

Prison Governors Association

Representing: The Prison Governors of the United Kingdom since 1987



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Ministry of Justice
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PGA Officers:	President	Andrea Albutt
	Vice President	Adrian Turner
	Finance Officer	Shaun Williamson
	National Officers	Mitch Albutt Carl Davies

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Bulletin 806

12 May 2021

Dear Colleagues,

Statement to members issued in connection with the Prison Governors Association annual return for the period ended 31 December 2020 as required by Section 32a of the Trade Union and Labour Relations (Consolidation) Act 1992

Income and Expenditure

The total income of the Association for the period was £196,503. This amount included payments of £191,504 in respect of membership income of the Association. The Association's total expenditure for the period was £135,767.

Political Fund

There was no income or expenditure in respect of any political fund as the Association does not have any political fund in place.

Salary paid to and other benefits provided to the National Officers

The National Officers were not paid any amount in respect of salary or benefits.

Irregularity statement

A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the Association may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the officers of the Association, the trustees of the Association, the auditor or auditors of the Association, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of the rules of the union and contemplates bringing civil proceedings against the union or responsible officers or trustees, they should consider obtaining independent legal advice.

A full copy of the auditor's report is attached to this bulletin.

Shaun Williamson
PGA Finance Officer

**PRISON GOVERNORS ASSOCIATION
2020**

**Report and Accounts
for the Year Ended
31 December 2020**

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REPORT OF THE NATIONAL EXECUTIVE COMMITTEE

The members of the National Executive Committee have pleasure in submitting their report to the members, together with the audited accounts of the Association for the year ended 31 December 2020.

RULES AND CONSTITUTION

The rules and constitution were originally approved on 8 March 1988 and were amended at subsequent Annual Conferences, most recently at the Annual Conference in 2019. Due to the Covid-19 pandemic, the 2020 Annual Conference did not take place.

RESPONSIBILITY FOR THE PREPARATION OF THE FINANCIAL STATEMENTS

The constitution of the Association requires the members of the National Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association as at the end of the year and of its surplus or deficit for the financial year. In preparing the financial statements the members of the National Executive Committee are required to select suitable accounting policies and apply them consistently, make judgements and estimates that are reasonable and prudent, state whether applicable accounting standards have been followed and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue to operate.

The members of the National Executive Committee are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Association and 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 Association and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

OBJECTIVES

In accordance with Rule 3 of the constitution the objects of the Association are:

- a. To act as the negotiating body on all questions affecting pay and conditions of employment and the relations between members and the employers.
- b. To protect and promote the interests and status of members in respect of their careers and matters of common concern
- c. To represent and support members during investigation, grievance and disciplinary processes.
- d. To provide and maintain the organisational structure approved by National Conference.
- e. To establish, maintain and represent the professional views and standards of members.
- f. To speak on professional matters, maintain contacts with both Parliament, Press and other relevant organisations.
- g. To provide benefits payable on the death of members.
- h. To provide legal assistance to members in appropriate cases determined by the NEC in respect of matters relating to their employment in the Prison Service.
- i. To maintain such other services for the benefit of the members as Annual Conference and which the National Executive Committee deem desirable and practicable.

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE (Continued)

- j. To collect, maintain and administer funds for all the above objects.
- k. To manage, maintain and develop two-way formal and informal communication with members.
- l. The Association is committed to the promotion of equality for all and actively opposes all forms of harassment, prejudice and unfair discrimination.

RESULTS

The results for the year were as follows:	2020	2019
	£	£
Excess of income over expenditure/(expenditure over income)	61,735	(1,430)

Further details are shown in the income and expenditure account on page 9.

