnel and administration together with the national officers: president, vice president and honorary general treasurer.

The national officers are all unpaid lay members and the remuneration of the Union's employees are fixed in accordance with the NUJ chapel and GMB staff agreements.

The total remuneration of the key management personnel was £315,186 (2018: £308,775) including employer's national insurance of £38,221 (2018: £37,444).

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 September 2019

6. TANGIBLE FIXED ASSETS	Fixtures & fittings £	Freehold land & building £	Leasehold Improvements £	Total £
Fair Value:				
1 October 2018	159,467	2,373,948	64,600	2,598,015
Additions at cost	78,539	-	-	78,539
30 September 2019	<u>238,006</u>	<u>2,373,948</u>	<u>64,600</u>	<u>2,676,554</u>
Depreciation:				
1 October 2018	(23,136)	-	(6,038)	(29,174)
Charge for the year	(16,790)	-	(12,900)	(29,690)
30 September 2019	<u>(39,926)</u>	<u>-</u>	<u>(18,938)</u>	<u>(58,864)</u>
Market book Value:				
30 September 2019	198,080	2,373,948	45,662	2,617,690
30 September 2018	<u>136,331</u>	<u>2,373,948</u>	<u>58,562</u>	<u>2,568,841</u>

A legal charge against the Union's land and building (Headland House) exists against the Unity Trust Bank overdraft facility.

If the land and building were stated on an historical cost basis rather than a fair value basis, the amounts would have been included as follows:

	2019 £	2018 £
Cost	1,872,536	1,872,536
Accumulated depreciation	(157,074)	(142,449)
Carrying amount	<u>1,715,462</u>	<u>1,730,087</u>

**7. INVESTMENT PROPERTIES**

	Investment Property £
Fair Value:	
1 October 2018	5,724,603
30 September 2019	<u>5,724,603</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2019**

**7. INVESTMENT PROPERTIES (CONTINUED)**

If the building was stated on a historical cost basis rather than a fair value basis, the amounts would have been included as follows:

	2019 £	2018 £
Cost	3,639,302	3,639,302
Accumulated depreciation	(373,308)	(336,915)
Carrying amount	<u>3,265,994</u>	<u>3,302,387</u>

**8. BALANCES WITH BRANCHES**

The balances with branches represent branch bank accounts held at Unity Trust Bank plc.

**9. DEBTORS**

	2019 £	2018 £
Sundry Debtors	101,926	182,586
Prepayments	198,206	236,636
Deferred tax asset	2,118,000	1,652,580
	<u>2,418,132</u>	<u>2,071,802</u>

The deferred tax asset relates to the retirement benefit obligation and will reverse once the actuarial loss is extinguished. The movement in the year was a credit of £ 465,420 (2018: a charge of £ 68,490).

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

	2019 £	2018 £
Sundry creditors	9,690	17,475
Accruals and deferred income	707,295	743,940
Other taxes and social security	48,055	52,004
Bank overdraft	-	426,003
	<u>765,040</u>	<u>1,239,422</u>



**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2019**

**11. DEFERRED TAXATION PROVISION**

	2019 £	2018 £
Deferred tax provision	147,897	147,897
Liability at 1 October 2018 and 30 September 2019	<u>147,897</u>	<u>147,897</u>

Deferred tax provision arises on the fair value gains on investment property and tangible property assets.

**12. RETIREMENT BENEFITS**

The NUJ operates two defined benefit pension schemes, one for members in the UK and one for members in the Republic of Ireland. The schemes' assets are held separately from those of the NUJ in independently administered funds.

A liability is recognised in the balance sheet in respect of the defined benefit schemes which represents the present value of the defined benefit obligations at the balance sheet date less the fair value of the schemes' assets. A full valuation of the liability of the UK scheme is calculated by an independent actuary every three years and updated on an annual basis using the projected unit method. In addition, a full valuation of the liability of the cross border scheme for members in Republic of Ireland scheme is calculated by an independent actuary every year using the projected unit method. The present value of the defined benefit obligation is determined by discounting the estimated future cash outflows using interest rates of high-quality corporate bonds that are denominated in the currency in which the benefits will be paid and that have terms to maturity approximating to the terms of the related pension liability. Actuarial gains and losses are recognised in the profit and loss account in the year in which they arise.

