

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	The British Association of Dental Nurses		
Year ended:	31 December 2019		
List no:	585T		
Head or Main Office address:	Room 200		
	Hillhouse International Business Centre		
	Thornton Cleveleys		
	Lancashire		
Postcode	FY5 4QD		
Website address (if available)	www.badn.org.uk		
Has the address changed during the year to which the return relates?	Yes	No	X ('X' in appropriate box)
General Secretary:	Jane Dalgarno		
Telephone Number:	01253 338360		
Contact name for queries regarding the completion of this return	Pam Swain		
Telephone Number:	01253 338365		
E-mail:	pam@badn.org.uk		

Please follow the guidance notes in the completion of this return

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

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

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

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

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Return of Members

(see notes 10 and 11)

	Number of members at the end of the year				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	Totals
Male	52				52
Female	5,980	54	1	19	6,054
Other					
Total	6,032	54	1	19	A 6,106

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

6,106

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
PRESIDENT	HAZEL COEY	JACQUI ELSDEN	NOV 19
EDUCATION REP	JACQUI ELSDEN	VACANT	NOV 19
IMMEDIATE PAST PRES	-	HAZEL COEY	NOV 19

State whether the union is:

a. A branch of another trade union?

Yes

No

x

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

X

If yes, state the number of affiliated unions:

and names:

Officers in post

(see note 12)

Please complete list of all officers in post at the end of the year to which this return relates.

[illegible]

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		299,331
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		299,331
Investment income (as at page 12)		2,984
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	5,864	
Total of other income (as at page 4)		5,864
Total income		308,179
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		22,201
Administrative expenses (as at page 10)		265,942
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
Total expenditure		288,143
Interfund Transfers OUT		
Surplus (deficit) for year		20,036
Amount of general fund at beginning of year		671,680
Amount of general fund at end of year		691,716

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	
Conferences	4,343
Journal	800
Association Merchandise	223
Miscellaneous income and donations	498
Total other sources	5,864
Total of all other income	5,864

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	17,115
		Advisory Services	
Representation – Non Employment Related Issues		Other Cash Payments	
		Education and Training services	
		Training costs	5,086
Communications			
Conferences	5,407		
Journal	100		
Showcase	428		
		Negotiated Discount Services	
Dispute Benefits			
Legal advice line	11,180		
		Other Benefits and Grants (specify)	
carried forward	17,115	Total (should agree with figure in General Fund)	22,201

(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	

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

Political fund account

(see notes 24 to 33)

£

£

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

[illegible]

Political fund account expenditure (b)

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

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

Expenditure of money on the provision of any services or property for use by or on behalf of any political party

[illegible]

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

[illegible]

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.

[illegible]

Political fund account expenditure (e)

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

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

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

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		137,511
Salaries and Wages included in above	130,935	
Auditors' fees		3,762
Legal and Professional fees		10,034
Occupancy costs		34,896
Stationery, printing, postage, telephone, etc.		24,856
Expenses of Executive Committee (Head Office)		19,545
Expenses of conferences		
Other administrative expenses (specify)		
Insurance		6,134
Bank & credit card charges		6,745
Advertising		19,895
Merchandise & miscellaneous		1,086
Other Outgoings		
Depreciation		911
Taxation		567
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
tretert		
Total		265,942
Charged to:	General Fund (Page 3)	265,942
Total		265,942

Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

[illegible]

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			2,984
Other investment income (specify)			
			2,984
		Total investment income	2,984
		Credited to:	
		General Fund (Page 3)	2,984
		Political Fund	
		Total Investment Funds	2,984

Balance sheet as at

(see notes 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		592
	Investments (as per analysis on page 15)		
	Quoted (Market value£ (49,672)		44,128
	Unquoted		
	Total Investments		44,128
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		11,722
	Cash at bank and in hand		636,995
	Income tax to be recovered		
	Stocks of goods		700
	Others (specify)		
	Intangible assets (Trademarks)		1,970
	Total of other assets		651,387
	Total assets		696,107
671,680	General fund (page 3)		691,716
	Political Fund Account		
	Liabilities		
	Amount held on behalf of central trade union political fund		
	Trade creditors		62
	Corporation Tax		567
	Accruals		3,762
	Total liabilities		4,391
	Total assets		696,107

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			11,604			11,604
Additions						
Disposals						
Revaluation/Transfers						
At end of year			11,604			11,604
Accumulated Depreciation						
At start of year			10,421			10,421
Charges for year			591			591
Disposals						
Revaluation/Transfers						
At end of year			11,012			11,012
Net book value at end of year			592			592
Net book value at end of previous year			1,183			1,183

