

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

| | | | | | |
|--|--|--------------------------|----|-------------------------------------|--------------------------|
| Name of Trade Union: | Nationwide Group Staff Union | | | | |
| Year ended: | 31 December 2019 | | | | |
| List no: | 713T | | | | |
| Head or Main Office address: | Middelton Farmhouse | | | | |
| | 37 Main Road | | | | |
| | Middleton Cheney | | | | |
| | Banbury | | | | |
| | Oxfordshire | | | | |
| | Postcode | OX17 2QT | | | |
| Website address (if available) | www.ngsu.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: | Tim Rose | | | | |
| Telephone Number: | 01295 710767 | | | | |
| Contact name for queries regarding the completion of this return | Sailesh P Mehta, HW Fisher | | | | |
| Telephone Number: | 020 7388 7000 | | | | |
| E-mail: | smehta@hwfisher.co.uk | | | | |

Please follow the guidance notes in the completion of this return

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

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

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

For Unions based in Scotland: eymw@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 | 4,044 | 20 | | | 4,064 |
| Female | 8,564 | 140 | | | 8,704 |
| Other | | | | | |
| Total | 12,608 | 160 | | | A 12,768 |

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

12,768

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

Change of Officers

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

| Position Held | Name of Officer ceasing to hold Office | Name of Officer Appointed | Date of change |
|----------------|--|---------------------------|----------------|
| See Appendix A | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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:

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 |
|-----------------------|--|
| Tim Poil | General Secretary |
| Beverley Cubbon | President |
| Barry Murphy | Vice-President |
| Sarah Daly | Treasurer |
| Natalie Rogers | Executive Officer |
| Lesley Castle | Executive Officer |
| Nicola Trudi Sellars | Executive Officer |
| Fiona Shepperson | Executive Officer |
| Gordon Picker | Executive Officer |
| Michael John Padfield | Executive Officer |
| Jane Turnbull | Executive Officer |
| Katie Houghton | Executive Officer |
| Iain Jeffree | Executive Officer |
| Peter Goldsworthy | National Regional Officer - Swindon 2 |
| Louise Chissell | National Regional Officer - Bournemouth |
| Barry Murphy | National Regional Officer - Scotland Admin Centres |
| Nimisha Nandha | National Regional Officer - Central & East England |
| Joanna Tweedale | National Regional Officer - Swindon 1 |
| Donna Clarke | National Regional Officer - NAC |
| Susan Walker | National Regional Officer - North, N West & N Midlan |
| Sarah Daly | National Regional Officer - Swindon 3 & London |
| Christine Cooper | National Regional Officer - London & South East |
| Jean Sandra Morgan | National Regional Officer - West & South West |
| | |
| | |
| | |
| | |
| | |
| | |

Appendix A

Nationwide Group Staff Union

| Position Held | Name of officer ceasing to hold office | Name of officer appointed | Date of change |
|---------------------------|---|----------------------------------|-----------------------|
| Executive Officer | N/a | Natalie Rogers | 09-Dec-19 |
| Executive Officer | N/a | Gordon Picker | 01-Apr-19 |
| Executive Officer | N/a | Michael John Padfield | 01-Apr-19 |
| Executive Officer | N/a | Jane Turnbull | 09-Dec-19 |
| Executive Officer | N/a | Iain Jeffree | 01-Apr-19 |
| National Regional Officer | N/a | Joanna Tweedale | 01-Apr-19 |
| General Secretary | Tim Poil | N/a | 31-Dec-19 |
| General Secretary | N/a | Tim Rose | 31-Dec-19 |
| President | Nicola Huddlestone | N/a | 31/03/2019 |
| Treasurer | Karen Hart | N/a | 31/03/2019 |
| Executive Officer | Chris Palfrey | N/a | 31/03/2019 |

