Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Cleaners and Allied Independent Workers Union				
Year ended:	31 December 2019				
List no:	827T				
Head or Main Office address:	88 Fleet Street				
	London				
Postcode	EC4Y 1DH				
Website address (if available)	http://caiwu.org.uk				
Has the address changed during the year to which the return relates?	Yes No X ('X' in appropriate box)				
General Secretary:	Alberto Durango				
Telephone Number:	7590098084				
Contact name for queries regarding the completion of this return					
Telephone Number:					
E-mail:	office@caiwu.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

For Unions based in Scotland:

<u>ymw@tcyoung.co.uk</u>

Contents

Trade Union's details	1
Return of members	2
Change of officers	2
Officers in post	2a
General fund	3
Analysis of income from federation and other bodies and other income	4
Analysis of benefit expenditure shown at general fund	5
Accounts other than the revenue account/general fund	6-8a
Political fund account	9-9vii
Analysis of administrative expenses	10
Analysis of officials' salararies and benefits	11
Analysis of investment income	12
Balance sheet as at	13
Fixed assets account	14
Analysis of investments	15
Analysis of investment income (controlling interests)	16
Summary Sheet	17
Summary sheet (Only for Incorporated Bodies)	17a
Information on Industrial action ballots	18-19
Information on Industrial action	20-21
Notes to the accounts	22
Accounting policies	23
Signatures to the annual return	23
Checklist	23
Checklist for auditor's report	24
Auditor's report (continued)	25
Membership audit certificate	i-iii
Guidance on completion	26

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	686				686
Female	667				667
Other					
Total	1,353				A 1,353

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

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

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

State whether the union is:

a. A branch of another trade union?

If yes, state the name of that other union:

b. A federation of trade unions?

If yes, state the number of affiliated unions:

and names:

Yes	No x	
Yes	No X	

1,353

Officers in post (see note 12)

Please complete list of all officers in post at the end of the year to which this return relates.

Name of Officer	Position held
Luis Eduardo Valencia Maffei	President
Diego Fernando Canas Montealegre	Vice President
Alberto Durango	General Secretary
Hernando Acosta Piamonte	Treasurer
Eduardo Hernan Valencia Sepulveda	Trustee
Jhon Wilson Barrera Garzon	Mmbership Officer
Beatriz Acuna Cervantes	Women's Officer
Dany Peralta Salazar	Campaign Officer
Carlos Eduardo Mosquera Cifuentes	Trustee

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		137,647
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		137,647
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	1,865	
Total of other income (as at page 4)		1,865
Total income		139,512
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		43,624
Administrative expenses (as at page 10)		101,436
Federation and other bodies (specify)		
Total expenditure Federation and other bodies	1	
Taxation		
Total expenditure		145,060
Interfund Transfers OUT		
Surplus (deficit) for year		-5,548
Amount of general fund at beginning of year		7,026
Amount of general fund at end of year		1,478

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

(
Description		£
Federation and other bodies		
Tota	I federation and other bodies	
Any Other Sources		
Miscellaneous Income		1,865
	Total other sources	1,865
	Total of all other income	
		1

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

		,	£
Representation –		brought forward	6,964
Employment Related Issues		Advisory Services	
Legal Fees	6,746	Professional Fees	35,434
		Consultancy	750
Representation –		Other Cash Payments	
Non Employment Related Issues			
		Education and Training services	
		Conference & Seminar	476
Communications			
AGM	218		
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
carried forward	6,964	Total (should agree with figure in General Fund)	43,624

Fund 2	2		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	ome as specified	
		Total Income	
	Inte	rfund Transfers IN	
Expenditure		[
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		otal Expenditure	
	Interfu	nd Transfers OUT	
		ficit) for the year	
	Amount of fund at k		
	Amount of fund at the end of year (a	s Balance Sheet)	
	Number of members contributi	ng at end of year	