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)			
RBS Investment Fund		44,128	
Total quoted (as Balance Sheet)		44,128	
Market Value of Quoted Investment		49,672	
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

☐

No

☒

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

☐

No

☒

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	299,331		299,331
From Investments	2,984		2,984
Other Income (including increases by revaluation of assets)	5,864		5,864
Total Income	308,179		308,179
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	288,143		288,143
Funds at beginning of year (including reserves)	671,680		671,680
Funds at end of year (including reserves)	691,716		691,716
Assets			
	Fixed Assets		592
	Investment Assets		44,128
	Other Assets		651,387
	Total Assets		696,107
Liabilities		Total Liabilities	676,071
Net Assets (Total Assets less Total Liabilities)			691,716

(see notes 74 to 80)

Did the union hold any ballots in respect of industrial action during the return period?

No

If Yes How many ballots were held:

For each ballot held please complete the information below:

Ballot 1

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of individuals answering "Yes" to the question

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

1-3 should total "Number of 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 2

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of individuals answering "Yes" to the question

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

1-3 should total "Number of 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 3

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of individuals answering "Yes" to the question

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

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 4

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

1-3 should total "Number of votes cast"

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

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

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

Ballot 5

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

1-3 should total "Number of votes cast"

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

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

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

Ballot 6

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

1-3 should total "Number of votes cast"

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

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

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

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

(see note 81)

***Categories of Nature of Trade Dispute**

A: terms and conditions of employment, or the physical conditions in which any workers require to work;

B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;

C: allocation of work or the duties of employment between workers or groups of workers;

D: matters of discipline;

E: a worker's membership or non-membership of a trade union;

F: facilities for officials of trade unions;

G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

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

No

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

Industrial Action 1

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 2

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 3

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

use a continuation page if necessary

Industrial Action 4

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 5

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 6

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 7

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 8

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

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

Notes to the accounts

(see notes 82 and 83)

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

Please see attached copy of the accounts for the full notes

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 copy and paste your electronic signature here

<p>Chief Executive Signature: <u>Pamela Swain</u></p>	<p>Chair/Gen Sec: <u>Jane Dalgarno</u></p>
<p>Name: Pamela Swain</p>	<p>Name: Jane Dalgarno</p>
<p>Date: 17 July 2020</p>	<p>Date: 17 July 2020</p>

Checklist

(see notes 88 to 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	X	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	X	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	X	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes		No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes		No	X
A member statement is: (see Note 80)	Enclosed		To follow	X
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes		To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes		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)

See auditors report attached to the enclosed accounts

Signature(s) of auditor or auditors:



Name(s):

M W Wigley ACA ATII

Profession(s) or Calling(s):

Chartered Accountant

Address(es):

Jones Harris Limited

17 St Peters Place

Fleetwood

Lancashire

Postcode

FY7 6EB

Date

Contact name for inquiries and
telephone number:

M Wigley 01253 874255

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

Membership audit certificate

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

(See notes 97 to 103)

At the end of the reportign period proceding 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

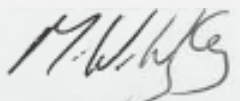
For a trade union with no **more than 10,000 members** at the end of the reporting period preceding the one to which this audit relates.

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:

Signature



Name

M W Wigley

Office held

Director

Date

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019
FOR
THE BRITISH ASSOCIATION OF DENTAL NURSES

Jones Harris Limited
Statutory Auditors
17 St Peters Place
Fleetwood
Lancashire
FY7 6EB

THE BRITISH ASSOCIATION OF DENTAL NURSES

CONTENTS OF THE ACCOUNTS for the year ended 31 December 2019

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Balance Sheet	4
Notes to the Accounts	5
Detailed Income and Expenditure Account	8

THE BRITISH ASSOCIATION OF DENTAL NURSES

**ASSOCIATION INFORMATION
for the year ended 31 December 2019**

PRESIDENT: Jacqui Elsdon

CHAIRMAN: Jane Dalgarno

CHIEF EXECUTIVE: Pamela Swain

TREASURER: Joan Hatchard

REGISTERED OFFICE: Room 200
Hillhouse International Business Centre
Thornton Cleveleys
Lancashire
FY5 4QD

AUDITORS: Jones Harris Limited
Statutory Auditors
17 St Peters Place
Fleetwood
Lancashire
FY7 6EB

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE BRITISH ASSOCIATION OF DENTAL NURSES

Opinion

We have audited the accounts of The British Association of Dental Nurses for the year ended 31 December 2019 on pages three to nine. 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).

