

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

Name of Trade Union:	The Society of Authors			
Year ended:	31 December 2019			
List no:	577			
Head or Main Office address:	24 Bedford Row			
	London			
Postcode	WC1R 4EH			
Website address (if available)	<a href="http://www.societyofauthors.org">www.societyofauthors.org</a>			
Has the address changed during the year to which the return relates?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>	('X' in appropriate box)
General Secretary:	Nicola Solomon			
Telephone Number:	020 7373 6642			
Contact name for queries regarding the completion of this return	Katharine King			
Telephone Number:	020 7373 6642			
E-mail:	kking@societyofauthors.org			

**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](mailto:returns@certoffice.org)

For Unions based in Scotland: [ymw@tcyoung.co.uk](mailto:ymw@tcyoung.co.uk)

# Contents

Trade Union's details.....	1
Return of members.....	2
Change of officers.....	2
Officers in post.....	2a
General fund.....	3
Analysis of income from federation and other bodies and other income.....	4
Analysis of benefit expenditure shown at general fund.....	5
Accounts other than the revenue account/general fund.....	6-8a
Political fund account.....	9-9vii
Analysis of administrative expenses .....	10
Analysis of officials' salaries and benefits.....	11
Analysis of investment income.....	12
Balance sheet as at.....	13
Fixed assets account.....	14
Analysis of investments.....	15
Analysis of investment income (controlling interests).....	16
Summary Sheet.....	17
Summary sheet (Only for Incorporated Bodies).....	17a
Information on Industrial action ballots.....	18-19
Information on Industrial action.....	20-21
Notes to the accounts.....	22
Accounting policies.....	23
Signatures to the annual return.....	23
Checklist.....	23
Checklist for auditor's report.....	24
Auditor's report (continued).....	25
Membership audit certificate.....	i-iii
Guidance on completion.....	26

# 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	4,104	24	40	287	4,455
Female	5,209	28	38	380	5,655
Other	799	3	3	42	847
<b>Total</b>	<b>10,112</b>	<b>55</b>	<b>81</b>	<b>709</b>	<b>A 10,957</b>

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

10,957

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

13

## 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
Director	C A Lee	V Fox O'Loughlin	21 November 2019
Director	C Palliser	A M Longstaff	21 November 2019
Director	C Rees	S P Cann	21 November 2019

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:





## Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
<b>Federation and other bodies</b>	
<b>Total federation and other bodies</b>	
<b>Any Other Sources</b>	
Commissions on Royalty Collections	79,062
Royalty Income	40,247
Management Fees	177,913
Donations and legacies	7,095
Grants from the Foundation Fund	304,169
Other Grants and Project Income	15,000
Profit on investments	229,771
Loss on sale of tangible fixed assets	-42,950
<b>Total other sources</b>	<b>810,307</b>
<b>Total of all other income</b>	<b>810,307</b>

## Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		<b>brought forward</b>	130,091
		Advisory Services	
Representation – Non Employment Related Issues		Other Cash Payments	
		Education and Training services	
Communications			
Postage and Communications	29,630		
Printing and Stationery	18,827		
Publications and Guides	81,634		
		Negotiated Discount Services	
		Insurance for members	764
Dispute Benefits			
		Other Benefits and Grants (specify)	
		AGM and Events	19,394
		Group Activities	24,531
<b>carried forward</b>	130,091	<b>Total (should agree with figure in General Fund)</b>	174,780







(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

## Political fund account

(see notes 24 to 33)

£

£

<b>Political fund account 1</b>		<b>To be completed by trade unions which maintain their own political fund</b>	
	<b>Income</b>		
	Members contributions and levies		
	Investment income (as at page 12)		
Other income (specify)			
		Total other income as specified	
		Total income	
<b>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</b>			
	<b>Expenditure A</b> (as at page i)		
	<b>Expenditure B</b> (as at page ii)		
	<b>Expenditure C</b> (as at page iii)		
	<b>Expenditure D</b> (as at page iv)		
	<b>Expenditure E</b> (as at page v)		
	<b>Expenditure F</b> (as at page vi)		
	<b>Non-political expenditure</b> (as at page vii)		
		Total expenditure	
		Surplus (deficit) for year	
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as <u>Balance Sheet</u> )	
		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 contribute to the political fund	
<b>Political fund account 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>	
<b>Income</b>	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	
<b>Expenditure</b>	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	

















