

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Hospital Consultants and Specialists Association		
Year ended:	30 September 2020		
List no:	CO\269T		
Head or Main Office address:	Number One		
	Kingsclere Road		
	Overton		
	Basingstoke		
	Hampshire		
Postcode	RG25 3JA		
Website address (if available)	www.hcsa.com		
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:	Paul Donaldson		
Telephone Number:	01256 771777		
Contact name for queries regarding the completion of this return	Paul Donaldson		
Telephone Number:	01256 771777		
E-mail:	generalsecretary@hcsa.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

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	2,183	81	0	14	2,278
Female	914	29	0	5	948
Other	0	0	0	0	0
Total	3,097	110	0	19	A 3,226

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

3,226

Number of members included in totals box 'A' above for whom no home or authorised address is held:

0

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
General Secretary	Joe Chattin	Paul Donaldson	01 April 2020
Honorary Secretary		Sarah Tennant	01 April 2020

State whether the union is:

a. A branch of another trade union?

Yes	
-----	--

No	
----	--

x	
---	--

If yes, state the name of that other union:

--

b. A federation of trade unions?

Yes	
-----	--

No	
----	--

x	
---	--

If yes, state the number of affiliated unions:

--

and names:

--

Officers in post

(see note 12)

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

Name of Officer	Position held
Dr Claudia Paoloni	President
Dr Cindy Horst	Chairman of the Executive Committee
Paul Donaldson	General Secretary/Honorary Secretary
Dr Bernhard Heidermann	Honorary Treasurer
Dr Mukesh Chugh	Honorary Secretary
Dr Emma Cox	Honorary Secretary
Dr Patrick McGowan	Honorary Secretary
Dr Subramanian Narayanan	Honorary Secretary
Mr Harrish Parmar	Honorary Secretary
Dr Sarah Tennant	Honorary Secretary
Dr John West	Honorary Secretary
Mr Christopher Khoo	Independent Healthcare
Dr Ross Welsh	Immediate Past President

General Fund

(see notes 13 to 18)

		£	£
Income	From Members: Contributions and Subscriptions		849,428
	From Members: Other income from members (specify)		
	Total other income from members		0
	Total of all income from members		849,428
	Investment income (as at page 12)		1,264
	Other Income		
	Income from Federations and other bodies (as at page 4)	0	
	Income from any other sources (as at page 4)	10,000	
Total of other income (as at page 4)		10,000	
	Total income		860,692
	Interfund Transfers IN		
Expenditure			
	Benefits to members (as at page 5)		589,533
	Administrative expenses (as at page 10)		301,392
	Federation and other bodies (specify)		
	Total expenditure Federation and other bodies		0
	Taxation		
	Total expenditure		890,925
	Interfund Transfers OUT		
	Surplus (deficit) for year		-30,233
	Amount of general fund at beginning of year		590,592
	Amount of general fund at end of year		560,359

Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
Federation and other bodies	
Total federation and other bodies	0
Any Other Sources	
Coronavirus rates grant receivable	10,000
Total other sources	10,000
Total of all other income	10,000

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues	45,032	brought forward	64,947
Representation – Non Employment Related Issues		Advisory Services	
		Other Cash Payments	
		Education and Training services	
Communications	19,915	Salary cost	524,586
		Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
carried forward	64,947	Total (should agree with figure in General Fund)	589,533

(See notes 21 and 23)

Fund 2		Fund Account	
Name:	Property Fund	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		0
	Total Income		0
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		53,315
	Amount of fund at the end of year (as Balance Sheet)		53,315
	Number of members contributing at end of year		3,226

Fund 3		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		0
	Total Income		0
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	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		0
	Total Income		0
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	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		0
	Total Income		0
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	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		0
	Total Income		0
	Interfund Transfers IN		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	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		0
	Total Income		0
	Interfund Transfers IN		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	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		0
	Total Income		0
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	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		0
	Total Income		0
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	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	0
		Total income	0

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)		0
	Expenditure B (as at page ii)		0
	Expenditure C (as at page iii)		0
	Expenditure D (as at page iv)		0
	Expenditure E (as at page v)		0
	Expenditure F (as at page vi)		0
	Non-political expenditure (as at page vii)		0
		Total expenditure	0
		Surplus (deficit) for year	0
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as <u>Balance Sheet</u>)	0
		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	

Political fund account expenditure (c)

