

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

| | | | | | |
|--|--|--------------------------|----|-------------------------------------|--------------------------|
| Name of Trade Union: | Society of Professional Teachers of Dance, Movement to Music and Dramatic Arts | | | | |
| Year ended: | 31st December 2020 | | | | |
| List no: | 555T | | | | |
| Head or Main Office address: | 43 Telfer Road | | | | |
| | Radford | | | | |
| | Coventry | | | | |
| | | | | | |
| | | | | | |
| Postcode | CV6 3DG | | | | |
| Website address (if available) | www.gptd.co.uk | | | | |
| Has the address changed during the year to which the return relates? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | ('X' in appropriate box) |
| General Secretary: | Mr Terence Perkins | | | | |
| Telephone Number: | 02476 597907 | | | | |
| Contact name for queries regarding the completion of this return | Mr Paul Collins | | | | |
| Telephone Number: | 01695 577557 | | | | |
| E-mail: | paul@collinsco.co.uk | | | | |

Please follow the guidance notes in the completion of this return

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

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

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

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

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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 | 111 | 6 | 1 | | 118 |
| Female | 500 | 39 | 12 | 1 | 552 |
| Other | | | | | |
| Total | 611 | 45 | 13 | 1 | A 670 |

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

661

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 |
|---------------|--|---------------------------|----------------|
| None | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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:

**GUILD OF PROFESSIONAL TEACHERS OF DANCE,
MOVEMENT TO MUSIC AND DRAMATIC ARTS.**

**FULL LIST OF OFFICERS AT
31st DECEMBER 2020**

| | | |
|---------------------------|-----------------------|--|
| PRESIDENT | MR ERIC ROWLAND. | 2C. SALTERS ROAD, WALSALL WOOD WALSALL, WS9 9JD. |
| SENIOR VICE- PRES. | MR COLIN CORBETT | 20 SOMMERSET AVENUE, DRATCOTT PARK, RUGELEY, WS15 1LE |
| JUNIOR VICE- PRES. | MISS MAUREEN MCDONALD | 19 BURNSIDE, PARBOLD, WIGAN WN8 7PD |
| GENERAL SECRETARY | MR TERRY PERKINS | 43. TELFER ROAD RADFORD COVENTRY, CV6 3DG. |
| TREASURER | MR PAUL COLLINS | 8 CHEVIOT WAY, SHEVINGTON PARK ESTATE, KIRKBY, L33 4DF. |
| MINUTE SECRETARY | MRS MANDY HEATH | 2C. SALTERS ROAD, WALSALL WOOD WALSALL, WS9 9JD. |

GENERAL OFFICERS.

| | |
|------------------------|---|
| MR MARK BIRCHENOUGH | 37 FIELD LANE, WISTASTON. CHESHIRE CW2 8ST |
| MRS LILIANE HEATH | HOLLY HOUSE, CHURCH ROW MEOLE VILLAGE, SHREWSBURY SY3 9EY |
| MR GEORGE MCDONALD | 34 LORD STREET, BURSCOUGH, NR ORMSKIRK. L40 3BZ. |
| MRS CAROLINE COLLINS | 8 CHEVIOT WAY, SHEVINGTON PARK ESTATE, KIRKBY, L33 4DF. |
| MRS DEBRA PAGETT-BUNCE | 1 BRAMBLE LANE, BURNTWOOD STAFFS WS7 9AU |
| MR DAVID SMITH | 4 LINACRE ROAD, BASINGSTOKE RG24 9HN |
| MR TERRY PLATT | 11 WIMBLEBURY ROAD, HEATH HAYNES CANNOCK WS12 2EE |

Officers in post

(see note 12)

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

| Name of Officer | Position held |
|------------------------|-----------------------|
| Mr Eric Rowland | President |
| Mr Colin Corbett | Senior Vice President |
| Miss Maureen McDonald | Junior Vice President |
| Mr Terence Perkins | General Secretary |
| Mr Paul Collins | Treasurer |
| Mrs Mandy Rowland | Minute Secretary |
| Mr Mark Birchenough | General Officer |
| Mrs Caroline Collins | General Officer |
| Mr George McDonald | General Officer |
| Mrs Liliane Heath | General Officer |
| Mr David Smith | General Officer |
| Mrs Debra Pagett-Bunce | General Officer |
| Mr Terry Platt | General Officer |
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General Fund