General Fund

(see notes 13 to 18)

| | £ | £ |
|--|--------|-----------|
| Income | | |
| From Members: Contributions and Subscriptions | | 1,338,733 |
| From Members: Other income from members (specify) | | |
| Draws & lotteries | | 91,838 |
| Total other income from members | | 91,838 |
| Total of all income from members | | 1,430,571 |
| Investment income (as at page 12) | | 10,145 |
| Other Income | | |
| Income from Federations and other bodies (as at page 4) | | |
| Income from any other sources (as at page 4) | 19,321 | |
| Total of other income (as at page 4) | | 19,321 |
| Total income | | 1,460,037 |
| Interfund Transfers IN | | |
| Expenditure | | |
| Benefits to members (as at page 5) | | 68,549 |
| Administrative expenses (as at page 10) | | 1,327,935 |
| Federation and other bodies (specify) | | |
| TUC Affiliation fees | | 36,179 |
| Total expenditure Federation and other bodies | | 36,179 |
| Taxation | | |
| Total expenditure | | 1,432,663 |
| Interfund Transfers OUT | | 5,000 |
| Surplus (deficit) for year | | 27,374 |
| Amount of general fund at beginning of year | | 1,467,994 |
| Amount of general fund at end of year | | 1,490,368 |

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 | |
| Insurance Commission | 14,298 |
| Other Commission | 3,523 |
| Advertising revenue | 1,500 |
| Total other sources | 19,321 |
| Total of all other income | 19,321 |

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

| | | | £ |
|---|--------|---|--------|
| Representation – Employment Related Issues | | brought forward | 43,043 |
| | | Advisory Services | |
| | | | |
| Representation – Non Employment Related Issues | | Other Cash Payments | |
| | | | |
| | | Education and Training services | 5,656 |
| | | | |
| Communications | | | |
| Magazine costs | 39,746 | | |
| Publications | 3,297 | | |
| | | | |
| | | Negotiated Discount Services | |
| | | | |
| Dispute Benefits | | | |
| | | Other Benefits and Grants (specify) | |
| | | Disciplinary and grievance | 11,624 |
| | | Gym membership | 8,226 |
| | | | |
| carried forward | 43,043 | Total (should agree with figure in General Fund) | 68,549 |

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 | | |
| | Investment income (as at page 12) | | |
| Other income (specify) | | | |
| | | | |
| | | | |
| | | | |
| | | Total other income as specified | |
| | | Total income | |

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) | |
| Expenditure B (as at page ii) | |
| Expenditure C (as at page iii) | |
| Expenditure D (as at page iv) | |
| Expenditure E (as at page v) | |
| Expenditure F (as at page vi) | |
| Non-political expenditure (as at page vii) | |
| | Total expenditure |
| | 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 |

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 | |

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 | | 979,997 |
| Salaries and Wages included in above | 979,997 | |
| Auditors' fees | | 26,400 |
| Legal and Professional fees | | 50,828 |
| Occupancy costs | | 33,813 |
| Stationery, printing, postage, telephone, etc. | | 26,626 |
| Expenses of Executive Committee (Head Office) | | 5,772 |
| Expenses of conferences | | 88,365 |
| Other administrative expenses (specify) | | |
| Sundry | | 4,784 |
| Accounting systems | | 5,621 |
| Ballots | | 13,550 |
| Website costs | | 10,726 |
| Maintenance & Leasing | | 75,011 |
| Other Outgoings | | |
| Interest payable: | | |
| Bank loans (including overdrafts) | | |
| Mortgages | | |
| Other loans | | |
| Depreciation | | 25,742 |
| Taxation | | -21,165 |
| Outgoings on land and buildings (specify) | | |
| Other outgoings (specify) | | |
| Unrealised loss on investments | | 1,865 |
| Total | | 1,327,935 |
| Charged to: | General Fund (Page 3) | 1,327,935 |
| | Charitable Fund | |
| Total | | 1,327,935 |

Analysis of investment income

(see notes 47 and 48)

| | Political Fund £ | | Other Fund(s) £ |
|-----------------------------------|------------------------|-------------------------|-----------------------|
| Rent from land and buildings | | | 5,299 |
| Dividends (gross) from: | | | |
| Equities (e.g. shares) | | | 3,190 |
| Interest (gross) from: | | | |
| Government securities (Gilts) | | | |
| Mortgages | | | |
| Local Authority Bonds | | | |
| Bank and Building Societies | | | 1,656 |
| Other investment income (specify) | | | |
| | | | |
| | | | |
| | | | |
| | | | 10,145 |
| | | | |
| | | Total investment income | 10,145 |
| | | | |
| | | Credited to: | |
| | | General Fund (Page 3) | 10,145 |
| | | Charitable Fund | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Political Fund | |
| | | | |
| | | Total Investment Funds | 10,145 |