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

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

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

Title and Date of election	Name of political party/ organisation	Name of candidate, organisation or political party (see 33(iii))	£
Total			0

Political fund account expenditure (d)

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

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

Expenditure on the maintenance of any holder of political office	
Name of office holder	£
Total	0

Political fund account expenditure (e)

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

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

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party	
Name of political party	£
Total	0

Political fund account expenditure (f)

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

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

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

Name of organisation or political party	£
Total	0

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 0

(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 0

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

Total expenditure 0

Total of all expenditures 0

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		107,411
Salaries and Wages included in above		
Auditors' fees		3,000
Legal and Professional fees		837
Occupancy costs		14,998
Stationery, printing, postage, telephone, etc.		13,784
Expenses of Executive Committee (Head Office)		88,375
Expenses of conferences		0
Other administrative expenses (specify)		
Miscellaneous expenses		37,239
Bank charges and publications		2,372
Computer maintenance		11,429
 Other Outgoings		
Depreciations		5,361
Taxation		240
Subscriptions and Affiliations		16,346
 Outgoings on land and buildings (specify)		
 Other outgoings (specify)		
 tretert		
Total		301,392
Charged to:	General Fund (Page 3)	301,392
	Property Fund	
	0	
	0	
	0	
	0	
	0	
	0	
	0	
	Total	301,392

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 £
The chairman of the Executive Committee (fees payable to her NHS Trust for time incurred)	16,877				16,877	
Incoming General Secretary (fees charged on self employed basis)	9,000				9,000	
Director of Operations	60,087	6,752	6,009		72,848	
Outgoing General Secretary/Chief Executive	27,115	3,120	2,712		32,947	
All other members of the Executive Committee received no salary or other benefits from the Association other than modest mileage costs for the attendance of meetings						

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			1,264
Other investment income (specify)			
	0		1,264
		Total investment income	1,264
		Credited to:	
		General Fund (Page 3)	1,264
		Property Fund	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		Political Fund	0
		Total Investment Funds	1,264

Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold				
	£	£	£	£	£	£
Cost or Valuation						
At start of year	185,000		157,971			342,971
Additions			5,188			5,188
Disposals						0
Revaluation/Transfers						0
At end of year	185,000	0	163,159	0	0	348,159
Accumulated Depreciation						
At start of year			141,714			141,714
Charges for year			5,361			5,361
Disposals						0
Revaluation/Transfers						0
At end of year	0	0	147,075	0	0	147,075
Net book value at end of year	185,000	0	16,084	0	0	201,084
Net book value at end of previous year	185,000		16,257			201,257

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)	0	0
Market Value of Quoted Investment	0	
Unquoted		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Total unquoted (as Balance Sheet)	0	0
Market Value of Unquoted Investments		

Analysis of investment income (controlling interests)

(see notes 60 and 61)

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

Yes

No

If YES name the relevant companies:

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

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

Yes

No

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

Company name	Names of shareholders

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
Income			
From Members	849,428	0	849,428
From Investments	1,264	0	1,264
Other Income (including increases by revaluation of assets)	10,000	0	10,000
Total Income	860,692	0	860,692
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	890,925	0	890,925
Funds at beginning of year (including reserves)	643,907	0	643,907
Funds at end of year (including reserves)	613,674	0	613,674
Assets			
Fixed Assets			201,084
Investment Assets			0
Other Assets			470,448
		Total Assets	671,532
Liabilities		Total Liabilities	57,858
Net Assets (Total Assets less Total Liabilities)			613,674

(see notes 74 to 80)

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

If Yes How many ballots were held:

For each ballot held please complete the information below:

Ballot 1

Number of individual who were entitled to vote in the ballot
 Number of votes cast in the ballot
 Number of Individuals answering "Yes" to the question ¹
 Number of individuals answering "No" to the question ²
 Number of invalid or otherwise spoiled voting papers returned ³ 0

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 0

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

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

Ballot 2

Number of individual who were entitled to vote in the ballot
 Number of votes cast in the ballot
 Number of Individuals answering "Yes" to the question ¹
 Number of individuals answering "No" to the question ²
 Number of invalid or otherwise spoiled voting papers returned ³ 0

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 0

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

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

Ballot 3

Number of individual who were entitled to vote in the ballot
 Number of votes cast in the ballot
 Number of Individuals answering "Yes" to the question ¹
 Number of individuals answering "No" to the question ²
 Number of invalid or otherwise spoiled voting papers returned ³

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot 0

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

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

Ballot 4

Number of individual who were entitled to vote in the ballot	<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"/> 0 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"/> 0
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"/> 0 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"/> 0
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"/> 0 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"/> 0
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

1. Accounting policies

1.1. Basis of preparation of the financial statements

The financial statements are prepared in accordance with the historical cost convention as modified by the revaluation of f

1.2. Income

Subscriptions received are credited to the Income and Expenditure Account for the accounting period to which they relate. Other income is included in the Income and Expenditure Account on receipt.

