

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

|  |   |                          |    |                                     |                          |
|--|---|--------------------------|----|-------------------------------------|--------------------------|
| Name of Trade Union:   | Solidarity  |                          |    |                                     |                          |
| Year ended:  | 31 December 2020  |                          |    |                                     |                          |
| List no:   | 5789T   |                          |    |                                     |                          |
| Head or Main Office address:   | Room 407  |                          |    |                                     |                          |
|  | 12 South Bridge   |                          |    |                                     |                          |
|  | Edinburgh   |                          |    |                                     |                          |
|  |   |                          |    |                                     |                          |
|  |   |                          |    |                                     |                          |
| Postcode   | EH1 1DD   |                          |    |                                     |                          |
| Website address (if available)                                       | <a href="http://www.solidaritytradeunion.org">http://www.solidaritytradeunion.org</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:   | Patrick Harrington  |                          |    |                                     |                          |
| Telephone Number:  | 7944868858  |                          |    |                                     |                          |
| Contact name for queries regarding the completion of this return     | Patrick Harrington  |                          |    |                                     |                          |
| Telephone Number:  | 7944968858  |                          |    |                                     |                          |
| E-mail:  | solidaritygb@aol.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<br>(including Channel Islands) | Totals |
| Male         | 111                                      | 3                |                |   | 114    |
| Female       | 83                                       |                  |                |   | 83     |
| Other        | 1  |                  |                |   | 1      |
| <b>Total</b> | 195                                      | 3                |                |   | A 198  |

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

198

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 |
|---------------|--|---------------------------|----------------|
|               |  |                           |                |
|               |  |                           |                |
|               |  |                           |                |
|               |  |                           |                |
|               |  |                           |                |
|               |  |                           |                |

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

n/a

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

n/a

and names:



# General Fund

(see notes 13 to 18)

|  | £     | £      |
|--|-------|--------|
| <b>Income</b>  |       |        |
| <b>From Members:</b> Contributions and Subscriptions     |       | 16,284 |
| <b>From Members:</b> Other income from members (specify) |       |        |
| Donations  |       | 61     |
| <b>Total other income from members</b>                   |       | 61     |
| <b>Total of all income from members</b>                  |       | 16,345 |
| <b>Investment income (as at page 12)</b>                 |       | 0      |
| <b>Other Income</b>                                      |       |        |
| Income from Federations and other bodies (as at page 4)  |       |        |
| Income from any other sources (as at page 4)             | 2,708 |        |
| <b>Total of other income (as at page 4)</b>              |       | 2,708  |
| <b>Total income</b>                                      |       | 19,053 |
| <b>Interfund Transfers IN</b>                            |       |        |
| <b>Expenditure</b>                                       |       |        |
| Benefits to members (as at page 5)                       |       |        |
| Administrative expenses (as at page 10)                  |       | 19,130 |
| <b>Federation and other bodies (specify)</b>             |       |        |
| <b>Total expenditure Federation and other bodies</b>     |       |        |
| <b>Taxation</b>  |       |        |
| <b>Total expenditure</b>                                 |       | 19,130 |
| <b>Interfund Transfers OUT</b>                           |       |        |
| Surplus (deficit) for year                               |       | -77    |
| Amount of general fund at beginning of year              |       | -1,191 |
| Amount of general fund at end of year                    |       | -1,268 |

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

(see notes 19 and 20)

| Description                              | £            |
|--|--------------|
| <b>Federation and other bodies</b>       |              |
|  |              |
| <b>Total federation and other bodies</b> |              |
| <b>Any Other Sources</b>                 |              |
| Fees                                     | 2,708        |
|  |              |
|  |              |
| <b>Total other sources</b>               | <b>2,708</b> |
| <b>Total of all other income</b>         | <b>2,708</b> |

# Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

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

(See notes 21 and 23)

| <b>Fund 2</b>      |   | <b>Fund Account</b>   |                          |  |
|--------------------|---|---|--------------------------|--|
| <b>Name:</b>       |   | <b>£</b>  | <b>£</b>                 |  |
| <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>        |                          |  |

| <b>Fund 3</b>      |   | <b>Fund Account</b>   |                          |  |
|--------------------|---|---|--------------------------|--|
| <b>Name:</b>       |   | <b>£</b>  | <b>£</b>                 |  |
| <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:   |   | £            | £ |
| <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 5  |   | 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 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> |  |
|                                 | <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 |  |

**Political fund account 2 To be completed by trade unions which act as components of a central trade union**

|                    |   |   |  |
|--------------------|---|---|--|
| <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.