Fund 3	}		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	ome as specified	
		Total Income	
	Inte	rfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		otal Expenditure	
	Interfu	nd Transfers OUT	
	Surplus (De	eficit) for the year	
	Amount of fund at t	peginning of year	
	Amount of fund at the end of year (a	s Balance Sheet)	
	Number of members contributi	ng at end of year	

Fund	4		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	come as specified	
		Total Income	
	Inte	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Interf	und Transfers OUT	
	Surplus (D	eficit) for the year	
	Amount of fund at	beginning of year	
	Amount of fund at the end of year (a	as Balance Sheet)	
	Number of members contribut	ing at end of year	

Fund 5 Fund Accou			
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	ome as specified	
		Total Income	
	Inte	rfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Interfu	ind Transfers OUT	
	Surplus (De	eficit) for the year	
	Amount of fund at I	beginning of year	
	Amount of fund at the end of year (a	is Balance Sheet)	
	Number of members contribut	ing at end of year	

Fund	6		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other i	ncome as specified	
		Total Income	
	li li	nterfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Inte	erfund Transfers OUT	
		(Deficit) for the year	
		at beginning of year	
	Amount of fund at the end of year	(as Balance Sheet)	
	Number of members contrib	uting at end of year	

Fund 7 Fund			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	come as specified	
		Total Income	
	Inte	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Interfu	und Transfers OUT	
	Sumlue (D	oficit) for the year	
		eficit) for the year	
	Amount of fund at		
	Amount of fund at the end of year (a	as Balance Sheet)	
	Number of members contribut	ing at end of year	

Fund	8		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other i	ncome as specified	
		Total Income	
	Ir	nterfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Inte	rfund Transfers OUT	
	Surplus (Deficit) for the year	
	Amount of fund a	t beginning of year	
	Amount of fund at the end of year	(as Balance Sheet)	
	Number of members contrib	uting at and of year	
	Number of members contrib	uting at end of year	