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 | 282,203 | | 237,062 | | | 519,265 |
| Additions | | | 25,441 | | | 25,441 |
| Disposals | | | -7,669 | | | -7,669 |
| Revaluation/Transfers | | | | | | |
| At end of year | 282,203 | | 254,834 | | | 537,037 |
| Accumulated Depreciation | | | | | | |
| At start of year | 91,552 | | 201,900 | | | 293,452 |
| Charges for year | 3,644 | | 22,098 | | | 25,742 |
| Disposals | | | -7,669 | | | -7,669 |
| Revaluation/Transfers | | | | | | |
| At end of year | 95,196 | | 216,329 | | | 311,525 |
| Net book value at end of year | 187,007 | | 38,505 | | | 225,512 |
| Net book value at end of previous year | 190,651 | | 35,162 | | | 225,813 |

Analysis of investments

(see notes 58 and 59)

| Quoted | All Funds Except Political Funds £ | Political Fund £ |
|--|--|---------------------|
| Equities (e.g. Shares) | | |
| Lloyds Shares | 165 | |
| Government Securities (Gilts) | | |
| Other quoted securities (to be specified) | | |
| Total quoted (as Balance Sheet) | 165 | |
| Market Value of Quoted Investment | 165 | |
| Unquoted | | |
| Equities | | |
| Unity Trust Bank | 150,150 | |
| Aberdeen Multi Manager Diversity Fund | 661,791 | |
| Government Securities (Gilts) | | |
| Mortgages | | |
| Bank and Building Societies | | |
| Other unquoted investments (to be specified) | | |
| Investment Property | 156,000 | |
| Total unquoted (as Balance Sheet) | 967,941 | |
| Market Value of Unquoted Investments | 967,941 | |

Analysis of investment income (controlling interests)

(see notes 60 and 61)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?

| | |
|--|-----------------------------|
| Yes <input checked="checked" type="checkbox"/> | No <input type="checkbox"/> |
|--|-----------------------------|

If YES name the relevant companies:

| Company name | Company registration number (if not registered in England & Wales, state where registered) |
|-------------------------------|--|
| NGSU ASSET MANAGEMENT LIMITED | 08341802 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Are the shares which are controlled by the union registered in the names of the union's trustees?

| | |
|--|-----------------------------|
| Yes <input checked="checked" type="checkbox"/> | No <input type="checkbox"/> |
|--|-----------------------------|

If NO, state the names of the persons in whom the shares controlled by the union are registered.

| Company name | Names of shareholders |
|--------------|-----------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Summary sheet

(see notes 62 to 73)

| | All funds except Political Funds £ | Political Funds £ | Total Funds £ |
|---|--|--------------------------|---------------------|
| Income | | | |
| From Members | 1,431,286 | | 1,431,286 |
| From Investments | 10,145 | | 10,145 |
| Other Income (including increases by revaluation of assets) | 19,321 | | 19,321 |
| Total Income | 1,460,752 | | 1,460,752 |
| Expenditure (including decreases by revaluation of assets) | | | |
| Total Expenditure | 1,439,693 | | 1,439,693 |
| Funds at beginning of year (including reserves) | 1,475,375 | | 1,475,375 |
| Funds at end of year (including reserves) | 1,496,434 | | 1,496,434 |
| Assets | | | |
| Fixed Assets | | | 225,512 |
| Investment Assets | | | 968,106 |
| Other Assets | | | 427,670 |
| | | Total Assets | 1,621,288 |
| Liabilities | | Total Liabilities | 124,854 |
| Net Assets (Total Assets less Total Liabilities) | | | 1,496,434 |

