

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

Name of Trade Union:	UNITED ROAD TRANSPORT UNION		
Year ended:	31 December 2020		
List no:	388T		
Head or Main Office address:	ALMOND HOUSE		
	OAK GREEN		
	STANLEY GREEN BUSINESS PARK		
	CHEADLE HULME		
	CHESHIRE		
Postcode	SK8 6QL		
Website address (if available)	<a href="http://www.urtu.com">www.urtu.com</a>		
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	('X' in appropriate box)
General Secretary:	MR ROBERT F MONKS		
Telephone Number:	0161 486 2100		
Contact name for queries regarding the completion of this return	PAUL GALLAHER		
Telephone Number:	0161 486 2100		
E-mail:	info@urtu.com		

**Please follow the guidance notes in the completion of this return**

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

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

For Unions based in England and Wales: [returns@certoffice.org](mailto:returns@certoffice.org)

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

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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	8,295	11			8,306
Female	236	1			237
Other					
<b>Total</b>	8,531	12			A 8,543

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

8,543
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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	
-----	--

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:

--







## Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation –		<b>brought forward</b>	24,533
Employment Related Issues		Advisory Services	
Benevolent	3,260	Legal helpline	14,300
Representation –		Other Cash Payments	
Non Employment Related Issues		Sickness and accident	21,470
		Death Benefit	11,250
		Dental	1,792
		Education and Training services	
Communications			
Diaries and membership cards	686		
Production costs of publications	20,587		
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
		Honorary member scheme	750
		Legal and medical fees	160,951
<b>carried forward</b>	24,533	<b>Total (should agree with figure in General Fund)</b>	235,046





(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

## Political fund account

(see notes 24 to 33)

£

£

<b>Political fund account 1</b>	<b>To be completed by trade unions which maintain their own political fund</b>
---------------------------------	--

	<b>Income</b>		
	Members contributions and levies		
	Investment income (as at page 12)		
Other income (specify)			
		Total other income as specified	
		Total income	

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

<b>Expenditure A</b> (as at page i)	
<b>Expenditure B</b> (as at page ii)	
<b>Expenditure C</b> (as at page iii)	
<b>Expenditure D</b> (as at page iv)	
<b>Expenditure E</b> (as at page v)	
<b>Expenditure F</b> (as at page vi)	
<b>Non-political expenditure</b> (as at page vii)	
	Total expenditure
	Surplus (deficit) for year
	Amount of political fund at beginning of year
	Amount of political fund at the end of year (as <u>Balance Sheet</u> )
	Number of members at end of year contributing to the political fund
	Number of members at end of the year not contributing to the political fund
	Number of members at end of year who have completed an exemption notice and do not contribute to the political fund

<b>Political fund account 2</b>	<b>To be completed by trade unions which act as components of a central trade union</b>
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<b>Income</b>	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
		Total other income as specified	
		Total income	
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects(specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of year	
		Amount remitted to central political	
		Amount held on behalf of central political fund at end of year	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	















**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)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		790,925
Salaries and Wages included in above	790,925	
Auditors' fees		9,300
Legal and Professional fees		43,347
Occupancy costs		31,490
Stationery, printing, postage, telephone, etc.		24,086
Expenses of Executive Committee (Head Office)		8,780
Expenses of conferences		
Other administrative expenses (specify)		
Branch expenses		18,279
Computer services		41,619
Affiliation fees		30,298
Marketing and other		41,605
<b>Other Outgoings</b>		
Depreciation		51,967
Bank charges		12,751
Loss on disposal of fixed assets and investments		28,210
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Actuarial loss on defined benefit pension schemes		638,000
<b>Total</b>		1,770,657
Charged to:	General Fund (Page 3)	1,770,657
<b>Total</b>		1,770,657







## Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
<b>Cost or Valuation</b>						
At start of year		590,948	109,531	121,203		821,682
Additions			16,182			16,182
Disposals			-460			-460
Revaluation/Transfers						
At end of year		590,948	125,253	121,203		837,404
<b>Accumulated Depreciation</b>						
At start of year		145,768	73,007	53,492		272,267
Charges for year		11,819	15,168	24,980		51,967
Disposals			-150			-150
Revaluation/Transfers						
At end of year		157,587	88,025	78,472		324,084
Net book value at end of year		433,361	37,228	42,731		513,320
Net book value at end of previous year		445,180	36,524	67,711		549,415



# Analysis of investments

(see notes 58 and 59)

<b>Quoted</b>	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Bonds	270,913	
Total quoted (as Balance Sheet)	270,913	
Market Value of Quoted Investment	270,913	
<b>Unquoted</b>		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Total unquoted (as Balance Sheet)		
Market Value of Unquoted Investments		



# Summary sheet

(see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
<b>Income</b>			
From Members	1,576,074		1,576,074
From Investments			
Other Income (including increases by revaluation of assets)	52,516		52,516
<b>Total Income</b>	1,628,590		1,628,590
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	2,005,703		2,005,703
<b>Funds at beginning of year</b> (including reserves)	2,008,081		2,008,081
<b>Funds at end of year</b> (including reserves)	1,630,968		1,630,968
<b>Assets</b>			
Fixed Assets			513,320
Investment Assets			270,913
Other Assets			1,095,641
		<b>Total Assets</b>	1,879,874
<b>Liabilities</b>		<b>Total Liabilities</b>	248,906
<b>Net Assets (Total Assets less Total Liabilities)</b>			1,630,968

# Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>Income</b>			
From Members			
From Investments			
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>			
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>			
<b>Funds at beginning of year</b> (including reserves)			
<b>Funds at end of year</b> (including reserves)			
<b>Assets</b>			
Fixed Assets			
Investment Assets			
Other Assets			
		<b>Total Assets</b>	
<b>Liabilities</b>		<b>Total Liabilities</b>	
<b>Net Assets (Total Assets less Total Liabilities)</b>			

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

(see notes 74 to 80)

<b>Did the union hold any ballots in respect of industrial action during the return period?</b>	<b>No</b>
If Yes How many ballots were held: <input style="width: 50px;" type="text"/>	
For each ballot held please complete the information below:	
<b>Ballot 1</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<b>1-3 should total "Number of votes cast"</b>
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
<b>Ballot 2</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<b>1-3 should total "Number of votes cast"</b>
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
<b>Ballot 3</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<b>1-3 should total "Number of votes cast"</b>
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>

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

**Ballot 4**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

**1-3 should total "Number of votes cast"**

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

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

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

**Ballot 5**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

**1-3 should total "Number of votes cast"**

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

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

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

**Ballot 6**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question  1

Number of individuals answering "No" to the question  2

Number of invalid or otherwise spoiled voting papers returned  3

**1-3 should total "Number of votes cast"**

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

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

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

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

(see note 81)

**\*Categories of Nature of Trade Dispute**

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

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

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.**

Refer to the enclosed financial statements

# Accounting policies

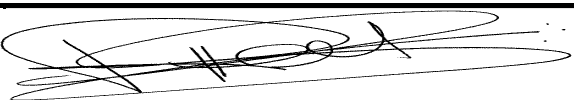

(see notes 84 and 85)

Refer to the enclosed financial statements

## 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: 	President's Signature: 
Name: ROBERT F MONKS (General Secretary)	Name: ERIC DRINKWATER (President)
Date: 14 May 2021	Date: 14 May 2021

(or other official whose position should be stated)

## Checklist

(see notes 88 to 89)

(please tick as appropriate)

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

# Checklist for auditor's report

(see notes 90 and 96)

**The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.**

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they related? (See section 36(1) and (2) of the 1992 Act and notes 92 and 93)

Please explain in your report overleaf or attached.

2. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:

- a. kept proper accounting records with respect to its transactions and its assets and liabilities; and
- b. established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances. (See section 36(4) of the 1992 Act set out in note 92)

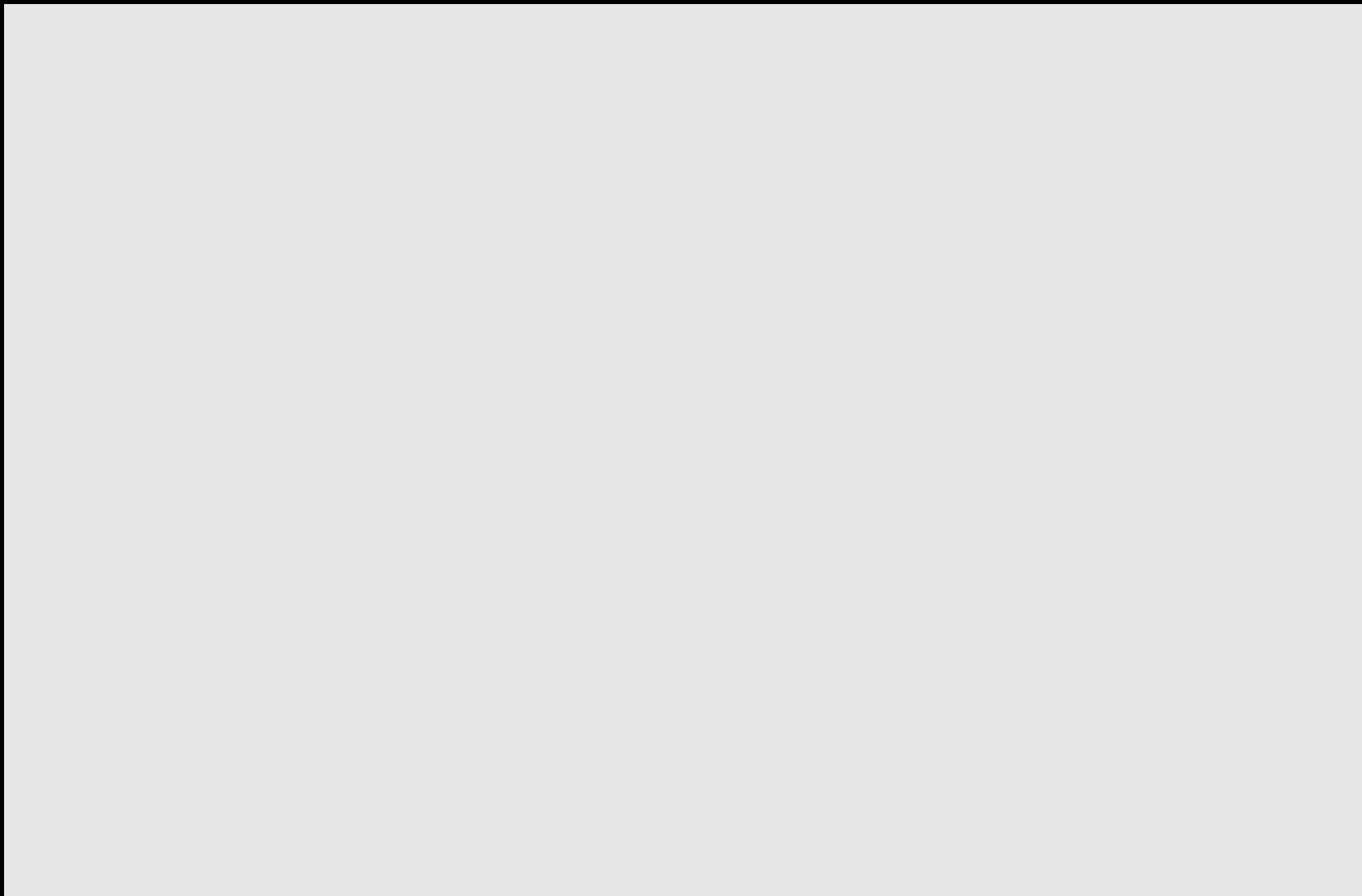
Please explain in your report overleaf or attached