1.3. Tangible fixed assets and depreciation

Revalued assets

All assets are carried at historical cost except freehold property, which the Executive Committee have opted to revalue. Reval

Non-depreciation of freehold property

The estimated residual value of the Association's freehold property is approximately equal to its net book value. It is the Ass
Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful ec

Fixtures and fittings - 25% reducing balance

Office equipment - 25% reducing balance

2. Average number of employees

The average number of employees during the year was 13 (2019 – 13).

3. Tangible fixed assets

The legal title to the freehold property is held by a nominee company, HCSA (Number One) Limited on behalf of the Member
The Executive Committee are not aware of any material changes in the value of the property since 13 April 2017 and the va

4. FRC Ethical Standard – provision available for small entities

In common with other business of our size and nature we use our auditors to prepare and submit returns to the tax authori

5. General Information

The Hospital Consultants and Specialists Association is a trade union.

The office address is 1 Kingsclere Road, Overton, Basingstoke, RG25 3JA.

I have attached a copy of the Hospital Consultants and Specialists Association's annual audited accounts.

Accounting policies



(see notes 84 and 85)

I have attached a copy of the Hospital Consultants and Specialists Association's annual audited accounts.

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:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Paul Donaldson	Name:	Stuart Lythgoe (Director of Operations)
Date:	31 st March 2021	Date:	31 st March 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	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	✓	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	✓	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	✓	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	✓	No	
A member statement is: (see Note 80)	Enclosed	✓	To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	✓	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	✓	No	

Checklist for auditor's report

(see notes 90 and 96)

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

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

Please explain in your report overleaf or attached.

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

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

Please explain in your report overleaf or attached

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

In our opinion the financial statements:

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

Auditor's report (continued)

I have attached a copy of the Hospital Consultants and Specialists Association's annual audited accounts.

Signature(s) of auditor or auditors:

--	--

--	--

Name(s):

Andrew Fisher BA FCA, Alanbrookes Limited

--	--

Profession(s) or Calling(s):

Statutory Auditor

--	--

Address(es):

24 Glove Factory Studios

--	--

Holt

--	--

Wiltshire

--	--

--	--

--	--

Postcode

BA14 6RL

--	--

Date

31 March 2021

--	--

Contact name for inquiries and telephone number:

Andrew Fisher 01380 722 918

--	--

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?

Yes /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	

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 / No

If "No" Please explain below:

Signature		
Name	Paul Donaldson	
Office held	General Secretary	
Date	31 st March 2021	

SIGNED

**THE HOSPITAL CONSULTANTS AND SPECIALISTS ASSOCIATION
EXECUTIVE COMMITTEE'S REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

THE HOSPITAL CONSULTANTS AND SPECIALISTS ASSOCIATION
FOR THE YEAR ENDED 30 SEPTEMBER 2020

Contents

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Notes to the financial statements	7 - 8

THE HOSPITAL CONSULTANTS AND SPECIALISTS ASSOCIATION

EXECUTIVE COMMITTEE'S REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2020

The Executive Committee present their annual report and the financial statements of the Association for the year ended 30 September 2020.

Principal activity

The principal activity of the Association in the year under review was that of promoting, protecting, advancing and representing the interests of its members in relation to their employing authorities, the National Health Service, and the private medical sector.

Statement of the Executive Committee's responsibilities

The Executive Committee is responsible for preparing its Report and the financial statements in accordance with applicable law and regulations.

The Association's Executive Committee is required to prepare financial statements for each financial year. The Executive Committee has elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). In preparing those financial statements, the Executive Committee is required to:

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

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

Statement of disclosure of information to auditors

The Executive Committee who held office at the date of approval of this annual report confirm that:

- so far as they are aware, there is no relevant audit information of which the Association's auditors are not aware; and
- they have taken all steps that they ought to have taken as members of the Executive Committee to make themselves aware of any relevant audit information and to establish that the Association's auditors are aware of that information.

