

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

Name of Trade Union:	FDA		
Year ended:	31 December 2020		
List no:	312T		
Head or Main Office address:	Centenary House		
	93-95 Borough High Street		
	London		
Postcode	SE1 1NL		
Website address (if available)	<a href="http://www.fda.org.uk">www.fda.org.uk</a>		
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:	Dave Penman		
Telephone Number:	020 7401 5555		
Contact name for queries regarding the completion of this return	Lynne Gravatt		
Telephone Number:	020 7401 5562		
E-mail:	Lynne@fda.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](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	8,360	149			8,509
Female	10,242	172			10,414
Other	218	2			220
<b>Total</b>	18,820	323			A 19,143

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

13,277
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Number of members included in totals box 'A' above for whom no home or authorised address is held:

100
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## 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
President	Fiona Eadie	Vicky Johnson	01 June 2020
Vice-President	Vicky Johnson	Margaret Haig	01 June 2020

State whether the union is:

a. A branch of another trade union?

Yes	
-----	--

No		<b>X</b>
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If yes, state the name of that other union:

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b. A federation of trade unions?

Yes	
-----	--

No		<b>X</b>
----	--	----------

If yes, state the number of affiliated unions:

--

and names:

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## Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
<b>Federation and other bodies</b>	
Recharges to security services	146,453
<b>Total federation and other bodies</b>	
	<b>146,453</b>
<b>Any Other Sources</b>	
Income from Advertising in PSM	15
Room hire	160
Executive reps scheme	5,334
<b>Total other sources</b>	
	<b>5,509</b>
<b>Total of all other income</b>	
	<b>151,962</b>

## Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		<b>brought forward</b>	357,756
Legal Fees	357,756	Advisory Services	
Representation – Non Employment Related Issues		Other Cash Payments	
Communications		Education and Training services	
Dispute Benefits		Negotiated Discount Services	
		Other Benefits and Grants (specify)	
<b>carried forward</b>	357,756	<b>Total (should agree with figure in General Fund)</b>	357,756

(See notes 21 and 23)

Fund 2		Fund Account	
Name:	Section and Branch Funds	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Net increase in year		171,124
		<b>Total other income as specified</b>	171,124
		<b>Total Income</b>	171,124
		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>	171,124
		<b>Amount of fund at beginning of year</b>	1,263,962
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	1,435,086
		<b>Number of members contributing at end of year</b>	

Fund 3		Fund Account	
Name:	Joint Venture Fund	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Share of Joint Venture Surplus		195,866
		<b>Total other income as specified</b>	195,866
		<b>Total Income</b>	195,866
		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>	195,866
		<b>Amount of fund at beginning of year</b>	3,355,306
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	3,551,172
		<b>Number of members contributing at end of year</b>	



(See notes 21 and 23)

Fund 4		Fund Account	
Name:	Pension Deficit	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Increase in deficit		-2,542,000
	<b>Total other income as specified</b>		-2,542,000
	<b>Total Income</b>		-2,542,000
	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>		-2,542,000
	<b>Amount of fund at beginning of year</b>		-1,198,000
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		-3,740,000
	<b>Number of members contributing at end of year</b>		

Fund 5		Fund Account	
Name:	Fair Value Reserve	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Change in fair value of investments		17,874
	<b>Total other income as specified</b>		17,874
	<b>Total Income</b>		17,874
	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>		17,874
	<b>Amount of fund at beginning of year</b>		120,643
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		138,517
	<b>Number of members contributing at end of year</b>		

(See notes 21 and 23)

Fund 6		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 7		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 8		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 9		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>		

## 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>		
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	<b>Income</b>		
	Members contributions and levies		
	Investment income (as at page 12)		
Other income (specify)			
	Total other income as specified		
	Total income		

**Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period**

<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</b>	<b>To be completed by trade unions which act as components of a central trade union</b>		
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<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	















**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		1,769,102
Salaries and Wages included in above	1,473,689	
Auditors' fees		8,767
Legal and Professional fees		58,419
Occupancy costs		270,155
Stationery, printing, postage, telephone, etc.		159,503
Expenses of Executive Committee (Head Office)		128,032
Expenses of conferences		7,523
Other administrative expenses (specify)		
PSM Production Costs		21,781
Member Products		29,401
Bank charges and subscription collection costs		10,232
<b>Other Outgoings</b>		
Mortgage and Loan Interest		92,724
Depreciation		189,849
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Section rebates		415,917
tretert		
<b>Total</b>		3,161,405
Charged to:	General Fund (Page 3)	3,161,405
	Section and Branch Funds	
	Joint Venture Fund	
	Pension Deficit	
	Fair Value Reserve	
<b>Total</b>		3,161,405