3. Your auditors or auditor must include in their report the following wording:

**In our opinion the financial statements:**

- **give a true and fair view of the matters to which they relate to.**
- **have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.**

**Auditor's report (continued)**



Signature(s) of auditor or auditors:

*Azets Audit Services*

Name(s):

Azets Audit Services

Profession(s) or Calling(s):

Chartered Accountants and Statutory Auditor

Address(es):

Alpha House

Greek Street

Stockport

Cheshire

Postcode

SK3 8AB

Date

17 May 2021

Contact name for inquiries and telephone number:

Don Bancroft - 0161 474 0200

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 inforamation 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	

**UNITED ROAD TRANSPORT UNION**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

# UNITED ROAD TRANSPORT UNION

## UNION INFORMATION

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**President** E Drinkwater

**National Executive Committee** J Chittock  
M Rushby  
T McEvoy

**General Secretary** R F Monks

**Trustees** C Carter  
P Roe

**Head Office** Almond House, Oak Green  
Stanley Green Business Park  
Cheadle Hulme  
SK8 6QL

**Auditor** Azets Audit Services  
Alpha House  
4 Greek Street  
Stockport  
Cheshire  
SK3 8AB

**Business address** Almond House, Oak Green  
Stanley Green Business Park  
Cheadle Hulme  
SK8 6QL

**Bankers** Royal Bank of Scotland  
464 Wilbraham Road  
Chorlton-cum-Hardy  
Manchester  
M21 1AP

Unity Trust Bank  
Four Brindleyplace  
Birmingham  
B1 2JB

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# UNITED ROAD TRANSPORT UNION

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# UNITED ROAD TRANSPORT UNION

## REPORT OF THE GENERAL SECRETARY FOR THE YEAR ENDED 31 DECEMBER 2020

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For more than a year, the World has grappled with the challenges posed by the 'Covid-19' pandemic. The trail of destruction wrought by the pandemic has been well documented. This 'Report of the General Secretary' cannot pass without first pausing to reflect on this dreadful virus.

Covid-19 has touched most of us. Many of us know someone who has been directly or indirectly affected. Many lives have been lost. Significant numbers of survivors of this virus are now battling long term illness, referred to commonly as 'Long Covid'. Mental health problems have been and will continue to be exacerbated by the pandemic. This Report presents an opportunity to remember those who are no longer with us and those who have been affected in a multitude of other ways. Many of them are fellow members of our Union. Our Union's thoughts are with them and with you.

The economic effects of the pandemic have also been well documented. Some sectors have thrived. Most are 'just keeping their heads above water'. Others may not recover for years, if it all. Whichever scenario faces an organisation, there has been and will be an effect on workers. Companies will undoubtedly compromise on standards and best practice in their desire to regain profitability, 'efficiency' and market position. Increasingly large numbers of people will continue to be employed on short term contracts in the 'gig economy', on 'zero-hour contracts', and as Agency workers, many of which offer scant employee protection. Within this environment, Union membership, in my opinion, is not a luxury, it is 'a necessity'. This is a message that we must all play our part in promoting. I will return to the theme of 'growing and retaining membership' later.

Whilst the pandemic has caused extreme distress and hardship, there have been many shining examples of 'selflessness', 'bravery' and 'community spirit', displayed both 'in the glare of publicity' and 'quietly in the background'. These acts have inspired us all. It is with huge pride that I am able to use this 'Report of the General Secretary' to acknowledge the contribution made by members of our Union. Your role, as 'key workers', has been critical in keeping the economy moving and helping the Nation throughout the pandemic. You have made huge sacrifices, working long hours under continual pressure. I would like to convey a heartfelt 'thank you' to each and every one of you on behalf of our Union.

At the time of writing, the UK vaccination programme is making significant progress. We are all united in the hope that this will enable life to return to 'normal' and the economy to become stronger, for the benefit of everyone.

### **'Union Learning'**

During October 2020, our Union, along with other Trades Unions, learnt the devastating news that the Government was refusing to fund 'Union Learning' beyond 31 March 2021. Consequently, our Union had no choice but to end its long association with 'Union Learning'. These Audited Financial Statements include the costs required to bring about the closure of our Union's 'Union Learning' Project.

### **Financial Review**

Throughout my time as General Secretary of our Union, I have regularly highlighted the themes of 'pragmatism' and 'prudence' when delivering the financial 'Report of the General Secretary'. These twin themes have enabled our Union to consistently record an annual surplus and to build a strong 'Balance Sheet', year on year. That strong 'Balance Sheet' enabled our Union to withstand the negative economic effects of the pandemic, without flinching.

The year ended 31 December 2020 is no different. A surplus has been achieved in the face of the pandemic, and the closure of Union Learning. As Treasurer of our Union, I applaud these outstanding results, both as vindication of my Financial Stewardship of our Union and as a positive affirmation of our Union's underlying financial strength.

