

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	The Fire Brigades Union		
Year ended:	31 December 2019		
List no:	332T		
Head or Main Office address:	Bradley House		
	68 Coombe Road		
	Kingston upon Thames		
	Surrey		
Postcode	KT2 7AE		
Website address (if available)	WWW.FBU.ORG.UK		
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	('X' in appropriate box)
General Secretary:	Matthew Wrack		
Telephone Number:	020 8481 1518		
Contact name for queries regarding the completion of this return	Mark Lywood		
Telephone Number:	020 85411765		
E-mail:	mark.lywood@fbu.org.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	28,407	1,445			29,852
Female	2,710	102			2,812
Other					
Total	31,117	1,547			A 32,664

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

32,664

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

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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

State whether the union is:

a. A branch of another trade union?

Yes		No	x
-----	--	----	---

If yes, state the name of that other union:

b. A federation of trade unions?

Yes		No	x
-----	--	----	---

If yes, state the number of affiliated unions:

and names:

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
Matthew Wrack	General Secretary
Andy Dark	Assistant General Secretary
Sean Starbuck	National Officer
David Green	National Officer
Ian Murray	President
Jim Quinn	National Treasurer/Executive Council member
Mark Rowe	National Officer
Tam McFarlane	National Officer
Andy Noble	Executive Council member
Ben Selby	Executive Council member
Brian Hooper	Executive Council member
Cerith Griffiths	Executive Council member
Chris McGlone	Executive Council member
David Shek	Executive Council member
Les Skarratts	Executive Council member
Matt Lamb	Executive Council member
Pete Smith	Executive Council member
Richard Jones	Executive Council member
Trevor French	Executive Council member

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	
Other	2,597
Commission received	7,035
VAT recoverable	6,460
Surplus on disposal of investments	15,571
Surplus on revaluation of investments	721,012
Total other sources	752,675
Total of all other income	752,675

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	
		Advisory Services	
Representation – Non Employment Related Issues		Other Cash Payments	
		Education and Training services	
		Education	256,626
Communications			
		Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
		Legal fees	171,113
carried forward		Total (should agree with figure in General Fund)	427,739

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

Political fund account

(see notes 24 to 33)

£

£

Political fund account 1		To be completed by trade unions which maintain their own political fund	
Income	Members contributions and levies		233,848
	Investment income (as at page 12)		
Other income (specify)			
	Total other income as specified		
	Total income		233,848

Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period

Expenditure A (as at page i)		219,551
Expenditure B (as at page ii)		
Expenditure C (as at page iii)		
Expenditure D (as at page iv)		
Expenditure E (as at page v)		4,806
Expenditure F (as at page vi)		1,063
Non-political expenditure (as at page vii)		86,588
	Total expenditure	312,007
	Surplus (deficit) for year	-78,159
	Amount of political fund at beginning of year	658,638
	Amount of political fund at the end of year (as <u>Balance Sheet</u>)	580,479
	Number of members at end of year contributing to the political fund	26,403
	Number of members at end of the year not contributing to the political fund	6,261
	Number of members at end of year who have completed an exemption notice and do not contribute to the political fund	92

Political fund account 2 To be completed by trade unions which act as components of a central trade union

Income	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
	Total other income as specified		
	Total income		
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	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 fund at beginning of year		
	Amount remitted to central political		
	Amount held on behalf of central political fund at end of year		
	Number of members at end of year contributing to the political fund		
	Number of members at end of the year not contributing to the political fund		
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

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

Political fund account expenditure (a)

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

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

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 £
The Labour Party	219,551
Total	219,551

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		3,671,940
Salaries and Wages included in above	1,590,568	
Auditors' fees		44,000
Legal and Professional fees		402,326
Occupancy costs		587,688
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		227,666
Expenses of conferences		271,784
Other administrative expenses (specify)		
Firefighter		178,937
Member representation		2,268,688
Commissions and bank charges		72,886
Other Outgoings		
Depreciation and loss on disposal of fixed assets		183,408
ULF		299,966
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Lottery		237,561
Defined benefit pension costs and actuarial movements		770,000
Deficit on revaluation of unquoted investments		10,548
tretert		
Total		9,227,398
Charged to:	General Fund (Page 3)	8,078,966
	Accident and injury fund	183,063
	Lottery fund	237,561
	Union learning fund	727,808
Total		9,227,398

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			144,297
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
			144,297
		Total investment income	144,297
		Credited to:	
		General Fund (Page 3)	144,297
		Accident and injury fund	
		Lottery fund	
		Union learning fund	
		Political Fund	
		Total Investment Funds	144,297

Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
Cost or Valuation						
At start of year	2,057,456	748,045	734,033	176,785		3,716,319
Additions			147,179	75,731		222,910
Disposals				-31,932		-31,932
Revaluation/Transfers						
At end of year	2,057,456	748,045	881,212	220,584		3,907,297
Accumulated Depreciation						
At start of year	924,435	260,202	507,040	77,182		1,768,859
Charges for year	38,376	18,724	82,373	37,782		177,255
Disposals				-9,945		-9,945
Revaluation/Transfers						
At end of year	962,811	278,926	589,413	105,019		1,936,169
Net book value at end of year	1,094,645	469,119	291,799	115,565		1,971,128
Net book value at end of previous year	1,133,021	487,843	226,993	99,603		1,947,460

Analysis of investments

(see notes 58 and 59)

Quoted	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)	3,291,129	
Government Securities (Gilts)	261,206	
Other quoted securities (to be specified) Funds	1,817,108	
Total quoted (as Balance Sheet) Market Value of Quoted Investment	5,369,443	
	5,369,443	
Unquoted		
Equities		
Unity Trust Bank	552,012	
Other	530	
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Loans repayable	12,381	
Loans co-op societies - CRS London Ltd	35	
Loans co-op societies - Peoples Press Printing Society Ltd	20,000	
Total unquoted (as Balance Sheet) Market Value of Unquoted Investments	584,958	
	584,958	

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
Income			
From Members	10,256,430	233,848	10,490,278
From Investments	144,297		144,297
Other Income (including increases by revaluation of assets)	1,029,594		1,029,594
Total Income	11,430,321	233,848	11,664,169
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	11,178,713	312,007	11,490,720
Funds at beginning of year (including reserves)	7,631,019	658,638	8,289,657
Funds at end of year (including reserves)	7,882,627	580,479	8,463,106
Assets			
Fixed Assets			1,971,128
Investment Assets			5,954,401
Other Assets			5,702,622
		Total Assets	13,628,151
Liabilities		Total Liabilities	5,165,045
Net Assets (Total Assets less Total Liabilities)			8,463,106

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

(see notes 74 to 80)

Did the union hold any ballots in respect of industrial action during the return period?		<input type="text" value="Yes"/>
If Yes How many ballots were held: <input style="width: 50px;" type="text" value="1"/>		
For each ballot held please complete the information below:		
Ballot 1		
Number of individual who were entitled to vote in the ballot	<input style="width: 50px;" type="text" value="457"/>	
Number of votes cast in the ballot	<input style="width: 50px;" type="text" value="327"/>	
Number of Individuals answering "Yes" to the question	<input style="width: 50px;" type="text" value="307"/>	¹
Number of individuals answering "No" to the question	<input style="width: 50px;" type="text" value="20"/>	²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 50px;" type="text"/>	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	<input type="text" value="Yes"/>	
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input type="text" value="Yes"/>	
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	<input type="text" value="Yes"/>	
Ballot 2		
Number of individual who were entitled to vote in the ballot	<input style="width: 50px;" type="text"/>	
Number of votes cast in the ballot	<input style="width: 50px;" type="text"/>	
Number of Individuals answering "Yes" to the question	<input style="width: 50px;" type="text"/>	¹
Number of individuals answering "No" to the question	<input style="width: 50px;" type="text"/>	²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 50px;" type="text"/>	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	<input style="width: 50px;" type="text"/>	
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 50px;" type="text"/>	
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	<input style="width: 50px;" type="text"/>	
Ballot 3		
Number of individual who were entitled to vote in the ballot	<input style="width: 50px;" type="text"/>	
Number of votes cast in the ballot	<input style="width: 50px;" type="text"/>	
Number of Individuals answering "Yes" to the question	<input style="width: 50px;" type="text"/>	¹
Number of individuals answering "No" to the question	<input style="width: 50px;" type="text"/>	²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 50px;" type="text"/>	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	<input style="width: 50px;" type="text"/>	
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 50px;" type="text"/>	
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	<input style="width: 50px;" type="text"/>	

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

Ballot 4

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

Ballot 5

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

Ballot 6

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

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

(see note 81)

***Categories of Nature of Trade Dispute**

- A: terms and conditions of employment, or the physical conditions in which any workers require to work;
- B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;
- C: allocation of work or the duties of employment between workers or groups of workers;
- D: matters of discipline;
- E: a worker's membership or non-membership of a trade union;
- F: facilities for officials of trade unions;
- G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

Did Union members take industrial action during the return period in response to any inducement on the part of the Union? YES/NO

No

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

Industrial Action 1

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

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 2

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

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 3

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

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

use a continuation page if necessary

Industrial Action 4

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

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 5

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

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 6

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

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 7

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

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 8

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

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

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

Notes to the accounts

(see notes 82 and 83)

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

NOTES TO THE ACCOUNTS

For the year ended 31 December 2019

1 Accounting Policies

- (a) These accounts have been prepared under the historical cost convention and in accordance with Financial Reporting Standard 102 ("FRS 102"). Income and expenditure is dealt with in the various fund accounts of the union.

