Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Leek United Building Society Staff Association		
Year ended:	31 January 2020		
List no:	733T		
Head or Main Office address:	St Edward Street		
	Leek		
	Staffordshire		
Postcode	ST13 5DH		
Website address (if available)			
Has the address changed during the year to which the return relates?	Yes No X ('X' in appropriate box)		
General Secretary:	Alexandra Beachell		
Telephone Number:	01538 392 412		
Contact name for queries regarding the completion of this return	Coco Mercer		
Telephone Number:	01538 392 412		
E-mail:	coco.mercer@leekunited.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: ymw@tcyoung.co.uk

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Return of Members

(see notes 10 and 11)

	Number of members at the end of the year				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	Totals
Male	14	-	-	-	14
Female	63	-	-	-	63
Other	1	-	-	-	
Total	77				A 77

Number of members at end of year contributing to the General Fund	77
Number of members included in totals box 'A' above for whom no home or authorised address is held:	zero

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
Chairman	Daniel Berrisford	Coco Mercer	30 April 2019
Vice Chairman	Coco Mercer	Michelle Prince	30 April 2019
Membership Secretary	Beverly Northcott	Coco Mercer	30 April 2019
Treasurer	Lorraine West	Daniel Berrisford	30 April 2019

State a.	whether the union is: 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:	

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
Coco Mercer	Chairman & Membership Secretary
Michelle Prince	Vice Chairman
Alexandra Beachell	General Secretary
Daniel Berrisford	Treasurer

General Fund

(see notes 13 to 18)

	£	£
Income From Members: Contributions and Subscriptions From Members: Other income from members (specify)		4,750
Lottery Levy		714 140
Total other income from members		854
Total of all income from members		5,604
Investment income (as at page 12)		49
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 Interfund Transfers IN		5,653
Expenditure		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		6,366
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
Total expenditure Interfund Transfers OUT		6,366
Surplus (deficit) for year		-713
Amount of general fund at beginning of year		5,359
Amount of general fund at end of year		4,646

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

Description	æ
Federation and other bodies	
Total federation and other bodies	
Any Other Sources	
Total other sources	
Total of all other income	

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

	(300 110103 21 10 23)	£
Representation –	brought forward	
Employment Related Issues	Advisory Services	
Representation –	Other Cash Payments	
Non Employment Related Issues		
	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)	

Fund 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)		
	Т	otal Expenditure	
	Interfu	nd Transfers OUT	
	Surplus (De	ficit) for the year	
	Amount of fund at b	eginning of year	
	Amount of fund at the end of year (a	s Balance Sheet)	
		i	
	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	
	Inter	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 b		
	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	ome as specified	
		Total Income	
	Inte		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		otal Expenditure	
	Interfu	nd Transfers OUT	
		,	
		eficit) for the year	
	Amount of fund at t		
	Amount of fund at the end of year (a	s Balance Sheet)	
		_	
	Number of members contributi	ng at end of year	

Fund 5			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	ficit) for the year	
	Amount of fund at b	eginning of year	
	Amount of fund at the end of year (a	s Balance Sheet)	
	Number of members contributi	ng at end of year	

Fund 6	·		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	ome as specified	
		Total Income	
	Inte	erfund Transfers IN	
Expenditure		·	
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	7	Total Expenditure	
	Interfu	und Transfers OUT	
	Surplus (De	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	7		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other	income as specified	
		Total Income	
		nterfund Transfers IN	
Expenditure		•	
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Inte	erfund Transfers OUT	
	Surplus	(Deficit) for the year	
	Amount of fund	at beginning of year	
	Amount of fund at the end of yea	r (as Balance Sheet)	
	Number of members contrib	outing at end of year	

Fund 8	·		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	ome as specified	
		Total Income	
	Inte	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	1	Total Expenditure	
	Interfu	und Transfers OUT	
		,	
	Surplus (De	eficit) for the year	
	Amount of fund at	beginning of year	
	Amount of fund at the end of year (a	s Balance Sheet)	
		,	
	Number of members contribut	ing 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	
	Inte	erfund Transfers OUT	
	Surplus	(Deficit) for the year	
	Amount of fund	at beginning of year	
	Amount of fund at the end of yea	r (as Balance Sheet)	
	Number of members contrib	outing at end of year	

