# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

### Annual Return for a Trade Union

Name of Trade Union:	Managers (ALACE)
Year ended:	31 December 2019
List no:	451T
Head or Main Office address:	12 Woodland Drive
	Watford
	Hertfordshire
Postcode	WD17 3BX
Website address (if available)	alace.org.uk
Has the address changed during the year to which the return relates?	Yes No <b>x</b> ('X' in appropriate box)
General Secretary:	Ian Miller
Telephone Number:	07515 190917
Contact name for queries regarding the completion of this return	Michel Saminaden
Telephone Number:	07999 721253
E-mail:	msaminaden@hotmail.com

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

You should send the annual return to the following email address stating the name of the union in subject:

For Unions based in England and Wales: returns@certoffice.org

For Unions based in Scotland:

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

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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	192				192
Female	162				162
Other					
Total	354				A 354

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

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

# **Change of Officers**

### Please complete the following to record any changes of officers during the twelve months covered by this return

Position Held	Name of Officer ceasing to hold Office	Name of Officer Appointed	Date of change
None			

State whether the union is:

a. A branch of another trade union?

If yes, state the name of that other union:

b. A federation of trade unions?

If yes, state the number of affiliated unions:

and names:

No x	
No x	

354

# 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
Tracey Lee	Chairman
Simon Baker	Vice Chairman
lan Miller	Hon Secretary
Michel Saminaden	Hon Treasurer

# **General Fund**

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		130,247
From Members: Other income from members (specify)		00.004
Additional work		20,964
Total other income from members		20,964
Total of all income from members		151,211
Investment income (as at page 12)		375
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		151,586
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		99,487
Administrative expenses (as at page 10)		15,906
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
Total expenditure		115,393
Interfund Transfers OUT		- ,
Surplus (deficit) for year		36,193
Amount of general fund at beginning of year		60,137
Amount of general fund at end of year		96,330

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

Description	£
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)

			£
Representation –		brought forward	58,380
Employment Related Issues		Advisory Services	
	57,337		27,748
Representation –		Other Cash Payments	
Non Employment Related Issues			
		Education and Training services	
Communications			
	1,043		
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
		Non members benefits	13,359
carried forward	58,380	Total (should agree with figure in General Fund)	99,487

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

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

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

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

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

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

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

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

### Political fund account

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

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

### Political fund account expenditure (a)

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

Г

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

٦

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

### Political fund account expenditure (b)

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

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

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

### Political fund account expenditure (c)

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

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

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office			
Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see 33(iii))	£

Total

### Political fund account expenditure (d)

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

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

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

### Political fund account expenditure (e)

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

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

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party

£

### Political fund account expenditure (f)

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

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

relates

On the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to pursuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate

Name of organisation or political party	£
Total	

### For expenditure not falling within section 72 (1) the required information is-

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one		£
Total expen	diture	
	antaro	
(b) the name of each organisation to which money was paid (otherwise than for a		£
particular cause of campaign), and the total amount paid to each one		
		~
		~
		~
		-
		-

Total expenditure

(c) the total amount of all other money expended

£

Total expenditure

Total of all expenditures

### Analysis of administrative expenses and other outgoings excluding amounts charged to political fund accounts

(see notes 34 and 35)