(see notes 13 to 18)

| | £ | £ |
|--|---|--------|
| Income | | |
| From Members: Contributions and Subscriptions | | 44,745 |
| From Members: Other income from members (specify) | | |
| | | |
| | | |
| Total other income from members | | |
| Total of all income from members | | 44,745 |
| Investment income (as at page 12) | | 137 |
| Other Income | | |
| Income from Federations and other bodies (as at page 4) | | |
| Income from any other sources (as at page 4) | | |
| Total of other income (as at page 4) | | |
| Total income | | 44,882 |
| Interfund Transfers IN | | |
| Expenditure | | |
| Benefits to members (as at page 5) | | |
| Administrative expenses (as at page 10) | | 50,214 |
| Federation and other bodies (specify) | | |
| | | |
| | | |
| | | |
| Total expenditure Federation and other bodies | | |
| Taxation | | |
| Total expenditure | | 50,214 |
| Interfund Transfers OUT | | |
| Surplus (deficit) for year | | -5,332 |
| Amount of general fund at beginning of year | | 74,831 |
| Amount of general fund at end of year | | 69,499 |

(see notes 19 and 20)

| | |
|-----------------------------------|--|
| Federation and other bodies | |
| Total federation and other bodies | |
| Any Other Sources | |
| Total other sources | |

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

| | | | £ |
|-------------------------------|--|---|---|
| Representation – | | brought forward | |
| Employment Related Issues | | Advisory Services | |
| | | | |
| | | | |
| Representation – | | Other Cash Payments | |
| Non Employment Related Issues | | | |
| | | | |
| | | Education and Training services | |
| | | | |
| Communications | | | |
| | | | |
| | | | |
| | | Negotiated Discount Services | |
| | | | |
| Dispute Benefits | | | |
| | | Other Benefits and Grants (specify) | |
| | | | |
| | | | |
| carried forward | | Total (should agree with figure in General Fund) | |

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

Political fund account

(see notes 24 to 33)

£

£

| Political fund account 1 | | To be completed by trade unions which maintain their own political fund | |
|--|---|---|--|
| Income | Members contributions and levies | | |
| | Investment income (as at page 12) | | |
| Other income (specify) | | | |
| | | | |
| | | | |
| Total other income as specified | | | |
| Total income | | | |
| Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period | | | |
| Expenditure A (as at page i) | | | |
| Expenditure B (as at page ii) | | | |
| Expenditure C (as at page iii) | | | |
| Expenditure D (as at page iv) | | | |
| Expenditure E (as at page v) | | | |
| Expenditure F (as at page vi) | | | |
| Non-political expenditure (as at page vii) | | | |
| Total expenditure | | | |
| Surplus (deficit) for year | | | |
| Amount of political fund at beginning of year | | | |
| Amount of political fund at the end of year (as <u>Balance Sheet</u>) | | | |
| Number of members at end of year contributing to the political fund | | | |
| Number of members at end of the year not contributing to the political fund | | | |
| Number of members at end of year who have completed an exemption notice and do not contribute to the political fund | | | |
| Political fund account 2 | | To be completed by trade unions which act as components of a central trade union | |
| Income | Contributions and levies collected from members on behalf of central political fund | | |
| | Funds received back from central political fund | | |
| Other income (specify) | | | |
| | | | |
| | | | |
| Total other income as specified | | | |
| Total income | | | |
| Expenditure | Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify) | | |
| | | | |
| | Administration expenses in connection with political objects(specify) | | |
| | Non-political expenditure | | |
| Total expenditure | | | |
| Surplus (deficit) for year | | | |
| Amount held on behalf of trade union political fund at beginning of year | | | |
| Amount remitted to central political | | | |
| Amount held on behalf of central political fund at end of year | | | |
| Number of members at end of year contributing to the political fund | | | |
| Number of members at end of the year not contributing to the political fund | | | |
| Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund | | | |

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

Political fund account expenditure (a)

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

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

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party

[illegible]

Political fund account expenditure (b)

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

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

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

[illegible]

Political fund account expenditure (c)

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

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

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

[illegible]

Political fund account expenditure (d)

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

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

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

Political fund account expenditure (e)

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

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

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

| Name of political party | £ |
|-------------------------|---|
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| | |
| Total | |

Political fund account expenditure (f)

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

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

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

| Name of organisation or political party | £ |
|---|---|
| | |
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| | |
| | |
| | |
| | |
| | |
| Total | |

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

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

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

Total expenditure

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

| | |
|--|--|
| | |
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Total expenditure

(c) the total amount of all other money expended

| | |
|--|--|
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| | |

Total expenditure

Total of all expenditures

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

(see notes 34 and 35)

| | | £ |
|--|-----------------------|--------|
| Administrative Expenses | | |
| Remuneration and expenses of staff | | |
| Salaries and Wages included in above | 25,050 | 25,050 |
| Auditors' fees | | 1,440 |
| Legal and Professional fees | | |
| Occupancy costs | | |
| Stationery, printing, postage, telephone, etc. | | 1,239 |
| Expenses of Executive Committee (Head Office) | | |
| Expenses of conferences | | |
| Other administrative expenses (specify) | | |
| Newsletter costs | | 2,994 |
| Insurance | | 16,542 |
| Travel | | 428 |
| Bank Charges | | 626 |
| President's Dinner | | 853 |
| Sundry expenses | | 485 |
| Other Outgoings | | |
| Branch Deficit | | 557 |
| Outgoings on land and buildings (specify) | | |
| Other outgoings (specify) | | |
| tretert | | |
| Total | | 50,214 |
| Charged to: | General Fund (Page 3) | 50,214 |
| Total | | 50,214 |

Analysis of officials' salaries and benefits
(see notes 36 to 46 below)

| Office held | Gross Salary | Employers N.I. contributions | Benefits | | | Total |
|------------------------------|--------------|------------------------------------|-------------------------------|----------------|-------|--------|
| | £ | £ | Pension Contributions £ | Other Benefits | | £ |
| | | | | Description | Value | |
| | | | | | £ | |
| General/membership secretary | 15,390 | | | | | 15,390 |
| Treasurer/DD administrator | 9,660 | | | | | 9,660 |
| | | | | | | |
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Analysis of investment income

(see notes 47 and 48)

| | Political Fund £ | Other Fund(s) £ |
|-----------------------------------|---------------------|--------------------|
| Rent from land and buildings | | |
| Dividends (gross) from: | | |
| Equities (e.g. shares) | | |
| Interest (gross) from: | | |
| Government securities (Gilts) | | |
| Mortgages | | |
| Local Authority Bonds | | |
| Bank and Building Societies | | 137 |
| Other investment income (specify) | | |
| | | 137 |
| Total investment income | | 137 |
| Credited to: | | |
| General Fund (Page 3) | | 137 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Political Fund | | |
| Total Investment Funds | | 137 |

Balance sheet as at

31st December 2020

(see notes 49 to 52)

| Previous Year | | £ | £ |
|---------------|---|---|--------|
| 64,912 | Fixed Assets (at page 14) | | |
| | Investments (as per analysis on page 15) | | |
| | Quoted (Market value £ ()) | | |
| | Unquoted | | |
| | Total Investments | | |
| | Other Assets | | |
| | Loans to other trade unions | | |
| | Sundry debtors | | |
| | Cash at bank and in hand | | 59,299 |
| | Income tax to be recovered | | |
| 14,600 | Stocks of goods | | |
| | Others (specify) | | |
| | Prepayments | | 15,456 |
| | Total of other assets | | 74,755 |
| 79,512 | Total assets | | 74,755 |
| 74,831 | General fund (page 3) | | 69,499 |
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| | Political Fund Account | | |
| | | | |
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| | | | |
| | | | |
| | Liabilities | | |
| | Amount held on behalf of central trade union political fund | | |
| £4,681 | Sundry Creditors | | 5,256 |
| | | | |
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| | | | |
| | | | |
| | Total liabilities | | 5,256 |
| £79,512 | Total assets | | 74,755 |