# 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)			9,016
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
Dividends			
			9,016
		Total investment income	9,016
		Credited to:	
		General Fund (Page 3)	9,016
		Section and Branch Funds	
		Joint Venture Fund	
		Pension Deficit	
		Fair Value Reserve	
		Political Fund	
		Total Investment Funds	9,016



## 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	8,047,534		544,117			8,591,651
Additions	271,287		24,559			295,846
Disposals						
Revaluation/Transfers						
At end of year	8,318,821		568,676			8,887,497
<b>Accumulated Depreciation</b>						
At start of year	138,092		271,887			409,979
Charges for year	68,178		121,671			189,849
Disposals						
Revaluation/Transfers						
At end of year	206,270		393,558			599,828
<b>Net book value at end of year</b>	8,112,551		175,118			8,287,669
<b>Net book value at end of previous year</b>	7,909,442		272,230			8,181,672



# Analysis of investments

(see notes 58 and 59)

<b>Quoted</b>	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Aberdeen Multi Manager Fund	1,046,609	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
<b>Total quoted (as Balance Sheet)</b>	<b>1,046,609</b>	
Market Value of Quoted Investment		
<b>Unquoted</b>		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Unity Trust	20,500	
Other unquoted investments (to be specified)		
<b>Total unquoted (as Balance Sheet)</b>	<b>20,500</b>	
Market Value of Unquoted Investments		



# Summary sheet

(see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
<b>Income</b>			
From Members	3,504,424		3,504,424
From Investments	9,016		9,016
Other Income (including increases by revaluation of assets)	-2,005,174		-2,005,174
<b>Total Income</b>	1,508,266		1,508,266
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	3,519,161		3,519,161
<b>Funds at beginning of year</b> (including reserves)	5,181,235		5,181,235
<b>Funds at end of year</b> (including reserves)	3,170,340		3,170,340
<b>Assets</b>			
Fixed Assets			8,287,669
Investment Assets			1,067,109
Other Assets			2,109,735
		<b>Total Assets</b>	11,464,513
<b>Liabilities</b>		<b>Total Liabilities</b>	8,294,173
<b>Net Assets (Total Assets less Total Liabilities)</b>			3,170,340

# Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>Income</b>			
From Members			
From Investments			
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>			
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>			
<b>Funds at beginning of year</b> (including reserves)			
<b>Funds at end of year</b> (including reserves)			
<b>Assets</b>			
Fixed Assets			
Investment Assets			
Other Assets			
		<b>Total Assets</b>	
<b>Liabilities</b>		<b>Total Liabilities</b>	
<b>Net Assets (Total Assets less Total Liabilities)</b>			

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

(see notes 74 to 80)

<b>Did the union hold any ballots in respect of industrial action during the return period?</b>	<b>No</b>
If Yes How many ballots were held: <input style="width: 50px;" 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 style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<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 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"/>
<b>Ballot 2</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<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 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"/>
<b>Ballot 3</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> <sup>3</sup>
	<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 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**

**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 attached accounts

# Accounting policies



(see notes 84 and 85)

Please see attached accounts

## Signatures to the annual return

(see notes 86 & 87)

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

Secretary's Signature: 	Chairman's Signature: 
Name: Dave Penman	Name: Vicky Johnson
Date: 29 June 2021	Date: 29 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	<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	<input checked="" type="checkbox"/>	To follow	
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)