Administrative Expenses       3,00         Remuneration and expenses of staff       3,00         Salaries and Wages included in above       2,16         Auditors' fees       2,16         Legal and Professional fees       2         Occupancy costs       16         Expenses of Executive Committee (Head Office)       1,11         Other administrative expenses (specify)       1,11         Other administrative expenses (specify)       2,47         Accountancy       5,000         Insurance       68         Website development & hosting       930         Bank charges       300         Other Outgoings       200			<u> </u>
Remuneration and expenses of staff     3,00       Salaries and Wages included in above     2,16       Legal and Professional fees     2,16       Occupancy costs     16       Stationery, printing, postage, telephone, etc.     17       Expenses of Executive Committee (Head Office)     17       Expenses of conferences     1,11       Other administrative expenses (specify)     2,47       Branch contributions     2,47       Accountancy     5,00       Insurance     68       Website development & hosting     93       Bank charges     30       Other Outgoings     7       Insurance     0       Outgoings on land and buildings (specify)     7       Other outgoings (specify)     16       Upper outgoings (specify)     16	Administrative Expenses		£
Salaries and Wages included in above       2.16         Legal and Professional fees       2.16         Occupancy costs       16         Expenses of Executive Committee (Head Office)       111         Expenses of conferences       1,111         Other administrative expenses (specify)       2,47         Branch contributions       2,47         Accountancy       5,000         Insurance       68         Website development & hosting       93         Bank charges       30         Other Outgoings       7         Taxation       7         Outgoings on land and buildings (specify)       1         Other outgoings (specify)       1			3.000
Auditors' fees 2,16 Legal and Professional fees Occupancy costs Stationery, pinting, postage, telephone, etc. 16 Expenses of conferences 1,1,11 Other administrative expenses (specify) Branch contributions 2,2,47 Accountancy 5,00 Insurance 68 Website development & hosting 93 Bank charges 30 Other Outgoings Other Outgoings 0 Taxation 7 Jourgoings on land and buildings (specify) Other outgoings (specify) Other outgoings (specify) Total 15,900			0,000
Legal and Professional fees Occupancy costs Stationery, printing, postage, telephone, etc. Expenses of Executive Committee (Head Office) Expenses of conferences 1,11- Other administrative expenses (specify) Branch contributions Acccuntancy Insurance Website development & hosting Bank charges 30 Other Outgoings Cutgoings on land and buildings (specify) Other outgoings (specify) Total Total 15,900			2.160
Occupancy costs     16       Stationery, printing, postage, telephone, etc.     1.11       Expenses of Executive Committee (Head Office)     1.11       Other administrative expenses (specify)     1.11       Branch contributions     2.47       Accountancy     5.00       Insurance     68       Website development & hosting     93       Bank charges     30       Other Outgoings     7       Taxation     7       Outgoings on land and buildings (specify)     1       Other outgoings (specify)     1       Other outgoings (specify)     1			_,
Stationery, printing, postage, telephone, etc. Expenses of Executive Committee (Head Office) Expenses of conferences (specify) Branch contributions 2,477 Accountancy 5,000 Insurance 88 Website development & hosting 933 Bank charges 300 Other Outgoings Taxation 7 Outgoings on land and buildings (specify) Other outgoings (specify) Other outgoings (specify) Total 15,900			
Expenses of Executive Committee (Head Office) Expenses of conferences 11,11: Other administrative expenses (specify) 2,47 Accountancy 5,00 Insurance 68 Website development & hosting 93 Bank charges 30 Other Outgoings 7 Taxation 7 Outgoings on land and buildings (specify) 7 Other outgoings (specify) 1 Other outgoings (specify) 1 Other outgoings (specify) 1 Total 15,90			166
Expenses of conferences 11,11. Other administrative expenses (specify) Branch contributions Accountancy Insurance Website development & hosting Bank charges Other Outgoings Taxation Outgoings on land and buildings (specify) Other outgoings (specify) Total Total 15,00 1,11. 1,11. 2,47 5,00 68 93 93 93 93 93 93 93 9			
Other administrative expenses (specify)       2,47         Branch contributions       2,47         Accountancy       5,00         Insurance       68         Website development & hosting       93         Bank charges       30         Other Outgoings       7         Insurance       93         Outpoings       7         Outgoings on land and buildings (specify)       7         Other outgoings (specify)       93         Other outgoings (specify)       93         Other outgoings (specify)       93         Other outgoings (specify)       15,90			1.114
Branch contributions       2,47         Accountancy       5,00         Insurance       68         Website development & hosting       93         Bank charges       30         Other Outgoings       7         Taxation       7         Outgoings on land and buildings (specify)       15,90         Other outgoings (specify)       15,90         Total       15,90			,
Accountancy Insurance Website development & hosting Bank charges Other Outgoings Taxation Outgoings on land and buildings (specify) Other outgoings (specify) Other outgoings (specify) Total 15,900			2.470
Insurance       68.         Website development & hosting       93.         Bank charges       30.         Other Outgoings       7         Taxation       7         Outgoings on land and buildings (specify)       9         Other outgoings (specify)       9         Other outgoings (specify)       15,900			
Website development & hosting 933 Bank charges 300 Other Outgoings 7 Taxation 7 Outgoings on land and buildings (specify) 7 Other outgoings (specify) 7 Other outgoings (specify) 7 Tota 15,900			685
Bank charges 30.  Other Outgoings Taxation 7  Outgoings on land and buildings (specify) Other outgoings (specify) Other outgoings (specify) Total 15,900			
Other Outgoings       Image: Control of the second se			
Taxation       7         Outgoings on land and buildings (specify)			004
Taxation       7         Outgoings on land and buildings (specify)			
Taxation       7         Outgoings on land and buildings (specify)			
Taxation       7         Outgoings on land and buildings (specify)			
Taxation       7         Outgoings on land and buildings (specify)			
Taxation       7         Outgoings on land and buildings (specify)	Other Outgoings		
Outgoings on land and buildings (specify)         Other outgoings (specify)         Total			71
Other outgoings (specify) Total 15,90			
Other outgoings (specify) Total 15,90	Outgoings on land and buildings (specify)		
<b>Total</b> 15,90			
	Other outgoings (specify)		
		Total	15.006
Charged to: General Fund (Page 3) 15,90	Ob annual tax		
	Charged to:	General Fund (Page 3)	15,906
<b>Total</b> 15,90		Total	15,906