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party

| Name of political party in relation to which money was expended | Total amount spent during the period<br>£ |
|---|---|
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
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|   |   |
|   |   |
|   |   |
|   |   |
| <b>Total</b>  |   |



### Political fund account expenditure (c)

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

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

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

| Title and Date of election | Name of political party/organisation | Name of candidate, organisation or political party (see 33(iii)) | £ |
|----------------------------|--------------------------------------|--|---|
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
|                            |                                      |  |   |
| <b>Total</b>               |                                      |  |   |

**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 (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 | £ |
|--|---|
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
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|  |   |

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             |                       | 8,659  |
| Salaries and Wages included in above           | 8,129                 |        |
| Auditors' fees                                 |                       | 695    |
| Legal and Professional fees                    |                       | 3,480  |
| Occupancy costs                                |                       |        |
| Stationery, printing, postage, telephone, etc. |                       | 2,558  |
| Expenses of Executive Committee (Head Office)  |                       |        |
| Expenses of conferences                        |                       |        |
| Other administrative expenses (specify)        |                       |        |
| Bank Charge                                    |                       | 7      |
| PPE  |                       | 16     |
| Pension Contributions                          |                       | 1,540  |
| <b>Other Outgoings</b>                         |                       |        |
| Accommodation                                  |                       | 33     |
| Education                                      |                       | 87     |
| Membership Fees Administration                 |                       | 174    |
| Subsistence                                    |                       | 153    |
| Travel   |                       | 1,727  |
| Outgoings on land and buildings (specify)      |                       |        |
| Other outgoings (specify)                      |                       |        |
| tretert  |                       |        |
| <b>Total</b>                                   |                       | 19,130 |
| Charged to:                                    | General Fund (Page 3) | 19,130 |
| <b>Total</b>                                   |                       | 19,130 |

## Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

| Office held       | Gross Salary | Employers<br>N.I.<br>contributions | Benefits                 |                |       | Total  |
|-------------------|--------------|------------------------------------|--------------------------|----------------|-------|--------|
|                   |              |                                    | Pension<br>Contributions | Other Benefits |       |        |
|                   |              |                                    |                          | Description    | Value |        |
|                   | £            | £                                  | £                        | £              | £     | £      |
| General Secretary | 8,129        |                                    | 1,540                    | Bonus          | 530   | 10,199 |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |
|                   |              |                                    |                          |                |       |        |





# Fixed assets account

(see notes 53 to 57)

|   | Land and Buildings |                | Furniture<br>and<br>Equipment<br>£ | Motor<br>Vehicles<br>£ | Not used for<br>union<br>business<br>£ | Total<br>£ |
|---|--------------------|----------------|------------------------------------|------------------------|--|------------|
|   | Freehold<br>£      | Leasehold<br>£ |                                    |                        |  |            |
| <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                                |                    |                |                                    |                        |  |            |
| <b>Net book value at end of year</b>          |                    |                |                                    |                        |  |            |
| Net book value at end of year                 |                    |                |                                    |                        |  |            |
| <b>Net book value at end of previous year</b> |                    |                |                                    |                        |  |            |
| Net book value at end of previous year        |                    |                |                                    |                        |  |            |



# Analysis of investments

(see notes 58 and 59)

| <b>Quoted</b>                                | All Funds Except<br>Political Funds<br>£ | Political Fund<br>£ |
|--|--|---------------------|
| Equities (e.g. Shares)                       |  |                     |
|  |  |                     |
| Government Securities (Gilts)                |  |                     |
|  |  |                     |
| Other quoted securities (to be specified)    |  |                     |
|  |  |                     |
| Total quoted (as Balance Sheet)              |  |                     |
| Market Value of Quoted Investment            |  |                     |
| <b>Unquoted</b>                              |  |                     |
| 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 <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|------------------------------|--|

If YES name the relevant companies:

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

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

|                              |                             |
|------------------------------|-----------------------------|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|------------------------------|-----------------------------|

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

| Company name | Names of shareholders |
|--------------|-----------------------|
|              |                       |
|              |                       |
|              |                       |
|              |                       |
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|              |                       |
|              |                       |
|              |                       |
|              |                       |
|              |                       |