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

(see notes 34 and 35)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		1,108,605
Salaries and Wages included in above	902,022	
Auditors' fees		6,300
Legal and Professional fees		38,093
Occupancy costs		104,933
Stationery, printing, postage, telephone, etc.		100,306
Expenses of Executive Committee (Head Office)		11,154
Expenses of conferences		
Other administrative expenses (specify)		
Affiliation Fees		5,339
Repairs and Maintenance		33,237
Training costs		6,212
<b>Other Outgoings</b>		
Loan interest		26,135
Depreciation		22,685
Outgoings on land and buildings (specify)		
Freehold property depreciation		81,185
Other outgoings (specify)		
Irrecoverable VAT		75,791
<b>Total</b>		<b>1,619,975</b>
Charged to:	General Fund (Page 3)	1,619,975
<b>Total</b>		<b>1,619,975</b>



# Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			49,962
Dividends (gross) from:			
Equities (e.g. shares)			35,286
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			10,853
Other investment income (specify)			
			96,101
		Total investment income	96,101
		Credited to:	
		General Fund (Page 3)	96,101
		Political Fund	
		Total Investment Funds	96,101



## Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year	5,099,199				1,870,000	6,969,199
Additions	856,991		81,118			938,109
Disposals						
Revaluation/Transfers	-43,985				43,985	
At end of year	5,912,205		81,118		1,913,985	7,907,308
<b>Accumulated Depreciation</b>						
At start of year						
Charges for year	81,185		22,685			103,870
Disposals						
Revaluation/Transfers						
At end of year	81,185		22,685			103,870
<b>Net book value at end of year</b>	5,831,020		58,433		1,913,985	7,803,438
<b>Net book value at end of previous year</b>	5,099,199				1,870,000	6,969,199



# Analysis of investments

(see notes 58 and 59)

Quoted	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Managed funds	2,161,416	
Cash	6,107	
Total quoted (as Balance Sheet)	2,167,523	
Market Value of Quoted Investment	2,167,523	
Unquoted		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Total unquoted (as Balance Sheet)		
Market Value of Unquoted Investments		



# Summary sheet

(see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
<b>Income</b>			
From Members	976,816		976,816
From Investments	96,101		96,101
Other Income (including increases by revaluation of assets)	810,307		810,307
<b>Total Income</b>	1,883,224		1,883,224
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	1,841,164		1,841,164
<b>Funds at beginning of year</b> (including reserves)	9,772,190		9,772,190
<b>Funds at end of year</b> (including reserves)	9,814,250		9,814,250
<b>Assets</b>			
Fixed Assets			7,803,438
Investment Assets			2,167,523
Other Assets			792,278
		<b>Total Assets</b>	10,763,239
<b>Liabilities</b>		<b>Total Liabilities</b>	948,989
<b>Net Assets (Total Assets less Total Liabilities)</b>			9,814,250

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

(see notes 74 to 80)

<b>Did the union hold any ballots in respect of industrial action during the return period?</b>	<b>No</b>
If Yes How many ballots were held: <input style="width: 50px;" type="text"/>	
For each ballot held please complete the information below:	
<b>Ballot 1</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<b>1-3 should total "Number of votes cast"</b>
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: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" 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: 60px;" type="text"/>
<b>Ballot 2</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<b>1-3 should total "Number of votes cast"</b>
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: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" 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: 60px;" type="text"/>
<b>Ballot 3</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<b>1-3 should total "Number of votes cast"</b>
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: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" 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: 60px;" 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.

