

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Public and Commercial Services Union				
Year ended:	31 December 2020				
List no:	753				
Head or Main Office address:	160 Falcon Road				
	London				
Postcode	SW11 2LN				
Website address (if available)	www.pcs.org.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:	Mark Serwotka				
Telephone Number:	0207 801 2600				
Contact name for queries regarding the completion of this return	Jes Sciortino				
Telephone Number:	0207 801 2676				
E-mail:	jes@pcs.org.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	71,562	735		65	72,362
Female	102,051	758		45	102,854
Other	1,866	20		1	1,887
Total	175,479	1,513		111	A 177,103

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

177,103

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

581

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	Martin Cavanaugh	Jimmy Gill	Jan 2020
Vice President	John McManamy (Retired 2019)	Martin Cavanaugh	01 January 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
See appendix 1	

**NATIONAL EXECUTIVE COMMITTEE MEMBERS 2020
ATTENDANCE LIST**

10 December 2020

Senior National Officers	
Fran Heathcote President	
Cavanagh, Martin Deputy President	
Green, Jacqueline Vice President	
Holbourne, Zita Vice President	
McHugh Kevin Vice President	
NEC Members	
Brittle, Fiona	
Brown, Paula	
Bryant, Clive	
Crane, Harvey	
Dennis, Alan	
Dickens, Phil	
Flynn, Felicity	
Grant, Angela	
Gill, Jimmy	
Hall, Sam	
Hendry, Kris	
Jamieson, John	
Laidlaw, Beverley	
Latif, Tahir	
License, Neil	
Lloyd, Marion	

McKay, Kenny	
Maguire, John	
Marks, Chris	
Merry, Lorna	
Owens, Marianne	
Pope, Ian	
Roder, Alison	
Rochester, Annette	
Semple, Dave	
Thorley, Steve	
Udwin, Candy	
Watts, Karen	
Wesley, Hector	
Williams, Paul	
Secretariat	
Serwotka, Mark General Secretary	
Moloney, John Assistant General Secretary	
Watson, Dave	
McCarthy, Nick	
Lewtas, Geoff	
Evans, Jeff	
Lynn Henderson	Apologies
O'Connor, Paul	
Battlemuch, Steve	
Millington, John	
Colclough, Seamus	

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		21,614,344
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		21,614,344
Investment income (as at page 12)		868,822
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	-7,961,887	
Total of other income (as at page 4)		-7,961,887
Total income		14,521,279
Interfund Transfers IN		5,590,870
Expenditure		
Benefits to members (as at page 5)		2,880,329
Administrative expenses (as at page 10)		13,593,735
Federation and other bodies (specify)		
Affiliation fees		747,927
Donations		3,922
PCS in the community		3,861
Total expenditure Federation and other bodies		755,710
Taxation		85,952
Total expenditure		17,315,726
Interfund Transfers OUT		478,000
Surplus (deficit) for year		-2,794,447
Amount of general fund at beginning of year		13,496,339
Amount of general fund at end of year		15,814,762

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	
Any Other Sources	
Commission	16,554
Miscellaneous	193
VAT reclaimed	21,366
Actuarial loss on DB pension scheme	-8,000,000
Total other sources	-7,961,887
Total of all other income	-7,961,887

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation –		brought forward	507,983
Employment Related Issues		Advisory Services	
Legal	401,507	Helplines	47,040
Representation –		Other Cash Payments	
Non Employment Related Issues		Benevolent services	89,601
Members legal assistance	13,900	Death & personal accident	387,844
Professional indemnity insurance	462	Ex IR G Sickness Benefit	110
		Employment costs	1,736,330
		Education and Training services	
		National courses	2,463
		Seminars	613
		Organising Learning & Publicity	34,343
		Regional Courses	73,945
Communications		Group Organiser Meetings	57
PCS View	92,114		
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
carried forward	507,983	Total (should agree with figure in General Fund)	2,880,329

(See notes 21 and 23)

Fund 2		Fund Account	
Name:	Property	£	£
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	390,870
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	11,898,895
		Amount of fund at the end of year (as Balance Sheet)	11,508,025
		Number of members contributing at end of year	NIL

Fund 3		Fund Account	
Name:	Pension reserve	£	£
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	5,200,000
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	16,100,000
		Amount of fund at the end of year (as Balance Sheet)	10,900,000
		Number of members contributing at end of year	NIL

(See notes 21 and 23)

Fund 4		Fund Account	
Name:	Campaign & Disputes	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		478,000
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		303,923
	Total Expenditure		303,923
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		-303,923
	Amount of fund at beginning of year		111,754
	Amount of fund at the end of year (as Balance Sheet)		285,831
	Number of members contributing at end of year		NIL

Fund 5		Fund Account	
Name:	Fighting fund	£	£
Income			
	From members		1,045,802
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		1,045,802
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		198,872
	Total Expenditure		198,872
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		846,930
	Amount of fund at beginning of year		1,270,583
	Amount of fund at the end of year (as Balance Sheet)		2,117,513
	Number of members contributing at end of year		164,154

(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	184,509
		Investment income (as at page 12)	
Other income (specify)			
		Total other income as specified	
		Total income	184,509
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)		59,688
		Total expenditure	59,688
		Surplus (deficit) for year	124,821
		Amount of political fund at beginning of year	773,520
		Amount of political fund at the end of year (as <u>Balance Sheet</u>)	898,341
		Number of members at end of year contributing to the political fund	149,137
		Number of members at end of the year not contributing to the political fund	27,966
		Number of members at end of year who have completed an exemption notice and do not contribute to the political fund	13,908
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

Name of political party in relation to which money was expended	Total amount spent during the period £
Total	

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

Name of political party to which payment was made	Total amount paid during the period
	£
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	£
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	£
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	£
Parliamentary work	54,253
Unite Against Fascism	837
Greening The Workplace	4,599

Total expenditure 59,688

(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 59,688

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		11,180,443
Salaries and Wages included in above	11,180,443	
Auditors' fees		46,500
Legal and Professional fees		73,016
Occupancy costs		1,076,010
Stationery, printing, postage, telephone, etc.		260,193
Expenses of Executive Committee (Head Office)		39,342
Expenses of conferences		37,499
Other administrative expenses (specify)		
See appendix 2		2,166,356
Other Outgoings		
Strike pay		198,872
Campaigns & disputes costs		303,923
Depreciation		1,114,376
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Current service costs of defined benefit pension schemes		1,100,000
Pension contributions paid in the year		-3,500,000
tretert		
	Total	14,096,530
Charged to:	General Fund (Page 3)	13,593,735
	Property	
	Pension reserve	
	Campaign & Disputes	303,923
	Fighting fund	198,872
	Total	14,096,530

