

THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

STATEMENT REQUIRED UNDER SECTION 32(A) OF THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992 (AS AMENDED)

Under the requirements of Section 32(a) of the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended), we are required to set out certain information concerning the financial affairs of the Association. Much of the information is contained in the summary financial statements which have been presented for a number of years. However, for completeness, we have set out below all the required information in respect of the period ended 31st December 2019.

	<u>General Fund</u>
1. <i>Total income and expenditure</i>	
Income - From members	£189,298
- From other sources	£47,806
	<u>£237,104</u>
Expenditure	£266,618
	<u>£266,618</u>
2. <i>Political Fund</i>	
The Association does not maintain a Political Fund.	
3. <i>Salaries and benefits</i>	
The salaries and benefits paid for by the Association for the President, General Secretary and Members of the Executive were as follows:-	
President	
- Salary	£41,674
- National insurance	£4,568
- Pension contributions	£7,805
	<u>£54,047</u>
- Car benefit	£9,196
- Other benefits (private medical insurance)	£1,291
	<u>£10,487</u>
General Secretary	
- None employed during the year.	
Members of Executive	
- No salaries or benefits paid.	

4. *Audit report*

The full text of the Auditors' Report made in respect of the annual returns made by the Association to the Certification Officer for Trade Union and Employees' Association for the period ended 31st December 2019 is as follows:-

AUDITORS' REPORT MADE IN ACCORDANCE WITH SECTION 36 OF THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992

We have audited the financial statements on pages three to eighteen which have been prepared in accordance with the accounting policies set out on page eighteen.

This report is made solely to the Association's members, as a body, in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992. 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 auditors' 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.

Respective responsibilities of the Trustees and Auditors

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus or deficit of the Association for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you. We also report to you if, in our opinion, the trade union has not kept proper accounting records (in accordance with Section 28 of the Act), has not maintained a satisfactory system of control over its transactions or, if the accounts to which the report relates do not agree with the accounting records.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Association in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we consider necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material mis-statement, whether caused by fraud or other irregularities or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the Association as at 31st December 2019, and of its income and expenditure for the period then ended and are in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

James Cowper Kreston
Registered Auditors
2 Communications Road
Greenham Business Park
Newbury
Berkshire
RG19 6AB

Dated: 14 July 2020

5. *Financial irregularities*

The Act referred to above states that:

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

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

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