(see notes 74 to 80)

| | | |
|---|---|--|
| Did the union hold any ballots in respect of industrial action during the return period? | | <input type="text" value="No"/> |
| If Yes How many ballots were held: <input style="width: 50px;" type="text"/> | | |
| 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: 80px;" type="text"/> | |
| Number of votes cast in the ballot | <input style="width: 80px;" type="text"/> | |
| Number of Individuals answering "Yes" to the question | <input style="width: 80px;" type="text"/> | 1 |
| Number of individuals answering "No" to the question | <input style="width: 80px;" type="text"/> | 2 |
| Number of invalid or otherwise spoiled voting papers returned | <input style="width: 80px;" 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: 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"/> | |
| Ballot 2 | | |
| Number of individual who were entitled to vote in the ballot | <input style="width: 80px;" type="text"/> | |
| Number of votes cast in the ballot | <input style="width: 80px;" type="text"/> | |
| Number of Individuals answering "Yes" to the question | <input style="width: 80px;" type="text"/> | 1 |
| Number of individuals answering "No" to the question | <input style="width: 80px;" type="text"/> | 2 |
| Number of invalid or otherwise spoiled voting papers returned | <input style="width: 80px;" 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: 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"/> | |
| Ballot 3 | | |
| Number of individual who were entitled to vote in the ballot | <input style="width: 80px;" type="text"/> | |
| Number of votes cast in the ballot | <input style="width: 80px;" type="text"/> | |
| Number of Individuals answering "Yes" to the question | <input style="width: 80px;" type="text"/> | 1 |
| Number of individuals answering "No" to the question | <input style="width: 80px;" type="text"/> | 2 |
| Number of invalid or otherwise spoiled voting papers returned | <input style="width: 80px;" 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: 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"/> | |

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

Ballots & 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.

NATIONWIDE GROUP STAFF UNION

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2019

Accounting Convention

The accounts have been prepared under the historical cost convention and follow all applicable Accounting Standards.

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

The financial statements are prepared in sterling, which is the functional currency of the Union. Monetary amounts in these financial statements are rounded to the nearest £.

Trade Unions are governed by the Trade Union and Labour Relations (Consolidation Act) 1992 (Amended). Under that Act the accounts of Trade Unions are required to give a true and fair view. Therefore, the accounts of the Union are prepared under FRS102.

However, as a Trade Union is not a company the Regulations that form the Foundation of disclosures under FRS102 have been adopted as considered necessary to ensure the accounts give a true and fair view to the members of the Trade Union.

Going Concern

As stated in note 14, the National Executive Committee has considered the effect of the Covid-19 outbreak. The National Executive Committee considers that the outbreak is likely to cause a minor level of disruption to the Union's business. However, the National Executive Committee is confident that the Union can continue as a going concern for a period of at least twelve months from the date of approval of these financial statements. The National Executive Committee has a reasonable expectation that the Union has adequate resources to continue in operation for the foreseeable future.

Subscriptions

Subscriptions are accounted for on an accruals basis.

Cash and cash equivalents

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

Basic financial assets

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

NATIONWIDE GROUP STAFF UNION

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2019

Other financial assets

Other financial assets, including investments in equity instruments which are not subsidiaries, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes in fair value recognised in the income and expenditure account, except that investments in equity instruments that are not publically traded and whose fair value cannot be measured reliably are measured at cost less impairment.

The investment property has been valued internally by the National Executive Committee.

Basic financial liabilities

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

Commission Income

Insurance Scheme Commission is accounted for on a cash received basis. Other commissions are accounted for on an accruals basis.

Defined Contributions Pension Plan

Contained within administrative and service to member staff costs are fully paid defined pension contributions totalling £111,304.

Termination Benefits

Termination benefits are recognised immediately as an expense when the union is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Depreciation

Depreciation is provided on all tangible fixed assets (except freehold land) at rates estimated to write off the cost of each asset on a straight line basis over its expected useful life as follows:

| | | |
|--------------------|---|---------------|
| Freehold building | - | 2% per annum |
| Office equipment | - | 25% per annum |
| Computer equipment | - | 25% per annum |

NATIONWIDE GROUP STAFF UNION

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2019

Intangible Fixed assets - Website

Amortisation is provided at rates estimated to write off the cost of the website on a straight line basis over its expected useful life which is deemed to be 4 years.