The principal assumptions for both schemes at the balance sheet date were:

	At 30 September 2019 %	At 30 September 2018 %
Expected rate of retail price inflation	3.0	3.2
Expected rate of consumer price inflation	2.0	2.2
Discount rate applied to the liabilities	1.7	2.8
Pension increases	3.0	3.1
Increase in salaries	n/a	n/a
Mortality before and after retirement	S3PMA/S3PFA (MI 2018(1.25%))	S2PMA/S2PFA (MI 2017(1.25%))

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 September 2019

**12. RETIREMENT BENEFITS (CONTINUED)**

Reconciliation to the Balance Sheet for the NUJ Staff Pension Schemes:

	2019 £'000	2018 £'000
Market value of assets	17,834	17,770
Present value of DB obligations	(29,624)	(26,543)
Pension liability recognised in the balance sheet	<u>(11,790)</u>	<u>(8,773)</u>

Reconciliation of Staff Pension Scheme assets and Defined Benefit Obligations:

	2019 £'000	2018 £'000
Fair value of assets at start of period	17,770	18,291
Interest income	483	485
Return on assets excluding interest income	606	(308)
Contributions paid by the union	102	99
Benefits paid	(1,086)	(762)
Administration costs	(41)	(35)
Fair value of assets at end of period	<u>17,834</u>	<u>17,770</u>
Fair value of liabilities at start of period	(26,543)	(27,154)
Interest cost	(728)	(722)
Actuarial (losses)/gains	(3,339)	571
Past service cost	(100)	-
Benefits paid	1,086	762
Fair value of liabilities at end of period	<u>(29,624)</u>	<u>(26,543)</u>

**Contributions payable by the Union**

As at 1 July 2011, members in the Republic of Ireland were transferred into a new fully funded cross border scheme and as a result the main UK scheme is no longer a cross border scheme. The effect of the separation is that the UK scheme, which had a long term funding target deficit at the last triennial valuation on 1 January 2019 of £10.6 m, has proposed to reduce the deficit over a period of 19 years 9 months.

The cross border scheme was fully funded at the last annual valuation on 1 January 2019.

The analysis shown in these financial statements presents an aggregation of the two schemes.

The Union closed both schemes to future accrual with effect from 31 December 2013. To eliminate the shortfall the Union agreed to pay deficit contributions of £102,000 p.a. with effect from 1 January 2019. The cross border scheme is fully funded when measured against its Statutory Funding Objective and therefore the Union does not expect to pay any contributions to that scheme at the present time.

The actuarial assumptions include the use of a discount rate equal to the iBoxx Sterling Corporate Bond Index for AA rated stocks with a term greater than 15 years in accordance with FRS 102 requirements. The rate at the year end was 1.70%.

**12. RETIREMENT BENEFITS (CONTINUED)**

The amounts recognised in the Statement of Comprehensive Income:

	2019 £'000	2018 £'000
Interest on scheme liabilities (finance cost)	(245)	(722)
Actuarial (losses)/ gains on DB obligations	(3,339)	571
Actual return on assets less interest	606	(308)
Other costs of scheme	(141)	(35)
<b>Total charge</b>	<b>(3,119)</b>	<b>(156)</b>

The Return on the assets was:

	2019 £'000	2018 £'000
Interest Income	483	485
Return on assets less interest income	606	(308)
<b>Total return on assets</b>	<b>1,089</b>	<b>177</b>

The fair value of the assets of the schemes were:

	2019 £'000	2018 £'000
Equities	8,273	4,685
Bonds	1,032	317
Gilts	876	1,276
Property	1,048	146
Cash and derivatives	1,070	950
Other	735	358
Investment /Hedge Funds	0	5,135
Secured Pension Annuities	4,800	4,903
	<b>17,834</b>	<b>17,770</b>

The current valuation includes a provision of £100,000 to reflect the expected increase in benefits and therefore liability as a result of Guaranteed Minimum Pension ('GMP') equalisation between men and women which is required as a result of the removal of the Additional State Pension.

**13. EX-GRATIA PAYMENTS**

The Union is committed to making Ex-gratia payments to four former employees. The basis for these payments arises from the introduction of the NUJ Pension Scheme. At the time of retirement a number of employees could only complete a short period of membership within the pension scheme. It was agreed to enhance their pensions on retirement by means of an Ex-gratia payment. The Union is committed to these payments for the lifetime of each individual and at 50% to their surviving spouse. No current or future retiring employee will be paid Ex-gratia payments in order to enhance their retirement pension.

