

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Leeds Building Society Colleague Association				
Year ended:	31 December 2019				
List no:	794T				
Head or Main Office address:	105 Albion Street				
	Leeds				
Postcode	LS1 5AS				
Website address (if available)	None				
Has the address changed during the year to which the return relates?	Yes		No	X	('X' in appropriate box)
General Secretary:	Tom Brannigan				
Telephone Number:	0113 225 7526				
Contact name for queries regarding the completion of this return	Tom Brannigan				
Telephone Number:	0113 225 7526				
E-mail:	tbrannigan@leedsbuildingsociety.co.uk				

Please follow the guidance notes in the completion of this return

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

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: eymw@tcyoung.co.uk

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' salaries 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
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	339	1	none	none	340
Female	567	3	none	none	570
Other	none	none	none	none	
Total	906	4			A 910

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

910

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

none

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
NO CHANGES			

State whether the union is:

a. A branch of another trade union?

Yes

No

x

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

x

If yes, state the number of affiliated unions:

and names:

(see note 12)

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

[illegible]

Leeds Building Society Staff Association 1 Jan 2019 to 31 Dec 2019

List of Officers General Committee

Chairman	Tom Brannigan
Vice Chairman	Alison Cottle
Secretary	Maria Buchanan-Metcalf
Treasurer	Jackie Quinlan

Executive Committee

10. THE EXECUTIVE COMMITTEE

- (a) The constitution of the Executive Committee shall be:-**

- (i) Chairman,**
- (ii) Vice-Chairman and**
- (iii) Secretary**
- (iv) or one other as required or available.**

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		17,416
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		17,416
Investment income (as at page 12)		135
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		
Total income		17,551
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		4,704
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		25
Total expenditure		4,729
Interfund Transfers OUT		
Surplus (deficit) for year		12,822
Amount of general fund at beginning of year		90,991
Amount of general fund at end of year		103,813

(see notes 19 and 20)

P4

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	
		Advisory Services	
Representation – Non Employment Related Issues		Other Cash Payments	
		Education and Training services	
Communications			
		Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
carried forward		Total (should agree with figure in General Fund)	

(See notes 21 and 23)

Fund 2		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
Total other income as specified			
Total Income			
Interfund Transfers IN			
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
Total Expenditure			
Interfund Transfers OUT			
Surplus (Deficit) for the year			
Amount of fund at beginning of year			
Amount of fund at the end of year (as Balance Sheet)			
Number of members contributing at end of year			

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

(See notes 21 and 23)

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

[illegible]

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

Political fund account

(see notes 24 to 33)

£

£

Political fund account 1				To be completed by trade unions which maintain their own political fund			
Income		Members contributions and levies					
		Investment income (as at page 12)					
Other income (specify)							
Total other income as specified							
Total income							
Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period							
Expenditure A (as at page i)							
Expenditure B (as at page ii)							
Expenditure C (as at page iii)							
Expenditure D (as at page iv)							
Expenditure E (as at page v)							
Expenditure F (as at page vi)							
Non-political expenditure (as at page vii)							
Total expenditure							
Surplus (deficit) for year							
Amount of political fund at beginning of year							
Amount of political fund at the end of year (as <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							
Income		Contributions and levies collected from members on behalf of central political fund					
		Funds received back from central political fund					
Other income (specify)							
Total other income as specified							
Total income							
Expenditure		Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)					
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.

[illegible]

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

[illegible]

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

[illegible]

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 maintenance of any holder of political office	
Name of office holder	£
Not applicable	
Total	

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	£
Not applicable	
Total	

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

[illegible]

**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	£
Not applicable	

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

(see notes 34 and 35)

P10

(see notes 36 to 46 below)

[illegible]

Analysis of investment income

(see notes 47 and 48)

		Political Fund £	Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			135
Other investment income (specify)			
			135
Total investment income			135
Credited to:			
	General Fund (Page 3)		135
	Political Fund		
Total Investment Funds			135

31 December 2019

(see notes 49 to 52)

P13

Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold				
	£	£	£	£	£	£
Cost or Valuation						
At start of year			1,513			1,513
Additions						
Disposals						
Revaluation/Transfers						
At end of year			1,513			1,513
Accumulated Depreciation						
At start of year			1,512			1,512
Charges for year						
Disposals						
Revaluation/Transfers						
At end of year			1,512			1,512
Net book value at end of year						
			1			1
Net book value at end of previous year						
			1			1

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 £
Income			
From Members	17,416		17,416
From Investments	135		135
Other Income (including increases by revaluation of assets)			
Total Income	17,551		17,551
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	4,729		4,729
Funds at beginning of year (including reserves)	90,991		90,991
Funds at end of year (including reserves)	103,813		103,813
Assets			
Fixed Assets			1
Investment Assets			
Other Assets			104,882
Total Assets			104,883
Liabilities			
Total Liabilities			1,070
Net Assets (Total Assets less Total Liabilities)			103,813