See attached accounts



# Accounting policies


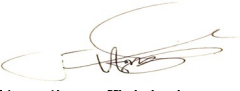
(see notes 84 and 85)

See attached accounts

## 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: 	Chairman's Signature: 
Name: Nicola Solomon	Name: Joanne Harris
Date: 05 August 2020	Date: 05 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	<input checked="" type="checkbox"/>	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	<input checked="" type="checkbox"/>	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	<input checked="" type="checkbox"/>	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	<input checked="" type="checkbox"/>	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	<input checked="" type="checkbox"/>	No	
A member statement is: (see Note 80)	Enclosed		To follow	<input checked="" type="checkbox"/>
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	<input checked="" type="checkbox"/>	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	<input checked="" type="checkbox"/>	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)

Our full audit report is set out in the attached financial statements.

Signature(s) of auditor or auditors:

*Knox Cropper LLP*

Name(s):

Knox Cropper LLP

Profession(s) or Calling(s):

Statutory Auditor

Address(es):

65 Leadenhall Street

London

Postcode

EC3A 2AD

Date

Contact name for inquiries and  
telephone number:

Simon Goodridge                      020  
7332 6400

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

**Report of the Directors and  
Financial Statements for the Year Ended 31 December 2019  
for  
The Society of Authors**

**The Society of Authors**

**Contents of the Financial Statements  
for the Year Ended 31 December 2019**

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	<b>Page</b>
<b>Company Information</b>	1
<b>Report of the Directors</b>	2
<b>Report of the Independent Auditors</b>	4
<b>Income Statement</b>	6
<b>Balance Sheet</b>	7
<b>Notes to the Financial Statements</b>	8
<b>Detailed Profit and Loss Account</b>	13

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**The Society of Authors**

**Company Information  
for the Year Ended 31 December 2019**

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**DIRECTORS:**

D C P Donachie  
J M S Harris  
F Dennis  
M Hoffman  
P Womack  
S J Collett  
W Phoenix  
K Quarmby  
M H P Roberts  
V Fox O'Loughlin  
A M Longstaff  
S P Cann

**SECRETARY:**

N Solomon

**REGISTERED OFFICE:**

24 Bedford Row  
London  
WC1R 4EH

**REGISTERED NUMBER:**

00019993 (England and Wales)

**AUDITORS:**

Knox Cropper LLP  
65 Leadenhall Street  
London  
EC3A 2AD

## **The Society of Authors**

### **Report of the Directors for the Year Ended 31 December 2019**

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The directors present their report with the financial statements of the company for the year ended 31 December 2019.

#### **PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was as the UK trade union for writers, illustrators and literary translators.

#### **DIRECTORS**

The directors shown below have held office during the whole of the period from 1 January 2019 to the date of this report.

D C P Donachie  
J M S Harris  
F Dennis  
M Hoffman  
P Womack  
S J Collett  
W Phoenix  
K Quarmby  
M H P Roberts

Other changes in directors holding office are as follows:

C A Lee - resigned 21 November 2019  
C Palliser - resigned 21 November 2019  
C Rees - resigned 21 November 2019  
V Fox O'Loughlin - appointed 21 November 2019  
A M Longstaff - appointed 21 November 2019  
S P Cann - appointed 21 November 2019

#### **STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**The Society of Authors**

**Report of the Directors  
for the Year Ended 31 December 2019**

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**AUDITORS**

The auditors, Knox Cropper LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

**Approved by the board of directors on 13 May 2020 and signed on their behalf:**



.....  
J M S Harris - Director

Date: 4 August 2020



### **Opinion**

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

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2019 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006; and
- have been prepared in accordance with sections 28,32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

### **Basis for opinion**

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

### **Conclusions relating to going concern**

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

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company'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 directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors 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.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

**Responsibilities of directors**

As explained more fully in the Statement of Directors' Responsibilities set out on page two, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine 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 directors are responsible for assessing the company'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 directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

**Use of our report**

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Knox Cropper LLP*

Simon Goodridge (Senior Statutory Auditor)  
for and on behalf of Knox Cropper LLP  
65 Leadenhall Street  
London  
EC3A 2AD