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 £	£
Mark Serwotka	96,851	12,322	15,435			124,608
John Moloney	70,103	8,611				78,714

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			1,117,363
Dividends (gross) from:			
Equities (e.g. shares)			12,265
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			305
Other investment income (specify)			
Capital Gains			46,991
Expected return on pension scheme assets			4,500,000
Interest on pension scheme liabilities			-4,100,000
Unrealised loss on revaluation of investment property			-708,102
			868,822
		Total investment income	868,822
		Credited to:	
		General Fund (Page 3)	868,822
		Property	
		Pension reserve	
		Campaign & Disputes	
		Fighting fund	
		Political Fund	
		Total Investment Funds	868,822

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	4,151,485	846,060	6,803,279	10,000	16,536,000	28,346,824
Additions			696,230		19,102	715,332
Disposals						
Revaluation/Transfers					-708,102	-708,102
At end of year	4,151,485	846,060	7,499,509	10,000	15,847,000	28,354,054
Accumulated Depreciation						
At start of year	621,676	263,648	2,134,838	10,000		3,030,162
Charges for year	63,026	14,308	1,037,043			1,114,377
Disposals						
Revaluation/Transfers						
At end of year	684,702	277,956	3,171,881	10,000		4,144,539
Net book value at end of year	3,466,783	568,104	4,327,628		15,847,000	24,209,515
Net book value at end of previous year	3,529,808	582,412	4,668,440		16,536,000	25,316,660

Analysis of investments

(see notes 58 and 59)

Quoted	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Sarasin Sterling Bond	335,893	
Sarasin Equisar - Global Thematic	137,509	
Sarasin Global Dividend-I Inc	78,840	
Sarasin Responsible Corporate Bond - I Inc	56,087	
ICS - INC Sterling Heritage Account (Blackrock)	28,446	
Invesco Physical Gold	26,433	
Gresham House Energy Storage Fund	23,925	
US Solar Fund Plc	19,629	
Sarasin CI Real Estate Equity Income	14,577	
International Public Partnership Ltd 0.01p ordinary shares	10,206	
NB Uncorrelated Strat	6,457	
Syncona ltd	4,949	
Sequoia Economic Infrastructure	4,330	
Various holdings <£1,500	12,880	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Total quoted (as Balance Sheet)	760,161	
Market Value of Quoted Investment	770,395	
Unquoted		
Equities		
Unity Trust Bank PLC:		
: 'A' ordinary shares of £1	172,093	
: 'C' ordinary shares of £1	105,128	
: 'A' ordinary shares of £1	100,000	
Energy Prospects Co-operative Ltd £1 shares	1,000	
Wortley Hall Ltd £5 shares	1,000	
Trades Union British Trust	311,619	
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Sarasin & Partners LLP Money Market	100,518	
Other unquoted investments (to be specified)		
Total unquoted (as Balance Sheet)	791,358	
Market Value of Unquoted Investments	991,817	

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
Income			
From Members	22,660,146	184,509	22,844,655
From Investments	868,822		868,822
Other Income (including increases by revaluation of assets)	-7,961,887		-7,961,887
Total Income	15,567,081	184,509	15,751,590
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	17,818,521	59,688	17,878,209
Funds at beginning of year (including reserves)	42,877,571	773,520	43,651,091
Funds at end of year (including reserves)	40,626,131	898,341	41,524,471
Assets			
Fixed Assets			24,209,515
Investment Assets			1,551,519
Other Assets			18,826,839
		Total Assets	44,587,873
Liabilities		Total Liabilities	3,063,402
Net Assets (Total Assets less Total Liabilities)			41,524,471

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="Yes"/>
If Yes How many ballots were held: <input style="width: 50px;" type="text" value="17"/>	
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: 80px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" 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 style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Ballot 2	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" 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 style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Ballot 3	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" 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 style="width: 60px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>

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

Ballot 4

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

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

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

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

Ballot 5

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

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

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

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

Ballot 6

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 3

1-3 should total "Number of votes cast"

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

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

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

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

(see note 81)

***Categories of Nature of Trade Dispute**

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

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

Yes

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

Information on Industrial Action Ballots

Name of Organisation:		Public & Commercial Services Union			Reporting Period	Y/e 31/12/20			
Did the union hold any ballots in respect of industrial action during the return period?				<u>Yes</u>	For each ballot held please complete the information below				
If yes, how many ballots were held?									
Ballot	Number of individuals 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	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 226(2B) of the 1992 Act apply to this ballot?	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?	
1	61	61	26	10	25	Yes	Yes	Yes	
2	61	38	35	3	0	Yes	Yes	Yes	
3	39	35	34	1	0	Yes	Yes	Yes	
4	39	35	34	1	0	Yes	Yes	Yes	
5	618	241	225	15	1	No	Yes	Yes	
6	618	241	234	4	3	No	Yes	Yes	
7	220	93	76	15	2	No	Yes	Yes	
8	220	93	88	3	2	No	Yes	Yes	
9	111	88	78	10	0	Yes	Yes	Yes	
10	225	100	82	15	3	No	Yes	Yes	
11	225	100	91	8	1	No	Yes	Yes	
12	368	142	87	52	3	No	Yes	Yes	
13	368	142	104	38	0	No	Yes	Yes	
14	95	70	66	4	0	Yes	Yes	Yes	
15	61	43	30	13	0	Yes	Yes	Yes	

16	61	43	37	6	0	Yes	Yes	Yes
17	95	70	66	4	0	Yes	Yes	Yes

Information on Industrial Action

Name of Organisation:		Public & Commercial Services Union		Reporting Period	Y/E 31/12/20
Did Union members take industrial action during the return period in response to any inducement on the part of the union?			<u>Yes</u>	If YES, for each industrial action taken please complete the information below	
Industrial Action	Nature of the trade dispute for which action was taken	Dates of the industrial action taken	Number of days of industrial action	Nature of industrial action	Categories of nature of Trade Dispute
1	A	15/01/2020	0.5	Strike Action	<p>A: Terms and conditions of employment, or the physical conditions in which any workers are required to work</p> <p>B: Engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers</p> <p>C: Allocation of work or the duties of employment between workers or groups of workers</p> <p>D: Matters of discipline</p> <p>E: A worker's membership or non-membership of a trade union</p> <p>F: Facilities for officials of trade unions</p> <p>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</p>
2	A	22/01/2020	0.5	Strike Action	
3	A	29/01/2020	0.5	Strike Action	
4	A	30/01/2020	1.5	Strike Action	
5	A	01/01/2020	157	Action Short of a Strike	
6	A	03/02/2020	26	Strike Action	
7	A	01/01/2020	70	Action Short of a Strike	
8	A	31/08/2020	123	Action Short of a Strike	
9	A	03/08/2020	26	Strike Action	
10	A	18/08/2020	4	Strike Action	
11	A	24/08/2020	37	Action Short of a Strike	
12	A	16/03/2020	12	Strike Action	
13	A	16/03/2020	2	Strike Action	
14	A	28/03/2020	30	Action Short of a Strike	
15	A	18/03/2020	30	Action Short of a Strike	