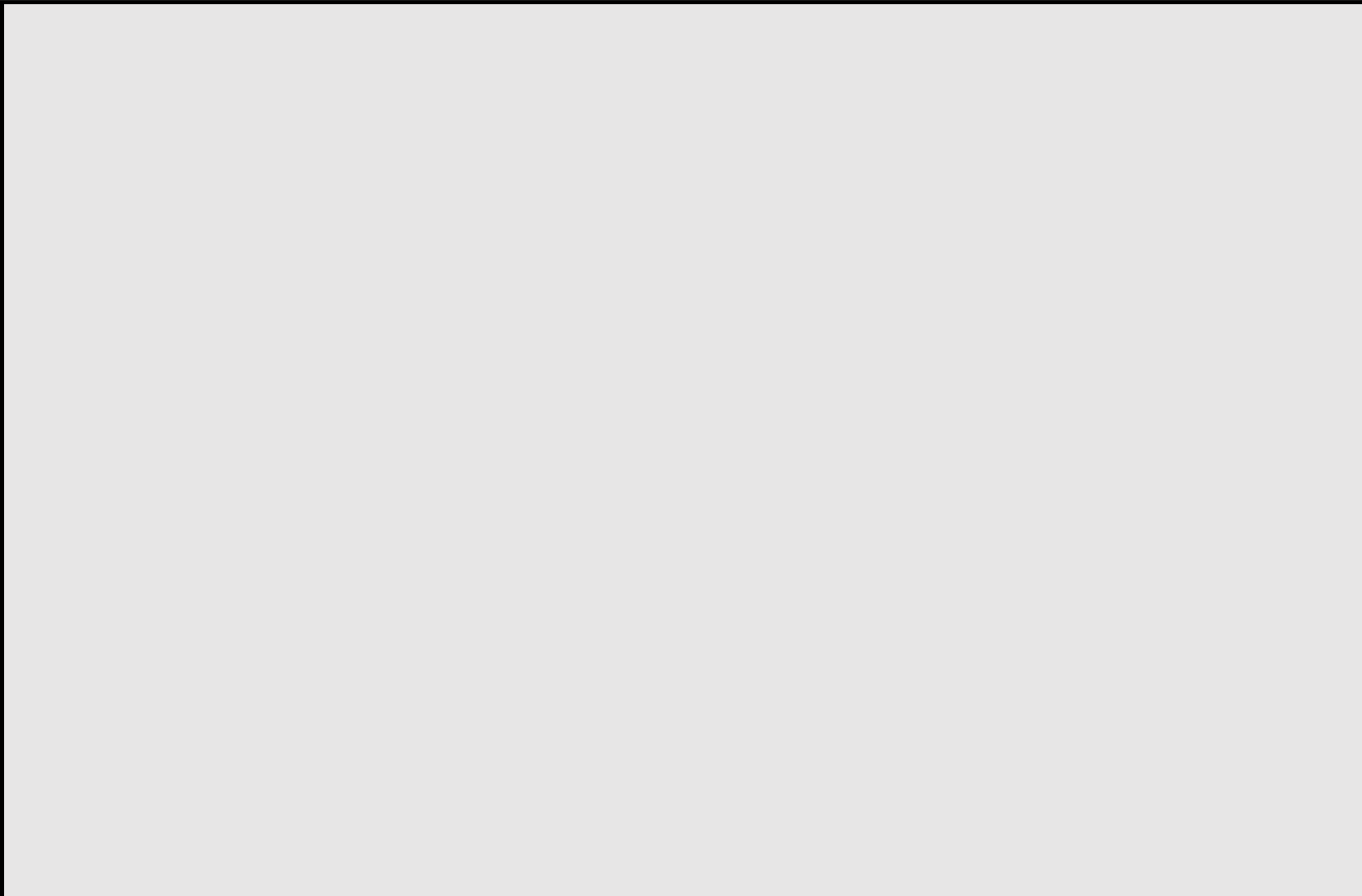
Please explain in your report overleaf or attached

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)**



Signature(s) of auditor or auditors:

*Civvals Ltd*



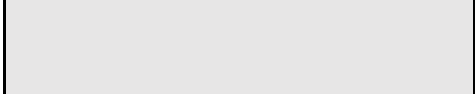
Name(s):

CIVVALS LIMITED



Profession(s) or Calling(s):

CHARTERED ACCOUNTANTS AND REGISTEREDE AUDITORS



Address(es):

50 SEYMOUR STREET

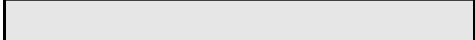


LONDON



Postcode

W1H 7JG



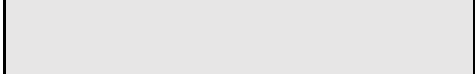
Date

29/06/2021



Contact name for inquiries and telephone number:

M TULLETT - 0207 258 3461



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

## Membership audit certificate

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

(See notes 97 to 103)

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

**Yes**

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	<i>Mark Tullett</i>
Name	MARK TULLETT on behalf of Civvals Limited
Address	50 SEYMOUR STREET, LONDON, W1H 7JG
Date	29/06/2021
Contact name and telephone number	M TULLETT - 0207 258 3461

