

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

Name of Trade Union:	Sales Staff Association			
Year ended:	31st December 2020			
List no:	699T			
Head or Main Office address:	180 Woodcock Hill			
	Harrow			
	Middlesex			
Postcode	HA3 0NY			
Website address (if available)				
Has the address changed during the year to which the return relates?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>	( 'X' in appropriate box)
General Secretary:	Stephen Hall (deceased 07/10/2020)			
Telephone Number:				
Contact name for queries regarding the completion of this return	Dinesh H Karadia			
Telephone Number:	07966764873			
E-mail:	SSA.Secretary@jti.com			

### Please follow the guidance notes in the completion of this return

Any difficulties or problems in the completion of this return should be directed to the Certification

Officer as below or by telephone to: 0330 109 3602

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

For Unions based in England and Wales: [returns@certoffice.org](mailto:returns@certoffice.org)

For Unions based in Scotland: [ymw@tcyoung.co.uk](mailto: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	139	5			144
Female	35	1			36
Other					
<b>Total</b>	174	6			A 180

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

180

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
General Secretary	Mr Stephen Hall		07 October 2020 (deceased)
NEC Member	Ms Rachel Squires		01 March 2020
NEC Member		Ms Samantha Mounsdon	01 January 2020
NEC Member	Mr Mubasher Ahmad		01 January 2020
Trustee	Mr Darren Leyshon	Mr Darren Leyshon	11 March 2020
Trustee	Mr Kieron Grace	Mr Kieron Grace	11 March 2020

State whether the union is:

a. A branch of another trade union?

Yes

No

X

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

X

If yes, state the number of affiliated unions:

and names:

## Officers in post

(see note 12)

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

[illegible]

# General Fund

(see notes 13 to 18)

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		10,895
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		10,895
<b>Investment income (as at page 12)</b>		64
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	801	
<b>Total of other income (as at page 4)</b>		801
<b>Total income</b>		11,760
<b>Interfund Transfers IN</b>		
<b>Expenditure</b>		
Benefits to members (as at page 5)		1,930
Administrative expenses (as at page 10)		7,178
<b>Federation and other bodies</b> (specify)		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		12
<b>Total expenditure</b>		9,120
<b>Interfund Transfers OUT</b>		
<b>Surplus (deficit) for year</b>		2,640
<b>Amount of general fund at beginning of year</b>		125,599
<b>Amount of general fund at end of year</b>		128,239

(see notes 19 and 20)

P4

# Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation –		brought forward	
Employment Related Issues		Advisory Services	
Representation –		Other Cash Payments	
Non Employment Related Issues			
		Education and Training services	
Communications			
		Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
		Gifts to members	1,930
carried forward		Total (should agree with figure in General Fund)	1,930

(See notes 21 and 23)

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

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



(See notes 21 and 23)

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

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

(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)

£

£

<b>Political fund account 1</b>		<b>To be completed by trade unions which maintain their own political fund</b>	
<b>Income</b>	Members contributions and levies		
	Investment income (as at page 12)		
Other income (specify)			
	Total other income as specified		
	Total income		
<b>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</b>			
	<b>Expenditure A</b> (as at page i)		
	<b>Expenditure B</b> (as at page ii)		
	<b>Expenditure C</b> (as at page iii)		
	<b>Expenditure D</b> (as at page iv)		
	<b>Expenditure E</b> (as at page v)		
	<b>Expenditure F</b> (as at page vi)		
	<b>Non-political expenditure</b> (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		
<b>Political fund account 2 To be completed by trade unions which act as components of a central trade union</b>			
<b>Income</b>	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		
<b>Expenditure</b>	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

[illegible]

### **Political fund account expenditure (c)**

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

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

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

[illegible]

### **Political fund account expenditure (d)**

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

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

Expenditure on the maintenance of any holder of political office	
Name of office holder	£
<b>Total</b>	



### **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	£
<b>Total</b>	

### **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	£
<b>Total</b>	

**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)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		
Salaries and Wages included in above	£ Nil	
Auditors' fees		3,300
Legal and Professional fees		2,430
Occupancy costs		
Stationery, printing, postage, telephone, etc.		30
Expenses of Executive Committee (Head Office)		
Expenses of conferences		1,356
Other administrative expenses (specify)		
Bank charges		62
<b>Other Outgoings</b>		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		7,178
Charged to:	General Fund (Page 3)	7,178
Total		7,178

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	
					£	
	NIL	NIL	NIL	NIL	NIL	NIL

# Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			64
Other investment income (specify)			
			64
		Total investment income	64
		Credited to:	
		General Fund (Page 3)	64
		Political Fund	
		Total Investment Funds	64

# Balance sheet as at

31 December 2020

(see notes 49 to 52)

Previous Year		£	£
133,411	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £ (      ) )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand		132,244
	Income tax to be recovered		
133,411	Stocks of goods		
	Others (specify)		
	Corporation tax recoverable		810
	<b>Total of other assets</b>		133,054
133,411	<b>Total assets</b>		133,054
125,599	General fund (page 3)		128,239
	Political Fund Account		
	<b>Liabilities</b>		
	Amount held on behalf of central trade union political fund		
£600	Sundry creditors		300
£6,171	Accrued expenses		4,503
£1,041	Tax payable		12
£7,812	<b>Total liabilities</b>		4,815
£133,411	<b>Total assets</b>		133,054

# Fixed assets account

(see notes 53 to 57)

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



# Analysis of investments

(see notes 58 and 59)

Quoted		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
Unquoted	Total quoted (as Balance Sheet)		
	Market Value of Quoted Investment		
	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 £
<b>Income</b>			
From Members	10,895		10,895
From Investments	64		64
Other Income (including increases by revaluation of assets)	801		801
<b>Total Income</b>	11,760		11,760
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	9,120		9,120
<b>Funds at beginning of year</b> (including reserves)	125,599		125,599
<b>Funds at end of year</b> (including reserves)	128,239		128,239
<b>Assets</b>			
	Fixed Assets		
	Investment Assets		
	Other Assets		133,054
	<b>Total Assets</b>		133,054
<b>Liabilities</b>	<b>Total Liabilities</b>		4,815
<b>Net Assets (Total Assets less Total Liabilities)</b>			128,239

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

(see notes 74 to 80)

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

**Ballot 4**

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

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input type="text"/>
---	----------------------

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input type="text"/>
--	----------------------

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input type="text"/>
---	----------------------

**Ballot 5**

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

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input type="text"/>
---	----------------------

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input type="text"/>
--	----------------------

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input type="text"/>
---	----------------------

**Ballot 6**

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

1-3 should total "Number of votes cast"

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input type="text"/>
---	----------------------

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input type="text"/>
--	----------------------

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input type="text"/>
---	----------------------

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

**\*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.**

Please see pages 8 to 10 of the attached copy of the financial statements of Sales Staff Association for the year ended 31 December 2020.

## Accounting policies



(see notes 84 and 85)

Please see pages 8 to 9 of the attached copy of the financial statements of Sales Staff Association for the year ended 31 December 2020.

## Signatures to the annual return

(see notes 86 & 87)

**Including the accounts and balance sheet contained in the return. Please copy and paste your electronic signature here**

Secretary's Signature:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Dinesh H Karadia (Treasurer)	Name:	Sukhminder Nandra (Chairman)
Date:	30 June 2021	Date:	30 June 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	<b>X</b>	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	<b>X</b>	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	<b>X</b>	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	<b>X</b>	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	<b>X</b>	No	
A member statement is: (see Note 80)	Enclosed	<b>X</b>	To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	<b>X</b>	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	<b>X</b>	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)

Please see our Independent Auditors' Report to the members of Sales Staff Association dated 30 June 2021 contained on pages 3 to 5 of the attached copy of Financial Statements of Sales Staff Association for the year ended 31 December 2020.

Signature(s) of auditor or auditors:

Dewanis Limited.

Name(s):

Dewanis Limited

Profession(s) or Calling(s):

Chartered Accountants & Statutory Auditors

Address(es):

Coronation Parade

42 Cannon Lane

Pinner

Middlesex

Postcode

HA5 1HW

Date

30-Jun-21

Contact name for inquiries and telephone number:

Ragesh Dewani 020 8429 3636

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

## Membership audit certificate

made in accordance with section 24ZD of the Trade Union and Labour  
Relations (Consolidation) Act 1992

(See notes 97 to 103)

At the end of the reportign period proceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

**No**

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

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

## Membership audit certificate

### Section one

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

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

**Yes / No**

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

**Yes / No**

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

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

Membership audit certificate (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

**Report of the National Executive Committee and**  
**Financial Statements**  
**for the Year Ended**  
**31 December 2020**  
**for**  
**Sales Staff Association**

Dewanis Limited  
Chartered Accountants & Statutory Auditors  
Coronation Parade  
42 Cannon Lane  
Pinner  
Middlesex  
HA5 1HW