Political fund account

		(see notes 24 to 33)	£	£
Political fun	d account 1 To be cor	npleted by trade unions which maintain their o	own political fund	
	Income	Members contributions and levies		
		Investment income (as at page 12)		
	Other income (specify)			
		Total oth	er income as specified	
			Total income	
		ion and Labour Relations (Consolidation) Act political funds exceeds £2,000 during the perio		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	urplus (deficit) for year	
		Amount of political ful	nd at beginning of year	
		Amount of political fund at the end of ye	ear (as <u>Balance Sheet</u>)	
		Number of members at end of year contribut	ing to the political fund	
	Nu	mber of members at end of the year not contribut	ing to the political fund	
Num	ber of members at end of year who ha	ve completed an exemption notice and do not contri	bute to the political fund	
Political fun	d account 2 To be completed	by trade unions which act as components of	a central trade union	
Income	Contributions and levies collected from	m members on behalf of central political fund		
	Funds received back from central po	litical fund		
	Other income (specify)			L
			Total other income a	as specified
			Т	otal income
Expenditure				
	Expenditure under section 82 of the	Trade Union and Labour Relations		
	(Consolidation) Act 1992 (specify)			
		<u> </u>		
	Administration expenses in	connection with political objects(specify)		
	Non-political expenditure	, , , , , , , , , , , , , , , , , , , ,		
	·		Total expenditure	
		-	Surplus (deficit) for year	
		Amount held on behalf of trade union political f		
			mitted to central political	
		Amount held on behalf of central pol	itical fund at end of year	
		Number of members at end of year contribu	uting to the political fund	
		Number of members at end of the year not contribu	uting to the political fund	
Number of me	mbers at end of year who have compl	eted an exemption notice and do not therefore contri	bute to the political fund	

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

Political fund account expenditure (a)

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

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

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

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	£
Tota	

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

£

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 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	

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 informati	on 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	
(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 expen	diture	
(c) the total amount of all other money expended		£
-	J14	Γ
Total expen	aiture	
Total of all expend	itures	

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		
Salaries and Wages included in above Auditors' fees Legal and Professional fees Occupancy costs Stationery, printing, postage, telephone, etc. Expenses of Executive Committee (Head Office)		744 5,147
Expenses of conferences Other administrative expenses (specify)		
Lottery prizes Lottery registration Sundry		420 20 35
Other Outgoings		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
tretert		
uotort	Total	6,366
Charged to:	General Fund (Page 3)	6,366
	Total	6,366

Analysis of officials' salaries and benefits (see notes 36 to 46 below)

	T =	1	ı			
Office held	Gross Salary	Employers N.I. contributions		Benefits		Total
			Pension Contributions	Other Benefit		
				Description	Value	
	£	£	£		£	£

Analysis of investment income (see notes 47 and 48)

	(coo nece ii ana ie)	
	Political Fund £	Other Fund(s) £
Pont from land and buildings		
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		49
Other investment income (specify)		
		49
	Total investment incom	e 49
	Credited to:	
	General Fund (Page 3	3) 49
	Political Fun	d
	Political Fun	<u> </u>
	Total Incomplete Co.	10
	Total Investment Fund	ls 49

Balance sheet as at

31 January 2020

(see notes 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £ (
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
6,083	Cash at bank and in hand		5,793
ŕ	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	- (1 7)		
20	Prepayments		20
20			20
6,103			
6,103	Total of other assets		5,813
0,103		Total assets	
5,359	General fund (page 3)		4,646
0,000	General runa (page 3)		1,010
	Political Fund Account		
	Political Fund Account		
	Liabilities		
	Amount held on behalf of central trade union political fund		
£744	Sunry creditors		1,167
£744		Total liabilities	1,167
£6,103		Total assets	· · · · · · · · · · · · · · · · · · ·
10,103		า (สา สวระเร	5,013

Fixed assets account

(see notes 53 to 57)

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

Analysis of investments (see notes 58 and 59)