## 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	



# CIVVALS

Chartered Accountants  
Registered Auditors

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2020  
FOR  
FDA**

50 Seymour Street  
London W1H 7JG  
Telephone 020 7258 3461  
Fax 020 7262 2757  
e-mail [enquiries@civvals.co.uk](mailto:enquiries@civvals.co.uk)  
[www.civvals.co.uk](http://www.civvals.co.uk)



**FDA**

**CONTENTS OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**FDA**

**GENERAL INFORMATION**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**EXECUTIVE COMMITTEE**

Fiona Eddie	President (up to 31 May 2020)
Vicki Johnson	President (from 1 Jun 2020)
Tony Wallace	Vice President
Vicki Johnson	Vice President (to 31 May 2020)
Margaret Haig	Vice President (from 1 June 2020)
Mike Buckley	Honorary Treasurer

**GENERAL SECRETARY**

Dave Penman

**ADDRESS**

Centenary House  
93 - 95 Borough High Street  
London  
SE1 1NL

**AUDITORS**

Civvals Limited  
50 Seymour Street  
London  
W1H 7JG

FDA

**STATEMENT OF COMPREHENSIVE INCOME**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

		2020		2019	
<u>Notes</u>	£	£	£	£	£
<b><u>INCOME</u></b>					
Members' Subscriptions			3,504,424		3,162,789
Affiliated Associations Subscriptions			146,453		133,918
Bank Interest received		-		-	
Dividends and Other Interest Received		9,016		10,720	
		9,016		10,720	
<u>Less: Corporation Tax on dividends &amp; other interest</u>		-		(47)	
			9,016		10,673
Miscellaneous Receipts:					
- PSM			15		1,999
- Income from Diaries			-		-
- Other			160		-
- Executive Reps Scheme			5,334		5,402
			3,665,402		3,314,781
<b><u>EXPENSES</u></b>					
Branch Expenses		4,650		11,764	
Section Rebates and Additional Support		415,917		377,014	
Employment expenses		1,473,689		1,449,732	
Pension Contributions		295,413		306,666	
Printing & Stationery		9,830		13,098	
Advertising, Information & Publications		29,198		51,056	
Postage & Delivery		8,557		12,084	
Communications, including Website costs		82,700		40,360	
Meetings & Hospitality inc. associated Travel & Subsistence		28,540		119,500	
Recruitment Initiatives incl. Fast Stream Annual Event		34,855		97,832	
Affiliation & Membership Fees		58,686		57,155	
Audit Fee		8,767		6,062	
Legal & Professional Fees		357,756		203,819	
Pension scheme administration costs		58,419		59,257	
Honoraria, Gifts & Donations		1,301		1,293	
Campaign and Ballot Fund		12,424		77,521	
Delegate Conference		7,523		32,724	
Depreciation		189,849		136,541	
Office Rent, Rates & Services		173,553		267,146	
Repairs and Maintenance		32,253		-	
Property insurance		13,346		24,202	
PSM Production Costs		21,781		63,699	
Member Products		16,417		16,226	
Equipment Hire, Leasing & Maintenance		16,794		13,289	
Computer Costs		51,003		34,524	
Bank Charges & Subscription Collection Costs		10,232		11,399	
Annual Membership Cards		12,984		2,539	
Mortgage Interest and similar charges		92,724		112,153	
Sundry expenses		-		-	
			3,519,161		3,598,655
<b><u>SURPLUS / (DEFICIT) OF INCOME OVER EXPENDITURE</u></b>			146,241		(283,874)
<u>Add: Profit / (Loss) on sale of Investments</u>		-		76,795	
<u>Less: Corporation Tax thereon</u>		-		(11,386)	
			-		65,409
<b><u>NET OPERATIONAL FUND SURPLUS / (DEFICIT)</u></b>			146,241		(218,465)
<b><u>OTHER INCOME</u></b>					
Sections and branches fund surplus	3		171,124		71,621
Distribution from Managers in Partnership	4		195,866		210,280
Change in Fair value of investments	6	22,066		73,078	
Add: Deferred Tax movement thereon		(4,192)		3,666	
			17,874		76,744
<b><u>NET INCOME FOR THE YEAR</u></b>			531,105		140,180
Actuarial gain/ (loss) on pension scheme	5		(2,542,000)		(223,000)
<b><u>TOTAL (DEFICIT) FOR THE YEAR</u></b>			(2,010,895)		(82,820)
<b><u>RESERVES BROUGHT FORWARD</u></b>			5,181,235		5,264,055
<b><u>RESERVES CARRIED FORWARD</u></b>			3,170,340		5,181,235

