

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	<input type="text" value="AEGIS THE UNION"/>		
Year ended:	<input type="text" value="30 June 2020"/>		
List no:	<input type="text" value="5028T"/>		
Head or Main Office address:	<input type="text" value="AEGON UK PLC"/>		
	<input type="text" value="LOCHSIDE CRESCENT"/>		
	<input type="text" value="EDINBURGH PARK"/>		
	<input type="text" value="EDINBURGH"/>		
	<input type="text"/>		
Postcode	<input type="text" value="EH12 9SE"/>		
Website address (if available)	<input type="text" value="www.aegistheunion.co.uk"/>		
Has the address changed during the year to which the return relates?	<input type="checkbox" value="Yes"/>	<input type="checkbox" value="No"/>	<input checked="" type="checkbox" value="X"/> ('X' in appropriate box)
General Secretary:	<input type="text" value="BRIAN LINN"/>		
Telephone Number:	<input type="text" value="0131 549 5474"/>		
Contact name for queries regarding the completion of this return	<input type="text" value="FIONA STEELE"/>		
Telephone Number:	<input type="text" value="0131 549 2263"/>		
E-mail:	<input type="text" value="Fiona.Steele@aegistheunion.co.uk"/>		

Please follow the guidance notes in the completion of this return

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

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

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

For Unions based in Scotland: ymw@tcyoung.co.uk

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	1,572	73			1,645
Female	2,458	95			2,553
Other					
Total	4,030	168			A 4,198

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

4,198

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

State whether the union is:

a. A branch of another trade union?

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

If yes, state the name of that other union:

b. A federation of trade unions?

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

If yes, state the number of affiliated unions:

and names:

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		259,849
From Members: Other income from members (specify)		
Settlement Agreements		14,800
Total other income from members		14,800
Total of all income from members		274,649
Investment income (as at page 12)		10,470
Other Income		
Income from Federations and other bodies (as at page 4)	331,730	
Income from any other sources (as at page 4)	169,603	
Total of other income (as at page 4)		501,333
Total income		786,452
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		43,714
Administrative expenses (as at page 10)		405,908
Federation and other bodies (specify)		
Union Learn		338,826
Total expenditure Federation and other bodies		338,826
Taxation		1,443
Total expenditure		789,891
Interfund Transfers OUT		
Surplus (deficit) for year		-3,439
Amount of general fund at beginning of year		476,208
Amount of general fund at end of year		472,769

Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
Federation and other bodies	
Union Learn England	294,292
Union Learn Scotland	25,711
Union Learn Ireland	11,727
Total federation and other bodies	331,730
Any Other Sources	
Employer Donations	169,500
Commission Receivable	103
Total other sources	169,603
Total of all other income	501,333

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	38,690
Legal Fees	19,037	Advisory Services	
Representation – Non Employment Related Issues		Other Cash Payments	
Communications		Education and Training services	
Computer Running Costs	19,653	Staff Training	5,024
Dispute Benefits		Negotiated Discount Services	
		Other Benefits and Grants (specify)	
carried forward	38,690	Total (should agree with figure in General Fund)	43,714

(See notes 21 and 23)

Fund 2		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
Total other income as specified			
Total Income			
		Interfund Transfers IN	
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
Total Expenditure			
		Interfund Transfers OUT	
Surplus (Deficit) for the year			
Amount of fund at beginning of year			
Amount of fund at the end of year (as Balance Sheet)			
Number of members contributing at end of year			

Fund 3		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
Total other income as specified			
Total Income			
		Interfund Transfers IN	
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
Total Expenditure			
		Interfund Transfers OUT	
Surplus (Deficit) for the year			
Amount of fund at beginning of year			
Amount of fund at the end of year (as Balance Sheet)			
Number of members contributing at end of year			

(See notes 21 and 23)

Fund 4		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	
		Interfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Interfund Transfers OUT	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	
		Number of members contributing at end of year	

Fund 5		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	
		Interfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Interfund Transfers OUT	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	
		Number of members contributing at end of year	

Political fund account

(see notes 24 to 33)

£

£

Political fund account 1		To be completed by trade unions which maintain their own political fund	
Income	Members contributions and levies		
	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		

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

Political fund account expenditure (a)

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

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

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

Political fund account expenditure (c)

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

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

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see 33(iii))	£
Total			

Political fund account expenditure (d)