At the date of approving these financial statements, The Executive Council acknowledges that the COVID-19 pandemic is creating significant difficulties in the worldwide economy.

The obligation to prepare these financial statements on a going concern basis has been considered by reference to budgets, forecasts and projected cash flows, as well as potential opportunities in relation to the controlled realisation of assets owned by the Union if required. In particular, the executive council has integrated the uncertainty surrounding the current COVID-19 pandemic within these budgets and forecasts for the year to 31 December 2020 and beyond.

The Union operates in a sector whose members are employees of public body funded organisations and, as such, membership levels are expected to remain relatively static during the pandemic. In preparing the budgets and forecasts for 2020 and beyond, due consideration has been given to all potential outcomes of the pandemic ("stress tested") and, after taking into account the recent decisions to cease all travel, and delay elections, conferences and educational activities, the executive council believe that the Union has sufficient working capital to enable it to continue as a going concern for the foreseeable future, being a period of at least 12 months from the date of signing these accounts.

The financial statements do not include any adjustments that would be necessary if the forecasts are not achieved.

- (b) Fixed assets are initially recorded at cost. Depreciation is provided on all tangible fixed assets, except for freehold land, on a straight line basis, at rates estimated to write off the cost or valuation of each asset over its expected useful life.

The rates used are:

Buildings	2.50%
Computer equipment	25%
Fixtures or fittings	10% or 20%
Motor vehicles	25%

No depreciation is provided on freehold land. Where no information is available as to the allocation of the original cost or valuation of property between land and buildings, best estimates of that allocation are used.

- (c) Rental payments in respect of operating leases are charged to the general fund income and expenditure account in the period in which they are incurred. Assets held under finance leases and hire purchase contracts are capitalised and depreciated over the shorter period of the lease and the useful economic lives of the assets. The finance charges are allocated over the period of the lease and are charged to the income and expenditure account.

- (d) Investments are stated in the balance sheet on the following basis:

Quoted investments – at fair value, which is determined by reference to the quoted market price at the year end date.

Unquoted investments – at original cost or estimated current value as determined by either an independent third party or board of the bank (Unity Trust Bank).

Provision is made against investments where there is a permanent impairment in value. Income from the investments is recognised when the monies are received. Movements in the fair value of investments are included in the statement of comprehensive income.

- (e) Members' legal expenses are charged in these accounts net of reimbursements obtained in respect of certain cases, on an invoiced basis. No provision is made for outstanding legal costs not invoiced, or for reimbursements not received at the balance sheet date. All other income and expenditure is accounted for on an accruals basis.
- (f) Provisions for future expenditure are included in the accounts, only where the union has a present obligation to meet such expenditure.
- (g) Provision is only made for material corporation tax on investment income and capital gains arising in the year after relief given for provident benefits paid. No provision is made for any potential corporation tax liabilities arising as a result of revaluations of the union's properties or investments.

NOTES TO THE ACCOUNTS

For the year ended 31 December 2019

- (h) Value added tax (VAT) is only partially recoverable. The recoverable element is shown separately in the income statement. All expenditure is shown inclusive of VAT where applicable.
- (i) Contributions include those amounts receivable from members in respect of the year under review.
- (j) The union's pension schemes are defined benefit schemes.

The amounts charged to the income and expenditure account are the current service costs. Remeasurement comprising of actuarial gains and losses and the return on scheme assets are recognised immediately in other comprehensive income.

The assets of the schemes are held separately from those of the union in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method and a discounted rate equivalent to the current rate of return on high quality corporate bonds of equivalent currency and term to the scheme liabilities.