Our Union was faced with many challenging situations during 2020. 'Lockdowns', restrictions on personal and operational freedom, suppliers and staff working from home, temporary closures, illness, 'furlough', mutations of the virus, the 'R number', risk assessments, all became part of the everyday lexicon. In addition, there was the effect of 'Brexit'. Despite these obstacles, our Union was nevertheless still able to focus on 'the essentials' – welcoming new members, giving advice, providing a wide range of Benefits, and being there for you, the members, during unprecedented times. I recognise the important part played in maintaining 'business as usual', by all of our Union's Employees and Union Representatives. I would like to place on record our Union's appreciation. Without you none of this would have been achievable. 'Thank you'.

# UNITED ROAD TRANSPORT UNION

## REPORT OF THE GENERAL SECRETARY

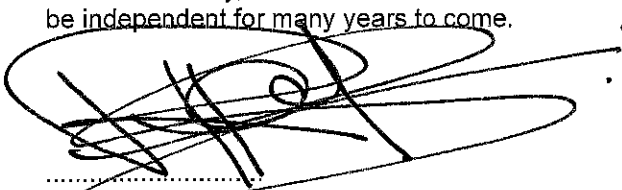
*FOR THE YEAR ENDED 31 DECEMBER 2020*

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### Membership Growth and Retention

Members of our Union will be in no doubt that challenging times lie ahead. The economic environment in which all UK organisations operate will continue to be extremely demanding. Financially strong organisations such as our Union will be well placed to face the challenges ahead.

Of course financial strength alone will not determine our Union's ability to respond to the challenges ahead. We must remain flexible and vigilant, in seizing all opportunities. There are indeed many opportunities for our Union. In difficult and uncertain times, membership of a Trades Union is increasingly a valuable asset for any individual to possess. There will be more demands on employees than ever before. The pandemic has left workers increasingly vulnerable. As I mentioned earlier, Union Membership is therefore not a luxury, but 'a necessity'. If we can all work together to raise the profile of our Union, actively seeking to 'recruit' and (equally importantly) to 'retain' members, the momentum of increased membership will naturally follow. This will result in enhanced financial stability, which will enable our Union to confidently face the challenges which lie ahead and continue to be independent for many years to come.



RF Monks

General Secretary

*14<sup>th</sup> May 2021*

# UNITED ROAD TRANSPORT UNION

## NATIONAL EXECUTIVE COMMITTEE'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

The National Executive Committee presents its annual report and financial statements for the year ended 31 December 2020.

### Principal activities and review of operations

The principal activities of United Road Transport Union ("the Union") during the year were trade union activities.

The Union's members follow the occupation of road transport and distribution workers. The Union is registered under, and complies with, the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992, as amended by the Employment Relations Act 1999.

### National Executive Committee

The National Executive Committee members who held office during the year and up to the date of signature of the financial statements were as follows:

J Chittock  
M Rushby  
T McEvoy

### President

E Drinkwater

### Results

The surplus for the year, after taxation, amounted to £260,887 (2019: surplus £202,487).

### Auditor

On 7 September 2020 the Auditors changed their name from Booth Ainsworth Audit Services to Azets Audit Services. A resolution proposing that Azets Audit Services be reappointed as auditor will be put at a meeting of the National Executive Committee.

### Disclosure of information to auditor

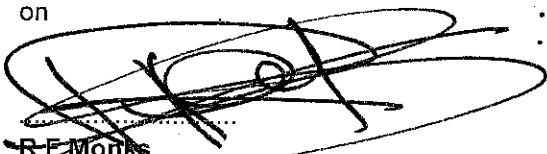
Each of the persons who are National Executive Committee members at the time when this National Executive Committee's Report is approved have confirmed that:

- so far as that National Executive Committee member is aware, there is no relevant audit information of which the Union's auditor is unaware, and
- the National Executive Committee member has taken all the steps that ought to have been taken as a National Executive Committee member in order to be aware of any relevant audit information and to establish that the Union's auditor is aware of that information.

### Charitable donations

During the year the Union made charitable donations totalling £750 (2019: £740).

This report was approved by the National Executive Committee on *14/05/2021* and signed on its behalf on

  
R F Monks  
General Secretary

Date: *14<sup>th</sup> May 2021*

# **UNITED ROAD TRANSPORT UNION**

## **NATIONAL EXECUTIVE COMMITTEE'S RESPONSIBILITIES STATEMENT**

***FOR THE YEAR ENDED 31 DECEMBER 2020***

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The members of the National Executive Committee are responsible for preparing the National Executive Committee's report and the financial statements in accordance with applicable law and regulations.

The Trade Union and Labour Relations (Consolidation) Act 1992 requires the members of the National Executive Committee to prepare financial statements for each financial year that give a true and fair view. Under that law the members have elected to prepare financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom accounting standards and applicable law). Under that law the members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Union and of the surplus or deficit of the Union for that period.

In preparing these financial statements the members are required to:

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

The members of the National Executive Committee are responsible for keeping adequate accounting records that are sufficient to show and explain the Union's transactions, to disclose with reasonable accuracy at any time the financial position of the Union and to enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# UNITED ROAD TRANSPORT UNION

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF UNITED ROAD TRANSPORT UNION

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#### **Opinion**

We have audited the financial statements of United Road Transport Union (the 'Union') for the year ended 31 December 2020 which comprise the statement of comprehensive income, the statement of financial position, the statement of changes in equity and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2020 and of its transactions 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 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 Union in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our 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**

In auditing the financial statements, we have concluded that the National Executive Committee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Union's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the National Executive Committees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The National Executive Committee is responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

# UNITED ROAD TRANSPORT UNION

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF UNITED ROAD TRANSPORT UNION

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#### **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 accounting records have not been kept;
- a satisfactory system of control over its accounting records, cash holdings and receipts and remittances has not been maintained; or
- the financial statements to which this report relates do not agree with the accounting records and returns.