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

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

Expenditure on the maintenance of any holder of political office	
Name of office holder	£
Total	

Political fund account expenditure (e)

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

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

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

Name of political party	£
Total	

Political fund account expenditure (f)

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

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

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

Name of organisation or political party	£
Total	

Expenditure from the political fund not falling within section 72 (1) of the trade union & labour relations (consolidation) act 1992

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

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one		£

Total expenditure

(b) the name of each organisation to which money was paid (otherwise than for a particular cause of campaign), and the total amount paid to each one		£

Total expenditure

(c) the total amount of all other money expended		£

Total expenditure

Total of all expenditures

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

(see notes 34 and 35)

		£
Administrative Expenses		
Remuneration and expenses of staff		293,701
Salaries and Wages included in above		
Auditors' fees		4,560
Legal and Professional fees		3,037
Occupancy costs		
Stationery, printing, postage, telephone, etc.		15,138
Expenses of Executive Committee (Head Office)		23,055
Expenses of conferences		1,052
Other administrative expenses (specify)		
Motor Vehicle Leasing		18,274
Sundries		1,924
Affiliation Fees		23,079
Bank Charges		812
Insurance		4,170
Motor Expenses		2,461
Lottery		9,561
Caseworker Expenses		900
Commissions Payable		90
Other Outgoings		
Interest Payable:		
Bank loans (including overdrafts)		
Depreciation		818
Other outgoings (specify)		
Investment Property Expenses		2,876
Bad Debts Written Off		400
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		405,908
Charged to:	General Fund (Page 3)	405,908
Total		405,908

Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

Office held	Gross Salary	Employers N.I. contributions	Benefits			Total
			Pension Contributions	Other Benefits		
				Description	Value	
£	£	£		£	£	
General Secretary	65,602	7,856	6,691	Car Benefit	8,907	94,704
				Life/Medical Ins	5,648	

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			10,055
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			415
Other investment income (specify)			
			10,470
		Total investment income	10,470
		Credited to:	
		General Fund (Page 3)	10,470
		Political Fund	
		Total Investment Funds	10,470

Balance sheet as at

30 June 2020

(see notes 49 to 52)

Previous Year		£	£
185,644	Fixed Assets (at page 14)		185,934
	Investments (as per analysis on page 15)		
	Quoted (Market value £ ())		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
161,602	Sundry debtors		102,359
202,824	Cash at bank and in hand		220,180
	Income tax to be recovered		
980	Stocks of goods		1,000
	Others (specify)		
	Total of other assets		323,539
365,406			509,473
551,050		Total assets	509,473
476,208	General fund (page 3)		472,769
	Political Fund Account		
	Liabilities		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank Overdraft		
£14,402	Tax payable		15,439
£60,440	Sundry Creditors		21,265
	Accrued expenses		
	Provisions		
	Other liabilities		
£74,842		Total liabilities	36,704
£551,050		Total assets	509,473

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		184,751	16,918			201,669
Additions			1,108			1,108
Disposals						
Revaluation/Transfers						
At end of year		184,751	18,026			202,777
Accumulated Depreciation						
At start of year			16,025			16,025
Charges for year			818			818
Disposals						
Revaluation/Transfers						
At end of year			16,843			16,843
Net book value at end of year		184,751	1,183			185,934
Net book value at end of previous year		184,751	893			185,644

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)		
Total quoted (as Balance Sheet) Market Value of Quoted Investment		
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		

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

If YES name the relevant companies:

Company name	Company registration number (if not registered in England & Wales, state where registered)

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

Yes <input 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	274,649		274,649
From Investments	10,470		10,470
Other Income (including increases by revaluation of assets)	501,333		501,333
Total Income	786,452		786,452
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	789,891		789,891
Funds at beginning of year (including reserves)	476,208		476,208
Funds at end of year (including reserves)	472,769		472,769
Assets			
Fixed Assets			185,934
Investment Assets			
Other Assets			323,539
		Total Assets	509,473
Liabilities		Total Liabilities	36,704
Net Assets (Total Assets less Total Liabilities)			472,769

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

(see notes 74 to 80)

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

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

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.