Date: 4 August 2020

**The Society of Authors**

**Income Statement  
for the Year Ended 31 December 2019**

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	<b>Notes</b>	<b>2019 £</b>	<b>2018 £</b>
<b>INCOME</b>			
Operating Income		<b>1,274,037</b>	1,202,805
Investment and Rental Income		<b>96,102</b>	70,210
Donations and Legacies		<b>7,095</b>	218,507
Grants from the Foundation Fund		<b>304,169</b>	-
Other Grant and Project Income		<b>15,000</b>	21,000
Total Income		<b>1,696,403</b>	1,512,522
<b>EXPENDITURE</b>			
Operating Expenditure		<b>1,768,620</b>	1,452,762
<b>Operating (Loss)/Profit</b>	<b>4</b>	<b>(72,217)</b>	59,760
Gain/(Loss) on Investments		<b>229,771</b>	(137,780)
(Loss)/Profit on sale of Tangible fixed assets		<b>(42,950)</b>	4,859,683
Profit on sale of Investment property		-	241,831
Interest payable and similar charges		<b>(26,135)</b>	(14,315)
<b>Profit/(Loss) before Taxation</b>		<b>88,469</b>	5,009,179
Tax on Profit/(Loss)	<b>5</b>	<b>46,409</b>	(233,306)
<b>PROFIT/(LOSS) FOR THE FINANCIAL YEAR</b>		<b>42,060</b>	5,242,485

The notes form part of these financial statements

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**Balance Sheet**  
31 December 2019

	Notes	2019		2018	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	6		5,889,453		5,099,199
Investments	7		2,167,523		1,439,515
Investment property	9		<u>1,913,985</u>		<u>1,870,000</u>
			<b>9,970,961</b>		<b>8,408,714</b>
<b>CURRENT ASSETS</b>					
Debtors	10	100,421		3,799,571	
Cash in hand		<u>691,857</u>		<u>570,384</u>	
			<b>792,278</b>		<b>4,369,955</b>
<b>CREDITORS</b>					
Amounts falling due within one year	11		<u>738,343</u>		<u>2,850,650</u>
<b>NET CURRENT ASSETS</b>			<u><b>53,935</b></u>		<u><b>1,519,305</b></u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>10,024,896</b>		<b>9,928,019</b>
<b>PROVISIONS FOR LIABILITIES</b>	13		<u><b>210,646</b></u>		<u><b>155,829</b></u>
<b>NET ASSETS</b>			<u><u><b>9,814,250</b></u></u>		<u><u><b>9,772,190</b></u></u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital			72		72
Retained earnings	14		<u>9,814,178</u>		<u>9,772,118</u>
			<u><b>9,814,250</b></u>		<u><b>9,772,190</b></u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors on 13 May 2020 and were signed on its behalf by:



.....  
J M S Harris - Director

Date: 4 August 2020

1. **STATUTORY INFORMATION**

The Society of Authors is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. **ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets.

**Consolidation**

The company is a parent company subject to the small companies regime. The company and its subsidiary trust comprise a small group. The company is therefore not required to and has not chosen to prepare group accounts.

**Income**

Income is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Members subscriptions are annual payments due at varying dates throughout the year. The amount of subscriptions applicable to any period after the year end is treated as prepaid by the Society and is included in creditors shown in the notes. Other income is also included on the basis of amounts receivable in the year.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold buildings	- 2% on cost
Plant and machinery	- 5% on cost
Office improvements	- 10% on cost
Fixtures, fittings and IT equipment	- 20% - 33% on cost

Freehold land is not depreciated. Tangible fixed assets under construction are not depreciated until the asset is brought into use.

**Investments**

Quoted investments are stated at market value. Any gains or losses on revaluation are recognised in profit or loss.

**Investment property**

Investment property is shown at valuation. Any aggregate surplus or deficit arising from changes in fair value is recognised in profit or loss.

**Taxation**

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

2. **ACCOUNTING POLICIES - continued**

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

**Foreign currencies**

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating result.

**Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 25 (2018 - 24).

4. **OPERATING PROFIT**

The operating profit is stated after charging:

	2019	2018
	£	£
Depreciation - owned assets	103,870	60,401
Auditors' remuneration	6,300	6,220
Lease costs	<u>18,076</u>	<u>27,079</u>

5. **TAXATION**

**Analysis of the tax credit**

The tax credit on the profit for the year was as follows:

	2019	2018
	£	£
Current tax:		
UK corporation tax	(8,408)	72,831
Deferred tax	<u>54,817</u>	<u>(306,137)</u>
Tax on profit	<u>46,409</u>	<u>(233,306)</u>

6. TANGIBLE FIXED ASSETS

	Land and buildings	Property in development	Fixtures, fittings & IT Equipment	Total
	£	£	£	£
<b>Cost</b>				
As at 1 January 2019	-	5,099,199	-	5,099,199
Additions	-	856,991	81,118	938,109
Transfers (see below)	5,912,205	(5,956,190)	-	(43,985)
As at 31 December 2019	5,912,205	-	81,118	5,993,323
<b>Depreciation</b>				
As at 1 January 2019	-	-	-	-
Charge for year	81,185	-	22,685	103,870
As at 31 December 2019	81,185	-	22,685	103,870
<b>Net Book Value</b>				
As at 31 December 2019	5,831,020	-	58,433	5,889,453
As at 31 December 2018	-	5,099,199	-	5,099,199

On completion of the property redevelopment the costs were transferred to Land & Buildings and Investment property.

Land and Buildings comprise Freehold Land & Buildings. Components of the redeveloped freehold property relating to the office improvements and plant & machinery are depreciated at the rates set out in the accounting policies.

7. FIXED ASSET INVESTMENTS

	2019 £	2018 £
<b>COST OR VALUATION</b>		
Investment portfolio		
At 1 January 2019	1,435,870	1,696,233
Additions	498,000	-
Disposals	-	(122,553)
Revaluation	227,546	(137,810)
At 31 December 2019	2,161,416	1,435,870
Cash held by investment managers	6,107	3,645
<b>TOTAL</b>	<b>2,167,523</b>	<b>1,439,515</b>

Following the fall in world stock markets in March 2020 as a result of the Covid-19 pandemic, the value of the charity's investment portfolio as at 31 March 2020 was £1,869,541.

8. **THE FOUNDATION FUND**

The Society is the sole trustee of a non-charitable trust, known as The Foundation Fund, which was established to support the Society. The trust is controlled by the company. The company and trust together make up a small group and so there is no requirement to prepare consolidated accounts.

At the year end the total net assets held by the trust amounted to £238,536 (2018 - £491,662). The trust's net expenditure for the year was £253,126 (2018 - £33,405).

9. **INVESTMENT PROPERTY**

	<b>2019</b>
	£
COST OR VALUATION	
At 1 January 2019	<b>1,870,000</b>
Additions	<b>43,985</b>
	<u>1,913,985</u>
At 31 December 2019	<u><b>1,913,985</b></u>

10. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2019</b>	<i>2018</i>
	£	£
Accrued property sale proceeds	-	3,633,750
Prepayments and accrued income	<b>46,488</b>	73,324
Other debtors	<b>53,933</b>	92,497
	<u><b>100,421</b></u>	<u>3,799,571</u>

11. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2019</b>	<i>2018</i>
	£	£
Bank loans and overdrafts	-	2,000,000
Taxation and social security	<b>29,713</b>	73,340
Other creditors	<b>233,552</b>	188,078
Membership fees received in advance	<b>440,328</b>	434,125
Deferred income	<b>34,750</b>	155,107
	<u><b>738,343</b></u>	<u>2,850,650</u>



Notes to the Financial Statements - continued  
for the Year Ended 31 December 2019

12. **LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Within one year	<b>18,453</b>	19,322
Between one and five years	<u><b>2,931</b></u>	<u>20,138</u>
	<u><b>21,384</b></u>	<u>39,460</u>

13. **PROVISIONS FOR LIABILITIES**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Deferred tax	<u><b>210,646</b></u>	<u>155,829</u>

	<b>Deferred tax £</b>
Balance at 1 January 2019	155,829
Profit for the year	<u>54,817</u>
Balance at 31 December 2019	<u><b>210,646</b></u>

14. **RESERVES**

	<b>Retained earnings £</b>
At 1 January 2019	9,772,118
Profit for the year	<u>42,060</u>
At 31 December 2019	<u><b>9,814,178</b></u>

15. **RELATED PARTY DISCLOSURES**

The Society of Authors is trustee for a number of charitable trusts for which it carries out management services. A management fee is charged which in 2019 amounted to £121,700 (2018 : £115,859).