#### **Responsibilities the National Executive Committee**

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

In preparing the financial statements, the National Executive Committee is responsible for assessing the Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the National Executive Committee either intends to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and 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.

We have been appointed auditor under section 33 of the Trade Union and Labour Relations (Consolidation) Act 1992 and report in accordance with section 36 of that Act.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.



# UNITED ROAD TRANSPORT UNION

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF UNITED ROAD TRANSPORT UNION

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#### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the Union through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

#### **Use of our report**

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

*Azets Audit Services*

**Don Bancroft (Senior Statutory Auditor)**  
**For and on behalf of Azets Audit Services**

17/5/2021

**Chartered Accountants**  
**Statutory Auditor**

Alpha House  
4 Greek Street  
Stockport  
Cheshire  
SK3 8AB



# UNITED ROAD TRANSPORT UNION

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020 £	2019 £
Contributions	3	1,587,324	1,580,796
Benefits and grants payable to members		(213,773)	(254,722)
<b>Gross surplus</b>		<b>1,373,551</b>	<b>1,326,074</b>
Personnel costs		(790,935)	(719,557)
Administrative costs		(362,995)	(470,842)
Other operating income		7,391	-
<b>Operating surplus</b>	4	<b>227,012</b>	<b>135,675</b>
Revaluation of fixed asset investments		14,772	57,610
Other interest receivable and similar income		19,103	9,202
<b>Surplus before taxation</b>		<b>260,887</b>	<b>202,487</b>
Tax on surplus		-	-
<b>Surplus for the financial year</b>		<b>260,887</b>	<b>202,487</b>

# UNITED ROAD TRANSPORT UNION

## STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2020

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	2020 £	2019 £
<b>Surplus for the financial year</b>	260,887	202,487
<b>Other comprehensive income</b>		
Actuarial (loss)/gain on defined benefit pension schemes	(638,000)	225,000
<b>Total comprehensive income for the year</b>	<u>(377,113)</u>	<u>427,487</u>

# UNITED ROAD TRANSPORT UNION

## STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2020

	Notes	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	6		513,320		549,415
Investments	7		270,913		737,589
			<u>784,233</u>		<u>1,287,004</u>
<b>Current assets</b>					
Debtors	8	141,812		166,727	
Cash at bank and in hand		594,829		89,857	
		<u>736,641</u>		<u>256,584</u>	
<b>Creditors: amounts falling due within one year</b>	9	(248,906)		(200,507)	
<b>Net current assets</b>			<u>487,735</u>		<u>56,077</u>
<b>Total assets less current liabilities</b>			<u>1,271,968</u>		<u>1,343,081</u>
<b>Net assets excluding pension surplus</b>			1,271,968		1,343,081
<b>Defined benefit pension surplus</b>	10		359,000		665,000
<b>Net assets</b>			<u>1,630,968</u>		<u>2,008,081</u>
<b>Net funds</b>					
Income and expenditure account			<u>1,630,968</u>		<u>2,008,081</u>

The financial statements were approved and authorised for issue by the National Executive Committee on 14/05/21, and signed on its behalf on 14<sup>th</sup> May 2021

  
 R.F. Monks  
 General Secretary

# UNITED ROAD TRANSPORT UNION

## STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31 DECEMBER 2020

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	Income and expenditure account £	Total members' funds £
<b>Balance at 1 January 2019</b>	1,580,594	1,580,594
<b>Year ended 31 December 2019:</b>		
Surplus for the year	202,487	202,487
Other comprehensive income:		
Actuarial gains on defined benefit plans	225,000	225,000
Total comprehensive income for the year	427,487	427,487
<b>Balance at 31 December 2019</b>	2,008,081	2,008,081
<b>Year ended 31 December 2020:</b>		
Surplus for the year	260,887	260,887
Other comprehensive income:		
Actuarial losses on defined benefit plans	(638,000)	(638,000)
Total comprehensive income for the year	(377,113)	(377,113)
<b>Balance at 31 December 2020</b>	1,630,968	1,630,968

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# UNITED ROAD TRANSPORT UNION

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

#### Union information

United Road Transport Union is a Trade Union. The registered office is Almond House, Oak Green, Stanley Green Business Park, Cheadle Hulme, SK8 6QL.

#### 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") Section 1A.

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

The financial statements have been prepared under the historical cost convention, modified to include the valuation of fixed asset investments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

The National Executive Committee has considered the forecast income and expenditure of the Union. It has also noted the positive steps which have been taken by the Union, since the first UK 'lockdown' during March 2020, to ensure that its day-to-day operations have continued as normal. The Union's members continue to play a key role in the nation's response to 'Covid-19'. This is expected to again have a positive input on the Union's operations. Although, at the date of approval of the financial statements, the full impact of 'Covid-19' remains uncertain, the outlook appears brighter in 2021 than it did at the corresponding time in 2020. This, in no small part, is attributable to the scientific advances made in treating 'Covid-19', in respect of the success of the UK's vaccination programme. The National Executive Committee has reasonable expectations that the Union's income and expenditure will continue at current levels for the foreseeable future. The Union will continue to have sufficient resources to fund normal operations. Accordingly, the Financial Statements are prepared on a 'Going Concern' basis.

#### 1.3 Income

Contributions from members are recognised at the fair value of the consideration received or receivable in the normal course of business.

#### 1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Long term leasehold property	2% straight line
Furniture, fittings and equipment	33.3% reducing balance
Computer equipment	20% straight line
Motor vehicles	25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to the Statement of Comprehensive Income.

#### 1.5 Fixed asset investments

Investments in registered funds are re-measured to fair value at each Statement of Financial Position date. Gains and losses on re-measurement are recognised in the surplus or deficit for the year.