**Sales Staff Association**

**Contents of the Annual Report**  
**for the Year Ended 31 December 2020**

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<b>Statement of General Fund and Retained Surplus</b>	<b>6</b>
<b>Balance Sheet</b>	<b>7</b>
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<b>The following pages do not form part of the audited financial statements</b>	
<b>Detailed General Fund</b>	<b>11</b>



**Sales Staff Association**  
**General Information**  
**for the Year Ended 31 December 2020**

**NATIONAL EXECUTIVE COMMITTEE:** D H Karadia (Treasurer)  
D Blake (Minutes Secretary)  
S Nandra (Chairman)  
J Osbourne  
Ms S Mounsdon

**TRUSTEES:** D Leyshon  
K Grace

**REGISTERED OFFICE:** 180 Woodcock Hill  
Harrow  
Middlesex  
HA3 ONY

**LIST NUMBER:** 699T

**AUDITORS:** Dewanis Limited  
Chartered Accountants & Statutory Auditors  
Coronation Parade  
42 Cannon Lane  
Pinner  
Middlesex  
HA5 1HW

**Sales Staff Association**  
**Report of the National Executive Committee**  
**for the Year Ended 31 December 2020**

The National Executive Committee present their report with the financial statements of the association for the year ended 31 December 2020.

**PRINCIPAL ACTIVITY**

The principal activity of the association is to maintain and protect the interests and improve terms and working conditions of employment for its members.

**NATIONAL EXECUTIVE COMMITTEE**

The members shown below have held office during the whole of the period from 1 January 2020 to the date of this report.

D H Karadia  
D Blake  
S Nandra  
J Osbourne

Other changes in members holding office are as follows:

S Hall - deceased 7 October 2020  
M Ahmad - resigned 1 January 2020  
Ms R Squires - resigned 1 March 2020  
Ms S Mounsdon - appointed 1 January 2020

**STATEMENT OF NATIONAL EXECUTIVE COMMITTEE'S RESPONSIBILITIES**

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

The Trade Union and Labour Relations (Consolidation) Act 1992 requires the National Executive Committee to prepare financial statements for each financial year. The National Executive Committee have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Trade union law the National Executive Committee must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the association and of the transactions of the association for that period. In preparing these financial statements, the National Executive Committee is required to:

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

The National Executive Committee is responsible for keeping proper accounting records that are sufficient to show and explain the association's transactions and disclose with reasonable accuracy at any time the financial position of the association, to establish and maintain a satisfactory system of control over its records and transactions, to prepare an Annual Return for the Certification Officer and to provide the members of the association with a Statement in order to comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the members of the National Executive Committee are aware, there is no relevant audit information of which the association's auditors are unaware, and each member has taken all the steps that they ought to have taken as a member in order to make themselves aware of any relevant audit information and to establish that the association's auditors are aware of that information.

**ON BEHALF OF THE NATIONAL EXECUTIVE COMMITTEE:**



S Nandra - Chairman

30 June 2021

**Independent Auditors' Report to the Members of**  
**Sales Staff Association**

**Opinion**

We have audited the financial statements of Sales Staff Association (the 'association') for the year ended 31 December 2020 which comprise the Statement of General Fund and Retained Surplus, Balance Sheet and Notes to the Financial Statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 Section 1A 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the association's affairs as at 31 December 2020 and of its surplus 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.

**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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the association in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the National Executive Committee's 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 association'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 National Executive Committee with respect to going concern are described in the relevant sections of this report.

**Other information**

The other information comprises the information in the Report of the National Executive Committee other than the financial statements and our Auditors' Report thereon. The National Executive Committee are responsible for the other information contained in the Report of the National Executive Committee. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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 where 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 of the legislation; or
- a satisfactory system of control over its transactions have not been maintained by the association in accordance with the requirements of the legislation; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations necessary for the purposes of our audit.

**Independent Auditors' Report to the Members of**  
**Sales Staff Association**

**Responsibilities of National Executive Committee**

As explained more fully in the Statement of National Executive Committee's Responsibilities set out on page two, the National Executive Committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the National Executive Committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the National Executive Committee are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the National Executive Committee either intend to liquidate the association or to cease operations, or have no realistic alternative but to do so.

**Auditors' 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 Auditors' 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 considered 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 within which the association operates focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements, including the Trade Union and Labour Relations (Consolidation) Act 1992 and UK tax legislation applicable to association's activities.

We assessed the risks of material misstatement in respect of fraud by discussing with the management about any related party relationships and transactions and internal controls of the association in authorisation of the financial transactions.