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

Respective responsibilities of the finance committee and auditors

As explained more fully in the Statement of Finance Committee Members' Responsibilities set out on page seven, the finance committee is responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the finance committee; and the overall presentation of the accounts.

Opinion on accounts

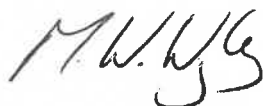
In our opinion the accounts:

- give a true and fair view of the state of the association's affairs as at 31 December 2019 and of its surplus 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.

Matters on which we are required to report by exception

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:

- Proper books of account have not been kept by the Association in accordance with the requirements of the legislation; or
- A satisfactory system of control over transactions has not been maintained by the Association in accordance with the requirements of the legislation; or
- The revenue account to which our report relates, and the balance sheet are not in agreement with the books of account of the Association; or
- We have not received all the information and explanations we require for our audit.



Martin Wigley MSc ACA ATII (Senior Statutory Auditor)
for and on behalf of Jones Harris Limited
Statutory Auditors
17 St Peters Place
Fleetwood
Lancashire
FY7 6EB

Date:27/07/2020.....

THE BRITISH ASSOCIATION OF DENTAL NURSES

**INCOME STATEMENT
for the year ended 31 December 2019**

	Notes	2019 £	2018 £
TURNOVER		305,195	358,426
Cost of sales		<u>22,201</u>	<u>21,000</u>
GROSS SURPLUS		282,994	337,426
Administrative expenses		<u>265,375</u>	<u>216,395</u>
OPERATING SURPLUS	4	17,619	121,031
Interest receivable and similar income		<u>2,984</u>	<u>1,639</u>
SURPLUS BEFORE TAXATION		20,603	122,670
Tax on surplus		<u>567</u>	<u>(244)</u>
SURPLUS FOR THE FINANCIAL YEAR		<u><u>20,036</u></u>	<u><u>122,914</u></u>


THE BRITISH ASSOCIATION OF DENTAL NURSES

BALANCE SHEET 31 December 2019

	Notes	2019 £	2018 £
FIXED ASSETS			
Intangible assets	5	1,970	2,289
Tangible assets	6	592	1,183
Investments	7	<u>44,128</u>	<u>43,063</u>
		46,690	46,535
CURRENT ASSETS			
Stocks		700	700
Debtors	8	11,722	11,318
Cash at bank and in hand		<u>636,995</u>	<u>626,183</u>
		649,417	638,201
CREDITORS			
Amounts falling due within one year	9	<u>4,391</u>	<u>13,056</u>
NET CURRENT ASSETS		<u>645,026</u>	<u>625,145</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>691,716</u>	<u>671,680</u>
RESERVES			
Income and expenditure account		<u>691,716</u>	<u>671,680</u>
		<u>691,716</u>	<u>671,680</u>

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

The financial statements were approved by the Executive Committee on 27/7/20 and were signed on its behalf by:


Joan Hatchard - Treasurer

THE BRITISH ASSOCIATION OF DENTAL NURSES

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2019

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities". The financial statements have been prepared under the historical cost convention.

Income and expenditure

Subscription income is recognised when it is received. All other income and expenditure is recognised as it is earned or incurred, not as it is received or paid.

Tangible fixed assets

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

Fixtures and fittings	- 20% on cost
Computer equipment	- Straight line over 3 years

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to surplus or deficit on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

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

Intangible fixed assets

Trademarks are stated at cost initially and then amortised over their economic lives of 20 years.

Expenditure on the website is recorded at cost initially and then amortised over its economic life of 5 years.

Investments

Investments are stated at cost.

2. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 4 (2018 - 4).

3. OPERATING SURPLUS

The operating surplus is stated after charging:

	2019	2018
	£	£
Depreciation - owned assets	591	1,123
Trademarks amortisation	<u>319</u>	<u>319</u>

THE BRITISH ASSOCIATION OF DENTAL NURSES

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the year ended 31 December 2019**

4. INTANGIBLE FIXED ASSETS

	Trademarks £	Website £	Totals £
COST			
At 1 January 2019			
and 31 December 2019	<u>6,382</u>	<u>4,517</u>	<u>10,899</u>
AMORTISATION			
At 1 January 2019	4,093	4,517	8,610
Amortisation for year	<u>319</u>	<u>-</u>	<u>319</u>
At 31 December 2019	<u>4,412</u>	<u>4,517</u>	<u>8,929</u>
NET BOOK VALUE			
At 31 December 2019	<u>1,970</u>	<u>-</u>	<u>1,970</u>
At 31 December 2018	<u>2,289</u>	<u>-</u>	<u>2,289</u>