Fund 9			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other in	ncome as specified	
		Total Income	
	In	terfund Transfers IN	
Expenditure		r	
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Inter	fund Transfers OUT	
	Surplus (Deficit) for the year	
		t beginning of year	
	Amount of fund at the end of year		
		```	
	Number of members contribution	uting at end of year	

### Political fund account

		(see notes 24 to 33)	£	£
Political fu	nd account 1 To be co	mpleted by trade unions which maintain their	own political fund	
	Income	Members contributions and levies		
		Investment income (as at page 12)		
	Other income (specify)			
		Total oth	ner income as specified	
			Total income	
		ion and Labour Relations (Consolidation) Act political funds exceeds £2,000 during the period		out in section (72) (1)
		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	
		S	Surplus (deficit) for year	
		Amount of political fu	ind at beginning of year	
		Amount of political fund at the end of y	ear (as <u>Balance Sheet</u> )	
		Number of members at end of year contribu	ting to the political fund	
	N	umber of members at end of the year not contribu		
Nun	nber of members at end of year who ha	ave completed an exemption notice and do not contr	ibute to the political fund	
Political fu	nd account 2 To be completed	d by trade unions which act as components of	a central trade union	
Income	Contributions and levies collected fr	om members on behalf of central political fund		
income	Funds received back from central po	·		
	·			
	Other income (specify)			
			Total other income a	as specified
				otal income
Expenditure			I	
Experiance	Expanditure under eastion 82 of the	Trade Union and Labour Polationa		
	Expenditure under section 82 of the			
	(Consolidation) Act 1992 (specify)			
	Administration expenses ir	n connection with political objects(specify)		
	Non-political expenditure			
			Total expenditure	
			Surplus (deficit) for year	
		Amount held on behalf of trade union political		
		Amount re	emitted to central political	
		Amount held on behalf of central po	-	
		Number of members at end of year contrib	•	
		Number of members at end of the year not contrib	outing to the political fund	
Number of m	embers at end of year who have comp	eted an exemption notice and do not therefore contr	ibute 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.

Г

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

٦

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 $\pounds$	
Tatal		
Total		

## Political fund account expenditure (b)

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 of money on the provision of any services or property for use by or on behalf of any political party		
Name of political party to which payment was made	Total amount paid during the period	
	£	
Total		

### Political fund account expenditure (c)

Expenditure under section 72 (1) (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))	£

Total

## Political fund account expenditure (d)

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 on the maintaince of any holder of political office		
Name of office holder	£	
Total		
l otal		

### 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

£

### 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 pursuade 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	

#### 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 expen	diture	
	antaro	
(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)

	£
Administrative Expenses	
Remuneration and expenses of staff	65,195
Salaries and Wages included in above 61,786	
Auditors' fees	1,500
Legal and Professional fees	1,365
Occupancy costs	6,054
Stationery, printing, postage, telephone, etc.	4,420
Expenses of Executive Committee (Head Office)	
Expenses of conferences	2,236
Other administrative expenses (specify)	
Advertising	3,734
Service Charge	7,661
Computer, Web and Software Expenses	1,216
Travel Expenses	2,872
Traver Expenses	2,072
Other Outgoings	
Depreciation	960
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Equipment Hire and Expense	547
Entertaining	3,676
Miscellaneous and other office expenses	
Tot	
Charged to: General Fund (Page 3	3) 101,436
Tot	al 101,436

# 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	Value £	£
Union Organiser and Staffs	61,786	2,203	1,206			65,195

# Analysis of investment income (see notes 47 and 48)

	· · · ·			
		Political Fund £		Other Fund(s) £
		2		~
Rent from land and buildings				
Dividends (gross) from:				
Equities (e.g. shares)				
Interest (gross) from:				
Government securities (Gilts)				
Mortgages				
Local Authority Bonds				
Bank and Building Societies				
3				
Other investment income (specify)				
	_			
		Total i	nvestment income	
	Credited to:			
	orealied to:	6		
		Gen	eral Fund (Page 3)	
			Dolition Come	
			Political Fund	
		Total	Investment Funds	

## Balance sheet as at

(see notes 49 to 52)

Fixed Assets (at page 14)       2.81         Investments (as per analysis on page 15)		(see notes 49 to 52)		