National Conference

The costs of the biennial National Conference are accounted for over two years by providing for in advance and not solely in the year that the National Conference occurs.

Current Taxation

Corporation tax is payable on all interest income, rental income and chargeable gains arising on the disposal of properties and investments but only to the extent that these exceed expenditure on provident benefits.

Deferred Taxation

Deferred tax liabilities arise in relation to the difference between the fair value of properties and investments and their original cost less any indexation applicable.

Deferred tax is calculated at the tax rates that are expected to apply in the period where the liability is settled or the asset is realised. Deferred tax is charged or credited in the income and expenditure account.

The Union has adopted a reinvestment policy whereby all realised proceeds on disposal of properties and investments are reinvested into other chargeable assets, thereby eliminating any current tax liability and thereby the need for the recognition of a deferred tax liability. Where the proceeds are not fully reinvested no current tax liability is considered likely to arise due to expenditure on provident benefits exceeding any chargeable gains that might arise.

Judgements and Key Sources of Estimation Uncertainty

In the application of its accounting policies, the Union is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. All significant estimates and underlying assumptions are reviewed on an on going basis and the relevant carrying amounts of assets and liabilities are revised to reflect any changes.

NATIONWIDE GROUP STAFF UNION

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2019

As at 31 December 2019 the carrying amounts of the following assets and liabilities were subject to judgement or to estimation uncertainty:

- Reliable estimates of the fair value of unlisted investments are not available and thus they are valued on the basis of the latest purchase offer.
- The fair value of the Union's investment property cannot be directly observed and thus it is valued as per the publicly available market value at the time.

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

| | | | |
|---|--|------------------|----------------|
| 1 | OTHER OPERATING INCOME | 2019 | 2018 |
| | | £ | £ |
| | <u>Other Income</u> | | |
| | Advertising revenue | 1,500 | - |
| | Bank interest | 1,656 | 1,651 |
| | Overstatement of bank interest in previous years | - | - |
| | Draws and lotteries: | | |
| | Draw income | 367,486 | 360,057 |
| | Prizes awarded | (275,648) | (270,021) |
| | Insurance commission | 14,298 | 20,286 |
| | Other commission | 3,523 | 3,224 |
| | Overstatement of commission in previous years | - | - |
| | | <u>112,815</u> | <u>115,197</u> |
| | <u>Investment Income</u> | | |
| | Flat rental | 5,299 | 9,826 |
| | Dividend income | 3,190 | 1,801 |
| | | <u>8,489</u> | <u>11,627</u> |
| | | <u>121,304</u> | <u>126,824</u> |
| 2 | SERVICES TO MEMBERS | 2019 | 2018 |
| | | £ | £ |
| | Magazine costs | 39,746 | 37,811 |
| | Legal and professional | 46,560 | 31,175 |
| | TUC affiliation fee | 36,179 | 35,259 |
| | Postage | 8,703 | 10,108 |
| | Publications | 3,297 | 3,101 |
| | Staff costs | 892,434 | 842,366 |
| | Telephone | 15,713 | 14,226 |
| | Training | 5,656 | 6,167 |
| | Disciplinary and grievance meetings | 11,624 | 9,461 |
| | Website costs | 10,726 | 19,954 |
| | VAT Recovered | (21,165) | (18,818) |
| | Members benefits | 8,226 | 7,157 |
| | | <u>1,057,699</u> | <u>997,967</u> |