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 appendix 3

Accounting policies

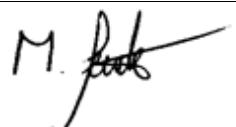

(see notes 84 and 85)

See appendix 3

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: 
Name: Mark Serwokta	Name: John Moloney
Date: 27.05.21	Date: 27.05.21

Checklist

(see notes 88 to 89)

(please tick as appropriate)

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

Checklist for auditor's report

(see notes 90 and 96)

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

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

Please explain in your report overleaf or attached.

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

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

Please explain in your report overleaf or attached


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

In our opinion the financial statements:

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

Auditor's report (continued)

See Appendix 4

Signature(s) of auditor or auditors:	 <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
Name(s):	<div style="border: 1px solid black; padding: 2px;">Philip Cliftlands On behalf of BDO LLP</div>	
Profession(s) or Calling(s):	<div style="border: 1px solid black; padding: 2px;">Audit Partner</div>	
Address(es):	<div style="border: 1px solid black; height: 15px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px;">2 CITY PLACE</div> <div style="border: 1px solid black; padding: 2px;">BEEHIVE RING ROAD</div> <div style="border: 1px solid black; padding: 2px;">GATWICK, WEST SUSSEX</div>	
Date	<div style="border: 1px solid black; padding: 2px;">14 June 2021</div>	
Contact name for inquiries and telephone number:	<div style="border: 1px solid black; padding: 2px;">Philip Cliftlands 01293 591 000</div>	

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

Notes to the accounts

For the year ended 31 December 2020

1 Accounting policies

Basis of accounts

The financial statements have been prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the accounting policies.

These financial statements incorporate the results of a number of semi-autonomous groups and branches operated by the Union with the estimated balance of funds held by each branch recognised within these financial statements. Movements in branch reserves are included in the year in which they occurred.

Going concern

The officers of the union have considered their obligations to prepare these financial statements on an appropriate basis, having regard to the union's net asset position at 31 December 2020.

The officers have also assessed the impact of the financial budgets in place for 2021 and beyond against the working capital available, notably its cash and investments.

The officers have also assessed the impact of the financial budgets in place for 2021 and beyond against the working capital available, notably its cash and investments. Despite a challenging environment a cash surplus arising from operations is expected in 2021.

As a result, in the opinion of the officers the union will have sufficient resources to meet its obligations as and when they fall due and accordingly the accounts have been prepared on a going concern basis.

The financial statements do not include any adjustments that would result from the basis of preparation being inappropriate.

a Subscriptions

Subscription income received includes amounts remitted by, and due to be remitted from, the following sources:

- i) Pay centres who operate a payroll deduction scheme on behalf of PCS.
- ii) Members who have a direct debit facility with their bank.
- iii) Branch and office secretaries.
- iv) Members directly to headquarters

Amounts deducted by pay centres at 31 December 2020 but not received and members paying by direct debit one month in arrears have been brought into the income and expenditure account and included in current assets within debtors.

b Investment and commercial income

All investment and commercial income is credited to the general fund when received.

c Taxation

As an unincorporated association the PCS is liable to corporation tax on its investment income, and realised gains on investments sold. As a trade union relief is available in respect of provident benefits expenditure as statutorily defined. Deferred balances are recognised in respect of all timing differences that have originated but not reversed by the balance sheet date, except the recognition of deferred tax assets is limited to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable surpluses.

d Depreciation

Depreciation is calculated to write off the cost of an asset over its estimated useful working life.

- i) Depreciation on freehold property is charged, on a straight line basis, at 2% per annum.
- ii) Depreciation on leasehold property is being charged

Notes to the accounts

For the year ended 31 December 2020 (continued)

over the length of the lease.

iii) The following are depreciated on a straight line basis at 20% per annum.

- a) Office furniture, machinery and equipment.
- b) Computer equipment and software.
- c) Company cars.

iv) Depreciation on freehold improvements is charged, on a straight line basis at 10% per annum.

e Property - investment property

Investment property is carried at fair value determined annually by external valuers and derived from the current market rents and investment property yields for comparable real estate, adjusted if necessary for any difference in the nature, location or condition of the specific asset. No depreciation is provided. Changes in fair value are recognised in the general fund income and expenditure account.

f Property – other

Properties are included at deemed cost, less depreciation as detailed above.

g Investments

Investments are shown at market value and any appreciation or diminution in value between cost and market price at the end of the period is shown in the general fund statement of changes in funds and reserves. Gains and losses on disposal are calculated as the difference between gross cost and net proceeds and accounted for when realised. Certain investments that are held for political rather than investment purposes are stated at cost rather than market value. These are shown separately.

h Operating Leases

Operating lease rentals are charged to the income and expenditure account evenly over the term of the lease.

i Pension costs

The difference between the fair value of the assets held

in the group's defined benefit pension scheme and the scheme's liabilities measured on an actuarial basis using the projected unit method are recognised in the group's balance sheet as a pension asset or liability as appropriate. The carrying value of any resulting pension scheme asset is restricted to the extent that the group is able to recover the surplus either through reduced contributions in the future or through refunds from the scheme.

2 Judgements in applying accounting policies and key sources of estimation uncertainty

In preparing these financial statements, the officers have made the following judgements:

Useful lives of property, plant and equipment

Depreciation is provided so as to write down the assets to their residual values over their estimated useful lives as set out in the company's accounting policy. The selection of these estimated lives requires the exercise of management judgement. Useful lives are regularly reviewed and should management's assessment of useful lives shorten then depreciation charges in the financial statements would increase and carrying amounts of property, plant and equipment would reduce.