Investments (as per analysis on page 15)         Image           Quoted (Market value £ ( )         1           Unquoted         Total Investments           Sundry debtors         1,96           Cash at bank and in hand         10,68           Income tax to be recovered         50cbs of goods           Other sessets         14,46           Total of other assets         14,46           Others (specify)         2,50           Leans: Other         2,50           Other (action of other assets)         14,46           Total of other assets         14,46           Total of other assets         14,46           Others (specify)         2,50           Leans: Other         2,50           General fund (page 3)         1,43           Political Fund Account         1,43           Immunit held on behalf of central trade union political fund         2,93           Lubilities         2,93           Dank Overdraft         2,93           Tax Payable         2,56           Accrued Expenses         2,56           Provisions         2,56           Other: Payroil Liabilities         2,56	Previous Year		£	£
Investments (as per analysis on page 15)         Image: constraint of the sector o		Fixed Assets (at page 14)		2,879
Quoted (Market value £ ( )       Image: Construction of the set of the				
Unquoted       Total Investments         Other Assets       1.90         Cash at bank and in hand       10.08         Income tax to be recovered       10.08         Stocks of goods       00ther assets         Others (specify)       2.66         Loans: Other       5.000 (specify)         Loans: Other       6eneral fund (page 3)         7.028       General fund (page 3)         7.029       General fund (page 3)         7.020       General fund (page 3)         1.41       1.41         Image: Status of the central trade union political fund (page 3)       1.43         Image: Status of the central trade union political fund (page 3)       2.93         Labilities       Image: Status of the central trade union political fund (page 3)         Amount held on behalf of central trade union political fund (page 3)       2.93         Labilities       Image: Status of the central trade union political fund (page 3)         Amount held on behalf of central trade union political fund (page 3)       2.93         Laans: Other       Bank Overdraft       2.93         Laans: Other       2.93       2.93         Loans: Other       2.93       2.93         Loans: Other       2.93       2.93         Labilitiles				
Other Assets         Sundry debtors         Cash at bark and in hand         Income tax to be recovered         Stocks of goods         Others (specify)         Loans: Other         2,50         General fund (page 3)         7,026         General fund (page 3)         7,026         General fund (page 3)         1,4,4         Image: Solution of the sectors         Image: Solution of the s				
Other Assets       1.98         Lass to other trade unions       1.98         Cash at bank and in hand       10.08         Income tax to be recovered       10.08         Stocks of goods       2,50         Others (specify)       2,50         Loans: Other       2,50         Total of other assets       14,40         Total assets       17,34         Common tax to be recovered       14,40         Total assets       17,34         Common tax to the recovered       14,40         Total assets       17,34         Common tax to the recovered       14,40         Total assets       17,34         Common tax to the recovered       14,40         Common tax to the recovered       2,81         Liabilities       2,81         Liabi				
Loans to other trade unions       1,90         Cash at bank and in hand       10,00         Income tax to be recovered       3tocks of goods         Others (specify)       2,50         Total of other assets       14,40         Total of other assets       14,40         Total assets       17,32         7,026       General fund (page 3)         Political Fund Account       1,43         Liabilities       1,43         Amount held on behalf of central trade union political fund       2,50         Sundry Creditors       2,32         Labilities       2,35         Amount held on behalf of central trade union political fund       2,35         Sundry Creditors       2,35         Loans: Other       2,35         Dither Spapile       2,35         Accrued Expenses       2,35         Provisions       2,35         Other: Payroll Liabilities       2,35				
Sundry debtors       1,90         Cash at bark and in hand       10,00         Income tax to be recovered       10,00         Stocks of goods       0         Others (specify)       2,50         Loans: Other       2,50         Total of other assets       14,46         Total of other assets       14,46         Total assets       17,34         Cost assets       17,34         Cost assets       17,34         Cost assets       14,46         Cost assets       17,34         Cost assets       14,44         Cost assets       2,54         Cost assets       2,95         Cost assets				