Auditors

The auditors, Alanbrookes Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report was approved by the Executive Committee on ...30/3/21... and signed on its behalf by:

.....

 Dr C Paoloni - President

**INDEPENDENT AUDITORS REPORT TO MEMBERS OF THE HOSPITAL
CONSULTANTS AND SPECIALISTS ASSOCIATION**

Opinion

We have audited the financial statements of The Hospital Consultants and Specialists Association for the year ended 30 September 2020 which comprise the Income and Expenditure Account, Balance Sheet and the related notes, 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 (United Kingdom Generally Accepted Accounting Practice), including FRS 102 - Section 1A for Small Entities "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

In our opinion the financial statements:

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

Basis of 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 Association 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 the provisions available for small entities, in the circumstances set out in note 4 to the financial statements 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 Executive Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Executive Committee 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.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Association and its environment obtained in the course of the audit, we have not identified material misstatements in the Executive Committee Report.

We have nothing to report in respect of the following matters where we are required to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records or returns;
- we have not received all the information and explanations we require for our audit.

**INDEPENDENT AUDITORS REPORT TO MEMBERS OF THE HOSPITAL
CONSULTANTS AND SPECIALISTS ASSOCIATION**

.....continued

Responsibilities of the Executive Committee

As explained more fully in the Executive Committee Responsibilities Statement set out on page 1, the Executive 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 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 Executive Committee 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 Executive Committee 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website 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 Association's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Association's members those matters that 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.



.....
Andrew Fisher BA FCA, Statutory Auditor
Alanbrookes Limited
24 Glove Factory Studios
Holt
Wiltshire
BA14 6RL

(Date)

31/03/2021

THE HOSPITAL CONSULTANTS AND SPECIALISTS ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 SEPTEMBER 2020

	2020		2019	
	£	£	£	£
INCOME				
Subscriptions		849,428		816,027
Other income				
Advertising income	-		1,230	
Coronavirus rates grant receivable	10,000		-	
Bank interest received	1,264		1,857	
	<u>11,264</u>		<u>3,087</u>	
Less: Corporation tax charge	(240)		(587)	
		<u>11,024</u>		<u>2,500</u>
		<u>860,452</u>		<u>818,527</u>
 EXPENDITURE				
Staff salaries	529,667		460,106	
Employer's national insurance	50,528		43,729	
Staff pensions	48,217		42,128	
Death in service and accident insurance	3,585		1,179	
Recruitment costs	5,690		4,527	
General secretary and council election costs	14,748		-	
Staff and representatives training costs	4,857		931	
Fees payable for Chairman services	16,877		7,877	
General Secretary's fees	9,000		-	
Equipment leasing charges	1,040		1,353	
Rates and utilities	3,144		1,898	
Office insurance	1,549		1,700	
Telephone and postage	11,229		10,224	
Cleaning expenses	1,052		1,164	
Office consumables	104		216	
Printing and stationery	2,555		3,115	
Repairs and renewals	9,265		5,227	
Annual dinner	-		10,611	
Sundry expenses	2,895		2,715	
Direct debit processing costs	6,257		5,179	
Professional indemnity insurance	1,636		1,643	
IT costs	11,429		13,173	
Research costs	-		13,248	
Membership and affiliations	16,346		15,360	
Travelling and meeting costs	62,498		80,616	
Members' legal expenses	45,032		36,034	
HCSA News	-		2,981	
Event management	3,647		5,011	
Marketing and promotions	13,345		20,931	
Website costs	2,923		8,877	
Legal fees	837		2,652	
Audit fees	3,000		3,300	

THE HOSPITAL CONSULTANTS AND SPECIALISTS ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 SEPTEMBER 2020

.....continued

	2020		2019	
	£	£	£	£
Bank charges and interest	2,372		1,965	
Depreciation	5,361		5,419	
		<u>890,685</u>		<u>815,089</u>
Net (deficit)/surplus for the year		<u><u>(30,233)</u></u>		<u><u>3,438</u></u>