Fixed assets account

(see notes 53 to 57)

| | Land and Buildings Freehold Leasehold | | Furniture and Equipment | Motor Vehicles | Not used for union business | Total |
|---|---|---|-------------------------------|-------------------|-----------------------------------|-------|
| | £ | £ | £ | £ | £ | £ |
| Cost or Valuation | | | | | | |
| At start of year | | | 1,043 | | | 1,043 |
| Additions | | | | | | |
| Disposals | | | | | | |
| Revaluation/Transfers | | | | | | |
| At end of year | | | 1,043 | | | 1,043 |
| | | | | | | |
| Accumulated Depreciation | | | | | | |
| At start of year | | | 1,043 | | | 1,043 |
| Charges for year | | | | | | |
| Disposals | | | | | | |
| Revaluation/Transfers | | | | | | |
| At end of year | | | 1,043 | | | 1,043 |
| | | | | | | |
| Net book value at end of year | | | | | | |
| | | | | | | |
| Net book value at end of previous year | | | | | | |

Analysis of investments

(see notes 58 and 59)

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

Analysis of investment income (controlling interests)

(see notes 60 and 61)

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

Yes

☐

No

☒

If YES name the relevant companies:

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

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

Yes

☐

No

☐

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

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

Summary sheet

(see notes 62 to 73)

| | All funds except Political Funds | Political Funds £ | Total Funds £ |
|---|-------------------------------------|-------------------------|---------------------|
| Income | | | |
| From Members | 44,745 | | 44,745 |
| From Investments | 137 | | 137 |
| Other Income (including increases by revaluation of assets) | | | |
| Total Income | 44,882 | | 44,882 |
| Expenditure (including decreases by revaluation of assets) | | | |
| Total Expenditure | 50,214 | | 50,214 |
| | | | |
| Funds at beginning of year (including reserves) | 74,831 | | 74,831 |
| Funds at end of year (including reserves) | 69,499 | | 69,499 |
| | | | |
| Assets | | | |
| | Fixed Assets | | |
| | Investment Assets | | |
| | Other Assets | | 74,755 |
| | Total Assets | | 74,755 |
| Liabilities | Total Liabilities | | 5,256 |
| Net Assets (Total Assets less Total Liabilities) | | | 69,499 |
| | | | |

| Summary sheet | | | |
|---|--|-------------------------|---------------------|
| (see notes 62 to 73) | | | |
| | All funds except Political Funds £ | Political Funds £ | Total Funds £ |
| Income | | | |
| From Members | | | |
| From Investments | | | |
| Other Income (including increases by revaluation of assets) | | | |
| Total Income | | | |
| Expenditure (including decreases by revaluation of assets) | | | |
| Total Expenditure | | | |
| | | | |
| Funds at beginning of year (including reserves) | | | |
| Funds at end of year (including reserves) | | | |
| | | | |
| Assets | | | |
| | Fixed Assets | | |
| | Investment Assets | | |
| | Other Assets | | |
| | Total Assets | | |
| Liabilities | Total Liabilities | | |
| Net Assets (Total Assets less Total Liabilities) | | | |
| | | | |

(see notes 74 to 80)

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

Ballot 4

| | |
|---|-----------------------------------|
| Number of individual who were entitled to vote in the ballot | <input type="text"/> |
| Number of votes cast in the ballot | <input type="text"/> |
| Number of Individuals answering "Yes" to the question | <input type="text"/> ¹ |
| Number of individuals answering "No" to the question | <input type="text"/> ² |
| Number of invalid or otherwise spoiled voting papers returned | <input type="text"/> ³ |

1-3 should total "Number of votes cast"

| | |
|---|----------------------|
| Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot | <input type="text"/> |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? | <input 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 type="text"/> |