Cash at bank and in hand       10,00         Income tax to be recovered       10,00         Stocks of goods       2,50         Others (specify)       2,50         Loans: Other       2,50         7,026       General fund (page 3)         7,026       General fund (page 3)         7,026       General fund (page 3)         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41         1,41       1,41 <t< td=""><td></td><td></td><td></td><td>4.000</td></t<>				4.000
Income tax to be recovered         Stocks of goods         Others (specify)         Loans: Other         2,50         Total of other assets         14,46         Total assets         17,32         General fund (page 3)         1,41         Political Fund Account         Image: State of the state of				
Stocks of goods       Other's (specify)         Loans: Other       2,50         Total of other assets       14,40         Total assets       17,32				10,054
Others (specify)     2,50       Loans: Other     Total of other assets       7,026     General fund (page 3)				
Learns: Other     2,50       Total of other assets     14,46       Total assets     17,24       7,026     General fund (page 3)		Stocks of goods		
Total of other assets     14,46       Total assets     17,32       7,026     General fund (page 3)       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41       1,41 <td></td> <td>Others (specify)</td> <td></td> <td></td>		Others (specify)		
Total of other assets     14,40       Total assets     17,34       7,026     General fund (page 3)       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1     1,41       1		Loans: Other		2,50
Total assets     17.34       7,026     General fund (page 3)				,
Total assets     17,34       7,025     General fund (page 3)		Total of other assets		14.462
7,026       General fund (page 3)       1,47			Total assets	
Image: Contrast of the second seco	7 026	Conoral fund (sage 2)		
Liabilities  Amount held on behalf of central trade union political fund Sundry Creditors Loans: Other Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47	7,020	General rund (page 5)		1,470
Liabilities  Amount held on behalf of central trade union political fund Sundry Creditors Loans: Other Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47				
Liabilities  Amount held on behalf of central trade union political fund Sundry Creditors Loans: Other Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47				
Liabilities  Amount held on behalf of central trade union political fund Sundry Creditors Loans: Other Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47				
Liabilities  Amount held on behalf of central trade union political fund Sundry Creditors Loans: Other Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47				
Liabilities  Amount held on behalf of central trade union political fund Sundry Creditors Loans: Other Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47				
Liabilities  Amount held on behalf of central trade union political fund Sundry Creditors Loans: Other Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47				
Liabilities  Amount held on behalf of central trade union political fund Sundry Creditors Loans: Other Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47				
Liabilities  Amount held on behalf of central trade union political fund Sundry Creditors Loans: Other Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47				
Liabilities  Amount held on behalf of central trade union political fund Sundry Creditors Loans: Other Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47				
Amount held on behalf of central trade union political fund       2,92         Sundry Creditors       2,92         Loans: Other       Bank Overdraft         Tax Payable       Accrued Expenses         Provisions       Other: Payroll Liabilities         Other: Payroll Liabilities       2,55				
Amount held on behalf of central trade union political fund       2,92         Sundry Creditors       2,92         Loans: Other       Bank Overdraft         Tax Payable       Accrued Expenses         Provisions       Other: Payroll Liabilities         Other: Payroll Liabilities       2,55				
Amount held on behalf of central trade union political fund       2,92         Sundry Creditors       2,92         Loans: Other       Bank Overdraft         Tax Payable       Accrued Expenses         Provisions       Other: Payroll Liabilities         Other: Payroll Liabilities       2,55				
Amount held on behalf of central trade union political fund       2,92         Sundry Creditors       2,92         Loans: Other       Bank Overdraft         Tax Payable       Accrued Expenses         Provisions       Other: Payroll Liabilities         Other: Payroll Liabilities       2,55				
Amount held on behalf of central trade union political fund       2,92         Sundry Creditors       2,92         Loans: Other       Bank Overdraft         Tax Payable       Accrued Expenses         Provisions       Other: Payroll Liabilities         Other: Payroll Liabilities       2,55				
Amount held on behalf of central trade union political fund       2,92         Sundry Creditors       2,92         Loans: Other       Bank Overdraft         Tax Payable       Accrued Expenses         Provisions       Other: Payroll Liabilities         Other: Payroll Liabilities       2,55				