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?		<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">No</div>
If Yes How many ballots were held: <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div>		
For each ballot held please complete the information below:		
<div>Ballot 1</div> <div style="display: flex; justify-content: space-between;"><div style="width: 80%;"><div>Number of individual who were entitled to vote in the ballot</div><div>Number of votes cast in the ballot</div><div>Number of individuals answering "Yes" to the question</div><div>Number of individuals answering "No" to the question</div><div>Number of invalid or otherwise spoiled voting papers returned</div></div><div style="width: 15%; text-align: center;"><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px;"></div></div><div style="text-align: right; margin-top: 10px;">1-3 should total "Number of votes cast"</div></div> <div style="margin-top: 10px;"><div>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</div><div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 400px;"></div></div> <div style="margin-top: 5px;"><div>Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?</div><div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 400px;"></div></div> <div style="margin-top: 5px;"><div>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</div><div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 400px;"></div></div>		
<div>Ballot 2</div> <div style="display: flex; justify-content: space-between;"><div style="width: 80%;"><div>Number of individual who were entitled to vote in the ballot</div><div>Number of votes cast in the ballot</div><div>Number of individuals answering "Yes" to the question</div><div>Number of individuals answering "No" to the question</div><div>Number of invalid or otherwise spoiled voting papers returned</div></div><div style="width: 15%; text-align: center;"><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px;"></div></div><div style="text-align: right; margin-top: 10px;">1-3 should total "Number of votes cast"</div></div> <div style="margin-top: 10px;"><div>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</div><div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 400px;"></div></div> <div style="margin-top: 5px;"><div>Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?</div><div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 400px;"></div></div> <div style="margin-top: 5px;"><div>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</div><div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 400px;"></div></div>		
<div>Ballot 3</div> <div style="display: flex; justify-content: space-between;"><div style="width: 80%;"><div>Number of individual who were entitled to vote in the ballot</div><div>Number of votes cast in the ballot</div><div>Number of individuals answering "Yes" to the question</div><div>Number of individuals answering "No" to the question</div><div>Number of invalid or otherwise spoiled voting papers returned</div></div><div style="width: 15%; text-align: center;"><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px; margin-bottom: 2px;"></div><div style="border: 1px solid black; width: 70px; height: 15px;"></div></div><div style="text-align: right; margin-top: 10px;">1-3 should total "Number of votes cast"</div></div> <div style="margin-top: 10px;"><div>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</div><div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 400px;"></div></div> <div style="margin-top: 5px;"><div>Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?</div><div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 400px;"></div></div> <div style="margin-top: 5px;"><div>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</div><div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 400px;"></div></div>		

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

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

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

1-3 should total "Number of votes cast"

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

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

1-3 should total "Number of votes cast"

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

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

1-3 should total "Number of votes cast"

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

Ballots & 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

No

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

Industrial Action 1

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial 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: to

3. Number of days of industrial action:

4. Nature of industrial 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: to

3. Number of days of industrial action:

4. Nature of industrial 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.

Tangible Fixed Assets

		Computer Equipment
Cost		
At 1 January 2019 and 31 December 2019		1,513
Depreciation		
At 1 January 2019 and 31 December 2019		1,512
Net Book Value		
at 1 January 2019 and 31 December 2019		1

Proprietor's capital account

	2019	2018
Opening balance	90,991	79,681
Net profit for the year	12,822	11,310
Carried forward at 31 December	103,813	90,991

Accounting policies

(see notes 84 and 85)

Accounting Policies

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

Turnover income

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

Depreciation of tangible fixed assets

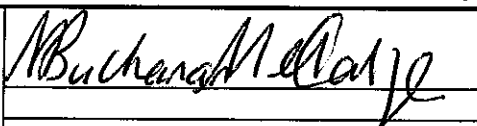
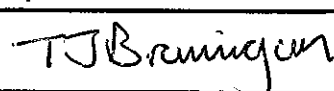
Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Equipment - 25% per annum on reducing balance basis

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:	
			(or other official whose position should be stated)
Name:	M BUCHANAN-MCCAFFEE	Name:	T J BRANNIGAN
Date:	19/05/20	Date:	19 MAY 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	<input checked="" type="checkbox"/>	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	<input checked="" type="checkbox"/>	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	<input checked="" type="checkbox"/>	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	<input checked="" type="checkbox"/>	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	<input checked="" type="checkbox"/>	No	
A member statement is: (see Note 80)	Enclosed		To follow	<input checked="" type="checkbox"/>
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	<input checked="" type="checkbox"/>	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	<input checked="" type="checkbox"/>	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)

This report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body for our audit work, for this report, or for the opinions we have formed.