MEMBERS

The members of the National Executive Committee during the year were:

A Albutt (President)	A Turner (Vice President)
S Williamson (Finance Officer)	C Davies (National Officer)
M Albutt (National Officer)	K Billson
L Williams	K Bettles
E Lawrence	P Foweather (National Executive to 13 August 2020)
P Morrey	H Dickinson (National Executive to 13 August 2020)
D Dyson	D Taylor (National Executive appointed 13 August 2020)
D Lewis (National Executive appointed 13 August 2020)	
S Johnson (National Executive appointed 13 August 2020)	

In accordance with Rule 6(b) and (c) of the constitution, the whole of the National Executive Committee shall be elected every two years and the newly constituted Committee will assume office at the conclusion of the Annual Conference immediately following the elections. Serving members of the Executive Committee shall, if properly nominated and seconded, be eligible for re-election.

Scottish Committee:

N Ironside (Chair and NEC Representative)
M Melloy (Treasurer)
L Roughan (Secretary)
N Beal
A Purdie
J Kirkwood
S Coyle

NEC meetings are attended by one of the members of the Scottish Committee.

Northern Ireland Committee:

G Alcock (Chairman and NEC Representative)
D Kennedy (Secretary)
A Bell (Treasurer)

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE (Continued)

RETIRED PRISON GOVERNORS ASSOCIATION

The Retired Prison Governors Association is affiliated to the Prison Governors Association (also see note 10 on page 14).

REVIEW

The year saw the Association's membership increase by 33 from 1,048 on 1 January 2020 to 1,081 on 31 December 2020. Membership movements during the year were:

New members joining	119
Members retiring and resigning from association	(83)
Members died in service	(3)

IRREGULARITY STATEMENT

A member who is concerned that some irregularity may be occurring, or has occurred, in the conduct of the financial affairs of the Association may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with one or more of the following as appropriate: the officials of the Association, the trustees of the property of the Association, the auditor of the Association, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the Association have been, or are being, conducted in breach of the law or in breach of rules of the Association and contemplates bringing civil proceedings against the Association or responsible officials or trustees, he or she should consider obtaining independent legal advice.

TAXATION STATUS

Under Section 467 of the Income and Corporation Taxes Act 1988 the Association is exempt from tax on income, except trading income, and chargeable gains which are applicable and applied for the purposes of provident benefits.

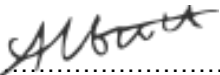
The Association is exempt from Value Added Tax under Schedule 9, Group 9 Value Added Tax Act 1994.

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE (Continued)

AUDITOR

The Auditor, JW Hinks LLP offer themselves for re-appointment.

By Order of the Association



.....
President (A Albutt)



.....
Finance Officer (S Williamson)

Date: 12 May 2021

Room LG27
Ministry of Justice
102 Petty France
London
SW1H 9AJ

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PRISON GOVERNORS ASSOCIATION

OPINION

We have audited the Financial Statements of the Prison Governors Association for the year ended 31 December 2020 which comprise of Income and Expenditure account, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 December 2020, and of its excess of income over expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 and the Association has kept proper accounting records and maintained a satisfactory system of control over its transactions in accordance with the requirements of Section 28 of the Act.

BASIS FOR OPINION

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

CONCLUSIONS RELATING TO GOING CONCERN

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

- the members' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the members have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the association's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

OTHER INFORMATION

The members are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

RESPONSIBILITIES OF MEMBERS

As described in the National Executive Committee Report, the Members of the Committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such internal control as the members 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 members are responsible for assessing the association'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 members either intend to liquidate the association 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements and discussed the policies and procedures regarding compliance.

Specific areas considered were as follows:

- Enquiring with management and others to gain an understanding of the organisation itself including operations, financial reporting and known fraud or error.
- Evaluating and understanding the internal control system.
- Performing analytical procedures as expected or unexpected variances in account balances
- Testing documentation supporting account balances

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected all irregularities including those leading to material misstatements in the financial statements or non-compliance with regulation, even though we have properly planned and performed our audit in accordance with auditing standards.

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 is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

This report is made solely to the Association's members, as a body. 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 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 Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

James Cruse ACA FCCA, BSc (Econ) Hons
for and on behalf of

JW HINKS LLP

CHARTERED ACCOUNTANTS AND STATUTORY AUDITOR

19 Highfield Road

Edgbaston

Birmingham

B15 3BH

Date: 22 April 2021

ACCOUNTING POLICIES

BASIS OF ACCOUNTING

The accounts are drawn up under the historical cost convention in accordance with applicable accounting standards.