Amount held on behalf of central trade union political fund       2,92         Sundry Creditors       2,92         Loans: Other       Bank Overdraft         Tax Payable       Accrued Expenses         Provisions       Other: Payroll Liabilities         Other: Payroll Liabilities       2,55				
Amount held on behalf of central trade union political fund       2,92         Sundry Creditors       2,92         Loans: Other       Bank Overdraft         Tax Payable       Accrued Expenses         Provisions       Other: Payroll Liabilities         Other: Payroll Liabilities       2,55				
Amount held on behalf of central trade union political fund       2,92         Sundry Creditors       2,92         Loans: Other       Bank Overdraft         Tax Payable       Accrued Expenses         Provisions       Other: Payroll Liabilities         Other: Payroll Liabilities       2,55				
Sundry Creditors       2,92         Loans: Other       Bank Overdraft         Tax Payable       Accrued Expenses         Provisions       Other: Payroll Liabilities         Other: Payroll Liabilities       2,55				
Loans: Other Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47				
Bank Overdraft Tax Payable Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47				2,924
Tax Payable       Accrued Expenses         Provisions       Other: Payroll Liabilities         Other Payroll Liabilities       2,55         Total liabilities       5,47		Loans: Other		
Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47		Bank Overdraft		
Accrued Expenses Provisions Other: Payroll Liabilities 2,55 Total liabilities 5,47		Tax Pavable		
Provisions Other: Payroll Liabilities 2,55				
Other: Payroll Liabilities 2,55				
Total liabilities       5,47				
		Other: Payroll Liabilities		2,55
			Total liabilities	5,478
			Total assets	17,34

# Fixed assets account

(see notes 53 to 57)

	Land and Freehold £	Buildings Leasehold £	Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
Cost or Valuation						
At start of year			5,915			5,915
Additions						
Disposals						
Revaluation/Transfers						
At end of year			5,915			5,915
Accumulated Depreciation						
At start of year			2,076			2,076
Charges for year			960			960
Disposals						
Revaluation/Transfers						
At end of year			3,036			3,036
Net book value at end of year			2,879			2,879
		1	1			
Net book value at end of previous year			3,839			3,839

# Analysis of investments (see notes 58 and 59)

	(see notes 58 and 59)		
Quoted		All Funds Except	Political Fund
		Political Funds	
		£	£
	Equities (e.g. Shares)		
	Equiles (e.g. onarcs)		
	Covernment Securities (Cilta)		
	Government Securities (Gilts)		
	Other sustail accurities (to be an a still all)		
	Other quoted securities (to be specified)		
	Total quoted (as Balance Sheet)		
	Market Value of Quoted Investment		
Unquoted	Equities		
1			
	Government Securities (Gilts)		
	Government Securities (Gilts) Mortgages		
	Mortgages		
	Mortgages		
	Mortgages Bank and Building Societies		
	Mortgages		
	Mortgages Bank and Building Societies		
	Mortgages Bank and Building Societies		
	Mortgages Bank and Building Societies		
	Mortgages Bank and Building Societies		
	Mortgages Bank and Building Societies		
	Mortgages Bank and Building Societies Other unquoted investments (to be specified)		
	Mortgages Bank and Building Societies Other unquoted investments (to be specified)		
	Mortgages Bank and Building Societies		

# 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? If YES name the relevant companies:	Yes No X
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? If NO, state the names of the persons in whom the shares	Yes No
controlled by the union are registered.	
Company name	Names of shareholders

# Summary sheet (see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
Income			
From Members	137,647		137,647
From Investments			
Other Income (including increases by revaluation of assets)	1,865		1,865
Total Income	139,512		139,512
<b>Expenditure</b> (including decreases by revaluation of assets)			
Total Expenditure	145,060		145,060
Funds at beginning of year			
(including reserves) <b>Funds at end of year</b> (including reserves)	7,026		
Funds at end of year			7,026
Funds at end of year (including reserves)			1,478
Funds at end of year (including reserves)	1,478		
Funds at end of year (including reserves)	1,478 Fixed Assets		1,478
Funds at end of year (including reserves)	1,478 Fixed Assets Investment Assets	Total Assets	1,478 2,879
Funds at end of year (including reserves)	1,478 Fixed Assets Investment Assets	Total Assets Total Liabilities	1,478 2,879 14,462

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

(see notes 74 to 80)		
Did the union hold any ballots in respect of industrial action during the return period?	Yes	
If Yes How many ballots were held: 14		
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 to	otal "Number o	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)? No		
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the r entitled to vote in the ballot	number of individ	uals who were