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 September 2019

**14. RELATED PARTY TRANSACTIONS**

During the year the NUJ paid charitable donations of £6,250 (2018: £19,000) to the George Viner Memorial Fund. The Trustees of the George Viner Memorial Fund include Ms M Stanistreet, the NUJ's General Secretary.

The NUJ also paid charitable donations of £27,930 (2018: £21,352) to NUJ Extra. The Trustees of NUJ Extra include Ms M Stanistreet, the NUJ's General Secretary.

Owing to the nature of the Union's operations and the composition of the National Executive Council transactions may take place with organisations in which a member of the National Executive has an interest. All transactions involving such organisations are conducted in accordance with the Union's financial regulations and normal procurement procedures.

15. NOTES TO THE STATEMENT OF CASH FLOWS	2019	2018	
	£	£	
<b>a Reconciliation of (deficit)/surplus to cash generated from operations</b>			
(Deficit)/Surplus for the year	(1,997,010)	450,290	
Depreciation	29,690	16,668	
Defined Benefit Pension Scheme Adjustment	3,017,000	(90,000)	
Deferred tax on Defined Benefit Pension Scheme	(465,420)	68,490	
Decrease/(Increase) in debtors	119,090	(216,268)	
Increase in tenants' deposits	(813)	(146,385)	
(Decrease)/Increase in creditors	(48,379)	42,530	
<b>Net cash inflow from operations</b>	<u>654,158</u>	<u>125,325</u>	
<b>b Investing activities</b>			
Purchase of fixed assets	(78,539)	(64,600)	
<b>Net cash inflow/(outflow) from investing activities</b>	<u>(78,539)</u>	<u>(64,600)</u>	
<b>c Analysis of funds</b>			
	1 October 2018 £	Cash flows £	30 September 2019 £
Balances with branches	301,513	8,208	309,721
Cash at bank	131,338	141,408	272,746
Bank overdraft	(426,003)	426,003	-
	<u>6,848</u>	<u>575,619</u>	<u>582,467</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2019**

16	<b>COMMITMENTS UNDER OPERATING LEASES</b>	2019 £	2018 £
	The Union as lessor:		
	At the year end the Union had contracted with 3 tenants under non-cancellable operating leases, for the following future minimum lease payments:		
	Amounts receivable:		
	Less than one year	197,155	230,608
	Between one and five years	605,827	832,758
		<u>802,982</u>	<u>1,063,366</u>

The operating leases represent the leases of the upper floors of Headland House to third party lessees all on 5 year terms (2018 :one property, the Chapel Café bar, was leased to a third party on a 3 year term but following the liquidation of that company the lease was surrendered in November 2018). There is currently no rent payable by the new bar operator under the service contract with them.

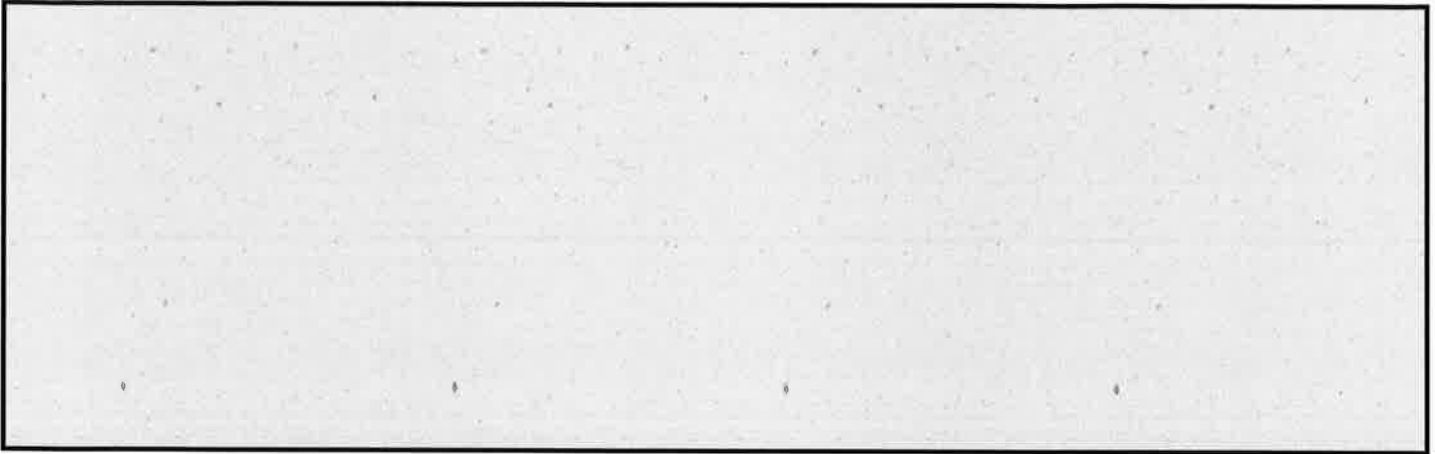
The Union as lessee:	2019 £	2018 £
At the year end the Union had contracted with a landlord under non-cancellable operating leases, for the following future minimum lease payments:		
Amounts payable:		
Less than one year	20,312	20,312
Between one and five years	60,936	81,248
	<u>81,248</u>	<u>101,560</u>

