

Prison Governors Association

Representing: The Prison Governors of the United Kingdom since 1987



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President	Andrea Albutt
Vice President	Adrian Turner
Finance Officer	Shaun Williamson
National Officers	Mitch Albutt Carl Davies

Bulletin 783

6 August 2020

Dear Colleagues,

Statement to members issued in connection with the Prison Governors Association annual return for the period ended 31 December 2019 as required by Section 32a of the Trade Union and Labour Relations (Consolidation) Act 1992

Income and Expenditure

The total income of the Association for the period was £186,780. This amount included payments of £185,253 in respect of membership income of the Association. The Association's total expenditure for the period was £188,210.

Political Fund

There was no income or expenditure in respect of any political fund as the Association does not have any political fund in place.

Salary paid to and other benefits provided to the National Officers

The National Officers were not paid any amount in respect of salary or benefits.

Irregularity statement

A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the Association 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 officers of the Association, the trustees of the Association, the auditor or auditors of the Association, 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 the rules of the union and contemplates bringing civil proceedings against the union or responsible officers or trustees, they should consider obtaining independent legal advice.

A full copy of the auditor's report is attached to this bulletin.

Shaun Williamson
PGA Finance Officer

**PRISON GOVERNORS ASSOCIATION
2019**

**Report and Accounts
for the Year Ended
31 December 2019**

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PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2019

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE

The members of the National Executive Committee have pleasure in submitting their report to the members, together with the audited accounts of the Association for the year ended 31 December 2019.

RULES AND CONSTITUTION

The rules and constitution were originally approved on 8 March 1988 and were amended at subsequent Annual Conferences, most recently at the Annual Conference in 2019.

RESPONSIBILITY FOR THE PREPARATION OF THE FINANCIAL STATEMENTS

The constitution of the Association requires the members of the National Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association as at the end of the year and of its surplus or deficit for the financial year. In preparing the financial statements the members of the National Executive Committee are required to select suitable accounting policies and apply them consistently, make judgements and estimates that are reasonable and prudent, state whether applicable accounting standards have been followed and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue to operate.

The members of the National Executive Committee are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Association and enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the Association and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

OBJECTIVES

In accordance with Rule 3 of the constitution the objects of the Association are:

- a. To act as the negotiating body on all questions affecting pay and conditions of employment and the relations between members and the employers.
- b. To protect and promote the interests and status of members in respect of their careers and matters of common concern
- c. To represent and support members during investigation, grievance and disciplinary processes.
- d. To provide and maintain the organisational structure approved by National Conference.
- e. To establish, maintain and represent the professional views and standards of members.
- f. To speak on professional matters, maintain contacts with both Parliament, Press and other relevant organisations.
- g. To provide benefits payable on the death of members.
- h. To provide legal assistance to members in appropriate cases determined by the NEC in respect of matters relating to their employment in the Prison Service.

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- i. To maintain such other services for the benefit of the members as Annual Conference and which the National Executive Committee deem desirable and practicable.

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE (Continued)

- j. To collect, maintain and administer funds for all the above objects.
- k. To manage, maintain and develop two-way formal and informal communication with members.
- l. The Association is committed to the promotion of equality for all and actively opposes all forms of harassment, prejudice and unfair discrimination.

RESULTS

The results for the year were as follows:

	2019	2018
	£	£
Excess of expenditure over income	(1,430)	(17,400)

Further details are shown in the income and expenditure account on page 8.

MEMBERS

The members of the National Executive Committee during the year were:

A Albutt (President)	A Turner (Vice President)
S Williamson (Finance Officer)	C Davies (National Officer)
M Albutt (National Officer)	K Burgess (National Executive to October 2019)
L Williams	P Fowweather (National Executive from October 2019)
E Lawrence	K Billson
P Morrey	H Dickinson
D Dyson	K Bettles

In accordance with Rule 6(b) and (c) of the constitution, the whole of the National Executive Committee shall be elected every two years and the newly constituted Committee will assume office at the conclusion of the Annual Conference immediately following the elections. Serving members of the Executive Committee shall, if properly nominated and seconded, be eligible for re-election.

Scottish Committee:

N Ironside (Chair and NEC Representative)
M Melloy (Treasurer)
L Roughan (Secretary)
N Beal
A Purdie
J Kirkwood
S Coyle (appointed 30 September 2018)

NEC meetings are attended by one of the members of the Scottish Committee.

Northern Ireland Committee:

G Alcock (Chairman and NEC Representative)
D Kennedy (Secretary)
A Bell (Treasurer)

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REPORT OF THE NATIONAL EXECUTIVE COMMITTEE (Continued)

RETIRED PRISON GOVERNORS ASSOCIATION

The Retired Prison Governors Association is affiliated to the Prison Governors Association (also see note 10 on page 12).