In our opinion, the Association has maintained proper accounting records, and has a satisfactory system of control and the attached Balance Sheet and Income and Expenditure Account give a true and fair view of the state of the Association's affairs as at 31 December 2019 and of the surplus of income over expenditure for the year then ended. These accounts have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

John Beevers BA FCA (Senior Statutory Auditor)

For and on behalf of

SAGARS ACCOUNTANTS LTD

Chartered Accountants

Gresham House

5-7 St Paul's Street

Leeds LS1 2JG

Signature(s) of auditor or auditors:



Name(s):

Mr J Beevers

Profession(s) or Calling(s):

Senior Statutory Auditor

Address(es):

Sagars Accountants Ltd

Gresham House

5-7 St Pauls Street

Leeds

Postcode

LS1 2JG

Date

26 May 2020

Contact name for inquiries and
telephone number:

Sharon Ryan 0113 297 6817

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

Leeds Building Society Colleague Association

Accounts

year ended 31 December 2019

Leeds Building Society Colleague Association
Accounts
for the year ended 31 December 2019


Contents	Page
Auditors' report	1
Income and expenditure account	2
Balance sheet	3
Notes to the accounts	4

Leeds Building Society Colleague Association

Report of the auditors to the members of Leeds Building Society Colleague Association for the year ended 31 December 2019

This report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body for our audit work, for this report, or for the opinions we have formed.

In our opinion, the Association has maintained proper accounting records, and has a satisfactory system of control and the attached Balance Sheet and Income and Expenditure Account give a true and fair view of the state of the Association's affairs as at 31st December 2019 and of the surplus of income over expenditure for the year then ended. These accounts have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.



John Beevers BA FCA (Senior Statutory Auditor)

For and on behalf of

SAGARS ACCOUNTANTS LTD

Chartered Accountants

Gresham House

5-7 St Paul's Street

Leeds

LS1 2JG

26 May 2020

Leeds Building Society Colleague Association

31 December 2019

Income and expenditure account for the year ended 31 December 2019

	2019		2018
	£	£	£
Income			
Members' subscriptions		17,416	16,873
Interest on Bank Accounts		135	95
		<u>17,551</u>	<u>16,968</u>
Expenditure			
Expenses			
Committee travel and meeting expenses - general	1,138		1,752
Sundry expenses	35		440
Training	615		-
Subscriptions and donations	184		275
Legal and professional fees	1,681		2,146
Audit fee	1,051		1,026
Depreciation - computer equipment at 25% on written down value	-		1
Tax provision for current year	25		18
	<u>4,729</u>		<u>5,658</u>
Surplus of income over expenditure		<u>12,822</u>	<u>11,310</u>

Leeds Building Society Colleague Association

31 December 2019

Balance sheet

as at 31 December 2019

	Note	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	2		1		1
Current assets					
Prepayments		—		184	
Cash at bank		104,882		91,838	
		<u>104,882</u>		<u>92,022</u>	
Current liabilities					
Creditors and Accruals		1,070		1,032	
Net current assets			103,812		90,990
Net assets			<u>103,813</u>		<u>90,991</u>
Financed by:					
Capital account	3		<u>103,813</u>		<u>90,991</u>

These Accounts were approved on 18/5/20

T Brannigan

T Brannigan - Chairman

J Quinlan

J Quinlan - Treasurer

Leeds Building Society Colleague Association

31 December 2019

Notes to the accounts

for the year ended 31 December 2019

1. Accounting policies

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

Turnover income

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

Depreciation of tangible fixed assets

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

Equipment - 25% per annum on reducing balance basis

2. Tangible fixed assets

	Computer Equipment £
Cost	
At 1 January 2019 and 31 December 2019	<u>1,513</u>
Depreciation	
At 1 January 2019	<u>1,512</u>
At 31 December 2019	<u>1,512</u>
Net book value	
At 31 December 2019	<u>1</u>
At 31 December 2018	<u>1</u>

3. Proprietor's capital account

	2019 £	2018 £
Opening balance	90,991	79,681
Net profit for the year	<u>12,822</u>	<u>11,310</u>
Carried forward at 31 Dec 19	<u>103,813</u>	<u>90,991</u>

Membership audit certificate

made in accordance with section 24ZD of the Trade Union and Labour
Relations (Consolidation) Act 1992

(See notes 97 to 103)

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

No

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

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

Membership audit certificate

Section one

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

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

Yes / No

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

Yes / No

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

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

Membership audit certificate

Section two

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

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

Yes

If "No" Please explain below:

Signature	
Name	
Office held	
Date	

Membership audit certificate (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

Membership audit certificate

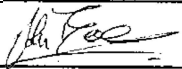
Section two

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

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

Yes

If "No" Please explain below:

Signature	
Name	John Beevers
Office held	Senior Statutory Auditor
Date	26 May 2020