3 Purpose of the funds and reserves

a General fund

Established to receive the subscription income and all other receipts which are intended to be used for the general purposes and meet all normal expenses and outgoings of the PCS.

b Campaign and disputes fund

Established by rule 9.11 to provide funds for special campaigns, including disputes, or highlight special issues concerning the PCS's membership.

Notes to the accounts

For the year ended 31 December 2020 (continued)

c Political fund

Established by rule 9.1.2 to provide funds for campaigns which could include the furtherance of the political objectives to which section 72 of the Trade Union and Labour Relations (Consolidation) Act 1992 applies.

d Property fund

Established to account for any capital costs, profits or losses, incurred in the future purchase or disposal of property.

e Voluntary selective and early retirement reserve (formerly the early retirement reserve)

Established to meet the identifiable costs of a voluntary selective early retirement scheme that allows PCS to release surplus staff.

f Fighting fund

Established to support members taking targeted industrial action, as agreed by the 2014 annual delegate conference.

g Pension reserve

Established to account for any FRS 102 revaluations on pension assets and liabilities.

Public and Commercial Services Union

Notes to the accounts

For the year ended 31 December 2020 (continued)

	2020		2019	
	£	£	£	£
4 Investment income				
Dividends and credits		12,265		27,066
Net capital gain / (loss)		5,640		(712)
Unrealised gain on investments		41,350		54,968
Interest from investment managers		305		850
		<u>59,561</u>		<u>82,172</u>
Pension adjustment				
Expected return on pension scheme assets	4,500,000		5,900,000	
Interest on pension scheme liabilities	(4,100,000)		(5,700,000)	
		<u>400,000</u>		<u>200,000</u>
		<u>459,561</u>		<u>282,172</u>
5 Commercial activities				
Advertising income		-		(14,298)
Rent		1,117,363		1,077,776
Commission received:				
Liverpool Victoria		189		(1,800)
Lighthouse Financial Advice		7,482		11,248
BHSF		8,882		9,958
		<u>1,133,917</u>		<u>1,082,884</u>
6 Miscellaneous income				
Other		193		821
		<u>193</u>		<u>821</u>

Public and Commercial Services Union

Notes to the accounts

For the year ended 31 December 2020 (continued)

**7 Network administration
(summary)
(See appendix C)**

	2020		2019	
	£	£	£	£
Superannuation fund running costs		427,579		936,848
Pension Protection Fund Levy		36,075		88,911
Legal & professional fees		73,016		178,458
Credit Union Loan written off		26,800		-
Audit fees		46,500		44,671
Bank charges and interest		31,878		33,858
Staff development costs		17,070		29,601
Staff recruitment costs		116		7,408
Computer running costs		788,755		749,033
Vehicle running costs		2,386		4,038
Pension adjustment				
Current service costs of defined benefit schemes	1,100,000		900,000	
Pension contributions paid in year	(3,500,000)		(4,200,000)	
		(2,400,000)		(3,300,000)
Employment costs		11,180,443		11,773,426
Severance costs paid		-		41,736
Accommodation running costs*		1,076,012		1,123,814
Printing, stationery and photocopying		106,314		130,326
Postage		28,018		32,744
Research & media		38,524		46,100
Telephone		125,861		123,455
Office costs		187,304		266,546
Subsistence		30,370		154,186
Travel		65,710		246,660
Miscellaneous		13,154		21,221
		<u>11,901,885</u>		<u>12,733,040</u>

* Includes rent paid £325,494 (2019: £370,475)

Public and Commercial Services Union

Notes to the accounts

For the year ended 31 December 2020 (continued)

8 Members representative costs	Appendix	2020		2019	
		£	£	£	£
Organising and learning					
National organising forums		–		128	
Group Organiser Meetings		57		–	
Youth work		1,088		18,036	
Branch courses		73,945		114,579	
Organising and learning publicity		34,343		60,678	
			109,434		193,420
Other meetings					
International meetings		331		8,840	
Seminars		3,076		59,024	
National meetings		3,964		75,074	
			7,371		142,938
National representatives					
Annual delegate conference		37,499		504,535	
Subsistence		16,541		62,151	
Travel		22,801		58,089	
			76,842		624,775
Elections					
National		288		338,260	
Groups, associations and branches		144		98,823	
			432		437,083
Local representatives					
Group and occupational associations	D	218,008		695,331	
Branch grants		101,756		247,462	
Branch IT support		3,886		7,773	
Geographical and other structures	E	41,292		59,914	
			364,942		1,010,479
			559,020		2,408,694

Notes to the accounts

For the year ended 31 December 2020 (continued)

9 Members benefits	Appendix	2020 £	2019 £
Death and personal accident		387,844	363,871
Benevolence service		89,601	99,500
Legal Services		415,869	406,777
Ex IR group sickness benefit		110	443
Helplines		47,040	47,040
Gold badges		–	2,940
Employment costs		344,195	336,148
		<u>1,284,660</u>	<u>1,256,720</u>
10 Members communications			
PCS View/PCS People		92,114	99,976
Employment costs		1,392,135	1,388,921
		<u>1,484,247</u>	<u>1,488,895</u>
11 Affiliations and donations			
Affiliation fees	G	747,927	714,065
PCS in the community fund		3,861	–
Donations	F	3,922	3,350
		<u>755,710</u>	<u>717,415</u>

Public and Commercial Services Union

Notes to the accounts

For the year ended 31 December 2020 (continued)

	Investment Property £	Freehold Property £	Long Leasehold properties £	Short Leasehold Properties £	Total Property £
12 Tangible fixed assets					
Property					
Valuation/cost					
Brought forward at 1 January 2020	16,536,000	4,151,485	563,500	282,560	21,533,545
Additions	19,102	-	-	-	19,102
Revaluation in year	(708,102)	-	-	-	(708,102)
Carried forward at 31 December 2020	15,847,000	4,151,485	563,500	282,560	20,844,545
Depreciation					
Brought forward at 1 January 2020	-	(621,676)	(39,445)	(224,203)	(885,324)
Depreciation for year	-	(63,026)	(5,635)	(8,673)	(77,333)
Carried forward at 31 December 2020	-	(684,702)	(45,080)	(232,875)	(962,657)
Net book value at 31 December 2020	15,847,000	3,466,783	518,420	49,685	19,881,888
Net book value at 31 December 2019	16,536,000	3,529,809	524,055	58,357	20,648,221

The Union's freehold property 160 Falcon Road is held under existing use and as investment property. The property was revalued by Carter Jonas, an external valuer, on the basis of existing use and rental property using standard RICS terms, as at the 31 December 2020. The valuation reflects a 6.18% yield and a rental value of £50 per square foot.