SEE ATTACHED



Accounting policies

(see notes 84 and 85)

SEE ATTACHED

Signatures to the annual return

(see notes 86 & 87)

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

Secretary's Signature:	<i>Brian Linn</i>	Treasurer's Signature:	DocuSigned by: <i>Fiona Steele</i> <small>(or other official whose position should be stated)</small>
Name:	BRIAN LINN	Name:	FIONA STEELE
Date:	19 November 2020	Date:	19 November 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	<input checked="" type="checkbox"/>	To follow	
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.

Yes, see attached Audit Report in the year end financial statements.

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

Yes, see attached Audit Report in the year end financial statements.

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)

SEE ATTACHED AUDIT REPORT IN THE YEAR END ACCOUNTS

Signature(s) of auditor or auditors:

Ross McKay

Name(s):

ROSS MCKAY

Profession(s) or Calling(s):

STATUTORY AUDITOR

Address(es):

6 REDHEUGHS RIGG

EDINBURGH

Postcode

EH12 9DQ

Date

20 November 2020

Contact name for inquiries and telephone number:

0131 317 7377

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

Membership audit certificate

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

(See notes 97 to 103)

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

No

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

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

Membership audit certificate

Section one

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

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

Yes / No

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

Yes / No

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

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

Membership audit certificate (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

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

If "No" Please explain below:

[Large greyed-out area for explanation]

Signature	<i>Brian Linn</i>
Name	BRIAN LINN
Office held	GENERAL SECRETARY
Date	19 November 2020

Registration No. 5028T – Trade Union
And Labour Relations (Consolidation)
Act 1992

AEGIS THE UNION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2020

AEGIS THE UNION

COMPANY INFORMATION

Treasurer

Mrs Fiona Steele

General secretary

Mr. Brian Linn

Union address

Aegon UK
Lochside Crescent
Edinburgh Park
Edinburgh
EH12 9SE

Accountants

Cunningham Grant
Chartered Accountants
G6 The Granary Business Centre
Coal Road
Cupar
Fife
KY15 5YQ

Auditors

Johnston Smillie Ltd
Chartered Accountants
6 Redheughs Rigg
Edinburgh
EH12 9DQ

Bankers

Unity Trust Bank
Nine Brindley Place
Birmingham
B1 2HB

AEGIS THE UNION

CONTENTS

	Page
Statement of Committee of Management's Responsibilities	1
Independent auditors' report	2 - 3
Income and expenditure account	4 - 5
Balance sheet	6
Notes to the financial statements	7 - 10

AEGIS THE UNION

STATEMENT OF THE COMMITTEE OF MANAGEMENT'S RESPONSIBILITIES

FOR THE YEAR ENDED 30 JUNE 2020

The Committee of management are responsible for preparing the financial statements in accordance with applicable law and regulations.

The Constitution of the Association requires the Committee of Management to prepare financial statements for each year. The Committee of management have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the association and of the surplus or deficit of the association for that period. In preparing those financial statements, the Committee of management are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the association will continue in business.

So far as the Committee of Management is aware, there is no relevant audit information of which association's auditor is unaware. Additionally, the Committee of management have taken all the necessary steps that they ought to have taken to make themselves aware of all relevant audit information and to establish that the auditor is aware of that information.

Brian Linn



Mr. B. Linn

On behalf of the Committee of Management

10/11/2020

AEGIS THE UNION

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AEGIS THE UNION

Opinion

We have audited the financial statements of Aegis the Union (the 'Union') for the year ended 30 June 2020 which comprise the income and expenditure account, the 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 FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Union's affairs as at 30 June 2020 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

Basis for opinion

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

AEGIS THE UNION

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AEGIS THE UNION

Matters on which I am 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 Committee of Management' report.

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

- 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 Committee of Management' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Respective responsibilities of Committee of Management

As explained more fully in the Committee of Management's responsibilities statement, the Committee of Management 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 Committee of Management 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 Committee of Management 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 Committee of Management either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

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

This report is made solely to the Union's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. 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.

Ross McKay C.A.

Ross McKay CA (Senior Statutory Auditor)

for and on behalf of Johnston Smillie Ltd
Chartered Accountants
Statutory Auditor

20/11/2020
.....