# Summary sheet

(see notes 62 to 73)

|   | All funds except<br>Political Funds<br>£ | Political<br>Funds<br>£  | Total<br>Funds<br>£ |
|---|--|--------------------------|---------------------|
| <b>Income</b>   |  |                          |                     |
| From Members  | 16,345                                   |                          | 16,345              |
| From Investments  | 0  |                          | 0                   |
| Other Income (including increases by<br>revaluation of assets)          | 2,708                                    |                          | 2,708               |
| <b>Total Income</b>   | 19,053                                   |                          | 19,053              |
| <b>Expenditure</b><br>(including decreases by revaluation<br>of assets) |  |                          |                     |
| <b>Total Expenditure</b>  | 19,130                                   |                          | 19,130              |
| <b>Funds at beginning of year</b><br>(including reserves)               | -1,191                                   |                          | -1,191              |
| <b>Funds at end of year</b><br>(including reserves)                     | -1,268                                   |                          | -1,268              |
| <b>Assets</b>   |  |                          |                     |
| Fixed Assets  |  |                          |                     |
| Investment Assets   |  |                          |                     |
| Other Assets  |  |                          | 712                 |
|   |  | <b>Total Assets</b>      | 712                 |
| <b>Liabilities</b>  |  | <b>Total Liabilities</b> | 1,980               |
| <b>Net Assets (Total Assets less Total Liabilities)</b>                 |  |                          | -1,268              |

# Summary sheet

(see notes 62 to 73)

|  | All funds except<br>Political Funds<br>£ | Political<br>Funds<br>£  | Total<br>Funds<br>£ |
|--|--|--------------------------|---------------------|
| <b>Income</b>  |  |                          |                     |
| From Members   |  |                          |                     |
| From Investments   |  |                          |                     |
| Other Income (including increases by revaluation of assets)          |  |                          |                     |
| <b>Total Income</b>  |  |                          |                     |
| <b>Expenditure</b><br>(including decreases by revaluation of assets) |  |                          |                     |
| <b>Total Expenditure</b>   |  |                          |                     |
|  |  |                          |                     |
| <b>Funds at beginning of year</b><br>(including reserves)            |  |                          |                     |
| <b>Funds at end of year</b><br>(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**

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.**

These financial statements have been prepared under the historical cost convention. With the continued support of members, it is appropriate to prepare the financial statements on the going concern basis which assumes the Union will continue in operational existence for the foreseeable future. The officers of the Union have considered their obligations to prepare these financial statements on the appropriate basis, having regard to the Union's financial position as at the year end and with reference to budgets and forecasts for the 2021 financial year. Management are confident that the accounts should be prepared as a going concern and, in particular have evaluated the impact of the Corona Virus pandemic in reaching this conclusion. Despite the difficulties facing many organisations, Solidarity union has increased its income and membership numbers, drawing from all faith and ethnic communities within the UK. The union aims to build membership further in 2021.

The union has never had a Political Fund and this remains the case. The benevolent Fund was established to provide grants of funds to Solidarity union members in times of financial need. A member needs to meet certain criteria to be eligible to be assisted.

# Accounting policies

(see notes 84 and 85)



## 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<br>Signature: |                | Chairman's<br>Signature: |   |
|                           |                |                          | (or other official whose position should be stated) |
| Name:                     | Pat Harrington | Name:                    | David Kerr (Executive)                              |
| Date:                     | 06 July 2021   | Date:                    | 06 July 2021  |

## Checklist

(see notes 88 to 89)

(please tick as appropriate)

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

**Opinion**

We have audited the financial statements of SOLIDARITY (the 'Union') for the year ended 31 December 2020 which comprise the Statement of Comprehensive Income, Statement of Financial Position, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

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

**Basis for opinion**

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

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- the Executive Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate, or
- the Executive Committee has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Union's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The Executive Committee is responsible for the other information. The other information comprises the information included in the Report of the National Treasurer, 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 and matters on which we are required to report by exception in light of the knowledge and understanding of the Union and its environment obtained in the course of the audit, we have not identified material misstatements in the financial report. 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, or returns adequate for our audit have not been received from branches not visited by us, in accordance with the requirements; or
- the Union has not maintained a satisfactory system of controls over its transactions in accordance with the requirements; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Signature(s) of auditor or auditors:



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Name(s):

Mano Butani

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Profession(s) or Calling(s):

ACMA

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Address(es):

AMASS BTC

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293 OLD CHURCH ROAD

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COVENTRY

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Postcode

CV6 7DT

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Date

06/07/2021

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Contact name for inquiries and telephone number:

Mano Butani 024 76683849

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

## Membership audit certificate

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

(See notes 97 to 103)

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

**Yes /No**

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

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

## Membership audit certificate

### Section one

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

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

**No**

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

**No**

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

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

**Membership audit certificate (continued)**

|                                   |  |
|-----------------------------------|--|
|                                   |  |
| Signature of assurer              |  |
| Name                              |  |
| Address                           |  |
| Date                              |  |
| Contact name and telephone number |  |

# Membership audit certificate

## Section two


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

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

**Yes**

If "No" Please explain below:

[Large greyed-out area for explanation]

|             |   |
|-------------|---|
| Signature   |  |
| Name        | Patrick Harrington  |
| Office held | General Secretary   |
| Date        | 06/07/2021  |

**Double-click on icon to open guidance**