- (k) Accident and injury fund contributions are recognised on an accrual basis in accordance with union rules. Provisions for expenditure are included in the accounts when there is certainty that a future payment will be made as at the balance sheet date.
- (l) All union learning fund grant income is recognised as and when the union is entitled to the monies and matched against relevant expenditure.
- (m) Lottery income and expenditure are recognised on an accrual basis and the funds carried forward will be spent on good causes as determined by the lottery distribution panel.
- (n) The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the accounting policies selected for use by the union. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the consolidated financial statements are disclosed below. Use of available information and application of judgement are inherent in the formation of estimates. Actual outcomes in the future could differ from such estimates. In preparing these financial statements, the union has made the following judgements:
 - Provisions for liabilities – provisions for liabilities included at the year end have been calculated using the best available knowledge at the time of preparing the financial statements, adjusted for information subsequently received. An element of estimation is therefore required when calculating the provisions.
 - Investments – quoted investments are disclosed at mid market values at the Statement of Financial Position date. Unquoted investments are disclosed at their original cost or, where available, at their estimated current value as estimated by an independent third party.
 - Defined benefit pension schemes – the cost of each of the defined benefit pension schemes is determined using an actuarial valuation. The actuarial valuation involves making assumptions about discount rates, future salary increases, mortality rates and future pension increases. Due to the complexity of the valuation, the underlying assumptions and the long term nature of these plans, such estimates are subject to significant uncertainty. In determining the appropriate discount rate, management considers the interest rates of corporate bonds in the respective currency with at least AA rating, with extrapolated maturities corresponding to the expected duration of the defined benefit obligation. The underlying bonds are further reviewed for quality, and those having excessive credit spreads are removed from the population bonds on which the discount rate is based, on the basis that they do not represent high quality bonds. The mortality rate is based on publicly available mortality tables for the specific country. Future salary increases and pension increases are based on expected future inflation rates. Further details are given in note 12."

NOTES TO THE ACCOUNTS

For the year ended 31 December 2019

	2019 £	2018 £
2 Benefits		
Legal fees	171,113	168,149
Education	256,626	218,150
Accident and injury claims	1,336,467	1,020,324
Payments for support	-	250
	1,764,206	1,406,873
3 Staff and officials		
Salaries and national insurance contributions	1,860,693	2,011,519
Pension contributions	581,371	461,332
FRS102 pension scheme adjustment (note 12)	10,000	21,000
Officials' allowance	551,681	545,256
PAYE agreement	3,878	6,184
Trade union leave	739,670	675,270
	3,747,293	3,720,561
4 Member representation		
Travel	284,905	309,481
Mileage	308,090	345,557
Hotels	251,513	248,373
Subsistence and evening meals	351,416	347,703
Motor expenses	23,080	5,253
Other organising expenses	10	24,178
Reports, journals and subscriptions	70,357	74,595
Ballot expenses	120,857	31,337
Donations	217,480	70,897
Goods for presentations and campaigning	109,740	69,050
Communications	735,883	484,716
Printing and stationery	182,992	213,690
Advertising	11,946	16,782
	2,668,269	2,241,612
5 Premises		
Repairs and renewals	33,758	67,409
Office expenses	513,449	517,272
Insurance	40,482	36,745
	587,689	621,426
6 Other expenditure		
Bank charges and interest payable	19,607	30,537
Audit, pension audit and accountancy	53,320	44,000
Professional fees	429,326	525,603
	502,253	600,140

NOTES TO THE ACCOUNTS

For the year ended 31 December 2019

	Land & buildings £	Fixtures fittings & equipment £	Motor vehicles £	Total £
7 Fixed assets				
Cost				
1 January 2019	2,805,501	734,033	176,785	3,716,319
Additions	–	147,179	75,731	222,910
Disposals	–	–	(31,932)	(31,932)
31 December 2019	<u>2,805,501</u>	<u>881,212</u>	<u>220,584</u>	<u>3,907,297</u>
Depreciation				
1 January 2019	1,184,637	507,040	77,182	1,768,859
Charge for the year	57,100	82,373	37,782	177,255
Disposals	–	–	(9,945)	(9,945)
31 December 2019	<u>1,241,737</u>	<u>589,413</u>	<u>105,019</u>	<u>1,936,169</u>
Net book value				
31 December 2019	<u>1,563,764</u>	<u>291,799</u>	<u>115,565</u>	<u>1,971,128</u>
Net book value				
31 December 2018	<u>1,620,864</u>	<u>226,993</u>	<u>99,603</u>	<u>1,947,460</u>

	2019 £	2018 £
8 Investments		
Quoted equities and unit trusts (note 8a)	5,369,443	3,894,969
Unquoted equities (note 8b)	552,542	563,090
Fair value of total investments	<u>5,921,985</u>	<u>4,458,059</u>
a) Quoted equities and unit trusts		
	2019 £	2018 £
Market value at 1 January	3,894,969	3,036,310
Additions at fair value	1,203,059	1,475,953
Disposal proceeds	(465,168)	(435,962)
Change in fair value of investments		
Realised surplus on sale of investments	15,571	48,519
Surplus/(loss) on revaluation of financial assets to fair value	721,012	(229,851)
Market value at 31 December	<u>5,369,443</u>	<u>3,894,969</u>
Historical cost at 31 December	<u>3,425,282</u>	<u>3,671,820</u>