Based on the results of our risk assessment we designed our audit procedures to identify non-compliance with such laws and regulations identified above which included reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations. We corroborated our enquiries through our audit work including review of minutes of National Executive Committee meetings and Annual Conference meetings and review of correspondence with the Certification Officer.

We considered the risk of fraud through management override and in response, we incorporated testing of source records of the association into our audit approach. Based on the results of our risk assessment we designed our audit procedures to identify and to address material misstatements in relation to fraud including evaluating the commercial rationale of any significant transactions outside the normal course of activities of the association.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

**Independent Auditors' Report to the Members of**  
**Sales Staff Association**

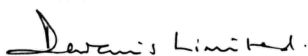
As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the National Executive Committee.
- Conclude on the appropriateness of the National Executive Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditors' Report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditors' Report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation (i.e. gives a true and fair view).

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Use of our report**

This report is made solely to the association's members, as a body, in accordance with S36 of Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the association's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the association and the association's members as a body, for our audit work, for this report, or for the opinions we have formed.



Dewanis Limited  
Chartered Accountants & Statutory Auditors  
Coronation Parade  
42 Cannon Lane  
Pinner  
Middlesex  
HA5 1HW

30 June 2021

**Sales Staff Association**

**Statement of General Fund and Retained Surplus**  
**for the Year Ended 31 December 2020**

	Notes	31/12/20 £	31/12/19 £
<b>INCOME</b>		10,895	10,825
Administrative expenses		<u>9,108</u>	<u>17,106</u>
		1,787	(6,281)
Interest receivable and similar income		<u>64</u>	<u>228</u>
<b>SURPLUS/(DEFICIT) BEFORE TAXATION</b>	5	1,851	(6,053)
Tax on surplus/(deficit)	6	<u>(789)</u>	<u>52</u>
<b>SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR</b>		2,640	(6,105)
General fund at beginning of year		125,599	131,704
<b>GENERAL FUND AT END OF YEAR</b>		<u><u>128,239</u></u>	<u><u>125,599</u></u>

The notes form part of these financial statements

**Sales Staff Association**

**Balance Sheet**  
**31 December 2020**

	Notes	31/12/20 £	31/12/19 £
<b>CURRENT ASSETS</b>			
Debtors	7	810	-
Cash at bank	8	<u>132,244</u>	<u>133,411</u>
		133,054	133,411
<b>CREDITORS</b>			
Amounts falling due within one year	9	<u>4,815</u>	<u>7,812</u>
<b>NET CURRENT ASSETS</b>		<u>128,239</u>	<u>125,599</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>128,239</u>	<u>125,599</u>
 <b>RESERVES</b>			
General fund	10	<u>128,239</u>	<u>125,599</u>
		<u>128,239</u>	<u>125,599</u>

The financial statements were approved by the National Executive Committee and authorised for issue on 30 June 2021 and were signed on its behalf by:



S Nandra - Chairman

Type text here



D H Karadia - Treasurer

**Sales Staff Association**  
**Notes to the Financial Statements**  
**for the Year Ended 31 December 2020**

**1. STATUTORY INFORMATION**

Sales Staff Association is a Trade Union included on the official list of trade unions in England & Wales and Northern Ireland. The List Number and Registered Office address of the Association can be found on the General Information on page 1.

The presentation currency of the financial statements is £ Sterling.

**2. STATEMENT OF COMPLIANCE**

Trade Unions are governed by the Trade Union and Labour Relations (Consolidation) Act 1992. Under that Act the financial statements of Trade Unions are required to give a true and fair view. Therefore the financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities". As the Association is not a company the disclosures under the Financial Reporting Standard 102 Section 1A "Small Entities" have been adapted as considered necessary to ensure that the financial statements give a true and fair view.

**3. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets.

**Income**

Income consists of Member subscriptions which are recognised in the period to which they relate. Any arrears/overpayments of member subscriptions are shown in debtors/creditors payable within one year. Any refund of member subscriptions are charged to administrative expenses.

Interest income is recognised as interest is received.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 33% on cost

**Fixed asset investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price (where applicable). The General Fund includes the net gains and losses arising on revaluation and disposals during the year.

**Taxation**

Taxation for the year comprises current and deferred tax. Tax is recognised in the General Fund, except to the extent that it relates to items recognised in Other Comprehensive Income. Current or deferred taxation assets and liabilities are not discounted. Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable surpluses.

**Cash and cash equivalents**

Cash and cash equivalents are represented by cash in hand and deposits held at call with financial institutions and other short term highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.