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

Office held	Gross Salary	Employers N.I. contributions		Benefits		Total
			Pension Contributions	Other Benefits		
				Description V	/alue	
	£	£	£		£	£

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

	(see notes 47 and	10)	
	Politi Fun £	ıd	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			375
Other investment income (specify)			
			375
		Total investment inco	me375
	Credited to:	General Fund (Page	3) 375
		Political Fu	Ind
		Total Investment Fur	nds 375

Balance	sheet as at
---------	-------------

31 December 2019

(see notes 49 to 52)

<b>—</b> · · ·	(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		
4,961	Sundry debtors		2,388
79,501	Cash at bank and in hand		123,248
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		125,636
		Total assets	
60,137	Concretifiend (mage 2)	Total assets	125,636 96,330
00,137	General fund (page 3)		90,330
	Political Fund Account		
	Liabilities		
	Amount held on behalf of central trade union political fund		
£39	Taxation		71
£24,286	Accrued expenses		29,235
		Total liabilities	29,306
		Total assets	
		i otal assets	125,636

# Fixed assets account

(see notes 53 to 57)

	Land and Freehold £	Buildings Leasehold £	Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
Cost or Valuation						
At start of year						
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						
		L	<u>.                                    </u>	L	L	
Net book value at end of previous year						

# Analysis of investments (see notes 58 and 59)

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

# Analysis of investment income (controlling interests)

(see notes 60 and 61)

Does the union, or any constituent part of the union, have a controlling interest in any limited company? If YES name the relevant companies:	Yes No
Company name	Company registration number (if not registered in England & Wales, state where registered)
Are the shares which are controlled by the union registered in the names of the union's trustees? If NO, state the names of the persons in whom the shares	Yes No
controlled by the union are registered.	Names of shareholders
Company name	

# Summary sheet (see notes 62 to 73)

	(see notes 62 to 73		
	All funds except Political Funds	Political Funds £	Total Funds £
Income			
From Members	151,211		151,211
From Investments	375		375
Other Income (including increases by revaluation of assets)			
Total Income	151,586		151,586
<b>Expenditure</b> (including decreases by revaluation of assets)			
Total Expenditure	115,393		115,393
Funds at beginning of year (including reserves) Funds at end of year (including reserves)	60,137 96,330		60,137 96,330
Assets			
	Fixed Assets		
	Investment Assets		
	Other Assets		125,636
		Total Assets	125,636
Liabilities		Total Liabilities	29,306
Net Assets (Total Assets less Total Liat	pilities)		96,330

#### 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 p	eriod?	No	
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	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	f votes cast
Were the number of votes cast in the ballot at least 50% of the number of who were entitled to vote in the ballot	of individuals			
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 (o	r each question) at least	t 40% of the prime	ber of individu	ale who were
entitled to vote in the ballot	r each question) at leas			iais who were
Ballot 2				
Number of individual who were entitled to vote in the ballot				
Number of votes cast in the ballot				
Number of Individuals answering "Yes" to the question	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	f votes cast
Were the number of votes cast in the ballot at least 50% of the number of				
who were entitled to vote in the ballot	. marriadaio			
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 (o	r each question) at leas	t 40% of the num	ber of individu	ials 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	1			
Number of individuals answering "No" to the question	2			
Number of invalid or otherwise spoiled voting papers returned	3			
		-3 should total	"Number of	
			Number of	VOLES CASE
Were the number of votes cast in the ballot at least 50% of the number of who were entitled to vote in the ballot	of individuals			
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 (o entitled to vote in the ballot	r each question) at leas	t 40% of the num	ber of individu	als who were
1				