NOTES TO THE ACCOUNTS

For the year ended 31 December 2019

8 Investments (continued)

All investments related to quoted investments on readily accessible markets, primarily the London Stock Exchange. Investment are carried at fair value, being the market value at the year end. Asset sales and purchases are recognised at their transaction value. The main investment risk lies in the combination of uncertain investment markets and volatility in yield. The union manages these risks by retaining expert advisors.

b) Unquoted equities

Unquoted shares held by the union at the year end are broken down as follows:

235,500 Unity Trust Bank plc "A" ordinary shares.

530 Labour Education, Rec. And Holiday Homes Ltd shares held at cost of £1/share.

	2019 £	2018 £
Market value at 1 January	563,090	480,530
(Deficit)/surplus on revaluation of financial assets to fair value	(10,548)	82,560
Market value at 31 December	552,542	563,090
Historical cost at 31 December	240,530	240,530

No provision for permanent impairment in value of investments is considered necessary.

9 Long-term loans

	2019 £	2018 £
Mortgages repayable	9,381	19,188
Loans – co-op societies		
CRS London Ltd.	35	35
People's Press Printing Society Ltd.	20,000	20,000
Loans		
Scottish TUC	3,000	3,000
	32,416	42,223

The mortgage loans to officials are secured by a charge on the property.

10 Debtors

	2019 £	2018 £
Trade debtors	101,529	56,915
Other debtors	70,134	130,815
Prepayments	318,056	212,659
	489,719	400,389

11 Current liabilities

	2019 £	2018 £
Trade creditors	569,312	242,773
Other creditors	57,855	11,850
Accruals	1,391,878	1,205,021
	2,019,045	1,459,644

NOTES TO THE ACCOUNTS

For the year ended 31 December 2019

12 Defined benefit pension fund

The union operates two defined benefit pension schemes in the United Kingdom.

1. The Fire Brigades Union pension scheme.
2. The Fire Brigades Union retirement and death benefits scheme.

	2019 £'000	2018 £'000
The Fire Brigades Union pension scheme		
Opening balance	(2,688)	(3,097)
Current service cost	(210)	(235)
Administration expenses	(102)	(123)
Contributions by the union	304	352
Total service cost	(8)	(6)
Net interest cost	(75)	(74)
Actuarial gain/(loss)	(464)	489
Closing balance	<u>(3,235)</u>	<u>(2,688)</u>
The Fire Brigades Union retirement and death benefits scheme		
Opening balance	322	81
Current service cost	(147)	(146)
Administration expenses	(14)	(19)
Contributions by the union	159	150
Total service cost	(2)	(15)
Net interest credit	9	1
Actuarial (loss)/gain	(240)	255
Closing balance	<u>89</u>	<u>322</u>
Both schemes		
Opening balance	(2,366)	(3,016)
Current service cost	(357)	(381)
Administration expenses	(116)	(142)
Contributions by the union	463	502
Total service cost	(10)	(21)
Net interest cost	(66)	(73)
Actuarial (loss)/gain	(704)	744
Closing balance	<u>(3,146)</u>	<u>(2,366)</u>

NOTES TO THE ACCOUNTS

For the year ended 31 December 2019

12 Defined benefit pension fund (continued)

The major assumptions used by the actuary for The Fire Brigades Union retirement and death benefits scheme.

	At 31.12.2019	At 31.12.2018
Rate of increase in salaries	1.5%	1.5%
Allowance for revaluation of deferred pensions of CPI or 5% p.a. if less	2.2%	2.3%
Allowance for pension in payment increases of RPI or 5% if less	3.0%	3.3%
Allowance for pension in payment increases of CPI or 5% if less	2.2%	2.3%
Discount rate	2.0%	2.8%
Inflation rate (RPI)	2.9%	3.3%
Inflation rate (CPI)	2.3%	2.3%

The mortality assumptions are in accordance with CMI 2018 (1.25%).

The assets in the scheme and the expected rate of return for The Fire Brigades Union retirement and death benefits scheme.

	% of total Scheme assets	Value at 31.12.2019 £'000	% of total Scheme assets	Value at 31.12.2018 £'000
With profits fund	49%	4,697	47%	4,410
Secured annuities	51%	4,910	53%	5,027
Total market value of assets		<u>9,607</u>		<u>9,437</u>

The major assumptions used by the actuary for The Fire Brigades Union pension scheme.