These financial statements for the year ended 31 December 2020 are the first financial statements of the Prison Governors Association prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

MEMBERSHIP

Joining fees and membership subscriptions are credited in the period in which they are receivable.

DEPRECIATION AND AMORTISATION

Depreciation and amortisation of fixed assets is provided at the rate shown to write off the cost of fixed assets over their estimated useful lives.

Office equipment	25% straight line
Website	20% straight line

STOCKS

Stocks are valued at the lower of cost and estimated net realisable value.

Net realisable value is the estimated proceeds of disposal.

MEMBERS' INSURANCE SCHEME

The Association operates a members' insurance scheme providing legal expenses cover. Premiums are charged to the income and expenditure account as they are incurred.

MEMBERS' DIARIES

Costs in relation to members' diaries are charged to the income and expenditure account as incurred.

CASH AND CASH EQUIVALENTS

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

BASIC FINANCIAL ASSETS

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

BASIC FINANCIAL LIABILITIES

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


INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 December 2020


	Notes	2020 £	2019 £
INCOME			
Membership subscriptions		191,504	185,253
Donations and other income		5,704	892
Bank interest receivable		295	635
		<u>197,503</u>	<u>186,780</u>
LESS EXPENSES:			
Members Services			
Members insurance scheme		2,601	2,583
Members diaries		5,581	-
Death benefits	9	15,000	-
Legal fees re membership		59,178	56,871
		<u>82,360</u>	<u>59,454</u>
Administration			
Travel and subsistence		8,376	49,890
AGM/Conference expenses		-	34,089
Website costs		158	-
Media training		-	3,600
Printing, postage and stationery		253	281
Office staff (incl. employers NIC and pension)		30,540	27,400
Memorabilia (ties etc)		-	969
Donations		2,000	2,000
Telephone		400	-
General office expenses		1,450	357
		<u>43,177</u>	<u>118,586</u>
Financial and professional			
Bank charges		407	535
Auditor's remuneration		3,720	3,720
Legal and professional fees	8	5,905	5,915
Amortisation		198	-
		<u>10,230</u>	<u>10,170</u>
TOTAL EXPENSES		<u>135,767</u>	<u>188,210</u>
EXCESS OF INCOME OVER EXPENDITURE (2019: EXPENDITURE OVER INCOME)		<u>61,736</u>	<u>(1,430)</u>
Transfer to Legal Fund	7	<u>(8,149)</u>	<u>(7,883)</u>
		<u>53,587</u>	<u>(9,313)</u>

BALANCE SHEET
as at 31 December 2020

	Notes	2020 £	2019 £
FIXED ASSETS	2		
Tangible assets		-	-
Intangible assets		<u>1,122</u>	<u>-</u>
		<u><u>1,122</u></u>	<u><u>-</u></u>
 CURRENT ASSETS			
Stock	3	310	310
Debtors	4	25,589	762
Cash at bank and in hand	5	<u>191,094</u>	<u>156,203</u>
		216,993	157,275
 CURRENT LIABILITIES			
Creditors due within one year	6	<u>(10,509)</u>	<u>(11,405)</u>
 NET CURRENT ASSETS		<u>206,484</u>	<u>145,870</u>
 TOTAL ASSETS LESS CURRENT LIABILITIES		<u>207,606</u>	<u>145,870</u>
 CAPITAL AND RESERVES			
Balance brought forward		145,870	147,300
Transfer to reserves:			
Income and expenditure		53,587	(9,313)
Legal Fund	7	<u>8,149</u>	<u>7,883</u>
 ACCUMULATED FUND		<u>207,606</u>	<u>145,870</u>

These accounts were approved by the National Executive Committee on 12 May 2021.


.....
President (A Albutt)


.....
Finance Officer (S Williamson)

NOTES TO THE ACCOUNTS

1. TRADE UNION STATUS

The Association is registered as the 'Prison Governors Association' under the Trade Union and Labour Relations (Consolidation) Act 1992 and accordingly has full Trade Union Status. Registration has also been effected under the Employment Protection Act 1975.