# UNITED ROAD TRANSPORT UNION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

(Continued)

#### 1.6 Impairment of fixed assets

At each reporting period end date, the Union reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the Union estimates the recoverable amount of the cash-generating unit to which the asset belongs.

#### 1.7 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

#### 1.8 Financial instruments

The Union has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Union's statement of financial position when the Union becomes party to the contractual provisions of the instrument.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price, less any impairment. Financial assets classified as receivable within one year are not amortised.

##### **Classification of financial liabilities**

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the Union after deducting all of its liabilities.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors, are recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost.

Changes in the fair value of derivatives that are designated and qualify as fair value hedges are recognised in profit or loss immediately, together with any changes in the fair value of the hedged asset or liability that are attributable to the hedged risk.

#### 1.9 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

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

# UNITED ROAD TRANSPORT UNION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### 1 Accounting policies

(Continued)

##### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The cost of providing benefits under defined benefit plans is determined separately for each plan using the projected unit credit method, and is based on actuarial advice.

The change in the net defined benefit liability arising from employee service during the year is recognised as an employee cost. The cost of plan introductions, benefit changes, settlements and curtailments are recognised as an expense in measuring the surplus or deficit in the period in which they arise.

The net interest element is determined by multiplying the net defined benefit liability by the discount rate, taking into account any changes in the net defined benefit liability during the period as a result of contribution and benefit payments. The net interest is recognised in the surplus or deficit as other finance revenue or cost.

Remeasurement changes comprise actuarial gains and losses, the effect of the asset ceiling and the return on the net defined benefit liability excluding amounts included in net interest. These are recognised immediately in other comprehensive income in the period in which they occur and are not reclassified to the surplus or deficit in subsequent periods.

The net defined benefit pension asset or liability in the statement of financial position comprises the total for each plan of the present value of the defined benefit obligation (using a discount rate based on high quality corporate bonds), less the fair value of plan assets out of which the obligations are to be settled directly. Fair value is based on market price information, and in the case of quoted securities is the published bid price. The value of a net pension benefit asset is limited to the amount that may be recovered either through reduced contributions or agreed refunds from the scheme.

The Union provides benefits under two defined benefit plans.

The pension charge for the two schemes is based on a full actuarial valuation dated 6 April 2018 for the United Road Transport Union Pension Scheme ("the Scottish Widows Scheme") and 1 June 2017 for the United Road Transport Union 1978 Retirement and Death Benefits Scheme ("the Aviva Scheme").

##### 1.11 Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

# UNITED ROAD TRANSPORT UNION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 2 Judgements and key sources of estimation uncertainty

In preparing these financial statements, the National Executive Committee has had to make judgments on the valuation of investments.

#### Critical judgements

The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognised in the financial statements.

#### Tangible fixed assets

Tangible fixed assets are depreciated over their useful lives, taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on the number of factors. Residual value assessments consider issues such as future market conditions, the remaining life and projected disposal values.

#### Investments

The most critical assumptions and judgments relate to the determination of the carrying value of investments at fair value through the Statement of Comprehensive Income. The Union follows the International Private Equity and Venture Capital Valuation Guidelines, applying the overriding concept that fair value is the amount for which an asset can be exchanged between knowledgeable willing parties in an arm's length transaction. The nature, facts and circumstances of the investment drives the valuation methodology.

### 3 Revenue

	2020	2019
	£	£
<b>Analysis of revenue</b>		
Members' contributions	1,576,074	1,568,046
Other income	11,250	12,750
	<u>1,587,324</u>	<u>1,580,796</u>

	2020	2019
	£	£
Grants received	7,391	-
	<u>7,391</u>	<u>-</u>

	2020	2019
	£	£
<b>Turnover analysed by geographical market</b>		
UK	1,587,324	1,580,796
	<u>1,587,324</u>	<u>1,580,796</u>

### 4 Operating surplus

	2020	2019
	£	£
Operating surplus for the year is stated after charging:		
Depreciation of tangible fixed assets	51,967	48,691
Fees payable to the Union's auditor for the audit of the Union's financial statements	9,300	9,000
	<u>61,267</u>	<u>57,691</u>



# UNITED ROAD TRANSPORT UNION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 5 Employees

The average monthly number of persons employed by the Union during the year was 12 (2019 - 12).

	2020 Number	2019 Number
Administration	6	6
Regional and National Officers	6	6
	<u>12</u>	<u>12</u>

Their aggregate remuneration comprised:

	2020 £	2019 £
Wages and salaries	570,197	524,212
Social security costs	58,950	55,843
Pension costs	161,778	139,502
	<u>790,925</u>	<u>719,557</u>

### 6 Tangible fixed assets

	Long term leasehold property £	Furniture, fittings and equipment £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 January 2020	590,948	109,531	121,203	821,682
Additions	-	16,182	-	16,182
Disposals	-	(460)	-	(460)
At 31 December 2020	<u>590,948</u>	<u>125,253</u>	<u>121,203</u>	<u>837,404</u>
<b>Depreciation and impairment</b>				
At 1 January 2020	145,768	73,007	53,492	272,267
Depreciation charged in the year	11,819	15,168	24,980	51,967
Eliminated in respect of disposals	-	(150)	-	(150)
At 31 December 2020	<u>157,587</u>	<u>88,025</u>	<u>78,472</u>	<u>324,084</u>
<b>Carrying amount</b>				
At 31 December 2020	<u>433,361</u>	<u>37,228</u>	<u>42,731</u>	<u>513,320</u>
At 31 December 2019	<u>445,180</u>	<u>36,524</u>	<u>67,711</u>	<u>549,415</u>