	At 31.12.2019	At 31.12.2018
Rate of increase in salaries	2.0%	2.2%
Rate of increase for deferred pensioners	2.0%	2.2%
Rate of increase of pensions in payment	2.7%	3.1%

The mortality assumptions are in accordance with the S2PA CMI 2018 (1.25%).

The assets in the scheme and the expected rate of return for The Fire Brigades Union pension scheme.

	% of total Scheme assets	Value at 31.12.2019 £'000	% of total Scheme assets	Value at 31.12.2018 £'000
Cash	0%	33	1%	69
Annuities	50%	3,389	51%	3,139
Cash accumulation policy	10%	666	13%	770
Funds	40%	2,746	35%	2,169
Total market value of assets		<u>6,834</u>		<u>6,147</u>

NOTES TO THE ACCOUNTS

For the year ended 31 December 2019

12 Defined benefit pension fund (continued)

The amounts recognised in the statement of financial position are as follows:

	2019 FBU RDB* scheme £'000	2019 FBU pension scheme £'000	2019 Total £'000	2018 FBU RDB scheme £'000	2018 FBU pension scheme £'000	2018 Total £'000
Present value of defined benefit obligation	(9,518)	(10,069)	(19,587)	(9,115)	(8,835)	(17,950)
Fair value of scheme assets	9,607	6,834	16,441	9,437	6,147	15,584
Net asset/(liability) recognised	89	(3,235)	(3,146)	322	(2,688)	(2,366)

The amounts recognised in the income and expenditure account are as follows:

Service costs	147	210	357	146	235	381
Administration expenses	14	102	116	19	123	142
Net interest (credit)/charge	(9)	75	66	(1)	74	73
Total recognised	152	387	539	164	432	596

Actual return on scheme assets	321	724	1,045	(278)	(163)	(441)
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The amounts recognised in other comprehensive income:

Actuarial (losses)/gains	(708)	(1,016)	(1,724)	578	802	1,380
Return on assets less net interest	59	552	611	(517)	(313)	(830)
Experience gains arising on the plan liabilities	409	-	409	194	-	194
Total recognised	240	(464)	(704)	255	489	744

* Retirement and death benefits

NOTES TO THE ACCOUNTS

For the year ended 31 December 2019

12 Defined benefit pension fund (continued)

Reconciliation of opening and closing balances of the present value of scheme liabilities:

	2019 FBU RDB scheme £'000	2019 FBU pension scheme £'000	2019 Total £'000	2018 FBU RDB scheme £'000	2018 FBU pension scheme £'000	2018 Total £'000
Scheme liabilities at 1 January	9,115	8,835	17,950	10,047	9,273	19,320
Current service cost	147	210	357	146	235	381
Expenses	14	–	14	19	–	19
Secured liability in members' names	–	–	–	–	–	–
Interest cost	253	247	500	238	224	462
Contributions by scheme participants	36	34	70	41	41	82
Settlements	–	–	–	–	–	–
Business combination	–	–	–	–	–	–
Actuarial (gain)/loss	299	1,016	1,315	(772)	(802)	(1,574)
Benefits paid	(346)	(273)	(619)	(604)	(136)	(740)
Scheme liabilities at 31 December	9,518	10,069	19,587	9,115	8,835	17,950

Reconciliation of opening and closing balances of the fair value of scheme assets

Fair value of scheme assets at 1 January	9,437	6,147	15,584	10,128	6,176	16,304
Expected return on scheme assets	262	172	434	239	150	389
Expenses	–	(102)	(102)	–	(123)	(123)
Actuarial gain/(loss)	59	552	611	(517)	(313)	(830)
Contributions by employer	159	304	463	150	352	502
Contributions by scheme participants	36	34	70	41	41	82
Benefits paid	(346)	(273)	(619)	(604)	(136)	(740)
Fair value of scheme assets at 31 December	9,607	6,834	16,441	9,437	6,147	15,584

NOTES TO THE ACCOUNTS

For the year ended 31 December 2018

12 Defined benefit pension fund (continued)

The Fire Brigades Union pension scheme

The most recently completed actuarial valuation of the Fire Brigades Union pension scheme as at 30 June 2016 showed a scheme funding deficit of £912,000. The union agreed to pay annual contributions of 17% of members' pensionable salaries, less the amount contributed by active members of the scheme each year. In respect of the scheme deficit as at 30 June 2016, the union has agreed to pay £106,000 a year for 7 years and 5 months. In addition, the union will pay £114,000 each year to cover administrative expenses and premiums for death in service lump sums associated with the scheme. This excludes the PPF levy which the union pays directly. Including future service costs, the union expects to pay around £365,000 to the scheme during the accounting year ending 31 December 2020.