Ballot 5

| | |
|---|-----------------------------------|
| Number of individual who were entitled to vote in the ballot | <input type="text"/> |
| Number of votes cast in the ballot | <input type="text"/> |
| Number of Individuals answering "Yes" to the question | <input type="text"/> ¹ |
| Number of individuals answering "No" to the question | <input type="text"/> ² |
| Number of invalid or otherwise spoiled voting papers returned | <input type="text"/> ³ |

1-3 should total "Number of votes cast"

| | |
|---|----------------------|
| Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot | <input type="text"/> |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? | <input 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 type="text"/> |

Ballot 6

| | |
|---|-----------------------------------|
| Number of individual who were entitled to vote in the ballot | <input type="text"/> |
| Number of votes cast in the ballot | <input type="text"/> |
| Number of Individuals answering "Yes" to the question | <input type="text"/> ¹ |
| Number of individuals answering "No" to the question | <input type="text"/> ² |
| Number of invalid or otherwise spoiled voting papers returned | <input type="text"/> ³ |

1-3 should total "Number of votes cast"

| | |
|---|----------------------|
| Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot | <input type="text"/> |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? | <input 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 type="text"/> |

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.

Related Party Transactions

A number of committee members are also trustees of a related charity

"The Guild of Professional Teachers of Dancing Benevolent Fund" (Registered Charity Number: 293303)

During the year there were no transactions between the Guild and the related party.

At 31st December 2020 £Nil (2019: £Nil) was owing to the related party.

Accounting policies



(see notes 84 and 85)

- 1.1 The accounts are prepared under the historical cost convention and in accordance with United Kingdom Accounting standards (United Kingdom Generally Accepted Accounting Standards).
- 1.2 Subscriptions represents the total amount receivable in respect of the year less any amounts deemed uncollectible from members.
- 1.3 Depreciation is provided at the rates calculated to write off the cost of each asset in excess of £1,000 over it's expected use life as follows:
Fixtures, Fittings and Equipment - Straight line over 3 years

Signatures to the annual return

(see notes 86 & 87)

Including the accounts and balance sheet contained in the return. Please send the return with the original signatures. Copies will not be accepted.

| | | | |
|------------------------|---|-----------------------|--|
| Secretary's Signature: |  | Chairman's Signature: |  |
| | | | (or other official whose position should be stated) |
| Name: | Mr Terence Perkins | Name: | Mr Eric Rowland (President) |
| Date: | 21st May 2021 | Date: | 21st May 2021 |

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

Matters on which we are required to report by exception

In light of the knowledge and understanding of the union obtained in the course of the audit, we have not identified material misstatements in the financial report.

We have nothing to report in respect of the following matters to which 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, or returns adequate for our audit have not been received from branches not visited by us, in accordance with the requirements; or
- the union has not maintained a satisfactory system of controls over its transactions in accordance with the requirements; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the Executive Committee

As explained more fully in the Statement of Responsibilities of the Executive Committee, the 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 Executive Committee determines necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the 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 Executive Committee either intend to liquidate the union or to cease operations, or have no realistic alternative but to do so.

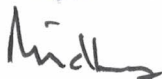
Auditor's responsibilities for the audit of the financial statements

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 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 on aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

Use of our report

This report is made solely to the union, as a body, in accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work had been undertaken so that we might state to the union 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 as a body, for our audit work, for the report, or for the opinions we have formed.



Anthony Totham (Senior Statutory Auditor)
For and on behalf of Hayes & Co
Chartered Accountants and Statutory Auditor
St Andrews House
3 Tarleton Office Park
Tarleton
Preston
PR4 6JF

21st May 2021

Auditor's report (continued)

See attached report

Signature(s) of auditor or auditors:

Michael J. Hayes

Name(s):

Hayes & Co

Profession(s) or Calling(s):

Statutory Auditor

Address(es):

St Andrews House

3 Tarleton Office Park

Tarleton

Postcode

PR4 6JF

Date

21st May 2021

Contact name for inquiries and
telephone number:

Anthony Totham 01772 814417

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

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.**

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

Section two

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

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

YES

If "No" Please explain below:

| | |
|-------------|-------------------------|
| Signature | <i>Michael J. Hayes</i> |
| Name | Hayes & Co |
| Office held | Statutory Auditor |
| Date | 21st May 2021 |