REVIEW

The year saw the Association's membership increase by 9 from 1,039 on 1 January 2019 to 1,048 on 31 December 2019. Membership movements during the year were:

New members joining	85
Members retiring and resigning from association	(76)
Members died in service	(-)

IRREGULARITY STATEMENT

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

The member may raise any such concern with one or more of the following as appropriate: the officials of the Association, the trustees of the property of the Association, the auditor of the Association, 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 Association have been, or are being, conducted in breach of the law or in breach of rules of the Association and contemplates bringing civil proceedings against the Association or responsible officials or trustees, he or she should consider obtaining independent legal advice.

TAXATION STATUS

Under Section 467 of the Income and Corporation Taxes Act 1988 the Association is exempt from tax on income, except trading income, and chargeable gains which are applicable and applied for the purposes of provident benefits.

The Association is exempt from Value Added Tax under Schedule 9, Group 9 Value Added Tax Act 1994.

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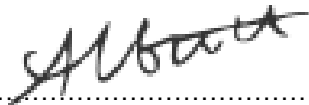
Report and Accounts for the Year Ended 31 December 2019

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE (Continued)

AUDITOR

The Auditor, JW Hinks LLP offer themselves for re-appointment.

By Order of the Association



.....
President (A Albutt)



.....
Finance Officer (S Williamson)

Date: 13 May 2020

Room LG27
Ministry of Justice
102 Petty France
London
SW1H 9AJ

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2019

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PRISON GOVERNORS ASSOCIATION

OPINION

We have audited the Financial Statements of the Prison Governors Association for the year ended 31 December 2019 which comprise of Income and Expenditure account, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 December 2019, and of its excess of expenditure over income for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 and the Association has kept proper accounting records and maintained a satisfactory system of control over its transactions in accordance with the requirements of Section 28 of the Act.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

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

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

OTHER INFORMATION

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

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

We have nothing to report in this regard.

RESPONSIBILITIES OF MEMBERS

As described in the National Executive Committee Report, the Members of the Committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such internal control as the members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

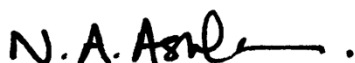
In preparing the financial statements, the members are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the association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

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

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.



Neal Aston ACA ACCA (Senior Statutory Auditor)
for and on behalf of

JW HINKS LLP
CHARTERED ACCOUNTANTS AND STATUTORY AUDITOR
19 Highfield Road
Edgbaston
Birmingham
B15 3BH

Date: 5 May 2020

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2019

ACCOUNTING POLICIES

BASIS OF ACCOUNTING

The accounts are drawn up under the historical cost convention in accordance with applicable accounting standards.

These financial statements for the year ended 31 December 2019 are the first financial statements of the Prison Governors Association prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

MEMBERSHIP

Joining fees and membership subscriptions are credited in the period in which they are receivable.

DEPRECIATION

Depreciation of fixed assets is provided at the rate shown to write off the cost of fixed assets over their estimated useful lives.

Office equipment	25% straight line
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STOCKS

Stocks are valued at the lower of cost and estimated net realisable value.

Net realisable value is the estimated proceeds of disposal.

MEMBERS' INSURANCE SCHEME

The Association operates a members' insurance scheme providing legal expenses cover. Premiums are charged to the income and expenditure account as they are incurred.

MEMBERS' DIARIES

Costs in relation to members' diaries are charged to the income and expenditure account as incurred.

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term investments with original maturities of three months or less, and bank overdrafts.

BASIC FINANCIAL ASSETS

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs.

BASIC FINANCIAL LIABILITIES

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction. Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the business from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. Trade payables are initially recognised at transaction price.

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2019

**INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 December 2019**

	Notes	2019 £	2018 £
INCOME			
Membership subscriptions		185,253	161,662
Donations and other income		892	2,045
Bank interest receivable		635	520
		<hr/>	<hr/>
TOTAL INCOME		186,780	164,227
LESS EXPENSES:			
Members Services			
Members insurance scheme		2,583	2,586
Members diaries		-	5,433
Death benefits		-	5,000
Legal fees re membership		56,871	34,006
Costs for electoral ballot		-	4,624
		<hr/>	<hr/>
		59,454	51,649
Administration			
Travel and subsistence		49,890	53,116
AGM/Conference expenses		36,289	39,313
Website development costs		-	210
Media training		3,600	-
Printing, postage and stationery		438	677
Office staff (incl. employers NIC and pension)		27,400	26,307
Memorabilia (ties etc)		969	1,061
		<hr/>	<hr/>
		118,586	120,684
Financial and professional			
Bank charges		535	551
Auditor's remuneration		3,720	3,240
Legal and professional fees	8	5,915	5,236
Depreciation		-	267
		<hr/>	<hr/>
		10,170	9,294
TOTAL EXPENSES		<hr/> 188,210 <hr/>	<hr/> 181,627 <hr/>
EXCESS OF EXPENDITURE OVER INCOME		<hr/> (1,430) <hr/>	<hr/> (17,400) <hr/>
Transfer to Legal Fund	7	<hr/> (7,883) <hr/>	<hr/> (7,886) <hr/>
		<hr/> (9,313) <hr/>	<hr/> (25,286) <hr/>