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

| | | | |
|---|------------------------------|----------------|----------------|
| 3 | MEETING EXPENSES | 2019 | 2018 |
| | | £ | £ |
| | National Conference | 30,642 | 35,000 |
| | Area Council | 26,177 | 28,529 |
| | National Executive | 5,772 | 7,476 |
| | TUC Meetings | 2,628 | 3,286 |
| | Other meetings | 28,918 | 34,066 |
| | | <u>94,137</u> | <u>108,357</u> |
| | | <u>94,137</u> | <u>108,357</u> |
| 4 | ADMINISTRATION EXPENSES | 2019 | 2018 |
| | | £ | £ |
| | Audit and accountancy | 26,400 | 25,200 |
| | Ballots | 13,550 | 10,770 |
| | Accountancy systems | 5,621 | 4,421 |
| | Bank and legal costs | 4,268 | 4,175 |
| | Printing and stationery | 2,210 | 4,781 |
| | Staff costs | 87,563 | 83,936 |
| | Sundry expenses | 4,784 | 2,044 |
| | | <u>144,396</u> | <u>135,327</u> |
| | | <u>144,396</u> | <u>135,327</u> |
| 5 | PREMISES AND EQUIPMENT COSTS | 2019 | 2018 |
| | | £ | £ |
| | PREMISES COSTS | | |
| | Cleaning | 6,302 | 6,583 |
| | Insurance | 3,965 | 4,189 |
| | Rent and rates | 13,125 | 12,444 |
| | Repairs | 4,286 | 8,326 |
| | Utilities | 4,978 | 5,894 |
| | Flat expenses | 1,157 | 1,561 |
| | | <u>33,813</u> | <u>38,997</u> |
| | EQUIPMENT COSTS | | |
| | Maintenance and leasing | | |
| | Motor | 43,150 | 43,978 |
| | Office and computer | 31,861 | 31,258 |
| | | <u>75,011</u> | <u>75,236</u> |
| | | <u>75,011</u> | <u>75,236</u> |

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

5 PREMISES AND EQUIPMENT COSTS (CONTINUED)

| | | |
|--------------|---------|----------------|
| DEPRECIATION | 18,243 | <i>18,293</i> |
| AMORTISATION | 7,499 | <i>4,408</i> |
| | 134,566 | <i>136,934</i> |

6 TANGIBLE FIXED ASSETS

| | Land and buildings £ | Office equipment £ | Computer and software £ | Total £ |
|---------------------------------|----------------------------|--------------------------|-------------------------------|----------------|
| COST | | | | |
| At 1 January 2019 | 282,203 | 46,983 | 160,896 | 490,082 |
| Additions | - | 290 | 14,589 | 14,879 |
| Disposals | - | - | (7,669) | (7,669) |
| At 31 December 2019 | 282,203 | 47,273 | 167,816 | 497,292 |
| ACCUMULATED DEPRECIATION | | | | |
| At 1 January 2019 | 91,552 | 37,387 | 151,517 | 280,456 |
| Charge for the year | 3,644 | 3,507 | 11,092 | 18,243 |
| Relating to disposals | - | - | (7,669) | (7,669) |
| At 31 December 2019 | 95,196 | 40,894 | 154,940 | 291,030 |
| NET BOOK VALUE | | | | |
| At 31 December 2019 | 187,007 | 6,379 | 12,876 | 206,262 |
| <i>At 31 December 2018</i> | <i>190,651</i> | <i>9,596</i> | <i>9,379</i> | <i>209,626</i> |

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

7 *INTANGIBLE FIXED ASSETS*

| | Website | |
|--------------------------------|---------|--|
| COST | £ | |
| At 1 January 2019 | 29,183 | |
| Additions | 10,562 | |
| At 31 December 2019 | 39,745 | |
| <i>AMORTISATION</i> | | |
| At 1 January 2019 | 12,996 | |
| Charge for the year | 7,499 | |
| At 31 December 2019 | 20,495 | |
| NET BOOK VALUE | | |
| <i>At 31 December 2019</i> | 19,250 | |
| <i>At 31 December 2018</i> | 16,187 | |

8 **INVESTMENTS**

| | Equity Investments | Investment Property | Total |
|---|-----------------------|------------------------|----------------|
| | £ | £ | £ |
| Market Value at 1 January 2019 | 662,971 | 207,000 | 869,971 |
| Acquisitions at cost | 100,000 | - | 100,000 |
| Change in value in the year | 49,135 | (51,000) | (1,865) |
| Market Value at 31 December 2019 | 812,106 | 156,000 | 968,106 |