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 to	otal "Number o	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 I	number of individ	luals 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 to	otal "Number o	of votes cast
Were the number of votes cast in the ballot at least 50% of the number of individuals	7	
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 I	number of individ	luals who were
entitled to vote in the ballot	_	

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

	Information on Industrial Action Ballots									
	ame of inisation:	Cleaners	& Allied Independe Union	ent Workers	Reporting Period	31-Dec-19				
Did the union hold any ballots in respect of industrial action during the return period?					For each ballot held please complete the information below					
If yes, how many ballots were held?										
Ballot	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	Number of Individuals answering "No" to the question	invalid or otherwisethe ballot at least 50% ofindividuals answering Does 226(2B) of the 1992 Act apply to this ballot?individuals answering "Yes" to the question( each question) at least of the number of individuals			"Yes" to the question(or each question) at least 40% of the number of individuals who were entitled to vote in		
1	16	8	8	0	(	) Yes	No			
2	6	2	2	0		) No	No			
3	13	5	5	0		) No	No			
4	3	0	0	0		) No	No			
5	25	13	13	0		) Yes ) Yes	No			
6 7	7	7	7	0		) Yes	No No			
8	2	1	1	0		) Yes	No			
9	9	5	5	0		) Yes	No			
10	13	12	12	0		) Yes	No			
11	34	2	2	0	(	) No	No			
12	7	2	2	0	(	) No	No			

13	15	11	11	0	0	Yes	No	
14	6	5	4	1		Yes	No	
15						Yes		
16					0	Yes		
17					0	Yes		
18					0	Yes		
19						Yes		
20					0	Yes		
21					0	Yes		
22					0	Yes		
23					0	Yes		
24					0	Yes		
25					0	Yes		
26						Yes		
27					0	Yes		
28						Yes		
29					0	Yes		
30						Yes		
31						Yes		
32						Yes		
33						Yes		
34						Yes		
35						Yes		
36						Yes		
37						Yes		
38						Yes		
39						Yes		
40						Yes		
41						Yes		
42						Yes		
43						Yes		
44						Yes		
45					0	Yes		

	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:
А	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:
А	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

			In	formation on Indu	strial Actio	n
Name	of Organisation:				Reporting Period	
during	nion members take the return period i ucement on the pa	n response to any	<u>Yes</u>	If YES, for ea	ach industrial	action taken please complete the information below
ndustial Action	Nature of the trade dispute for which action was taken	Dates of the industrial action taken	Number of days of industrial action	Nature of industrial action		Categories of nature of Trade Dispute
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17	A A A A 	01/05/2019 09/0/209-10/08/2019 10/12/2019	2	Strike Action Strike Action Strike Action		<ul> <li>A: Terms and conditions of employment, or the physical conditions in which any workers are required to work</li> <li>B: Engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers</li> <li>C: Allocation of work or the duties of employment between workers or groups of workers</li> <li>D: Matters of discipline</li> <li>E: A worker's membership or non-membership of a trade union</li> <li>F: Facilities for officials of trade unions</li> <li>G: Machinery for negotiation or consultation, and other procedures, relating to any of the above matters,</li> </ul>
18 19 20 21 22 23						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

#### 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.

1. Accounting Policies

1.1 Basis of Preparation of Financial Satatements

The financial statements are prepared under the historical cost convention and in accordance with FRS 102 Section 1A Small Entities - The Financial Reporting Standard applicable in the UK and Republic of Ireland.

1.2 Turnover

Incomne is measured at the fair value of the consideration received or receivable. Net of discounts and value added taxes. Income includes membership due and donations. Income is reduced for unsubscribed membership.

1.3 Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated rediual value, over their expected useful lives on the following bases:

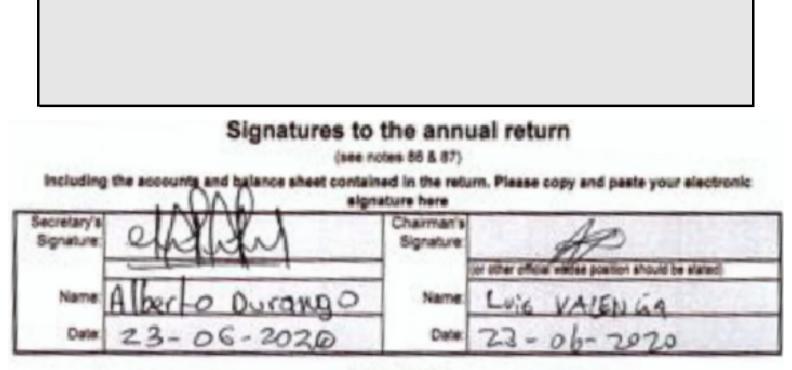
Computer Equipment: 25% reducing balance Fixtures & Fittings: 25% reducing balance

2. Number of members during the year were as follows: Male:686 Female: 667

Total: 1353

# **Accounting policies**

(see notes 84 and 85)



# Checklist

(אופמסט ווטה מס מאאו טאוומנ*ה)* 

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	x	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	x	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	x	No	
Has the audtor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	x	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	x	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	x	No	

# **Checklist for auditor's report**

(see notes 90 and 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 related? (See section 36(1) and (2) of the 1992 Act and notes 92 and 93)

Please explain in your report overleaf or attached.

2. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:

