

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Association of Educational Psychologists		
Year ended:	31 December 2020		
List no:			
Head or Main Office address:	4 Riverside Centre		
	Frankland Lane		
	Durham		
	County Durham		
Postcode	DH1 5TA		
Website address (if available)	https://www.aep.org.uk/		
Has the address changed during the year to which the return relates?	Yes	No	X ('X' in appropriate box)
General Secretary:	Kate Fallon		
Telephone Number:	0191 384 9512		
Contact name for queries regarding the completion of this return	Mary Gardner		
Telephone Number:	0191 384 9512		
E-mail:	mary.gardner@aep.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	588	10		3	601
Female	2,813	95	6	20	2,934
Other					
Total	3,401	105	6	23	A 3,535

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

3,535

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
NEC Member	S O'Donoghue	B Cairns	30 November 2020
NEC Member	S James	D Wiggett	30 November 2020
NEC Member	A Marrion	E Mercer	30 November 2020
NEC Member	M Perry Springer	L O'Connor	30 November 2020
NEC Member	T Regan		30 November 2020

State whether the union is:

a. A branch of another trade union?

Yes ☐

No ☒

If yes, state the name of that other union:

b. A federation of trade unions?

Yes ☐

No ☒

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
D Collingwood	President
D Hughes	Vice-President
D Webster	Honorary Treasurer
J Drewicz	Association Secretary
M Greening	NEC Member
A Pratten	NEC Member
D Beaumont	NEC Member
M Hancock	NEC Member
C O'Flaherty	NEC Member
L Mackey	NEC Member
B Tubbs	NEC Member
S Ungar	NEC Member
J Suchy	NEC Member
S Octigan	NEC Member
C Lowther	NEC Member
A Alway	NEC Member
J Flynn	NEC Member
J Russell	NEC Member
V Tate	NEC Member
B Cairns	NEC Member
D Wiggett	NEC Member
E Mercer	NEC Member
L O'Connor	NEC Member

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		813,496
From Members: Other income from members (specify)		
Publicity Sales		5,160
Royalty Income		13,766
Project Income		14,500
Total other income from members		33,426
Total of all income from members		846,922
Investment income (as at page 12)		
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		846,922
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		518,939
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
Total expenditure		518,939
Interfund Transfers OUT		327,983
Surplus (deficit) for year		327,983
Amount of general fund at beginning of year		
Amount of general fund at end of year		

(see notes 19 and 20)

P4

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward Advisory Services	
Representation – Non Employment Related Issues		Other Cash Payments	
		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:	Development Fund	£	£
Income			
	From members		165,746
	Investment income (as at page 12)		3,013
	Other income (specify)		
	Training Application Process Revenue		47,612
	Total other income as specified		47,612
	Total Income		216,371
	Interfund Transfers IN		209,987
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		190,925
	Total Expenditure		190,925
	Interfund Transfers OUT		9,790
	Surplus (Deficit) for the year		25,446
	Amount of fund at beginning of year		1,474,165
	Amount of fund at the end of year (as Balance Sheet)		1,699,808
	Number of members contributing at end of year		

Fund 3		Fund Account	
Name:	Legal Expense Reserve Fund	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		117,996
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		117,996
	Total Expenditure		117,996
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		-117,996
	Amount of fund at beginning of year		200,000
	Amount of fund at the end of year (as Balance Sheet)		200,000
	Number of members contributing at end of year		

(See notes 21 and 23)

Fund 4		Fund Account	
Name:	Conference Fund	£	£
Income			
	From members		
	Investment income (as at page 12)		5,781
	Other income (specify)		
	Total other income as specified		
	Total Income		5,781
	Interfund Transfers IN		9,790
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		15,571
	Total Expenditure		15,571
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		-9,790
	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.