9 **DEBTORS**

| | 2019 | | 2018 |
|---------------|--------|--|--------|
| | £ | | £ |
| Other debtors | - | | - |
| Prepayments | 31,168 | | 28,022 |
| | 31,168 | | 28,022 |

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

| | | | |
|----|-------------------------------|----------------|----------------|
| 10 | CREDITORS | | |
| | | 2019 | 2018 |
| | | £ | £ |
| | Other creditors | 85,699 | 69,408 |
| | Taxes & social security costs | 24,255 | 22,890 |
| | Accruals & deferred income | 14,900 | 56,144 |
| | | <u>124,854</u> | <u>148,442</u> |

11 FINANCIAL COMMITMENTS

At 31 December 2019 the union was committed to making the following payments under non-cancellable operating leases in the year to 31 December 2020:

| | | | |
|--|--------------------------------|--------------|--------------|
| | | | |
| | | 2019 | 2018 |
| | | £ | £ |
| | Operating leases which expire: | | |
| | Within one year | 11,081 | 25,621 |
| | Between two and five years | <u>7,008</u> | <u>9,329</u> |

| | | | |
|----|---|----------------|----------------|
| 12 | COMPONENTS OF CASH AND CASH EQUIVALENTS | | |
| | | 2019 | 2018 |
| | | £ | £ |
| | Cash | 396,502 | 500,011 |
| | Overdraft | - | - |
| | Cash equivalents | - | - |
| | | <u>396,502</u> | <u>500,011</u> |

13 CONTROLLING INTEREST

NGSU has control of NGSU Asset Management Limited which is a dormant company limited by guarantee.

14 POST BALANCE SHEET EVENTS

The National Executive Committee has considered the effect of the Covid-19 outbreak that has been spreading throughout the world in early 2020 on the Union's activities. This outbreak is likely to cause a minor level of disruption to the Union's business in 2020. The outlook for 2020 remains positive with an increase in membership over the first 5 months of the year. The Union has implemented strategies to counterattack any reduction of income they may face in 2021.

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: |  | Chairman's Signature: |  |
| | | | (or other official whose position should be stated) |
| Name: | Tim Rose | Name: | BEVERLEY CUBBON |
| Date: | 3 Sept 2020 | Date: | 3 Sept 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)

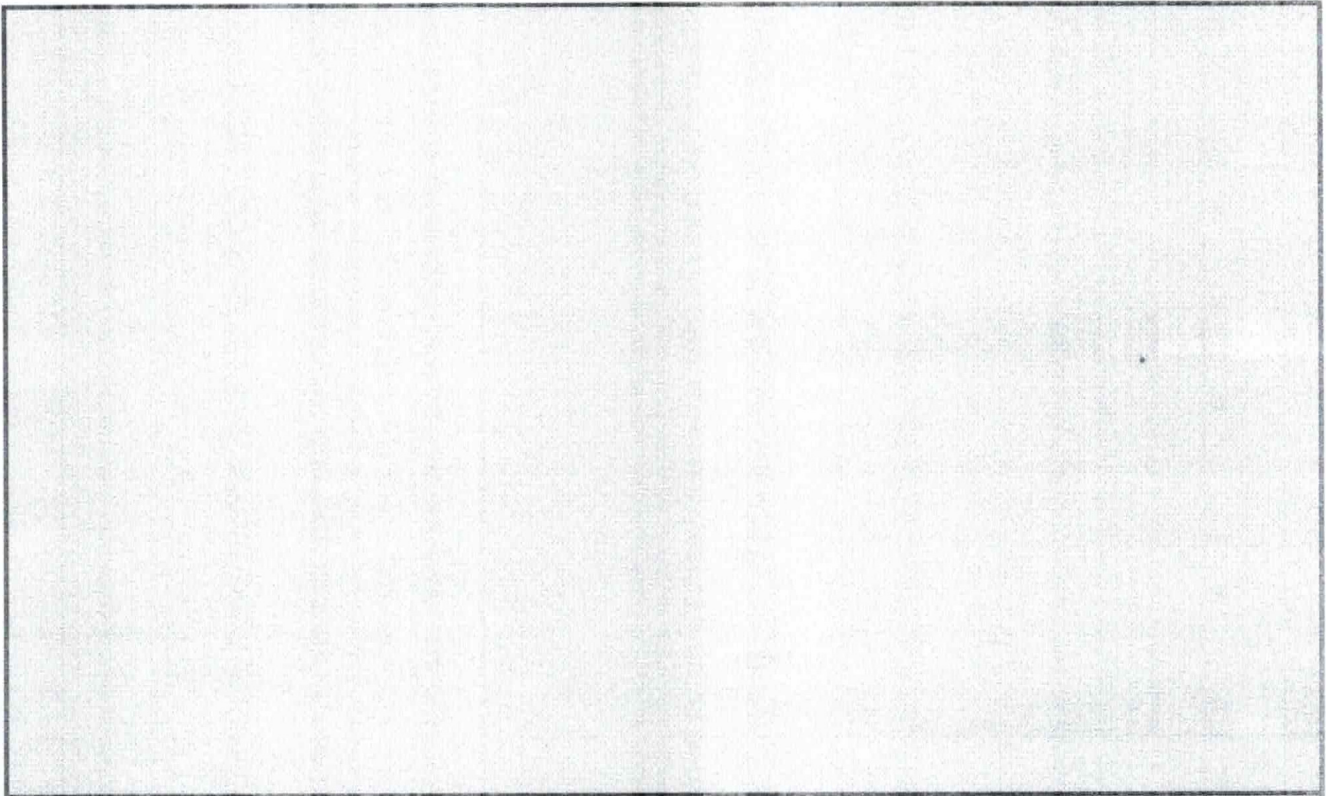
Please explain in your report overleaf or attached