The Fire Brigades Union retirement and death benefits scheme

The most recently completed actuarial valuation as at 31 October 2017 showed a scheme funding deficit of £468,000 and the union has agreed with the trustees that it will pay 77.8% of pensionable earnings in respect of the cost of accruing benefits. This includes an allowance to cover standard administration and management fees that are deducted annually from the scheme's assets. In addition, the union will pay amounts into the scheme equal to the levy payments made by the scheme to the Pension Protection Fund. Insurance premiums for death in service benefits and any fees other than standard policy charges are also payable in addition as and when they are due. In respect of the scheme funding deficit, the union will pay annual contributions of £51,000, increasing by 3% per annum to 31 October 2028. The member contributions are payable in addition at the rate of 15% of pensionable salary and the union expects to pay a total of £260,000 to the scheme during the accounting year ending 31 December 2020.

13 Taxation

The union is not liable to tax on income from its members. Taxation is payable to the extent that investment income and capital gains exceed allowable provident benefits.

14 Operating leases

As at 31 December 2019 the union has future commitments under non-cancellable operation leases as follows:

	2019	2018
	£	£
Within one year	93,059	71,506
Between two and five years	143,211	178,765
In more than five years	-	-
Total	236,270	250,271

15 Key management personnel

Key management personnel compensation of £557,490 (2018 – £498,717) was paid in the year, comprising salary, benefits in kind, employer national insurance contributions and employer pension contributions. See analysis of officials' salaries and benefits for a further breakdown of the key management personnel compensation.

NOTES TO THE ACCOUNTS

For the year ended 31 December 2019

16 Lottery

	2019 £	2018 £
Income	276,919	277,202
Expenditure		
Prizes and administration	136,453	144,053
Good causes	101,108	122,631
	237,561	266,684
Surplus for the year	39,358	10,518
Funds at beginning of the year	112,893	102,375
Funds at the end of the year	152,251	112,893

The surplus carried forward funds are to be spent on good causes.

Good causes

FBU Garden 100 project	Celebrating the Past, Enhancing the Future London Fire Stations	9,798
University of Central Lancashire	Research to Lethal Diseases and Methods of their Prevention	83,333
FBU Memorial Plaque		300
S.P.I.D Theatre Company	Community Theatre	2,000
Red plaque — World War II plaque	Hampshire FRS	749
Hereford Cathedral Memorial plaque	John Davies and David Morris	500
Red plaque — Order of Service	John Humphries	801
Red plaque	Stephen Maynard	449
Red plaque	James Mair	449
Red plaque	Michael Gamble, John Appleby, Terence Breen, Trevor Carvosso and Alfred Smee	897
Red plaque	Jeff Naylor	461
Red plaque	Michael Sonny Liston	449
Red plaque	John Davies and David Morris	461
Red plaque	Ronald Dixon	461
		101,108

ANALYSIS OF OFFICIALS' SALARIES AND BENEFITS

For the year ended 31 December 2019

Salaries

Name	Office held	Gross salary £		Equivalent rank
Matt Wrack	General secretary	76,576	Area manager	Competent "B"
Andy Dark	Assistant general secretary	72,867	Area manager	Competent "A"
Sean Starbuck	National officer	66,531	Group manager	Competent "B"
David Green	National officer	67,391	Group manager	Competent "B"

Note: All national officials' salaries are in line with fire service ranks, endorsed by annual conference.

Benefits

Name	Office held	Employer's N.I. cons. £	Employer's pension cons. £	Benefits in kind £
Matt Wrack	General secretary	9,449	59,576	7,260
Andy Dark	Assistant general secretary	8,871	56,691	8,261
Sean Starbuck	National officer	8,051	51,761	12,307
David Green	National officer	7,864	34,260	9,773

Full-time officials pay 15% of pensionable salary in employee pension contributions. The executive council is currently reviewing the pension provision for full time officials.

MEMBERS OF THE EXECUTIVE COUNCIL

For the year ended 31 December 2019

Benefits

Name	Office held	Officials' allowance rate per annum £
I. Murray	President	9,643
A. Noble	Executive council and vice-president	8,333
J. Quinn	Executive council and national treasurer	8,333

The following executive council members were paid an officials' allowance at the rate of £7,025 per annum.