The Society is also trustee of a non-charitable trust, the purpose of which is to support the Society. The Society received grants totalling £304,169 from the Trust in 2019. There were no transactions between the Society and the trust in 2018.

**The Society of Authors**

**Detailed Profit and Loss Account  
for the Year Ended 31 December 2019**

	2019		2018	
	£	£	£	£
<b>Turnover</b>				
Members Annual Subscriptions	976,816		915,983	
Commissions on Royalties	79,062		84,935	
Royalty Income	40,247		50,509	
Management Fees	177,913		151,378	
Donations and Legacies	7,095		218,507	
Grants from the Foundation Fund	304,169		-	
Other Grants and Project Income	15,000		21,000	
Net Rents Received	49,962		36,404	
Investment Income	46,139		33,806	
		<b>1,696,403</b>		<b>1,512,522</b>
<b>Other income</b>				
Profit/(loss) on investments	229,771		(137,780)	
Profit on sale of tangible fixed assets	(42,950)		4,859,683	
Profit on sale of investment property	-		241,831	
		<b>186,821</b>		<b>4,963,734</b>
		<b>1,883,224</b>		<b>6,476,256</b>
<b>Expenditure</b>				
Salaries	902,022		831,359	
National Insurance	93,848		87,116	
Pension Contributions	73,275		66,732	
Fees	16,493		21,494	
Employee Benefits	22,967		21,545	
Postage & Communications	29,630		18,796	
Printing & Stationery	18,827		16,278	
Advertising & Marketing	6,150		2,665	
Travelling & Entertaining	11,154		13,873	
Publications & Guides	81,634		75,123	
Rates and insurance	55,642		55,530	
Cleaning, heating and lighting	24,469		11,936	
Repairs and renewals	33,237		26,344	
Books, Papers & Subscriptions	4,680		3,730	
Insurance for members	764		3,706	
Events & AGM net of income	19,394		16,712	
Group Activities	24,531		24,218	
Moving expenses	24,822		-	
Computer & IT costs	75,779		68,513	
Sundry expenses	7,018		3,707	
Training costs	6,212		-	
Affiliation Fees	5,339		6,511	
Investment Manager Fees	12,191		12,340	
Professional fees	25,902		14,694	
Irrecoverable VAT	75,791		14,616	
Auditors' remuneration	6,300		6,220	
Grants & Donations	-		57	
Depreciation of tangible fixed assets				
Freehold property	81,185		-	
Depreciation of tangible fixed assets	22,685		19,912	
		<b>1,761,941</b>		<b>1,443,727</b>
Carried forward		<b>121,283</b>		<b>5,032,529</b>

This page does not form part of the statutory financial statements

**The Society of Authors**

**Detailed Profit and Loss Account  
for the Year Ended 31 December 2019**

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	<b>2019</b>		<b>2018</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Brought forward		<b>121,283</b>		<b>5,032,529</b>
<b>Finance costs</b>				
Bank charges	<b>6,679</b>		<b>9,035</b>	
Bank loan interest	<b>26,135</b>		<b>14,315</b>	
		<b>32,814</b>		<b>23,350</b>
<b>NET PROFIT</b>		<b>88,469</b>		<b>5,009,179</b>

This page does not form part of the statutory financial statements

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**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**

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**

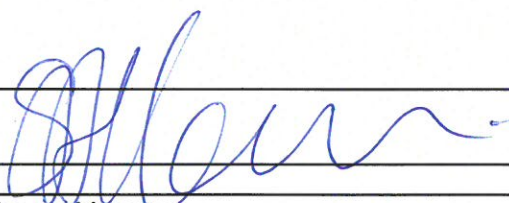
2. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

**YES**

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	Simon Hearn
Address	Civica Election Services The Election Centre 33 Clarendon Road London, N8 0NW
Date	06/02/2020
Contact name and telephone number	Simon Hearn, Managing Director 020 8829 8447

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