[illegible]

Political fund account expenditure (b)

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

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

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

[illegible]

Political fund account expenditure (c)

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

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

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

[illegible]

Political fund account expenditure (d)

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

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

[illegible]

Political fund account expenditure (e)

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

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

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

[illegible]

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

[illegible]

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

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

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

Total expenditure

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

£

Total expenditure

£

(c) the total amount of all other money expended

Total expenditure

Total of all expenditures

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

(see notes 34 and 35)

		£
Administrative Expenses		
Remuneration and expenses of staff		411,425
Salaries and Wages included in above	339,372	
Auditors' fees		7,163
Legal and Professional fees		179,250
Occupancy costs		43,132
Stationery, printing, postage, telephone, etc.		30,583
Expenses of Executive Committee (Head Office)		17,695
Expenses of conferences		15,571
Other administrative expenses (specify)		
Equipment Maintenance		17,882
Bank Charges		1,678
PI Insurance		7,726
Death in Service		2,829
Financial Administration		7,196
Other Outgoings		
Depreciation		7,196
Amortisation		8,486
Taxation		21,745
VAT Adjustment		24,949
Journal Costs		38,925
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		843,431
Charged to:		
General Fund (Page 3)		518,939
Development Fund		190,925
Legal Expense Reserve Fund		117,996
Conference Fund		15,571
Total		843,431

Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

[illegible]

Analysis of investment income

(see notes 47 and 48)

[illegible]

Balance sheet as at 31st December 2020
(see notes 49 to 52)

31st December 2020

(see notes 49 to 52)

Previous Year		£	£
804,367	Fixed Assets (at page 14)		793,720
	Investments (as per analysis on page 15)		
	Quoted (Market value £ ())		
	Unquoted		
	Total Investments		
	Other Assets		
64,873	Loans to other trade unions		67,622
971,010	Sundry debtors		1,144,731
	Cash at bank and in hand		
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		1,212,353
	Total assets		2,006,073
1,474,165	General fund (page 3)		1,699,808
200,000	Development Fund		200,000
	Legal Expense Reserve Fund		
	Conference Fund		
	Political Fund Account		
	Liabilities		
	Amount held on behalf of central trade union political fund		
	Trade Creditors		9,971
	Accruals and Deferred Income		41,004
	HMRC - Taxation		31,392
	HMRC - PAYE		10,147
	HMRC - VAT		8,473
	Other Creditors		5,278
	Total liabilities		106,265
	Total assets		2,006,073

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		727,546	168,402			895,948
Additions			5,035			5,035
Disposals						
Revaluation/Transfers						
At end of year		727,546	173,437			900,983
Accumulated Depreciation						
At start of year			91,581			91,581
Charges for year			15,682			15,682
Disposals						
Revaluation/Transfers						
At end of year			107,263			107,263
Net book value at end of year						
		727,546	66,174			793,720
Net book value at end of previous year		727,546	76,821			804,367

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)

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	1,012,668		1,012,668
From Investments	8,794		8,794
Other Income (including increases by revaluation of assets)	47,612		47,612
Total Income	1,069,074		1,069,074
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	843,431		843,431
Funds at beginning of year (including reserves)	1,674,165		1,674,165
Funds at end of year (including reserves)	1,899,808		1,899,808
Assets			
Fixed Assets			793,720
Investment Assets			
Other Assets			1,212,353
Total Assets			2,006,073
Liabilities			
Total Liabilities			106,265
Net Assets (Total Assets less Total Liabilities)			1,899,808

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)			

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

(see notes 74 to 80)

Did the union hold any ballots in respect of industrial action during the return period?	<input type="text" value="No"/>
If Yes How many ballots were held: <input style="width: 50px;" 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 style="width: 60px;" type="text"/> Number of votes cast in the ballot <input style="width: 60px;" type="text"/> Number of individuals answering "Yes" to the question <input style="width: 60px;" type="text"/> Number of individuals answering "No" to the question <input style="width: 60px;" type="text"/> Number of invalid or otherwise spoiled voting papers returned <input style="width: 60px;" type="text"/> <div style="text-align: right; margin-top: 5px;">1-3 should total "Number of votes cast"</div> Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot <input style="width: 50px;" type="text"/> Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? <input style="width: 50px;" type="text"/> If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot <input style="width: 50px;" type="text"/>	
Ballot 2 Number of individual who were entitled to vote in the ballot <input style="width: 60px;" type="text"/> Number of votes cast in the ballot <input style="width: 60px;" type="text"/> Number of individuals answering "Yes" to the question <input style="width: 60px;" type="text"/> Number of individuals answering "No" to the question <input style="width: 60px;" type="text"/> Number of invalid or otherwise spoiled voting papers returned <input style="width: 60px;" type="text"/> <div style="text-align: right; margin-top: 5px;">1-3 should total "Number of votes cast"</div> Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot <input style="width: 50px;" type="text"/> Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? <input style="width: 50px;" type="text"/> If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot <input style="width: 50px;" type="text"/>	
Ballot 3 Number of individual who were entitled to vote in the ballot <input style="width: 60px;" type="text"/> Number of votes cast in the ballot <input style="width: 60px;" type="text"/> Number of individuals answering "Yes" to the question <input style="width: 60px;" type="text"/> Number of individuals answering "No" to the question <input style="width: 60px;" type="text"/> Number of invalid or otherwise spoiled voting papers returned <input style="width: 60px;" type="text"/> <div style="text-align: right; margin-top: 5px;">1-3 should total "Number of votes cast"</div> Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot <input style="width: 50px;" type="text"/> Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? <input style="width: 50px;" type="text"/> If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot <input style="width: 50px;" type="text"/>	