THE HOSPITAL CONSULTANTS AND SPECIALISTS ASSOCIATION

BALANCE SHEET

AS AT 30 SEPTEMBER 2020

	Notes	2020	2019
		£	£
Fixed assets			
Tangible assets	3	201,084	201,257
Current assets			
Stock of stationery		415	545
Debtors and prepayments		10,915	12,751
Cash at bank and in hand		459,118	504,640
		<u>470,448</u>	<u>517,936</u>
Current liabilities			
Creditors and accruals		41,130	62,146
Corporation tax		240	587
Social security and other taxes		16,488	12,553
		<u>57,858</u>	<u>75,286</u>
Net current assets		<u>412,590</u>	<u>442,650</u>
NET ASSETS		<u><u>613,674</u></u>	<u><u>643,907</u></u>
Financed by:			
Property fund			
Donations from members		14,026	14,026
Revaluation surplus		39,289	39,289
		<u>53,315</u>	<u>53,315</u>
Accumulated fund			
Balance brought forward		590,592	587,154
(Deficit)/surplus for the year		(30,233)	3,438
		<u>560,359</u>	<u>590,592</u>
TOTAL FUNDS		<u><u>613,674</u></u>	<u><u>643,907</u></u>

The financial statements were approved on 30.3.21 by the Executive Committee of the Association and signed on their behalf by:



 Dr C Paoloni – President



 Dr B Heidemann – Honorary Treasurer

THE HOSPITAL CONSULTANTS AND SPECIALISTS ASSOCIATION**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 30 SEPTEMBER 2020****1. Accounting policies****1.1. Basis of preparation of the financial statements**

The financial statements are prepared in accordance with the historical cost convention as modified by the revaluation of freehold property, and in accordance with the FRS 102 Section 1A Small Entities – The Financial Reporting Standard applicable in the UK and Republic of Ireland.

1.2. Income

Subscriptions received are credited to the Income and Expenditure Account for the accounting period to which they relate. Amounts received relating to future accounting periods are not taken to the Income and Expenditure Account but are carried forward as amounts received in advance.

Other income is included in the Income and Expenditure Account on receipt.

1.3. Tangible fixed assets and depreciation**Revalued assets**

All assets are carried at historical cost except freehold property, which the Executive Committee have opted to revalue. Revaluations will be made with sufficient regularity to ensure that the carrying value does not differ materially from that at the end of the reporting period.

Non-depreciation of freehold property

The estimated residual value of the Association's freehold property is approximately equal to its net book value. It is the Association's policy to maintain this property to a high standard, so that the estimated residual value will not be impaired over time. The costs of the maintenance are charged to the Income and Expenditure Account as they are incurred. The Executive Committee are of the opinion that any depreciation in respect of the freehold property would be immaterial and consequently no provision is made in the accounts for such depreciation.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful economic life, as follows:

Fixtures and fittings	-	25%	reducing balance
Office equipment	-	25%	reducing balance

2. Average number of employees

The average number of employees during the year was 13 (2019 – 13).

THE HOSPITAL CONSULTANTS AND SPECIALISTS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2020

.....continued

3. Tangible fixed assets

	Freehold property £	Fixtures & fittings £	Office equipment £	Total £
Cost or valuation				
As at 1 October 2019	185,000	11,707	146,264	342,971
Additions	-	-	5,188	5,188
As at 30 September 2020	<u>185,000</u>	<u>11,707</u>	<u>151,452</u>	<u>348,159</u>
Depreciation				
As at 1 October 2019	-	11,295	130,419	141,714
Charge for the year	-	103	5,258	5,361
As at 30 September 2020	<u>-</u>	<u>11,398</u>	<u>135,677</u>	<u>147,075</u>
Net book value				
As at 30 September 2020	<u>185,000</u>	<u>309</u>	<u>15,775</u>	<u>201,084</u>
As at 30 September 2019	<u>185,000</u>	<u>412</u>	<u>15,845</u>	<u>201,257</u>

The legal title to the freehold property is held by a nominee company, HCSA (Number One) Limited on behalf of the Members of the Association. The freehold property was professionally valued at £185,000 on 13 April 2017. The historical cost of the revalued freehold property was £145,711 and the aggregate depreciation thereon would have been £Nil.

The Executive Committee are not aware of any material changes in the value of the property since 13 April 2017 and the valuation has therefore not been updated in the current year.

4. FRC Ethical Standard – provision available for small entities

In common with other business of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

5. General Information

The Hospital Consultants and Specialists Association is a trade union.
The office address is 1 Kingsclere Road, Overton, Basingstoke, RG25 3JA.