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2019			
and 31 December 2019	<u>6,374</u>	<u>5,230</u>	<u>11,604</u>
DEPRECIATION			
At 1 January 2019	6,132	4,289	10,421
Charge for year	<u>121</u>	<u>470</u>	<u>591</u>
At 31 December 2019	<u>6,253</u>	<u>4,759</u>	<u>11,012</u>
NET BOOK VALUE			
At 31 December 2019	<u>121</u>	<u>471</u>	<u>592</u>
At 31 December 2018	<u>242</u>	<u>941</u>	<u>1,183</u>

6. FIXED ASSET INVESTMENTS

	Other investments £
COST	
At 1 January 2019	43,063
Additions	<u>1,065</u>
At 31 December 2019	<u>44,128</u>
NET BOOK VALUE	
At 31 December 2019	<u>44,128</u>
At 31 December 2018	<u>43,063</u>

THE BRITISH ASSOCIATION OF DENTAL NURSES

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 December 2019

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Other debtors	586	-
Tax	767	500
Prepayments	<u>10,369</u>	<u>10,818</u>
	<u>11,722</u>	<u>11,318</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade creditors	62	-
Tax	567	-
Accruals and deferred income	<u>3,762</u>	<u>13,056</u>
	<u>4,391</u>	<u>13,056</u>

Included in accrued expenses are monies held in a separate bank account payable in respect of PPI insurance on behalf of the association members totalling £Nil (2018 - £9,402).

9. STATEMENT OF FINANCE COMMITTEE MEMBERS' RESPONSIBILITIES

The members of the Finance Committee are responsible for preparing the accounts in accordance with applicable law and regulations.

Trade Union law requires the Finance Committee to prepare accounts for each financial year. Under that law the Finance Committee has elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Trade Union law the Finance Committee must not approve the accounts unless they are satisfied that they 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 these accounts, the Finance Committee is required to:

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

The Finance Committee is responsible for keeping proper accounting records that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the accounts give a true and fair view. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE BRITISH ASSOCIATION OF DENTAL NURSES

DETAILED INCOME AND EXPENDITURE ACCOUNT for the year ended 31 December 2019

	2019		2018	
	£	£	£	£
Turnover				
Members subscriptions	299,331		353,493	
Conferences	4,343		2,865	
Journal	800		1,070	
Association merchandise	223		387	
Miscellaneous income	<u>498</u>		<u>611</u>	
		305,195		358,426
Cost of sales				
Conferences	5,407		2,738	
Journal	100		5,280	
Showcase	428		2,304	
Legal advice line	11,180		11,180	
Training costs	<u>5,086</u>		<u>(502)</u>	
		<u>22,201</u>		<u>21,000</u>
GROSS SURPLUS		282,994		337,426
Other income				
Interest received		<u>2,984</u>		<u>1,639</u>
		285,978		339,065
Expenditure				
Office accommodation	9,929		9,056	
Insurance	6,134		6,719	
Wages	130,935		113,544	
Pension contributions	2,335		2,752	
Staff medical insurance	4,241		3,821	
Telephone	3,716		2,677	
Post and stationery	21,134		30,684	
Advertising	19,895		8,394	
Travelling	14,321		8,386	
Council expenses	5,226		2,129	
Equipment maintenance	24,969		11,152	
Badges & Association merchandise	252		1,955	
Sundry expenses	741		922	
Legal & professional fees	10,034		4,265	
Auditors' remuneration	3,762		3,654	
Donations	<u>95</u>		<u>475</u>	
		<u>257,719</u>		<u>210,585</u>
		28,259		128,480
Finance costs				
Credit card and bank charges		<u>6,745</u>		<u>4,368</u>
Carried forward		21,514		124,112

THE BRITISH ASSOCIATION OF DENTAL NURSES

**DETAILED INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 December 2019**

	2019		2018	
	£	£	£	£
Brought forward		21,514		124,112
Depreciation				
Trademark amortisation	319		319	
Fixtures and fittings	121		121	
Computer equipment	<u>471</u>		<u>1,002</u>	
		<u>911</u>		<u>1,442</u>
NET SURPLUS		<u><u>20,603</u></u>		<u><u>122,670</u></u>