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

Ballot 4

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

1-3 should total "Number of votes cast"

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

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

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

Ballot 5

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

1-3 should total "Number of votes cast"

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

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

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

Ballot 6

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

1-3 should total "Number of votes cast"

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

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

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

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

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

(see note 81)

***Categories of Nature of Trade Dispute**

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

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

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

D: matters of discipline;

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

F: facilities for officials of trade unions;

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

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

No

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

Industrial Action 1

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

to

3. Number of days of industrial action:

4. Nature of industrial action:

Industrial Action 2

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

to

3. Number of days of industrial action:

4. Nature of industrial action:

Industrial Action 3

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:

to

3. Number of days of industrial action:

4. Nature of industrial action:

use a continuation page if necessary

Industrial Action 4

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 5

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 6

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 7

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 8

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

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

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

Notes to the accounts

(see notes 82 and 83)

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

See notes to accounts included in signed accounts

Accounting policies

(see notes 84 and 85)

See accounting policies included in signed 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: <u>Kate Fallon</u> <small>Kate Fallon (May 12, 2021 13:34 GMT+1)</small>	Chairman's Signature: <u>David Collingwood</u> <small>David Collingwood (May 18, 2021 18:31 GMT+1)</small>
Name: Kate Fallon	Name: David Collingwood
Date: May 12, 2021	Date: May 18, 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)

See audit report included in signed accounts

Signature(s) of auditor or auditors:

L. Robson

Name(s):

L. Robson

Profession(s) or Calling(s):

Chartered Accountant

Address(es):

RSM Wt Audit Wt

1 St James' Gate

Newcastle

Postcode

NE1 4AD

Date

20/05/21

Contact name for inquiries and
telephone number:

Lucy Robson
0191 255 7016

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 reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

NO

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21

Membership audit certificate

Section one

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

- 1 In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

Yes / No

- 2 In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

Yes / No

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.

Membership audit certificate (continued)

Signature of assurer	<u>David Webster</u> David Webster (May 18, 2021 11:01 GMT+1)
Name	David Webster
Address	25 Inchfield, Worsthorne, Burnley BB10 3PS
Date	May 18, 2021
Contact name and telephone number	David Webster 07982402980

Membership audit certificate

Section two

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

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

Yes

If "No" Please explain below:

Signature	
Name	DAVID COLLINGWOOD
Office held	PRESIDENT
Date	



AR21 guidance

Double-click on icon to open guidance












AR21

Final Audit Report

2021-05-18

Created:	2021-05-12
By:	Mary Gardner (mary.gardner@aep.org.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQanxu5RpDiThZLb0hECPeAS4nGg-zwVJ

"AR21" History

-  Document created by Mary Gardner (mary.gardner@aep.org.uk)
2021-05-12 - 11:20:08 AM GMT- IP address: 77.95.38.210
-  Document emailed to Kate Fallon (kate@aep.org.uk) for signature
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2021-05-12 - 11:52:24 AM GMT- IP address: 86.153.107.235
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Signature Date: 2021-05-18 - 9:31:56 AM GMT - Time Source: server- IP address: 92.20.46.71
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Signature Date: 2021-05-18 - 10:01:17 AM GMT - Time Source: server- IP address: 146.199.98.10
-  Agreement completed.
2021-05-18 - 10:01:17 AM GMT