# UNITED ROAD TRANSPORT UNION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 7 Fixed asset investments

	2020 £	2019 £
Listed investments	270,913	737,589

#### Movements in fixed asset investments

	Listed investments £
<b>Cost or valuation</b>	
At 1 January 2020	737,589
Valuation changes	14,772
Charges	(2,052)
Disposals	(479,396)
At 31 December 2020	270,913
<b>Carrying amount</b>	
At 31 December 2020	270,913
At 31 December 2019	737,589

### 8 Debtors

	2020 £	2019 £
<b>Amounts falling due within one year:</b>		
Trade debtors	42,230	44,133
Members' contributions in arrears	26,457	38,988
Other debtors	10,113	19,724
Prepayments and accrued income	63,012	63,882
	141,812	166,727

### 9 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	30,943	25,036
Other taxation and social security	19,059	21,267
Members' contributions in advance	78,013	72,304
Accruals and deferred income	120,891	81,900
	248,906	200,507

# UNITED ROAD TRANSPORT UNION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 10 Retirement benefit schemes

	2020	2019
	£	£
Charge to surplus or deficit in respect of defined contribution schemes	46,555	24,655

The Union operates defined contribution pension schemes for all qualifying employees. The assets of the schemes are held separately from those of the company in independently administered funds.

#### Defined benefit schemes

The Union operates two defined benefit schemes for qualifying employees. The figures shown are for both Schemes combined. Under the schemes the employees are entitled to retirement benefits linked to members' final pensionable salaries and service at their retirement (or date of leaving if earlier).

The most recent actuarial valuations of assets and the present value of the defined benefit obligations were carried out at 11 March 2021 by the Actuary. The present value of the defined benefit obligation, the related current service cost and past service cost were measured using the projected unit credit method.

<i>Key assumptions</i>	2020	2019
	%	%
Discount rate	1.4	2.30
Expected rate of increase of pensions in payment	2.9	2.90
Expected rate of salary increases	2.9	2.90
Retail price inflation	2.9	2.90
Consumer price index	1.9	1.90
Revaluation of deferred pensions in excess of GMP	2.9	2.90

#### *Mortality assumptions*

The assumption for mortality (pre-retirement) is AMC00/AFC00 (2018: AMC00/AFC00) and mortality (post-retirement) is PMA08 CMI 2017 [2.00%] & PFA08 CMI 2017 [1.50%] (2018: PMA08 CMI 2017 [2.00%] & PFA08 CMI 2017 [1.50%]).

	2020	2019
	£	£
<i>Amounts recognised in the Statement of Comprehensive Income</i>		
Current service cost	117,000	106,000
Net interest on defined benefit asset	(19,000)	(9,000)
Administration expenses	20,000	20,000
Total costs	118,000	117,000

# UNITED ROAD TRANSPORT UNION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 10 Retirement benefit schemes

(Continued)

	2020	2019
	£	£
<i>Amounts taken to other comprehensive income</i>		
Actual return on scheme assets	(338,000)	(997,000)
Less: calculated interest element	185,000	167,000
Return on scheme assets excluding interest income	(153,000)	(830,000)
Actuarial changes related to obligations	791,000	605,000
Total (income)/costs	638,000	(225,000)

The amounts included in the statement of financial position arising from the Union's obligations in respect of defined benefit plans are as follows:

	2020	2019
	£	£
Present value of defined benefit obligations	8,000,000	7,428,000
Fair value of plan assets	(8,359,000)	(8,093,000)
Surplus in scheme	(359,000)	(665,000)

# UNITED ROAD TRANSPORT UNION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 10 Retirement benefit schemes

(Continued)

At 31 December 2020, the aggregated surplus in the Schemes of £359,000 (2019: £665,000) consists of a deficit of £588,000 (2019: deficit £218,000) in the Scottish Widows Scheme and a surplus of £947,000 (2019: £883,000) in the Aviva Scheme. The Schemes' surplus has been calculated as at 31 December 2020 in accordance with the requirements of FRS 102, and the figures given should not be assumed to have any relevance beyond the scope of the requirements of the accounting standards.

They do not represent advice for the purposes of funding the Scheme which is derived from the formal actuarial valuations carried out triennially.

The most recent formal actuarial valuations were carried as at 6 April 2018 for the United Road Transport Union Pension Scheme ("the Scottish Widows Scheme"), and 1 June 2017 for the United Road Transport Union 1978 Retirement and Death Benefits Scheme ("the Aviva Scheme").

In respect of the Scottish Widows Scheme, the formal actuarial valuation revealed a surplus of £337,000. The Union agreed to pay annual contributions of 31.7% per annum of members' pensionable salaries less active members' contributions of 1.7%.

In respect of the Aviva Scheme, the formal actuarial valuation revealed a funding shortfall of £309,000. The Union agreed to pay the following contributions in order to eliminate the funding shortfall:

- Annual contributions of 31.4% of members' pensionable contributions of 0.6%, plus £4,215 each month from August 2018 up to (and including) August 2023, to meet the cost of future service accrual;
- £1,000 per month towards administration expenses; and
- £150,000 by 31 May 2019 and a further £150,000 by 31 May 2020 towards the deficit in the Scheme.

Future funding in respect of both schemes will be reviewed following the next formal valuation which will incorporate the effect of the above contributions.

The Union expects to pay approximately £120,000 to the Schemes during the accounting year beginning 1 January 2021.