2. FIXED ASSETS

Tangible Fixed assets	Office Equipment £
COST	
At 1 January 2020	7,762
Additions	-
At 31 December 2020	<u>7,762</u>
DEPRECIATION	
At 1 January 2020	7,762
Charge for the year	-
At 31 December 2020	<u>7,762</u>
NET BOOK VALUE	
At 31 December 2020	<u>-</u>
At 31 December 2019	<u>-</u>
Intangible Fixed assets	Website £
COST	
At 1 January 2020	-
Additions	1,320
At 31 December 2020	<u>1,320</u>
AMORTISATION	
At 1 January 2020	-
Charge for the year	198
At 31 December 2020	<u>198</u>
NET BOOK VALUE	
At 31 December 2020	<u>1,122</u>
At 31 December 2019	<u>-</u>

	2020	<i>2019</i>
	£	£
3. STOCKS		
Ties and scarves	270	270
Cufflinks	<u>40</u>	<u>40</u>
	<u>310</u>	<u>310</u>
	2020	<i>2019</i>
	£	£
4. DEBTORS		
Amounts due within one year:		
Membership debtors	1,574	612
Prepaid expenses	<u>24,015</u>	<u>150</u>
	<u>25,589</u>	<u>762</u>
	2020	<i>2019</i>
	£	£
5. CASH AT BANK		
Bank deposit account	183,688	148,988
Bank current account	5,141	4,798
Bank treasurers account	<u>2,265</u>	<u>2,417</u>
	<u>191,094</u>	<u>156,203</u>
	2020	<i>2019</i>
	£	£
6. CREDITORS		
Amounts due within one year:		
Taxation & social security	1,552	1,266
Accruals	<u>8,957</u>	<u>10,139</u>
	<u>10,509</u>	<u>11,405</u>

NOTES TO THE ACCOUNTS (CONTINUED)

7. LEGAL FUND

The National Executive Committee received approval from the members at the 2009 conference to collect monies in addition to the standard membership subscription. The monies are earmarked to meet future legal costs and the Legal Fund totalled £95,230 at the end of the year (2019: £87,081).

8. LEGAL AND PROFESSIONAL FEES

	2020 £	2019 £
Subscription collection	5,820	5,820
Information Commissioner	35	35
Trade Association membership	50	60
	<u>5,905</u>	<u>5,915</u>

9. DEATH IN SERVICE

	2020 £	2019 £
Death benefits paid	<u>15,000</u>	<u>-</u>
	<u>15,000</u>	<u>-</u>

The Association provides death in service benefit of £5,000 per death payable to member's dependants.

NOTES TO THE ACCOUNTS (CONTINUED)

10. RETIRED PRISON GOVERNORS ASSOCIATION

The assets of the Retired Prison Governors Association are held separately and at 31 December amounted to:

	2020	<i>2019</i>
	£	£
Barclays Community bank account	<u>14,229</u>	<u>13,268</u>
	<u>14,229</u>	<u>13,268</u>

11. RELATED PARTY TRANSACTIONS

The Association reimburses the Officers of the National Executive Committee with expenditure incurred by them on travel on behalf of the Association.

The Association provides indemnity insurance on behalf of the Officers of the National Executive Committee.

12. ULTIMATE CONTROLLING PARTY

The Association is ultimately controlled by the National Executive Committee.

13. POST BALANCE SHEET EVENTS

These financial statements have been prepared on a going concern basis, the validity of which is dependent upon Prison Governors Association being able to continue to operate and come to terms with the significant impact of the Covid-19 pandemic. At the present time there are many unknown variables which makes forecasting the future results and impact on the association challenging.

Covid-19 represents a significant event both during the period and since the end of the financial period. The impact of this and the countermeasures being taken to suppress it are considered to be non-adjusting post year end events and therefore have not been taken into account when preparing the Balance Sheet as at 31 December 2020.