6 Redheughs Rigg
Edinburgh
EH12 9DQ

AEGIS THE UNION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2020

	Notes	2020	2019
		£	£
Turnover			
Union Dues		259,849	267,289
Donations		169,500	166,000
Commissions Receivable		103	564
Union Learning		331,730	352,343
Settlement Agreements		14,800	7,900
Flat Rental Income	3	10,055	10,494
		<u>786,037</u>	<u>804,590</u>
Administrative Expenses			
Wages and salaries (excl. N.I.)		243,297	261,126
Employer's N.I. contributions		26,668	30,281
Employer's Pension contributions		23,736	27,396
Staff training		5,024	9,886
Insurance		4,170	3,409
Conference		1,052	5,276
Printing, postage and stationery		5,667	1,915
Caseworker expenses		900	350
Telephone		3,989	4,074
Computer running costs		19,653	14,340
Advertising		5,482	5,857
Motor vehicle leasing		18,274	19,610
Motor running expenses		2,461	5,291
Assistant General Secretary Travel		3,438	6,438
General Secretary travel and subsistence		5,915	8,388
General Committee travel and subsistence		10,951	21,849
Deputy General Secretary travel and subsistence		2,751	4,062
Legal and professional fees		19,037	7,696
Audit fees		4,560	3,600
Accountancy fees		3,037	2,396
Bank charges		812	681
Commissions Payable		90	2,389
Lottery		9,561	9,219
Sundry expenses		1,924	386
Flat rental expenses		2,876	4,457
Affiliation fees		23,079	24,675
Union Learning expenses		338,826	336,863
Bad debts written off		400	-
(Gain) on disposal of tangible fixed assets		-	-
Depreciation on tangible fixed assets	5	818	970
		<u>(788,448)</u>	<u>(822,880)</u>
Operating (deficit) before interest and tax c/f		(2,411)	(18,290)

AEGIS THE UNION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2020

	Notes	2020 £	2019 £
Operating (deficit) before interest and tax b/f		(2,411)	(18,290)
Other interest receivable and similar income	3	415	491
Interest payable and similar charges		-	-
Operating (deficit) before tax		<u>(1,996)</u>	<u>(17,799)</u>
Tax on deficit on ordinary activities		(1,443)	(1,240)
Operating (deficit)		<u><u>(3,439)</u></u>	<u><u>(19,039)</u></u>

AEGIS THE UNION

BALANCE SHEET

AS AT 30 JUNE 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	5		185,934		185,644
Current assets					
Stocks		1,000		980	
Debtors	6	102,359		161,602	
Cash at bank and in hand		220,180		202,824	
		<u>323,539</u>		<u>365,406</u>	
Creditors: amounts falling due within one year	7	(36,704)		(74,842)	
Net current assets			286,835		290,564
Total assets less current liabilities			<u>472,769</u>		<u>476,208</u>
Represented by:					
Reserves	8		<u>472,769</u>		<u>476,208</u>

The financial statements were approved by the Committee of Management on 10/11/20

FIONA STEELE

Treasurer *Fiona Steele*

AEGIS THE UNION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2020

1. Accounting policies

1.1 Basis of Preparation

The financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A small entities, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland. The financial statements are prepared in sterling which is the functional currency of the Union and rounded to the nearest £1. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years unless otherwise stated.

1.2 Going concern

The financial statements have been prepared on a going concern basis.

1.3 Income

Income represents subscriptions received from members during the year, employer donations, income receivable from investments and monies on deposit.

Income is recognised to the extent that it is probable that the economic benefits will flow to the Union and the income can be reliably measured. Income is measured as the fair value of the consideration received or receivable.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	33 1/3% Straight Line
Motor vehicles	25% Reducing Balance

1.5 Investment property

Investment property is carried at fair value determined annually and derived from the current market rents and investment property yields for comparable real estate, adjusted if necessary for any difference in nature, location or condition of the specific asset. No depreciation is provided. Changes in fair value are recognised in the Statement of comprehensive income.

1.6 Leasing

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to profit and loss account on a straight line basis.

1.7 Stock

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell (net realisable value). Net realisable value is based on the estimated selling price less any estimated completion or selling costs.