**FDA**

**STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2019**

		2020		2019	
	Notes	£	£	£	£
<b>TOTAL ACCUMULATED FUND</b>	2		<u>3,170,340</u>		<u>5,181,235</u>
<b><u>REPRESENTED BY:</u></b>					
<b>INVESTMENTS</b>	6		1,067,109		1,036,342
<b>FIXED ASSETS</b>	7		8,287,669		8,181,672
			<u>9,354,778</u>		<u>9,218,014</u>
<b>CURRENT ASSETS</b>					
Section and Branch Funds	3	1,435,086		1,263,962	
Debtors & Prepayments	8	549,491		591,368	
Cash on Deposit, at Bank and in Hand		125,158		426,499	
			<u>2,109,735</u>		<u>2,281,829</u>
<b>LESS: CURRENT LIABILITIES</b>					
Creditors due within one year	9	900,347		1,235,420	
<b>NET CURRENT ASSETS</b>			<u>1,209,388</u>		<u>1,046,409</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>10,584,166</u>		<u>10,264,423</u>
Creditors due after more than one year	10		(3,621,335)		(3,856,889)
<b>DEFERRED TAX LIABILITY</b>			(32,491)		(28,299)
<b>NET ASSETS EXCLUDING PENSION LIABILITY</b>			<u>6,910,340</u>		<u>6,379,235</u>
<b>PENSION LIABILITY</b>	5		(3,740,000)		(1,198,000)
<b>NET ASSETS INCLUDING PENSION LIABILITY</b>			<u>3,170,340</u>		<u>5,181,235</u>

Approved by:

.....*Vicky Johnson*.....

*V Johnson- President, Executive Committee*

5 May 2021

**FDA**

**RESPONSIBILITY FOR FINANCIAL STATEMENTS**

The Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 1999 requires the FDA to prepare financial statements for each financial year which give a true and fair view. In preparing these financials statements the FDA is required to:

- keep proper accounting records in respect of the transactions and the assets and liabilities of the Union;
- establish and maintain a satisfactory system of control of the Union's accounting records, cash holding and all receipts and remittances;
- ensure that such records are maintained so as to give a true and fair view of the state of affairs of the Union and to explain its transactions;
- prepare an annual return for the Certification Officer giving a true and fair view of the Revenue Account and Balance Sheet; and
- provide members with a statement of income and expenditure for the year.

The maintenance and integrity of the FDA website is the responsibility of the FDA's officers. The work carried out by the auditors does not involve the consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred in the accounts since they were initially presented on the website.

.....*Vicky Johnson*..... *V Johnson - President, Executive Committee*

5 May 2021

## FDA

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 DECEMBER 2020

##### 1. ACCOUNTING POLICIES

(a) The financial statements of the Union have been prepared in accordance with Financial Reporting Standard 102 Section 1A applicable in the United Kingdom and Republic of Ireland and the Trade Union and Labour Relations Act 1992.

(b) The financial statements are presented in sterling which is also the functional currency of the Union

(c) FDA prepares its accounts using the historical cost convention with the exception of:

- Listed investment stated at fair value
- Pension scheme is based on actuarial assumptions

(d) These accounts have been prepared on a going concern basis as the officers' have a reasonable expectation that the Union has adequate resources to continue for the foreseeable future.

So far the Covid pandemic has not had a detrimental impact on the Union's finances as a result of increased membership and cost savings due to changes in the ways of working practices. However, the Union's net assets after pension liability has decreased compared to last year due to the increase in the defined benefit pension liability from £1.2m to £3.7m. The main increase in the pension liability reflects changes in assumptions used to measure these liabilities. In addition, upcoming changes to funding legislation could significantly increase the level of the Union contributions required when the next triennial funding valuation is due in April 2022.

Taking into account the above, the Executive Committee Members consider that the Union will be well placed to meet all the liabilities and obligations falling due within the next twelve months.

(e) Subscription income is accounted for on a receivable basis for the current year.

(f) Expenditure is accounted for on an accruals basis. Any amounts of irrecoverable VAT are added to expenditure incurred.

(g) Funds held by sections and branches have been incorporated in the financial statements based upon the latest reported information.

(h) Depreciation is provided at rates estimated to reduce book value to realisable value on disposal. The rates used are as follows:

Office furniture & equipment	33 1/3% straight line
Website development costs	33 1/3% straight line
Computer hardware & software	33 1/3% straight line
Freehold property	1% straight line on cost attributable to the building

(i) Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight line over the period of the lease.