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)



Signature(s) of auditor or auditors:

HW Fisher

Name(s):

HW Fisher

Profession(s) or Calling(s):

Chartered Accountants
Statutory Auditors

Address(es):

Acre House

11-15 William Road

London

Postcode

NW1 3ER

Date

10 September 2020

Contact name for inquiries and
telephone number:

Sailesh P Mehta
020 7388 7000

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 INDEPENDENT AUDITOR TO THE MEMBERS OF THE NATIONWIDE GROUP STAFF UNION

Opinion

We have audited the financial statements of the Nationwide Group Staff Union (“The Union”) for the year ended 31 December 2019 which comprise the Income and Expenditure account, the Statement of Comprehensive Income, the Balance Sheet, the Statement of Changes in Equity, the Statement of Cash Flows and notes to the financial statements, including a summary of the 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 Union's affairs as at 31 December 2019 and of its income and expenditure for the year then ended; and
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

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 the 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 ISA's (UK) require us to report to you where:

- The National Executive Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The National Executive Committee 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 a 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 National Executive Committee is responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion of the financial statements does not cover the other information and, 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 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.

**REPORT OF THE INDEPENDENT AUDITOR
TO THE MEMBERS OF THE
NATIONWIDE GROUP STAFF UNION**

Matters on which we are required to report by exception

The Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) requires us to report to you if, in our opinion:

- A satisfactory system of control over transactions has not been maintained; or
- The Union has not kept proper accounting records; or
- The financial statements are not in agreement with the books of account; or
- 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 National Executive Committee

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

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

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

Use of our report to the members of The Union

This report is made solely to the Union's members, as a body. Our audit work has been undertaken so that we might state to the Union's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Union and the Union's members as a body, for our audit work, for this report, or for the opinions we have formed.



HW FISHER
Chartered Accountants
Statutory Auditor

Date: 14 July 2020

Acre House
11 - 15 William Road
London NW1 3ER
United Kingdom

Membership audit certificate

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

(See notes 97 to 103)

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

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 inforamation 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 | <i>HW Fisher</i> |
| Name | HW Fisher |
| Address | Acre House, 11- 15 William Road, London, NW1 3ER |
| Date | <i>10 September 2020</i> |
| Contact name and telephone number | Sailesh P Mehta, 020 7388 7000 |

Membership audit certificate

Section two

For a trade union with no **more than 10,000 members** at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

Yes / No

If "No" Please explain below:

| | |
|-------------|--|
| Signature | |
| Name | |
| Office held | |
| Date | |