The operating lease represents the lease of one property at 177 West George Street, Glasgow. The lease term is 5 years from 25 March 2018.

17	<b>CAPITAL COMMITMENTS:</b>	2019 £	2018 £
	At the year end the Union had contracted with suppliers to upgrade it's database and website for the following amount:		
	Amounts payable:		
	Less than one year	229,469	-
		<u>229,469</u>	<u>-</u>

## Accounting policies



(see notes 84 and 85)



## Signatures to the annual return

(see notes 86 & 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:	
			<small>(or other official whose position should be stated)</small>
Name:	Michelle Stanistreet	Name:	John Barsby - Hon Gen Treasurer
Date:	14 February 2020	Date:	14 February 2020

## Checklist

(see notes 88 to 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes		No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes		No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes		No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes		No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes		No	
A member statement is: (see Note 80)	Enclosed		To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes		To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes		No	

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NATIONAL UNION OF JOURNALISTS**

### **Opinion**

We have audited the financial statements of the National Union of Journalists (NUJ) for the year ended 30 September 2019 which comprise the Statement of Comprehensive Income, Balance Sheet, Statement of Cash Flows, statement of changes in equity and notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 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 NUJ's affairs at 30 September 2019 and of its surplus 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 Trade Union and Labour Relations (Consolidation) Act 1992.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the 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 National Executive Council's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the National Executive Council has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the parent company'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 other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The National Executive Council is responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

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

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

- adequate accounting records have not been kept by the NUJ in accordance with the requirements of the legislation; or
- a satisfactory system of control over transactions has not been maintained by the NUJ in accordance with the requirements of the legislation; or
- the accounts to which the report relates are not in agreement with the accounting records of the NUJ.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NATIONAL UNION OF JOURNALISTS**

**Respective responsibilities of the National Executive Council**

As explained more fully in the National Executive Council's Responsibilities set out on page 3, the National Executive Council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such internal control as the council determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the National Executive Council is responsible for assessing the Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the National Executive Council either intends to liquidate the Union or to cease operations, or has 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: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the NUJ's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the NUJ'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 NUJ and the NUJ's members as a body, for our audit work, for this report, or for the opinion we have formed.