(j) The share of net income arising from its sections and the joint venture with Managers in Partnership is accounted for in the statement of comprehensive income.

(k) Under FRS 102 1A provisions, deferred tax has been provided on the potential tax liability on the future disposal of the listed investments at fair value.

(l) FDA operates a defined benefit pension scheme. The disclosures required to be made under the provisions of FRS 102 are made in note 5. The net actuarial gains or losses are shown separately below net income / expenditure for the year. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent currency and term to the scheme liabilities. Full actuarial valuations are obtained every three years and are updated at each balance sheet date. The resulting benefit scheme liability is shown separately on the face of the balance sheet.

(m) Judgements and estimates are incorporated where required in applying the Union's accounting policies and which may have a significant effect on the amounts included in the financial statements. The main areas were:

- Contingent liabilities – the inclusion of provisions for potential liabilities where there is an element of uncertainty in the outcomes of the cases
- Pension Scheme – the actuarial assumptions used in calculating scheme

**FDA**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**2. ACCUMULATED FUND**

	<b>FDA Operational Fund Reserve</b>	<b>Section &amp; Branch Fund Reserve</b>	<b>MIP Fund Reserve</b>	<b>Pension Deficit</b>	<b>Fair Value Reserve</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance at beginning of the year	1,639,324	1,263,962	3,355,306	(1,198,000)	120,643	5,181,235
Surplus/ (Deficit) for the year	146,241	171,124	195,866	(2,542,000)	17,874	(2,010,895)
Balance at end of year	<u>1,785,565</u>	<u>1,435,086</u>	<u>3,551,172</u>	<u>(3,740,000)</u>	<u>138,517</u>	<u>3,170,340</u>

**3. SECTION AND BRANCH FUNDS**

	<b>At start of year £</b>	<b>Surplus/ (Deficit) £</b>	<b>At end of year £</b>
Crown Prosecution Service	196,397	68,313	264,710
Northern Ireland Senior Officers	22,518	11,106	33,624
OFSTED	278,111	8,014	286,125
HMI Wales	47,338	385	47,723
HMI Scotland	37,174	11,353	48,527
Procurators Fiscal Society	83,858	23,851	107,709
DSA	595,687	48,102	643,789
Land Registry	2,879	0	2,879
	<u>1,263,962</u>	<u>171,124</u>	<u>1,435,086</u>

**4. JOINT VENTURE**

In 2005 the FDA entered into a joint venture with UNISON, known as Managers in Partnership. The partnership provides support for senior managers within the health service.

	<b>2020 £</b>	<b>2019 £</b>
Accumulated surplus at beginning of year	3,355,306	3,145,026
Half share of surplus retained for the year	195,866	210,280
Accumulated surplus at end of year	<u>3,551,172</u>	<u>3,355,306</u>

There was an amount due to the joint venture partner at 31 December 2020 of £97,334 (2019- £546,595).

FDA

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**5. PENSION LIABILITY**

As at 31 December 2020 the FDA operated a pension scheme known as The FDA Retirement Benefits Scheme. The Scheme is a defined benefit scheme and is open to new entrants. A full actuarial valuation was carried out by a qualified independent actuary as at 1 April 2018. That valuation has been projected forward by the actuary to the accounting date on a basis compliant with FRS 102 in order to assess the liabilities of the scheme. Scheme assets are stated at their fair values at the respective balance sheet dates.

The Scheme is governed by the Trustees, who are responsible for ensuring that there are sufficient funds to meet current and future obligations. Responsibility for governance of the Scheme, including setting contribution rates, lies jointly with the FDA and the Trustees.

At the last triennial funding valuation, the Scheme's assets were greater than the value of the Technical Provisions and as such, no Recovery Plan was required. FDA agreed to pay regular contributions into the Scheme based on a percentage of active employees' salaries in respect of the accrual of future service benefits. The Scheme's assets are held in a separate fund from FDA's assets.

The amount and timings of future payments under the current schedule of contributions are as follows:

- 5.7% p.a. of Pensionable salaries paid by active members of the Scheme;
- 24.4% p.a. of Pensionable Salaries for the FDA until 31 March 2020 and 24.9% p.a. of Pensionable Salaries from 1 April 2020, in respect of accrual of future service benefits, which include an allowance for expenses and life assurance premiums.