C. McGlone
P. Smith
L. Skarratts
B. Selby
M. Lamb
G. Mayos (to 22 May 2019)
D Shek (from 4 October 2019)
B. Hooper
C Griffiths (from 22 May 2019)
P. Embery (to 24 July 2019)
T. French (from 15 November 2019)
R. Jones
T. McFarlane (to 15 November 2019)

The union made reimbursement to local authorities of £739,670 (2018 - £675,270) in respect of trade union leave in connection with trade union duties by executive council members and regional officials.

Irregularity statement

"A member who is concerned that some irregularity may be occurring, or has occurred, in the conduct of the financial affairs of the 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 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".

The above statement is taken from the certification officer website.

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 send the return with the original signatures. Copies will not be accepted.

Secretary's Signature:  <hr/> Name: Matthew Wrack, General Secretary <hr/> Date: 19 August 2020	Chairman's Signature:  (or other official whose position should be stated) <hr/> Name: Ian Murray, President <hr/> Date: 19 August 2020
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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 auditor'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)



Signature(s) of auditor or auditors:

BDO LLP

Name(s):

BDO LLP

Profession(s) or Calling(s):

Chartered Accountant, Statutory Auditor

Address(es):

55 Baker Street

London

Postcode

W1U 7EU

Date

25-Aug-20

Contact name for inquiries and telephone number:

Gareth Jones
+44 20 7486 5888

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

M2 ACCOUNTS AND FINANCIAL STATEMENTS

STATEMENT OF THE EXECUTIVE COUNCIL'S RESPONSIBILITIES

The legislation relating to trade unions requires the union to submit a return for each calendar year to the Certification Officer for Trade Unions and Employers' Associations. This return contains accounts, which must give a true and fair view of the state of affairs of the union at the year end and of its transactions for the year then ended. The accounts set out on the following pages have been prepared on the same basis and are used to complete the return to the Certification Officer for Trade Unions and Employers' Associations.

In relation to The Fire Brigades Union these requirements are the responsibility of the executive council. The accounts of the union have been prepared in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). In preparing the accounts the executive council is required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed.
- Prepare the accounts on the going concern basis unless it is inappropriate to do so.

The executive council is responsible for keeping proper accounting records and establishing and maintaining a satisfactory system of control over its records and transactions in order to comply with the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended). It is also responsible for safeguarding the assets of the union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The union is also responsible for the maintenance and integrity of the corporate and financial information included on the union's website. Legislation in the UK governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE FIRE BRIGADES UNION

OPINION

We have audited the financial statements of The Fire Brigades Union (the 'Union') for the year ended 31 December 2019 which comprise the Statement of Comprehensive Income, the Statement of Financial Position, the Statement of Changes in Equity, the Statement of Cash Flows 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 FRS 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 union's affairs as at 31 December 2019 and of its result 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.

USE OF OUR REPORT

This report is made solely to the Fire Brigades Union, as a body, in accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the union those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the union as a body, for our audit work, for this report, or for the opinions we have formed.

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 union 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 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 audit opinion.

CONCLUSIONS RELATING TO GOING CONCERN

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

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

OTHER INFORMATION

The executive council is responsible for the other information. The other information comprises the information included in the general secretary's and national treasurer's introduction, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We are required by the Trade Union and Labour Relations (Consolidation) Act 1992 to report to you by exception in respect of the following matters, in our opinion:

- A satisfactory system of control over transactions has not been maintained.
- The union has not kept proper accounting records.

- The accounts are not in agreement with the books of account.
- We have not received all the information and explanations we need for our audit.

We have nothing to report in this regard.

RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

As explained more fully in the statement of the executive council's responsibilities, the executive council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the executive council determines 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 executive council is responsible for assessing the union'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 executive council either intend to liquidate the union or to cease operations, or have no realistic alternative but to do so.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Councils website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

BDO LLP

Gareth Jones (Senior Statutory Auditor)

BDO LLP

Chartered Accountants Statutory Auditor
150 Aldersgate Street
London EC1A 4AB

Date 22 May 2020

Membership audit certificate

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

(See notes 97 to 103)

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

Yes ~~No~~

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

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

Membership audit certificate

Section one

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

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

Yes / ~~No~~

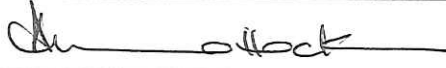
- 2 In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

Yes / ~~No~~

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

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

Membership audit certificate (continued)

Signature of assurer	
Name	ANNE HOCK
Address	POPULARIS LTD, NUTSEY LANE, TOTTON, SOUTHAMPTON SO40 3PL
Date	18. MAY 2020
Contact name and telephone number	ANNE HOCK 07764194176