The property is secured. At 31 December 2020 the PTC pension scheme had a charge over 160 Falcon Road of £7.825 million.

EQUIPMENT	Freehold Improvements	Office equipment £	Computer equipment £	Company cars £	Total £
Cost					
Brought forward at 1 January 2020	3,118,431	647,002	3,037,846	10,000	6,813,279
Additions in year	16,939	156,649	522,641	-	696,230
Carried forward at 31 December 2020	3,135,370	803,651	3,560,487	10,000	7,509,509
Depreciation					
Brought forward at 1 January 2020	(311,843)	(335,112)	(1,487,883)	(10,000)	(2,144,838)
Depreciation for year	(313,537)	(132,458)	(591,048)	-	(1,037,043)
Carried forward at 31 December 2020	(625,380)	(467,570)	(2,078,931)	(10,000)	(3,181,881)
Net book value at 31 December 2020	2,509,990	336,081	1,481,557	-	4,327,627
Net book value at 31 December 2019	2,806,588	311,891	1,549,961	-	4,668,440

Notes to the accounts

For the year ended 31 December 2020 (continued)

13 Taxation on surpluses on ordinary activities	2020	2019
	£	£
UK Corporation tax		
Current tax on income for the year	40,215	7,272
Adjustment in respect of prior year	(7)	(50,068)
Movement in deferred tax	45,729	637,097
Tax on results on ordinary activities	<u>85,937</u>	<u>594,301</u>
Surplus on ordinary activities before tax	<u>5,959,333</u>	<u>6,733,478</u>
Surplus on ordinary activities multiplied by the standard rate of corporation tax in the United Kingdom of 19% (2019: 19%)	1,132,273	1,279,361
Non taxable income	(1,046,336)	(1,279,361)
Tax on results on ordinary activities	<u>85,937</u>	<u>-</u>

	Equity	Bonds and Interest bearing stock	Unit Trusts and funds	Money market	Miscellaneous holdings at cost	Total Investment movement
	£	£	£	£	£	£
14 Investments						
Market value:						
Cost brought forward 1 January 2020	45,208	54,000	494,510	100,256	704,134	1,398,108
Unrealised gains / (losses)	4,424	(669)	90,096	-	-	93,851
Market value carried forward 1 January 2020	<u>49,632</u>	<u>53,331</u>	<u>584,606</u>	<u>100,256</u>	<u>704,134</u>	<u>1,491,958</u>
Movement in year-cost						
Purchases-cost	12,277	-	20,424	-	-	32,701
Disposals-cost	-	-	(14,339)	-	(413)	(14,752)
Cash drawdown	-	-	-	262	-	262
Cost carried forward 31 December 2020	<u>57,485</u>	<u>54,000</u>	<u>500,595</u>	<u>100,518</u>	<u>703,721</u>	<u>1,416,319</u>
Unrealised gains in year	5,554	2,087	127,560	-	-	135,201
Market value carried forward 31 December 2020	<u>63,039</u>	<u>56,087</u>	<u>628,155</u>	<u>100,518</u>	<u>703,721</u>	<u>1,551,520</u>

	Appendix	2020	2019
		£	£
Equities	H	63,039	49,632
Bonds and interest bearing stock	I	56,087	53,331
Unit trusts and funds	J	628,155	584,606
Money market	K	100,518	100,256
Miscellaneous holdings at cost	L	703,721	704,134
		<u>1,551,520</u>	<u>1,491,959</u>

15 Debtors		2020	2019
Recoverable in less than one year:			
Membership subscription debtor		1,785,124	1,642,550
Other debtors		534,958	622,590
Prepayments		648,138	577,226
		<u>2,968,220</u>	<u>2,842,366</u>

Public and Commercial Services Union

Notes to the accounts

For the year ended 31 December 2020 (continued)

16 Cash at bank and in hand

	2020	2019
	£	£
Cash	2,348	2,341
Bank	4,150,221	755,567
Balances in hands of groups and branches	806,050	263,574
	4,958,619	1,021,482

17 Creditors: amounts falling due within less than one year

Trade creditors	452,673	628,181
Accruals	1,323,872	1,201,568
Deferred income	248,129	276,522
Value added tax payable	35,686	90,737
Corporation tax payable	40,215	7,272
	2,100,575	2,204,280

18 Deferred taxation

Deferred tax payable	962,826	917,097
	962,826	917,097

Public and Commercial Services Union

Notes to the accounts

For the year ended 31 December 2020 (continued)

19 Commitments

Lessee

The PCS has the following rental agreements net of VAT:

Property leased	Date of Expiry	Total Commitment £
1 Islington Liverpool, L3	30 June 2025	221,298
Part Ground and Part 1st Floor, 30 Jennens Road, Birmingham, B7 4EH *		0
Lease to be ceased on completion of new premises John Dobson St, Newcastle, NE1	24 March 2025	147,389
145 West Regent, St Glasgow G2	1 December 2027	392,000
Town Centre House, Woodhouse Lane, Leeds	23 May 2030	1,141,314
1 Cathedral Street, Cardiff, CF1	9 Dec 2025	193,256
Part 2nd Floor Tony Benn House, Victoria Street, Bristol, BS1 6AY	30 June 2030	135,135
Peterborough, 15 Church Walk, Peterborough, PE1 22TP	21 August 2031	125,800

Leasehold

5 Falcon Mews	2113	198,561
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* No signed lease for the Birmingham premises

Lessor

PCS leases out office space under non-cancellable operating leases for the following future minimum lease payments. There are no contingent rents.

	2020	2019
Not later than 1 year	811,870	824,734
Later than 1 year and not later than 5 years	3,280,425	3,332,410
Later than 5 years	5,719,057	6,469,382
	<u>9,811,352</u>	<u>10,626,526</u>

20 Contingent liabilities

On 16 December 2004 the union gave its commitment to a charge over the freehold property (Note 12) of £4.5 million to the PTC pension scheme.

On 19 January 2009 the charge was revised up to a maximum amount of £7.825 million which is the applicable charge as at 31 December 2020

21 Related party transactions

At 31 December 2020 the PTC pension scheme had a charge over the Unions freehold property (Note 12).