The key FRS 102 assumptions used by the actuary were:

	2020	2019
Discount rate	1.45%	2.10%
Rate of increase in salaries	2.65%	2.40%
Rate of revaluation of CARE benefits	2.15%	1.90%
Rate of revaluation of non-CARE benefits - active members	2.65%	2.40%
Rate of revaluation of non-CARE benefits - deferred members	2.15%	1.90%
Rate of increase in pensions in payment - pre 1.1.97 service	2.60%	2.90%
Rate of increase in pensions in payment - post 1.1.97 service	2.15%	1.90%
RPI Inflation assumption	2.60%	2.90%
CPI Inflation assumption	2.15%	1.90%

The financial assumptions have been set by the Executive Committee of the FDA, having taken appropriate advice, and has been determined by reference to market yields at the accounting date as required under the standard. The Actuary considers that the assumptions detailed above are within the acceptable range under the requirements of FRS102.

**Mortality assumptions:**

The mortality assumptions are based on standard mortality tables which allow for future mortality improvements. The assumptions are that a current pensioner now aged 60 will live on average 27.8 years if male and 28.9 years if female and that a future pensioner now aged 40 will live on average 29.2 years if male and 30.4 years if female.

The assets in the scheme and the expected rate of return as at 31 December 2020 were:

	2020	2019
	Value £	Value £
Equities	8,740,000	7,906,000
Multi-Asset Funds	3,195,000	3,062,000
Fixed Interest Gilts	-	-
Index Linked Gilts	2,448,000	2,236,000
Corporate Bonds	880,000	834,000
Cash	73,000	57,000
Total market value of assets	<u>15,336,000</u>	<u>14,095,000</u>
Present value of scheme liabilities	19,076,000	15,293,000
Deficit in scheme	<u>(3,740,000)</u>	<u>(1,198,000)</u>



**FDA**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**5. PENSION LIABILITY (continued)**

The movement in the deficit during the year was as follows:

	<b>£</b>	<b>£</b>
Deficit in scheme at beginning of year		(1,198,000)
Movement in year:		
Current employer service cost	(470,000)	
Administration expenses	(45,000)	
Contributions	345,000	
	(170,000)	(170,000)
Net return:		
Expected return on pension scheme assets	1,080,000	
Interest on pension scheme liabilities	(21,000)	
	1,059,000	1,059,000
Actuarial gain:		
Experience gains/losses arising on scheme liabilities	(21,000)	
Changes in assumptions underlying the present value of the scheme liabilities	(3,410,000)	
	(3,431,000)	(3,431,000)
Deficit in scheme at end of year		(3,740,000)

**History of experience gains and losses (£'000's)**

	Year ended 31 December				
	2020	2019	2018	2017	2016
Present value of scheme liabilities	19,076	15,293	14,812	14,852	11,446
Fair value of scheme assets	(15,336)	(14,095)	(12,486)	(11,469)	(9,789)
Deficit in the scheme	3,740	1,198	2,326	3,383	1,657
Experience gains and (losses) arising on scheme liabilities:					
Amount	(21)	608	93	395	162
Percentage of scheme liabilities	(0.1%)	4.0%	0.6%	2.7%	1.4%
Experience gains and (losses) arising on scheme assets:					
Amount	1,080	(870)	745	1,269	(74)
Percentage of scheme assets	7.0%	(6.2%)	6.0%	11.1%	(0.8%)

**FDA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**6. INVESTMENTS**

	Listed investments £	Unlisted investments £	TOTAL £
At the beginning of the year	1,015,842	20,500	1,036,342
Additions	8,701	-	8,701
Revaluation to fair value	22,066	-	22,066
At the end of the year	1,046,609	20,500	1,067,109

The above investments were held as follows:

Holding Description	Cost £	Market Value £
688,287 Aberdeen Multi-Manager Diversity Fund CL A	319,891	1,046,609
10,500 Unity Trust Plc	20,500	20,500
	340,391	1,067,109

**7. FIXED ASSETS**

	Freehold Property £	Office Furniture & Equipment £	Computer Hardware & Software £	Website £	TOTAL £
<b>COST</b>					
At beginning of the year	8,047,534	188,852	178,751	176,514	8,591,651
Additions	271,287	10,665	13,894		295,846
At end of the year	8,318,821	199,517	192,645	176,514	8,887,497
<b>DEPRECIATION</b>					
At beginning of the year	138,092	30,043	79,035	162,809	409,979
Charge for the year	68,178	64,802	45,349	11,520	189,849
At end of the year	206,270	94,845	124,384	174,329	599,828
<b>NET BOOK VALUES</b>					
At end of the year	8,112,551	104,672	68,261	2,185	8,287,669
At beginning of the year	7,909,442	158,809	99,716	13,705	8,181,672