a. kept proper accounting records with respect to its transactions and its assets and liabilities; and

b. established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances. (See section 36(4) of the 1992 Act set out in note 92)

Please explain in your report overleaf or attached

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

In our opinion the financial statements:

• give a true and fair view of the matters to which they relate to.

• have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

# Auditor's report (continued)

1

nave auditied the infancial statements on ber 2019 which comprises of the Union Incom rting framework that has been applied in their pro-		ngdom Accounting Standards (United Kingdom
report is made solely to the members of the Cle on and Labour Relations (Consolidation) Act 199 e matters we are required to state to them in an we do not accept or assume responsibility to an or the opnions we have formed.	independent auditor's report and for no office yone other than the Union and the Union's	
	and auditors bilities Statement, the Executive Council is ce with applicable law and accounting stand	responsible for the preparation of the financial dards and for being satisfied that they give a true
ope of the audit of the accounts audit involves obtaining evidence about the am- at the financial statements are free from material e accounting policies are appropriate to the Unio asonablenss of significant accounting estimates idition, we read all the financial and non-financia iditied financial statements and to identify any in- nowledge aquired by us in the course of peroform consistencies, we cosider the implications of our	n's circamstances and have been consitent made by the Executive Council; and the over I information in the Report of the Examiner formation that is apparently materially incom hing the audit. If we become aware of any a	by applied the according to the financial statement. In erall presentation of the financial statement. In to identify material inconsistencies with the wet based on or materially inconsistent with the
pinion our opinion, the financial statements:	s affairs as at 31 December 2019 and of its the United Kingdom Generally Accepted Ac irements of the Trade Union and Labour Re	surplus for the period; counting Practice; and lations (Consolidation) Act 1992.
pinion our opinion, the financial statements: ive a true and fair view of the state of the Union' ave been properly prepared in accordance with ave been prepared in accordance with the requi	s affairs as at 31 December 2019 and of its the United Kingdom Generally Accepted Ac irements of the Trade Union and Labour Re	surplus for the period; counting Practice; and lations (Consolidation) Act 1992.
pinion our opinion, the financial statements: live a true and fair view of the state of the Union' lave been properly prepared in accordance with lave been prepared in accordance with the requi Signature(s) of auditor or auditors:	s affairs as at 31 December 2019 and of its the United Kingdom Generally Accepted Ac irements of the Trade Union and Labour Re	surplus for the period; counting Practice; and lations (Consolidation) Act 1992.
pinion our opinion, the financial statements: ive a true and fair view of the state of the Union' ave been properly prepared in accordance with lave been prepared in accordance with the requi Signature(s) of auditor or auditors: Name(s):	irements of the Trade Union and Labour Re	surplus for the period; counting Practice; and lations (Consolidation) Act 1992.
pinion our opinion, the financial statements: live a true and fair view of the state of the Union' lave been properly prepared in accordance with lave been prepared in accordance with the requi Signature(s) of auditor or auditors:	Eille Rayner	surplus for the period; counting Practice; and lations (Consolidation) Act 1992.
pinion our opinion, the financial statements: ive a true and fair view of the state of the Union' lave been properly prepared in accordance with lave been prepared in accordance with the requi Signature(s) of auditor or auditors: Name(s): Profession(s) or Calling(s):	Accountant 191-193 High Street	surplus for the period; counting Practice; and lations (Consolidation) Act 1992.

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 reportign period proceeding 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 inforamation 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.

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

	Membership audit certificate				
Section two					
For a trade union with no <b>i</b> audit relates.	nore than 10,000 members at the end of the reporting period preceding the one to which this				
its duty to compile a	knowledge and belief has the trade union during this reporting period complied with and maintain a register of the names and addresses of it members and secured, so practicable, that the entries in the register are accurate and up-to-date?				
Yes / No					
If "No" Please expla	in below:				
	I NAND O				
Signature	effect				
Name	Alberto burango				
Office held					
Date	01-07-2020				