Notes to the accounts

For the year ended 31 December 2020 (continued)

22 Reconciliation of operating surplus to net cash movement from operating activities

	2020		2019	
	£	£	£	£
Surplus for the year – general fund		5,118,423		5,566,296
Appropriation to campaign and disputes fund	478,000		584,990	
Campaign and disputes fund expenditure	(303,924)		(618,347)	
Donations	–		1,050	
Appropriation to political fund	184,509		196,184	
Political fund expenditure	(59,687)		(74,718)	
		124,821		121,466
Appropriation to fighting fund	1,045,802		607,249	
Fighting fund expenditure	(198,872)		(410,963)	
		846,931		196,286
Allocation to designated reserves				
Transfer from property fund	(390,870)		(404,579)	
Transfer from VSER fund	–		(145,296)	
		(390,870)		(549,876)
Depreciation		1,114,376		1,054,834
Pension contributions paid in year	(2,400,000)		(3,300,000)	
		(2,400,000)		(3,300,000)
		4,587,758		3,056,698
Interest receivable	(305)		(850)	
Dividends	(12,265)		(27,066)	
Pension scheme income	(400,000)		(200,000)	
(Gain) / Loss on sale of investments	(5,640)		712	
(Gain) on revaluation of investments	(41,350)		(54,968)	
Loss / (Gain) on revaluation of investment property	708,102		(3,649,959)	
(Decrease) / Increase in creditors	(57,973)		1,185,925	
(Increase) in debtors	(125,854)		(197,509)	
		64,714		(2,943,715)
Net cash inflow from operating activities		4,652,472		112,983

Notes to the accounts

For the year ended 31 December 2020 (continued)

23 Pension

The PCS operates two funded defined benefit pension schemes providing benefits based on length of service and final pensionable salary. The assets of each scheme are held separately by means of an independent trust advised by professional actuaries. In addition since the incorporation of the Association of Magisterial Officers, PCS has been a member of the General Federation of Trade Unions Pension Scheme, a defined benefit scheme.

The pension charge to the general fund for all schemes for the period was £3,478,427 (2019: £4,221,144).

The PTC Pension Scheme

PCS operates this as a defined benefit scheme. The assets of the scheme are held, almost entirely, by Aon PLC in the form of individual holdings of equities, unit trusts, government securities, hedge funds and cash. An actuarial valuation of the scheme was carried out at 31 December 2018.

Employer contributions to the scheme charged to the general fund amounted to £2,778,259. Additional employer contributions will be required if there are any redundancies or augmentations during the year.

The main actuarial assumptions were:

Rate of pay increases 1.5% pa
Rate of pension increases – RPI 2.9% pa

Expenses incurred in operating the scheme are charged to the PCS general fund income and expenditure account.

An interim valuation has been performed as at 31 December 2020 for FRS 102 accounting purposes and the assumptions used and the deficit within the scheme are disclosed as follows:

The principal assumptions used by the independent qualified actuaries to calculate the liabilities under Pension are set out below:

Main financial assumptions

	at 31 December 2020 (% p.a.)	at 31 December 2019 (% p.a.)	at 31 December 2018 (% p.a.)
Inflation assumption – RPI	2.9	3.0	3.2
Rate of general long-term increase in salaries	1.5	1.0	1.5
Rate of increases to pensions in payment	2.9	3.0	3.2
Discount rate for scheme liabilities	1.4	2.0	2.9

The scheme rules link to RPI not CPI.

Notes to the accounts

For the year ended 31 December 2020 (continued)

23 Pension (continued)**The PTC Pension Scheme (continued)****Mortality assumption**

The mortality assumptions are based on standard mortality tables which allow for future mortality improvements. The assumptions are that a member currently aged 60 will live on average for a further 26.4 years if they are male and 28.0 years if they are female. A member currently aged 45 will live an additional 27.4 years from the age of 60 if they are male and 29.2 years if they are female.

The assets in the scheme and the expected rates of return were:

	Value at 31 December 2020	Value at 31 December 2019	Value at 31 December 2018
	£m	£m	£m
Equities	16.2	11.2	16.7
Hedge fund	6.1	18.9	15.2
Opportunities portfolio	5.3	3.3	2.9
Other liquid assets	15.4	3.3	4.9
Property	3.4	3.5	2.6
Government bonds	15.0	17.1	6.7
Hedging components**	47.7	40.8	40.5
Corporate bonds	21.1	18.7	17.7
Cash & other	0.6	1.1	0.4
Combined	130.8	117.9	107.6

*The overall expected rate of return on scheme assets is a weighted average of the individual expected rates of return on each asset class.

** This includes an annuity policy held with Sun Life.

Narrative description of the basis used to determine expected return

PCS employs a building block approach in determining the long-term rate of return on scheme assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns consistent with widely accepted capital market principles. The assumed long-term rate of return on each asset class is set out within this note. The overall expected rate of return on assets is then derived by aggregating the expected return for each asset class over the actual asset allocation for the scheme at 31 December 2020.

Reconciliation of funded status to balance sheet

	Value at 31 December 2020	Value at 31 December 2019	Value at 31 December 2018
	£m	£m	£m
Fair value of scheme assets	130.8	117.9	107.6
Present value of funded defined benefit obligations	(138.5)	(126.4)	(125.2)
(Liability) recognised on balance sheet	(7.7)	(8.5)	(17.6)

Notes to the accounts

For the year ended 31 December 2020 (continued)

23 Pension (continued)**The PTC Pension Scheme (continued)****Analysis of income and expenditure charge**

	Year ended 31 December 2020	Year ended 31 December 2019
	£m	£m
Current service cost	0.3	0.3
Past service cost	–	–
Interest cost	2.5	3.6
Expected return on scheme assets	(2.4)	(3.1)
Expenses recognised in income and expenditure	<u>0.4</u>	<u>0.8</u>

Changes to the present value of the defined benefit obligation during the year

	Year ended 31 December 2020	Year ended 31 December 2019
	£m	£m
Opening defined benefit obligation	126.4	125.2
Current service cost	0.3	0.3
Interest cost	2.5	3.6
Contributions by scheme participants	0.2	0.2
Actuarial gains on scheme liabilities*	12.4	0.5
Net benefits paid out	(3.3)	(3.4)
Closing defined benefit obligation	<u>138.5</u>	<u>126.4</u>

*Includes changes to the actuarial assumptions

Changes to the fair values of scheme assets during the year

	Year ended 31 December 2020	Year ended 31 December 2019
	£m	£m
Opening fair value of scheme assets	117.9	107.6
Expected return on scheme assets	2.4	3.1
Actuarial gain on scheme assets	10.8	7.6
Contributions by the employer from all funds	2.8	2.8
Contributions by scheme participants	0.2	0.2
Net benefits paid out	(3.3)	(3.4)
Closing fair value of scheme assets	<u>130.8</u>	<u>117.9</u>