**RSM UK Audit LLP**

RSM UK Audit LLP

Chartered Accountants

Statutory Auditor

The Pinnacle

170 Midsummer Boulevard

Milton Keynes

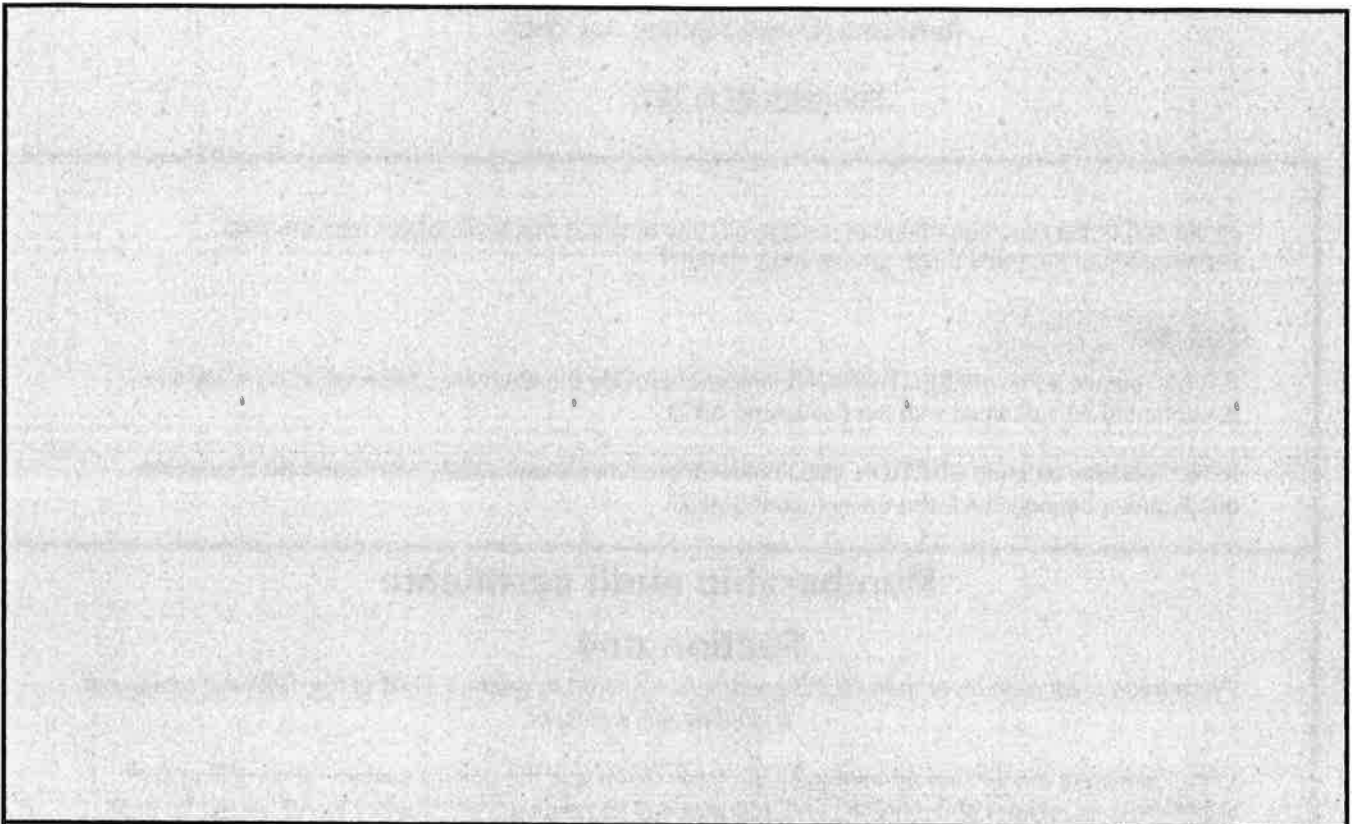
Buckinghamshire

MK9 1BP

Date: 19 February 2020



Auditor's report (continued)



Signature(s) of auditor or auditors:

RSM UK Audit LLP



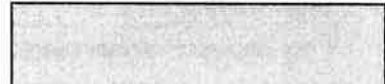
Name(s):

RSM UK AUDIT LLP



Profession(s) or Calling(s):

CHARTERED ACCOUNTANTS



Address(es):

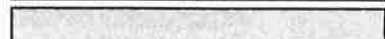
The Pinnacle



170 Midsummer Boulevard



Milton Keynes

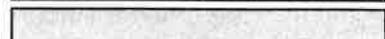


Buckinghamshire



Postcode

MK9 1BP



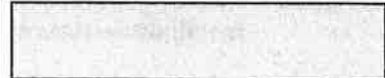
Date

19 February 2020



Contact name for inquiries and telephone number:

SARAH MASON  
01908 687808



N.B. When notes to the account 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**  
**made in accordance with section 24ZD of the**  
**Trade Union and Labour Relations (Consolidation) Act 1992**  
(See notes 97 to 103)

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

**YES**

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

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

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

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

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

**YES**

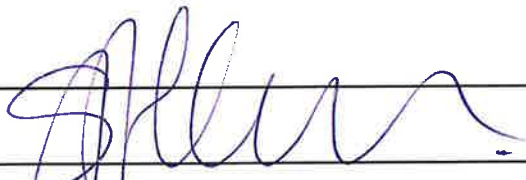
2. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

**YES**

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

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

## Membership audit certificate (continued)

Signature of assurer	
Name	Simon Hearn
Address	Electoral Reform Services Limited (trading as Civica Election Services) The Election Centre 33 Clarendon Road London, N8 0NW
Date	19/11/2019
Contact name and telephone number	Simon Hearn, Deputy Chief Executive 020 8829 8447

NUJ

**Membership audit certificate (continued)**

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

**Membership audit certificate**

**Section two**

For a trade union with no **more than 10,000 members** at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

**Yes / No**

If "No" Please explain below:

[Large greyed-out area for explanation]

Signature	
Name	
Office held	
Date	