**FDA**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

<b>8. <u>DEBTORS &amp; PREPAYMENTS</u></b>	<b>2020</b>	<b>2019</b>
	£	£
Subscriptions Receivable	382,481	343,562
Other Debtors	83,659	178,350
Prepayments	83,351	69,456
	<u>549,491</u>	<u>591,368</u>
<b>9. <u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u></b>	<b>2020</b>	<b>2019</b>
	£	£
Amounts due on Joint Venture	97,334	546,595
Corporation Tax	-	12,069
Other taxes & Social Security	57,167	46,029
Other Creditors	208,384	173,344
Bank loan	215,248	180,857
Accruals	322,214	276,526
	<u>900,347</u>	<u>1,235,420</u>
<b>10. <u>CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</u></b>	<b>2020</b>	<b>2019</b>
	£	£
Bank loan repayable more than 5 years by instalments	<u>3,621,335</u>	<u>3,856,889</u>

The bank loan is secured by a first charge on the freehold property held by FDA.

**11. LEASING COMMITMENTS**

At the year end FDA does not have any long term lease commitments.

**12. CONTINGENT LIABILITIES**

The Union is involved in ongoing legal cases on behalf of its members, the outcomes of which are inevitably uncertain. Provision has been made for the estimated unbilled costs where the Union considers that they may not be totally recovered.

**13. POST BALANCE SHEET EVENTS**

The Executive Committee do not consider that the current COVID 19 situation will adversely impact the Union as its members are civil servants working for the government and are classed as key workers. The Union is able to operate and carry on its functions remotely under any possible restrictions put in place by the government. Based on this the Executive Committee have determined this situation to be a non-adjusting subsequent event.

## **REPORT OF THE AUDITORS TO THE MEMBERS OF THE FDA**

### **Opinion**

We have audited the financial statements of FDA for the year ended 31 December 2020 which comprise the Statement of Comprehensive Income, the Statement of Financial Position 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 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 FDA's affairs as at 31 December 2020 and of its transactions 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 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 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 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 FDA'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 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 conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the union to cease to continue as a going concern.

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

### **Other information**

The officers of the Union are responsible for the other information. The other information comprises the information included in the annual 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 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.

## **REPORT OF THE AUDITORS TO THE MEMBERS OF THE FDA**

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Trades Union and Labour Relations Act 1992 requires us to report to you if, in our opinion:

- proper accounting records have not been kept;
- a satisfactory system of control over its accounting records, cash holdings and receipts and remittances has not been maintained; or
- the financial statements are not in agreement with the accounting records and returns.
- 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' Responsibility (set out on page 4), 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 determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

We have been appointed as auditor under section 33 of the Trade Union and Labour Relations Act 1992 and report in accordance with section 36 of that Act.

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 identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our sector experience through discussion with the Officers and other management (as required by auditing standards).
- We had regard to laws and regulations in areas that directly affect the financial statements including financial reporting (including related trade union legislation) and taxation legislation. We considered that extent of compliance with those laws and regulations as part of our procedures on the related financial statement items.
- With the exception of any known or possible non-compliance, and as required by auditing standards, our work in respect of these was limited to enquiry of the Officers.

## REPORT OF THE AUDITORS TO THE MEMBERS OF THE FDA

- We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.
- We addressed the risk of fraud through management override of controls, by testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

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 Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to union's members as a body. Our work has been undertaken so that we might state to union's members 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 and the union's members as a body, for our audit work, or for the opinion we have formed.

*Civals Ltd*  
**CIVALS LIMITED**  
Statutory Auditors  
& Chartered Accountants

50 Seymour Street  
London  
W1H 7JG

5 May 2021

**FDA**

**SCHEDULE OF AFFILIATIONS AND MEMBERSHIPS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

Trades Union Congress

Scottish Trades Union Congress

Wales Trades Union Congress

Irish Congress of Trade Unions

Public Services International

European Federation of Public Service Unions

Liberty

Maternity Action

Civil Service Pensioners Alliance

National Pensioners Convention

Campaign for Freedom of Information

HOPE not Hate

The Fawcett Society

The Living Wage Foundation

Unions 21