Actual return on scheme assets

	Year ended 31 December 2020	Year ended 31 December 2019
	£m	£m
Expected return on scheme assets	2.4	3.1
Actuarial gain on scheme assets	10.8	8.0
Actual return on scheme assets	<u>13.2</u>	<u>11.1</u>

Public and Commercial Services Union

Notes to the accounts

For the year ended 31 December 2020 (continued)

23 Pension (continued)

The PTC Pension Scheme (continued)

Analysis of amounts recognised in statement comprehensive income (SOCl)

	Year ended 31 December 2020 £m	Year ended 31 December 2019 £m
Total actuarial gains/(losses)	1.5	(7.1)
Total gain/(loss) in SOCl	1.5	(7.1)
Cumulative amount of (losses) recognised in SOCl	(41.3)	(42.8)

History of asset values, defined benefit obligation and surplus/(deficit) in scheme

	Year ended 31 December 2020 £m	Year ended 31 December 2019 £m	Year ended 31 December 2018 £m	Year ended 31 December 2017 £m	Year ended 31 December 2016 £m
Fair value of scheme assets	130.8	117.9	107.6	112.4	104.1
Defined benefit obligation	(138.5)	(126.4)	(125.2)	(133.6)	(132.3)
Deficit in scheme	(7.7)	(8.5)	(17.6)	(21.2)	(28.2)

History of experience gains and losses

	Year ended 31 December 2019 £m	Year ended 31 December 2019 £m	Year ended 31 December 2018 £m	Year ended 31 December 2017 £m	Year ended 31 December 2016 £m
Experience (losses) / gains on scheme assets	(10.8)	(7.6)	7.3	5.6	11.8
Experience gains / (losses) on scheme liabilities*	12.4	0.5	(9.2)	(0.4)	(23.5)

* This item consists of gains/(losses) in respect of liability experience only, and excludes any change in liabilities in respect of changes to the actuarial assumptions used.

Notes to the accounts

For the year ended 31 December 2020 (continued)

23 Pension (continued)

The CPSA Pension Scheme

PCS operates this as a defined benefit scheme. A full actuarial valuation of the scheme was carried out as at 31 December 2018.

The assets of the scheme are held by Legal & General and Hermes in the form of managed funds.

The main actuarial assumptions are:

Rate of pay increases 1.5% pa

Rate of pension increases - CPI 2.45% pa

The pension fund meets expenses incurred in operating the scheme.

Employer contributions to the scheme amounted to £674,502. Additional employer contributions will be required if there are any redundancies or augmentations during the year.

An interim valuation has been performed as at 31 December 2020 for FRS 102 accounting purposes and the assumptions used and the surplus within the scheme are disclosed as follows:

The principal assumptions used by the independent qualified actuaries to calculate the liabilities under Pension are set out below:

Main financial assumptions

	31 December 2020	31 December 2019	31 December 2018
	(% p.a.)	(% p.a.)	(% p.a.)
Inflation assumption - CPI	2.45	2.1	2.1
Rate of general long-term increase in salaries	1.5	1.0	1.5
Rate of increases to pensions in payment	2.45	2.1	2.1
Discount rate for scheme liabilities	1.4	2.0	2.9

The scheme rules link inflation assumptions to CPI.

Mortality assumption

The mortality assumptions are based on standard mortality tables which allow for future mortality improvements. The assumptions are that a member currently aged 60 will live on average for a further 26.4 years if they are male and 27.4 years if they are female. A member currently aged 45 will live an additional 27.3 years from the age of 60 if they are male and 28.5 years if they are female.

Notes to the accounts

For the year ended 31 December 2020 (continued)

23 Pension (continued)**The CPSA pension scheme (continued)****The assets in the scheme and the expected rates of return were:**

	Value at 31 December 2020 £m	Value at 31 December 2019 £m	Value at 31 December 2018 £m
Equities	4.6	4.1	8.7
Property	5.6	5.8	3.9
Opportunities portfolio	3.1	2.3	2.0
Other liquid assets	13.3	2.8	4.5
Government bonds	19.1	25.6	18.0
Corporate bonds	15.1	15.5	13.1
Diversified Growth Fund	6.9	16.8	14.3
Hedge fund component	44.9	30.9	31.7
Other	0.8	0.6	0.2
Combined	113.4	104.4	96.4

*The overall expected rate of return on scheme assets is a weighted average of the individual expected rates of return on each asset class.

Narrative description of the basis used to determine expected return

PCS employs a building block approach in determining the long-term rate of return on scheme assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns consistent with widely accepted capital market principles. The assumed long-term rate of return on each asset class is set out within this note. The overall expected rate of return on assets is then derived by aggregating the expected return for each asset class over the actual asset allocation for the scheme at 31 December 2020.

Reconciliation of funded status to balance sheet

	Value at 31 December 2020 £m	Value at 31 December 2019 £m	Value at 31 December 2018 £m
Fair value of scheme assets	113.4	104.4	96.4
Present value of funded defined benefit obligations	(94.8)	(79.8)	(72.1)
Asset recognised on balance sheet	18.6	24.6	24.3

Analysis of income and expenditure charge

	Year ended 31 December 2020 £m	Year ended 31 December 2019 £m
Current service cost	0.8	0.6
Interest cost	(0.5)	(0.7)
Expenses recognised in income and expenditure	0.3	(0.1)

Notes to the accounts

For the year ended 31 December 2020 (continued)

23 Pension (continued)**The CPSA pension scheme (continued)****Changes to the present value of the defined benefit obligation during the year**

	Year ended 31 December 2020	Year ended 31 December 2019
	£m	£m
Opening defined benefit obligation	79.8	72.1
Current service cost	0.8	0.6
Interest cost	1.6	2.1
Contributions by scheme participants	0.5	0.5
Actuarial gains on scheme liabilities*	14.3	7.5
Net benefits paid out	(2.2)	(3.0)
Closing defined benefit obligation	94.8	79.8

*Includes changes to the actuarial assumptions

Changes to the fair values of scheme assets during the year

	Year ended 31 December 2020	Year ended 31 December 2019
	£m	£m
Opening fair value of scheme assets	104.4	96.4
Expected return on scheme assets	2.1	2.8
Actuarial gains on scheme assets	7.9	6.3
Contributions by the employer from all funds	0.7	1.4
Contributions by scheme participants	0.5	0.5
Net benefits paid out	(2.2)	(3.0)
Closing fair value of scheme assets	113.4	104.4