Equities (e.g. Shares) Government Securities (Gilts) Other quoted securities (to be specified) Total quoted (as Balance Sheet) Market Value of Quoted Investment Equities Government Securities (Gilts) Government Securities (Gilts) Other unquoted investments (to be specified) Total unquoted investments (to be specified)		(see notes 58 and 59)		
Government Securities (Gilts) Other quoted securities (to be specified) Total quoted (as Balance Sheet) Market Value of Quoted investment Equities Government Securities (Gilts) Mortgages Bank and Building Societies Other unquoted investments (to be specified)	Quoted			Political Fund
Government Securities (Gilts) Other quoted securities (to be specified) Total quoted (as Balance Sheet) Market Value of Quoted investment Equities Government Securities (Gilts) Mortgages Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)		Fauities (e.g. Shares)	L	L
Other quoted securities (to be specified) Total quoted (as Balance Sheet) Market Value of Quoted Investment Equities Government Securities (Gilts) Mortgages Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)		Equition (o.g. blishoo)		
Total quoted (as Balance Sheet) Market Value of Quoted Investment Equities Government Securities (Gitts) Mortgages Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)		Government Securities (Gilts)		
Total quoted (as Balance Sheet) Market Value of Quoted Investment Equities Government Securities (Gitts) Mortgages Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)		Other quoted securities (to be specified)		
Market Value of Quoted Investment Equities Government Securities (Gilts) Mortgages Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)		outer quoted securities (to be specified)		
Market Value of Quoted Investment Equities Government Securities (Gilts) Mortgages Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)				
Government Securities (Gilts) Mortgages Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)				
Government Securities (Gilts) Mortgages Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)		Market Value of Quoted Investment		
Government Securities (Gilts) Mortgages Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)	Unquoted	Equities		
Mortgages Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)				
Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)		Government Securities (Gilts)		
Bank and Building Societies Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)				
Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)		Mortgages		
Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)				
Other unquoted investments (to be specified) Total unquoted (as Balance Sheet)		Bank and Building Societies		
Total unquoted (as Balance Sheet)				
		Other unquoted investments (to be specified)		
Market Value of Unquoted Investments		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 x
If YES name the relevant companies:			
Company name			nber (if not registered where registered)
Are the shares which are controlled by the union registered in the names of the union's trustees?		Yes X	No
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
Company name	Names of	f shareholders	

Summary sheet (see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
Income			
From Members	5,604		5,604
From Investments	49		49
Other Income (including increases by revaluation of assets)			
Total Income	5,653		5,653
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	6,366		6,366
Funds at beginning of year (including reserves) Funds at end of year (including reserves)	5,359 4,646		5,359 4,646
Assets			
	Fixed Assets		
	Investment Assets		
	Other Assets		5,813
		Total Assets	5,813
Liabilities		Total Liabilities	1,167
Net Assets (Total Assets less Total Liab	pilities)		4,646

(see notes 74 to 80)

(See flotes 74 to 60)
Did the union hold any ballots in respect of industrial action during the return period?
If Yes How many ballots were held:
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 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 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 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 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 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 & 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
Number of individuals answering "No" to the question
Number of invalid or otherwise spoiled voting papers returned
1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot
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
Number of individuals answering "No" to the question
Number of invalid or otherwise spoiled voting papers returned
1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?
Does section 220(2B) of the 1992 Act apply in relation to this ballot (see notes 70-00):
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
Individuals who were challed to vote in the bullet
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
Number of individuals answering "No" to the question
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
III UIVI I I I I I I I I I I I I I I I I

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)

B: engagement or non-engagement, or termination or suspension of employment or the duties of

C: allocation of work or the duties of employment between workers or groups of workers;

E: a worker's membership or non-membership of a trade union;

A: terms and conditions of employment, or the physical conditions in which any workers require to work;

G: machinery for negotiation or consulation, and other procedures, relating to any of the above matters,

Categories of Nature of Trade Dispute

D: matters of discipline;

employment, of one or more workers;

F: facilities for officials of trade unions;

	including the recognition by employers or employers' associations of theright of a trade union to represent workers in such negotiation or consulation 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:			
Α	B C D E F G			
	2. Dates of the industrial action taken:			
	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:			
Α	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:			
Α	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
2. Dates of the industrial action taken:
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
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
2. Dates of the industrial action taken:
3. Number of days of industrial action:
4. Nature of industrial action.
Industrial Action 7
please tick the nature of the trade dispute for which industrial action was taken using the categories* below:
2. Dates of the industrial action taken: to
3. Number of days of industrial action:
4. Nature of industrial action.
Industrial Action 8
1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:
A B C D E F G
2. Dates of the industrial action taken: to
3. Number of days of industrial action:
4. Nature of industrial action.