1.8 Employee Benefits

When employees have rendered service to the company, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service. The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

AEGIS THE UNION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2020

2. Operating deficit

	2020 £	2019 £
Operating deficit is stated after charging:		
Depreciation of tangible assets	818	970
Auditors' remuneration	4,560	3,600
	<u>4,560</u>	<u>3,600</u>

3. Investment income

	2020 £	2019 £
Bank Interest	415	491
Rental Income	10,055	10,494
Total investment income	<u>10,470</u>	<u>10,985</u>

4. Taxation

	2020 £	2019 £
Domestic current year tax		
U.K. corporation tax	1,443	1,240
Adjustment for prior years	-	-
Total current tax	<u>1,443</u>	<u>1,240</u>

AEGIS THE UNION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2020

5. Tangible fixed assets

	Investment Property £	Plant & Equipment £	Total £
Cost			
At 1 July 2019	184,751	16,918	201,669
Additions	-	1,108	1,108
Disposals	-	-	-
At 30 June 2020	184,751	18,026	202,777
Depreciation			
At 1 July 2019	-	16,025	16,025
On disposals	-	-	-
Charge for year	-	818	818
At 30 June 2020	-	16,843	16,843
Net book value			
At 30 June 2020	184,751	1,183	185,934
At 30 June 2019	184,751	893	185,644

6. Debtors

	2020 £	2019 £
Trade debtors	1,600	3,700
Other debtors	100,759	157,902
	<u>102,359</u>	<u>161,602</u>

AEGIS THE UNION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2020

7. Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	-	-
Taxation and social security	15,439	14,402
Other creditors and accruals	21,265	60,440
	<u>36,704</u>	<u>74,842</u>

8. Statement of movements on reserves

	Reserves
	£
Balance at 1 July 2019	476,208
(Deficit) for the year	<u>(3,439)</u>
Balance at 30 June 2020	<u>472,769</u>

9. Financial commitments

At 30 June 2020 the company had future minimum lease payments under non-cancellable operating leases as follows:

	2020	2019
	£	£
Not later than one year	1,211	-
Later than 1 year and not later than 5 years	23,527	29,280
Total	<u>24,738</u>	<u>29,280</u>

10. Employees

The average monthly number of employees, including directors, during the year was as follows:

2020	2019
No	No
10	9

11. Union Learn Scotland Development Fund

During the year to 30 June 2020 the Union was in receipt of a Development Fund of £20,000 from the STUC (2019: £20,000). All funding has been spent for this project in the year and all payments to third party training providers were made directly by STUC.

AEGIS THE UNION

MANAGEMENT INFORMATION

FOR THE YEAR ENDED 30 JUNE 2020

AEGIS THE UNION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2020

Turnover	2020	2019
	£	£
Union Dues	259,849	267,289
Donations	169,500	166,000
Commissions receivable	103	564
Union Learning	331,730	352,343
Settlement agreements	14,800	7,900
Flat Rental income	10,055	10,494
	<u>786,037</u>	<u>804,590</u>
Administrative expenses	(788,448)	(822,880)
Operating loss	(2,411)	(18,290)
Other interest receivable and similar income		
Bank interest received	415	491
Interest payable		
Bank interest paid	-	-
Deficit before taxation	<u>(1,996)</u>	<u>(17,799)</u>

AEGIS THE UNION

SCHEDULE OF ADMINISTRATIVE EXPENSES

FOR THE YEAR ENDED 30 JUNE 2020

	2020 £	2019 £
Administrative expenses		
Wages and salaries (excl. N.I.)	243,297	261,126
Employer's N.I. contributions	26,668	30,281
Employer's Pension contributions	23,736	27,396
Staff training	5,024	9,886
Insurance	4,170	3,409
Conference	1,052	5,276
Printing, postage and stationery	5,667	1,915
Caseworker expenses	900	350
Telephone	3,989	4,074
Computer running costs	19,653	14,340
Advertising	5,482	5,857
Motor Vehicle leasing	18,274	19,610
Motor running expenses	2,461	5,291
Assistant General Secretary Travel	3,438	6,438
General Secretary travel and subsistence	5,915	8,388
General Committee travel and subsistence	10,951	21,849
Deputy General Secretary travel and subsistence	2,751	4,062
Legal and professional fees	19,037	7,696
Audit fees	4,560	3,600
Accountancy fees	3,037	2,396
Bank charges	812	681
Commissions Payable	90	2,389
Lottery	9,561	9,219
Sundry expenses	1,924	386
Flat rental expenses	2,876	4,457
TUC affiliation fees	23,079	24,675
Union Learning expenses	338,826	336,863
Bad debts written off	400	-
(Gain) on disposal of tangible fixed assets	-	-
Depreciation on tangible fixed assets	818	970
	<u>788,448</u>	<u>822,880</u>