PRISON GOVERNORS ASSOCIATION


Report and Accounts for the Year Ended 31 December 2019

BALANCE SHEET
as at 31 December 2019

	Notes	2019 £	2018 £
FIXED ASSETS			
Tangible assets	2	-	-
		<u>-</u>	<u>-</u>
CURRENT ASSETS			
Stock	3	310	648
Debtors	4	762	3,869
Cash at bank and in hand	5	156,203	156,119
		<u>157,275</u>	<u>160,636</u>
CURRENT LIABILITIES			
Creditors due within one year	6	(11,405)	(13,336)
NET CURRENT ASSETS		<u>145,870</u>	<u>147,300</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>145,870</u>	<u>147,300</u>
CAPITAL AND RESERVES			
Balance brought forward		147,300	164,700
Transfer to reserves:			
Income and expenditure		(9,313)	(25,286)
Legal Fund	7	7,883	7,886
ACCUMULATED FUND		<u>145,870</u>	<u>147,300</u>

These accounts were approved by the National Executive Committee on 13 May 2020.


.....
President (A Albutt)


.....
Finance Officer (S Williamson)

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the year ended 31 December 2019

NOTES TO THE ACCOUNTS

1. TRADE UNION STATUS

The Association is registered as the 'Prison Governors Association' under the Trade Union and Labour Relations (Consolidation) Act 1992 and accordingly has full Trade Union Status. Registration has also been effected under the Employment Protection Act 1975.

2. TANGIBLE FIXED ASSETS

	Office Equipment £
COST	
At 1 January 2019	7,762
Additions	-
At 31 December 2019	<u>7,762</u>
DEPRECIATION	
At 1 January 2019	7,762
Charge for the year	-
At 31 December 2019	<u>7,762</u>
NET BOOK VALUE	
At 31 December 2019	<u>-</u>
At 31 December 2018	<u>-</u>

3. STOCKS

	2019 £	2018 £
Ties and scarves	270	418
Badges, shields and mugs	-	20
Cufflinks	40	160
Medals	-	50
	<u>310</u>	<u>648</u>

4. DEBTORS

	2019 £	2018 £
Amounts due within one year:		
Membership debtors	612	1,886
Employee travel loan	-	1,833
Prepaid expenses	150	150
	<u>762</u>	<u>3,869</u>

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the year ended 31 December 2019

NOTES TO THE ACCOUNTS (CONTINUED)

	2019 £	2018 £
5. CASH AT BANK		
Bank deposit account	148,988	147,973
Bank current account	4,798	4,937
Bank treasurers account	<u>2,417</u>	<u>3,209</u>
	<u>156,203</u>	<u>156,119</u>

	2019 £	2018 £
6. CREDITORS		
Amounts due within one year:		
Taxation & social security	1,266	1,204
Accruals	<u>10,139</u>	<u>12,132</u>
	<u>11,405</u>	<u>13,336</u>

7. LEGAL FUND

The National Executive Committee received approval from the members at the 2009 conference to collect monies in addition to the standard membership subscription. The monies are ear marked to meet future legal costs and the Legal Fund totalled £87,081 at the end of the year (2018: £79,198).

8. LEGAL AND PROFESSIONAL FEES

	2019 £	2018 £
Subscription collection	5,820	5,151
Information Commissioner	35	35
Trade Association membership	<u>60</u>	<u>50</u>
	<u>5,915</u>	<u>5,236</u>

9. DEATH IN SERVICE

The Association provides death in service benefit of £5,000 per death payable to member's dependants.

NOTES TO THE ACCOUNTS (CONTINUED)

10. RETIRED PRISON GOVERNORS ASSOCIATION

The assets of the Retired Prison Governors Association are held separately and at 31 December amounted to:

	2019	<i>2018</i>
	£	£
Barclays Community bank account	<u>13,268</u>	<u>10,775</u>
	<u>13,268</u>	<u>10,775</u>

11. RELATED PARTY TRANSACTIONS

The Association reimburses the Officers of the National Executive Committee with expenditure incurred by them on travel on behalf of the Association.

The Association provides indemnity insurance on behalf of the Officers of the National Executive Committee.

12. ULTIMATE CONTROLLING PARTY

The Association is ultimately controlled by the National Executive Committee.