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

Notes to the accounts

(see notes 82 and 83)

All notes to the accounts must be entered on or attached to this part of the return.

The Financial Statements have been prepared in accordance with applicable on accounting standards and the following account policies.
Basis of preparation - The Financial statements have been prepared in accordance with applicable United Kingdom Accounting Standards, including Financial Reporting Standard 102 - The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102 - Section 1A). The Financial Statements have been prepared under the historical cost basis.
Going concern - The Committee have considered the membership information and forecast income and expenditure for the next 12 months and consider that there are no material uncertainties about the Staff Association's ability to continue as a going concern.
Income - Income from subscriptions, lottery fees and levy income is recognised on an accruals basis. Building society interest is recognised on a receivable basis.
Expenses - Expenditure is accounted for on an accruals basis. Any amounts of irrecoverable VAT are added to expenditure incurred.
Financial Instruments - Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost. Financial assets held at amortised cost comprises cash at bank, together with prepayments. Cash at bank is defined as all cash held in instant access and term deposit building society accounts. Financial liabilities held at amortised cost comprises all sundry creditors.

Accounting policies

(see notes 84 and 85)

Signatures to the annual return

(see notes 86 & 87)

Including the accounts and balance sheet contained in the return. Please copy and paste your electronic signature here

Secretary's Signature:	Alex Beachall	Chairman's Signature:	Coco Mercer
			(or other official whose position should be stated)
Name:	Alexandra Beachall	Name:	Coco Mercer
Date:	07 August 2020	Date:	07 August 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	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	х	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	x	No	
A member statement is: (see Note 80)	Enclosed	x	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.

-	iditors or auditor do the accounts they have audited and which are contained in If fair view of the matters to which they related? (See section 36(1) and (2) of th and 93)
Please explain in your rep	port overleaf or attached.
2. Are the auditors or a 1992 Act and has:	auditor of the opinion that the union has complied with section 28 of the
a. kept proper accounti	ing records with respect to its transactions and its assets and liabilities; and
	ntained a satisfactory system of control of its accounting records, its cash holding 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 aud	litor must include in their report the following wording:
In our opinion the fina	ancial statements:
• give a true and fair	view of the matters to which they relate to.
• •	in accordance with the requirements of the sections 28, 32 nion and Labour Relations (consolidation) Act 1992.
and so of the Trade O	mion and Labour Relations (consolidation) Act 1992.

Auditor's report (continued)

YES on Page 24, 1) and 2) LEEK UNITED BUILDING SOCIETY STAFF ASSOCIATION Independent auditors' report to the members of Lock United Building Society Staff Association LEEK UNITED BUILDING SOCIETY STAFF ASSOCIATION Auditors' 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 frum material mistatement, whether the to finand or error, and to issue an auditor's report that includes an opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAAGUK; will always detect a material mistatement when it exists. Mistatements can arise from finand or error and are considered material if, individually or in the aggregate, they could reasonably be expected in influence the economic decision of seens taken on the basis of these financial statements. Auditors' responsibilities for the audit of the financial statements Independent auditors' report to the members of Leek United Building Society Staff Association Matters on which we are required to report by exception: We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion: proper accounting records have not been kept in accordance with the requirements of section 28; or the association has not maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; or the financial statements are not in agreement with the accounting records. we have not obtained all the information and explanations necessary for the purpose of our audit. The report is made solely to the Association's members, as a body, in accordance with the Trade Usion and Labour Relations (Consolidation) Act 1992. Our sudit 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 fillest event of permitted by low, we do not accept or assume responsibility to anyone other than the Association and the ...sociation's members as a body, for audit work, for this report, or for the opinious we have formed. Reporting on other information The other information comprises all of the information in the Annual Report other than the financial statements and our auditors' report thereon. The members of the Committee are responsible for the other information. Our binion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except to the extent otherwise explicitly stated in this report, any form of assurance thereon. Bennett Brooks & Co Limited Statutory Anditor St George's Court Winnington Avenue Northwich In connection with our audit of the financial statements, our responsibility is to read the other information and, 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 assistably misestable. If we identify an appear material inscistatement, we are required to perform procedures to conclude whether there is a material institution of 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 based on these responsibilities. CWR4EE 20 May 2020 Responsibilities for the financial statements and the audit Responsibilities of the Committee for the financial statements As explained more fully in the Statement of the Committee's responsibilities in respect of the financial statements set out on page 2, the members of the Committee are responsible for the proparation of the financial statements and for being satisfied that they give a true and fair view and are also responsible for such internal central at the control as they 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 of the Committee are responsible for assessing the Staff 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 of the Committee either intend to liquidate the Staff Association or to cease operations, or have no realistic alternative but to do so. 25 iii Signature(s) of auditor or auditors: Bernett Blas + Co Upe Name(s): Name(s): Bennett Brooks & Co.44 Profession(s) or Calling(s): Chartered Accountants St George's Court Address(es): Winnington Avenue Northwich CW8 LEE Date: 20/05/2020 Date Contact r Contact name for enquiries 01538399231 telephone and telephone number:

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 proceding 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

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.

Membership audit certificate (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

Membership audit certificate

Section two

	trade union with no n relates.	more 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	
	If "No" Please expla	in below:
ıa	ture	Coco Mercer
ıe	;	Coco Mercer

Signature	Coco Mercer
Name	Coco Mercer
Office held	Chairman, Leek United Building Society Staff Association
Date	07/08/2020

LEEK UNITED BUILDING SOCIETY STAFF ASSOCIATION

STATEMENT TO MEMBERS

31 JANUARY 2020

LEEK UNITED BUILDING SOCIETY STAFF ASSOCIATION

STATEMENT TO MEMBERS ISSUED IN CONNECTION WITH THE UNION'S ANNUAL RETURN FOR THE YEAR TO 31 JANUARY 2020 AS REQUIRED BY SECTION 32A OF TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992

Income and expenditure

The total income of the union for the year was £5,653. This amount included payments of £4,750 in respect of membership to the union. The union's total expenditure for the year was £6,366. The association does not maintain a political fund.

Salary paid and other benefits provided to the chair and committee.

The chair and committee were not paid a salary and received no 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 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.

LEEK UNITED BUILDING SOCIETY STAFF ASSOCIATION

Independent auditors' report to the members of Leek United Building Society Staff Association

Opinion

We have audited the financial statements of Leek United Building Society Staff Association for the year ended 31 January 2020 which comprise the balance sheet and the income and expenditure account 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 January 2020 and of its transactions for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice: and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs(UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the association 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 officers' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the officers 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.

LEEK UNITED BUILDING SOCIETY STAFF ASSOCIATION

Independent auditors' report to the members of Leek United Building Society Staff Association

Matters on which we are required to report by exception

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

- proper accounting records have not been kept in accordance with the requirements of section 28; or
- the association has not maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; or
- the financial statements are not in agreement with the accounting records.
- we have not obtained all the information and explanations necessary for the purpose of our audit.

Reporting on other information

The other information comprises all of the information in the Annual Report other than the financial statements and our auditors' report thereon. The members of the Committee are responsible for the other information. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except to the extent otherwise explicitly stated in this report, any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If we identify an apparent material inconsistency or material misstatement, we are required to perform procedures to conclude whether there is a material misstatement of 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 based on these responsibilities.

Responsibilities for the financial statements and the audit

Responsibilities of the Committee for the financial statements

As explained more fully in the Statement of the Committee's responsibilities in respect of the financial statements set out on page 2, 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 are also responsible for such internal control as they 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 of the Committee are responsible for assessing the Staff 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 of the Committee either intend to liquidate the Staff Association or to cease operations, or have no realistic alternative but to do so.

LEEK UNITED BUILDING SOCIETY STAFF ASSOCIATION

Independent auditors' report to the members of Leek United Building Society Staff Association

Auditors' 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 an 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 in influence the economic decision of users taken on the basis of these financial statements.

Use of our report

The report is made solely to the Association's members, as a body, in accordance with 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 fillest 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 audit work, for this report, or for the opinions we have formed.

Bennett Brooks & Co Limited Statutory Auditor

St George's Court Winnington Avenue Northwich Cheshire CW8 4EE

20 May 2020