**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2020**

**3. ACCOUNTING POLICIES - continued**

**Short term debtors and creditors**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the General Fund in administrative expenses.

**Going concern**

The National Executive Committee has to consider the appropriateness of the going concern assumption when preparing the financial statements. Given that the COVID-19 (Coronavirus) pandemic has created a degree of uncertainty, the National Executive Committee has assessed its potential impact on the association's finances and future operations.

The COVID-19 (Coronavirus) pandemic has developed rapidly in 2020, with a significant number of cases. Measures taken by the government to contain the virus have continued to affect all economic activity. At this stage, the impact on association's operations and financial position has not been significant and the National Executive Committee expects this to be the case for the foreseeable future. The association will continue to follow various government policies and advice related to the pandemic.

After making enquiries and reviewing association's available information, the National Executive Committee believes that there are no significant material uncertainties affecting the association's ability to continue as a going concern for the foreseeable future. The association therefore continues to adopt the going concern basis in preparing its financial statements.

**4. EMPLOYEES AND DIRECTORS**

The average number of employees during the year was NIL (2019 - NIL).

The members of the National Executive Committee are responsible for managing the affairs of the association. There are no salaries or benefits paid to the General Secretary or any other member of the National Executive Committee. The members of National Executive Committee are reimbursed for any expenditure incurred by them in the performance of their duties on behalf of the association.

**5. SURPLUS/(DEFICIT) BEFORE TAXATION**

The surplus (2019 - deficit) is stated after charging/(crediting):

	31/12/20	31/12/19
	£	£
Surplus on disposal of fixed assets	-	(612)
Auditors remuneration	<u>3,300</u>	<u>4,560</u>

**6. TAXATION**

**Analysis of the tax (credit)/charge**

The tax (credit)/charge on the surplus for the year was as follows:

	31/12/20	31/12/19
	£	£
Current tax:		
UK corporation tax	12	1,041
Under/(over) provision of tax	<u>(801)</u>	<u>-</u>
Total current tax	(789)	1,041
Deferred tax	<u>-</u>	<u>(989)</u>
Tax on surplus/(deficit)	<u>(789)</u>	<u>52</u>

**Sales Staff Association**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2020**

7.	<b>DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	31/12/20	31/12/19
		£	£
	Corporation tax recoverable	<u>810</u>	<u>-</u>
8.	<b>CASH AT BANK</b>	31/12/20	31/12/19
		£	£
	Bank current account	21,467	22,698
	Bank deposit account	<u>110,777</u>	<u>110,713</u>
		<u>132,244</u>	<u>133,411</u>
9.	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	31/12/20	31/12/19
		£	£
	Other creditors	300	600
	Corporation tax	12	1,041
	Accrued expenses	<u>4,503</u>	<u>6,171</u>
		<u>4,815</u>	<u>7,812</u>
10.	<b>RESERVES</b>		General
			fund
			£
	At 1 January 2020		125,599
	Surplus for the year		<u>2,640</u>
	At 31 December 2020		<u>128,239</u>
11.	<b>RELATED PARTY DISCLOSURES</b>		
	The National Executive Committee are members of the association as required by its Rules. Each member contributes a monthly £5 subscription under normal terms and conditions.		

**Sales Staff Association**  
**Detailed General Fund**  
**for the Year Ended 31 December 2020**

	31/12/20		31/12/19
	£	£	£
<b>Member subscriptions</b>		10,895	10,825
<b>Other income</b>			
Bank deposit interest		<u>64</u>	<u>228</u>
		10,959	11,053
<b>Expenditure</b>			
Post, stationery, advertising & other expenses	30		55
Hotels & subsistence	1,356		5,866
Members quiz & other prizes	-		25
Audit & accountancy	5,400		6,300
Legal fees	-		1,200
Professional fees	330		2,178
Member gifts	<u>1,930</u>		<u>1,995</u>
		<u>9,046</u>	<u>17,619</u>
		1,913	(6,566)
<b>Finance costs</b>			
Bank charges		<u>62</u>	<u>99</u>
		1,851	(6,665)
<b>Surplus/(Deficit) on disposal of fixed assets</b>			
Fixtures and fittings	-		(20)
Listed investment	<u>-</u>		<u>632</u>
		<u>-</u>	<u>612</u>
<b>NET SURPLUS/(DEFICIT)</b>		<u><u>1,851</u></u>	<u><u>(6,053)</u></u>

## 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	Dinesh H Karadia
Office held	Treasurer
Date	30-Jun-21