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
individuals who were entitled to vote in the ballot
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
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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 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
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Ballots & Industrial Action:	If you have	6 or more entries	for either of	f these, pleas	se complete the	Excel Spreadsheet
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(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 consulation, and other procedures, relating to any of the above matters, 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: С D А В Е 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: С В D Е G А 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: С А В D Е 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:
А	B C D E F G
	2. Dates of the industrial action taken: to
	3. Number of days of industrial action:
	4. Nature of industrial action.
	Industrial Action 6
	1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:
A	B C D E F G
	2. Dates of the industrial action taken: to
	3. Number of days of industrial action:
	4. Nature of industrial action.
	Industrial Action 7
	1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:
A	B C D E F G
	2. Dates of the industrial action taken: to
	3. Number of days of industrial action:
	4. Nature of industrial action.
	Industrial Action 8
	1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:
А	B C D E F G
	2. Dates of the industrial action taken: to
	3. Number of days of industrial action:
	4. Nature of industrial action.

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

### 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.

## Accounting policies

(see notes 84 and 85)

The financial statements have been prepared under the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the trade union. Monetary amounts in the annual return are rounded to the nearest f.

Income and expenses are included in the financial statements as they become receivable or due.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as accrued expenses.

Provisions are recognised when there is a legal or constructive present obligation as a result of a past event, it is probable that the trade union will be required to settle that obligation and, a reliable estimate can be made of the amount of the obligation.

### 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:	IRMiller		Chairman's Signature:		
				(or other official whose position should be stated)	
Name:	e: Ian Miller		Name:	Michel Saminaden (Hon. Treasurer)	
Date:	12 August 2020		Date:	Wednesday 12th 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		No	x
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	x	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	x	No	
Has the audtor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	x	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	x	No	
A member statement is: (see Note 80)	Enclosed		To follow	x
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	x	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	x	No	

## **Checklist for auditor's report**

(see notes 90 and 96)

# The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they related? (See section 36(1) and (2) of the 1992 Act and notes 92 and 93)

Please explain in your report overleaf or attached.

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

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

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

Please explain in your report overleaf or attached

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

In our opinion the financial statements:

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

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

### Auditor's report (continued)

We have audited the accounts of the Associa which comprise the Income and Expenditure been applied in their preparation is applicabl Accepted Accounting Practice).	Account and the Balance Sheet. The financial	reporting framework that has		
The Council members are responsible for the view. Our responsibility is to audit and expres International Standards on Auditing (UK and Board's (APB's) Ethical Standards for Auditors	ss an opinion on the accounts in accordance w Ireland). Those standards require us to comp	vith applicable law and		
An audit involves obtaining evidence about the assurance that the accounts are free from matassessment of: whether the accounting policies are approprive adequately disclosed; the reasonableness of significant accounting and the overall presentation of the accounts.	aterial misstatement, whether caused by frau ate to the entity's circumstances and have be estimates made;	d or error. This includes an		
In our opinion: the accounts give a true and fair view of the matters to which they relate; and 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; and proper accounting records with respect to its transactions and its assets and liabilities have been kept; and a satisfactory system of control has been established and maintained of its accounting records, its cash holding and all its receipts and remittances.				
Signature(s) of auditor or auditors:	may & Poile			
Name(s):	Dutchmans			
Profession(s) or Calling(s):	Chartered Accountants and Registered Auditors			
Address(es): Postcode	3 Station Parade Cherry Tree Rise Buckhurst Hill Essex IG96EU			
Date	12-Aug-20			
Contact name for inquiries and telephone number:	Mary Poile			

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

### Membership audit certificate

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

### (See notes 97 to 103)

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

### No

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

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

## Membership audit certificate

### Section one

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

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

### Yes / No

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

### Yes / No

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

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

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

### Section two

For a trade union with no i audit 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	ain below:
Signature	Michael Guinada
Name	Michel Saminaden
Office held	Hon. Treasurer
Date	12th August 2020