# UNITED ROAD TRANSPORT UNION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 10 Retirement benefit schemes

(Continued)

	2020 £
<i>Movements in the present value of defined benefit obligations</i>	
Liabilities at 1 January 2020	7,428,000
Current service cost	117,000
Benefits paid	(504,000)
Contributions from scheme members	2,000
Actuarial losses	791,000
Interest cost	166,000
	<hr/>
At 31 December 2020	8,000,000
	<hr/> <hr/>

	2020 £
<i>Movements in the fair value of plan assets</i>	
Fair value of assets at 1 January 2020	8,093,000
Interest income	185,000
Return on plan assets (excluding amounts included in net interest)	153,000
Benefits paid	(504,000)
Contributions by the employer	450,000
Contributions by scheme members	2,000
Administration expenses	(20,000)
	<hr/>
At 31 December 2020	8,359,000
	<hr/> <hr/>

	2020 £	2019 £
<i>Fair value of plan assets at the reporting period end</i>		
Equity instruments	1,419,000	1,488,000
Property	263,000	266,000
Bonds	2,049,000	1,981,000
Gilts	394,000	546,000
Cash	14,000	39,000
Annuities	4,220,000	3,773,000
	<hr/>	<hr/>
	8,359,000	8,093,000
	<hr/> <hr/>	<hr/> <hr/>

# UNITED ROAD TRANSPORT UNION

## DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
<b>Income</b>		
Members' contributions	1,576,074	1,568,046
Other income	11,250	12,750
	<u>1,587,324</u>	<u>1,580,796</u>
<b>Benefits and grants payable to members</b>		
Legal and medical fees	160,951	177,320
Sickness and accident	21,470	34,499
Legal helpline	14,300	15,600
Death	11,250	18,000
Benevolent	3,260	6,251
Dental	1,792	1,802
Honorary member scheme	750	1,250
	<u>(213,773)</u>	<u>(254,722)</u>
<b>Gross surplus</b>	<u>1,373,551</u>	<u>1,326,074</u>
<b>Other operating income</b>		
Government grants receivable and released	7,391	-
<b>Personnel costs</b>	790,925	719,557
<b>Establishment costs</b>	43,309	45,342
<b>Administrative costs</b>	319,696	425,500
	<u>(1,153,930)</u>	<u>(1,190,399)</u>
<b>Operating surplus</b>	227,012	135,675
<b>Investment revenues</b>		
Interest receivable and similar income	103	202
Other finance income	19,000	9,000
Revaluation of fixed asset investments	14,772	57,610
	<u>33,875</u>	<u>66,812</u>
<b>Surplus on ordinary activities</b>	<u>260,887</u>	<u>202,487</u>

# UNITED ROAD TRANSPORT UNION

## SCHEDULE OF PERSONNEL, ESTABLISHMENT AND ADMINISTRATIVE COSTS FOR THE YEAR ENDED 31 DECEMBER 2020

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	2020	2019
	£	£
<b>Personnel costs</b>		
Office staff salaries	202,067	118,332
Officers' salaries	383,912	418,928
Marketing salaries	43,180	42,795
Other pension contributions	161,776	139,502
	<u>790,935</u>	<u>719,557</u>
	2020	2019
	£	£
<b>Establishment costs</b>		
Rates	12,666	12,789
Cleaning	2,139	3,157
Light and heat	2,016	2,981
Insurance	10,137	9,222
Repairs and maintenance	4,532	5,374
Depreciation - long term leasehold property	11,819	11,819
	<u>43,309</u>	<u>45,342</u>

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# UNITED ROAD TRANSPORT UNION

## SCHEDULE OF PERSONNEL, ESTABLISHMENT AND ADMINISTRATIVE COSTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
<b>Administrative costs</b>		
Operating costs - diaries and membership cards	686	15,053
Operating costs - officers' expenses	5,920	20,933
Operating costs - officers' motor expenses	33,410	46,001
Operating costs - printing, postage and stationery	14,062	19,561
Operating cost - loss/(profit) on disposal of tangible fixed assets and fixed asset investments	28,210	(1,440)
Operating costs - telephone and fax	5,344	4,611
Operating costs - training	(8,684)	19,378
Head office - affiliation fees	30,298	30,173
Head office - auditor's remuneration - non-audit	5,462	10,500
Head office - auditor's remuneration	9,300	9,000
Head office - bank charges	12,751	13,505
Head office - computer services	41,619	32,287
Head office - legal and professional	37,885	37,689
Head office - office telephone and fax	4,680	4,712
Head office - publications and directories	-	8,507
Head office - subscriptions	1,690	1,658
Head office - sundry expenses	6,469	4,249
Marketing - marketing expenses	41	447
Marketing - production cost of publications	20,587	61,817
Marketing - promotional costs	2,759	4,356
Governance - National Executive Committee expenses	8,045	18,887
Governance - delegates' expenses	735	8,876
Depreciation - vehicles, furniture, fittings and equipment	40,148	36,872
Branch expenses	18,279	20,247
Recoverable VAT	-	(2,379)
	<u>319,696</u>	<u>425,500</u>

# Membership audit certificate

## Section two

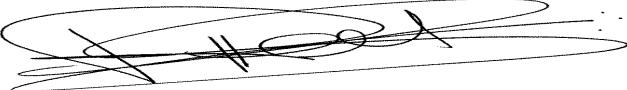
For a trade union with no **more than 10,000 members** at the end of the reporting period preceding the one to which this audit relates.

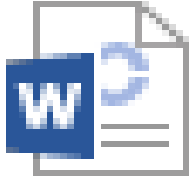
To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

**Yes**

If "No" Please explain below:

[Large greyed-out area for explanation]

Signature	
Name	ROBERT F MONKS
Office held	General Secretary
Date	14 May 2021



# AR21 guidance

Double-click on icon to open guidance