Actual return on scheme assets

	Year ended 31 December 2020	Year ended 31 December 2019
	£m	£m
Expected return on scheme assets	2.1	2.8
Actuarial gain on scheme assets	7.9	6.3
Actual return on scheme assets	10.0	9.1

Analysis of amounts recognised in statement of comprehensive income (SOCl)

	Year ended £m	Year ended £m
Total gain in SOCI	6.4	1.2
Total actuarial gain in SOCI	6.4	1.2
Cumulative amount recognised in SOCI	10.5	4.1

Public and Commercial Services Union

Notes to the accounts

For the year ended 31 December 2020 (continued)

23 Pension (continued)

The CPSA pension scheme (continued)

History of asset values, defined benefit obligation and surplus in scheme

	Year ended 31 December 2020 £m	Year ended 31 December 2019 £m	Year ended 31 December 2018 £m	Year ended 31 December 2017 £m	Year ended 31 December 2016 £m
Fair value of scheme assets	113.4	104.4	96.4	98.7	92.4
Defined benefit obligation	(94.8)	(79.8)	(72.1)	(76.1)	(76.7)
Surplus in scheme	18.6	24.6	24.3	22.6	15.7
History of experience gains and losses	Year ended 31 December 2020 £m	Year ended 31 December 2019 £m	Year ended 31 December 2018 £m	Year ended 31 December 2017 £m	Year ended 31 December 2016 £m
Experience (losses)/gains on scheme assets	(7.9)	(6.3)	4.4	6.1	11.2
Experience gains/(losses) on scheme liabilities*	14.3	7.5	(4.8)	(0.3)	(12.5)

* This item consists of gains/(losses) in respect of liability experience only, and excludes any change in liabilities in respect of changes to the actuarial assumptions used.

The General Federation of Trade Unions Pension Scheme (GFTU)

The union participates in the GFTU defined benefit pension scheme, a multi-employer scheme. Previously it was not possible to identify the union's share of the underlying assets and liabilities in the scheme on a consistent and reasonable basis and as a result contributions were charged to the income and expenditure account as they were paid. Following discussions with the scheme actuary it has now been established that it is possible to identify the assets and liabilities attributable to the union. However, the officers of the union are of the opinion that the cost of obtaining the precise value of their share of the scheme deficit as at 31 December 2020 along with disclosures required to fully comply with FRS 102 Section 28 "Employees Benefits" outweighs the benefits given the known immaterial value of the union's share of assets and liabilities. Therefore these financial statements have continued to treat this scheme as if it were a defined contribution scheme.

The charge to PCS general fund for the year was £25,467 (2019: £25,234).

Reserves	Year ended 31 December £m	Year ended 31 December £m
Funds as stated excluding pension assets/(liabilities)	30.6	27.6
Pension liability	(7.7)	(8.5)
Pension asset	18.6	24.6
Adjusted funds figure including pension assets/(liabilities)	<u>41.5</u>	<u>43.7</u>

Notes to the accounts

For the year ended 31 December 2020 (continued)

24 Contingent assets

In November 2018, PCS received £3m compensation from the DWP as a result of a High Court judgement relating to the unlawful withdrawal of 'check-off' collection of union subscriptions. We believe we have a reasonable case to win further cases against the other government departments that also withdrew check-off.

Our solicitors served notice on the Home Office on Monday 25 November 2019. We have also served proceedings on DEFRA in January 2021. We will shortly be serving proceedings on the remaining departments that withdrew the check-off facility seeking damages as with the DWP case.

It is not possible to quantify the claims at this stage, however the sums are likely to be significant, and as with any legal matter is inherently unpredictable.

25 Net funds reconciliation

	As at 1 January 2020 £	Cash flows	As at 31 December 2020 £
Cash	1,021,482	3,937,137	4,958,619
	<u>1,021,482</u>	<u>3,937,137</u>	<u>4,958,619</u>

Independent auditors' report

For the year ended 31 December 2020

Independent Auditor's Report to the members of the Public and Commercial Services Union

Opinion

In our opinion, the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2020 and of its result for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

We have audited the financial statements of the Public and Commercial Services Union (the 'Union') for the year ended 31 December 2020 which comprise the total funds income and expenditure account, the general fund income and expenditure account, the statement of comprehensive income, the balance sheet, the statement of changes in funds and reserves, the cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Union in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have

fulfilled our 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 audit opinion.

Conclusions relating to going concern

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

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

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

Other information

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

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

Independent auditors' report continued

For the year ended 31 December 2020

statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

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 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 Officers

As explained more fully in the Statement of Officers' Responsibilities, the Officers 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 Officers determines 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 Officers are 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 Officers 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 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.

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

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

- We obtained an understanding of the legal and regulatory frameworks through our accumulated knowledge and consideration of sector information that is applicable to the Union. We determined that the most significant and directly relevant to specific assertions in the financial statements are those related to the financial reporting framework including, but not limited to, United Kingdom Generally Accepted Accounting Practice and the Trade Union and Labour Relations (Consolidation) Act 1992, The Health and Safety at Work Act 1974, Data Protection Act 2018, Bribery Act 2010 and tax legislation.
- We understood how the union is complying with those legal and regulatory frameworks by making enquiries to

management and those responsible for legal and compliance procedures. We corroborated our enquiries through our review of minutes, the transaction listing, and confirmations from the union's solicitors.

- We assessed the susceptibility of the Union's financial statements to material misstatement, including how fraud might occur by discussing with management where it is considered there was a susceptibility of fraud relating to management override of controls and improper income recognition. In addressing the risk of fraud, including the management override of controls and improper income recognition, we tested the appropriateness of journal entries and other adjustments including material journals posted manually and manual journals to cash posted outside expectation; reviewed application of assessing whether the judgements made in making accounting estimates are indicative of a potential bias; tested the application of cut-off and revenue recognition, and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.
- We also communicated relevant identified laws and regulations, potential fraud risks and how and where this might occur to all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

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's members, as a body, in accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has 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 this report, or for the opinions we have formed.

**Philip Cliftlands (Senior Statutory Auditor)
For and on behalf of BDO LLP, statutory auditor
London
00 April 2021**

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

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

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


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

Yes

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	Simon Hearn
Address	Civica Election Services, 33 Clarendon Road, London N8 0NW
Date	20/05/2021
Contact name and telephone number	Simon Hearn, Managing Director 020 8365 8909

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	
Office held	
Date	