

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2020
FOR
BRITISH ASSOCIATION OF JOURNALISTS

BRITISH ASSOCIATION OF JOURNALISTS**CONTENTS**

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BRITISH ASSOCIATION OF JOURNALISTS

GENERAL INFORMATION

General Secretary: M Myatt

National Executive Committee: M Myatt
J Bamborough (National Chairman)
A Jackson
A Raitz
P Kelly
S Clow
I Vogler

Place of Business: PO Box 742
Winchester SO23 3QB

Bankers: HSBC Bank Plc
Fleet Street Branch
165 Fleet Street
London EC4A 2DY

Statutory Auditors: Civvals Limited
Chartered Accountants and
Statutory Auditors
50 Seymour Street
London W1H 7JG

BRITISH ASSOCIATION OF JOURNALISTS

**REPORT OF THE NATIONAL EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2020**

The National Executive Committee presents its annual report together with the accounts for the year ended 31 December 2020.

1. Principal activity

The principal activity of the British Association of Journalists is to provide excellence in trade union representation and legal advocacy. It also aims at promoting and protecting the interests of employed and freelance journalists.

2. Responsibilities of the National Executive Committee

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

The financial statements are required to give a true and fair view of the state of affairs of the association and of the surplus or deficit of the association for that period.

The National Executive Committee is also responsible for keeping proper accounting records in respect of the association's transactions and its assets and liabilities and to establish and maintain a satisfactory system of control over its accounting records in accordance to section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Trade Union Reform and Employment Rights Act 1993.

3. Statement as to disclosure of information to auditors

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

4. Statement to members in connection with section 32A of the Trade Union and Labour Relations (Consolidation) Act 1992

	2020	2019
	£	£
Total income for the year	106,609	107,797
Total expenditure for the year	101,933	92,570
Surplus	4,676	15,227
Subscription income	106,212	106,765
Remuneration to the General Secretary (including any benefits)	36,283	35,729

The remaining members of the National Executive Committee were not paid any amount in respect of salary and benefits.

BRITISH ASSOCIATION OF JOURNALISTS

**REPORT OF THE NATIONAL EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 DECEMBER 2020**

5. Irregularity statement

A member who is concerned that some irregularity may be occurring, or has occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of the rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice.

6. Auditors

The auditors, Civvals Limited, will be proposed for re-appointment in accordance with section 33 of the Trade Union and Labour Relations (Consolidation) Act 1992.

On behalf of the National Executive Committee

.....
M Myatt – General Secretary

Date: 27 July 2021

BRITISH ASSOCIATION OF JOURNALISTS
INDEPENDENT AUDITORS REPORT TO THE MEMBERS
OF BRITISH ASSOCIATION OF JOURNALISTS

Opinion

We have audited the financial statements of British Association of Journalists (the 'association') for the year ended 31 December 2020 on pages nine to twelve. The financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of the Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The financial statements have been prepared under the historical cost convention.

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

BRITISH ASSOCIATION OF JOURNALISTS**INDEPENDENT AUDITORS REPORT TO THE MEMBERS
OF BRITISH ASSOCIATION OF JOURNALISTS****Other information**

The members are responsible for the other information. The other information comprises the information in the Report of the National Executive Committee, but does not include the financial statements and our Report of the Auditors 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 this gives rise to a material misstatement in the financial statements. If based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 require 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 to which this report relates do not agree with the accounting records and returns

Respective responsibilities of the National Executive Committee

The National Executive Committee is responsible for preparing the financial statements and for being satisfied that they give a true and fair view and for such internal control as the National Executive Committee determine is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

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

BRITISH ASSOCIATION OF JOURNALISTS**INDEPENDENT AUDITORS REPORT TO THE MEMBERS
OF BRITISH ASSOCIATION OF JOURNALISTS****Auditors' responsibilities for the audit of the financial statements**

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

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 a Report of the Auditors 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.

A further description of our responsibilities for the audit of the financial statements is available on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including, fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the Association through enquiry and inspection;

BRITISH ASSOCIATION OF JOURNALISTS**INDEPENDENT AUDITORS REPORT TO THE MEMBERS
OF BRITISH ASSOCIATION OF JOURNALISTS**

- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Use of our report

This report is made solely to the association's members, as a body. Our audit work has been undertaken so that we might state to the association's members those matters we are required to state to them in an 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 association and the association's members as a body, for our audit work, for this report, or for the opinions we have formed.



Aamir Kazi (Senior Statutory Auditor)
for and on behalf of Civvals Limited
Chartered Accountants and
Statutory Auditors
50 Seymour Street
London
W1H 7JG

Date: 27 July 2021

BRITISH ASSOCIATION OF JOURNALISTS

**INCOME AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	Notes	<u>2020</u> £	<u>2019</u> £
Subscriptions received	1	106,212	106,765
Donations	1	375	1,000
Interest and dividends received	1	22	32
		<u>106,609</u>	<u>107,797</u>
Legal advisors retainers		35,364	31,750
Professional indemnity insurance		618	628
Other legal fees		132	105
Press cards		594	(719)
Salaries and employers N.I.		43,116	37,026
Telephones and faxes		2,439	2,118
Computer expenses		2,246	2,420
Pension		1,283	729
General Secretary's travel and subsistence		146	1,015
Printing, postage and stationery		1,536	2,299
Bookkeeping		1,860	1,860
Auditors remuneration		3,720	3,720
Bank and BACS charges		6,177	6,087
Rent, service charges, business and water rates		-	1,107
Incidentals		1,491	2,239
Depreciation of office furniture, equipment and computers		1,211	186
		<u>101,933</u>	<u>92,570</u>
Surplus for the year	5	<u><u>4,676</u></u>	<u><u>15,227</u></u>

BRITISH ASSOCIATION OF JOURNALISTS

BALANCE SHEET AS AT 31ST DECEMBER 2020

	Notes	<u>2020</u> £	<u>2019</u> £
TANGIBLE FIXED ASSETS			
Office furniture & equipment:			
Cost		7,727	7,419
Deprn.	1	(7,263)	(7,108)
Computers			
Cost.		9,286	6,195
Deprn.	1	(7,225)	(6,168)
		<u>2,525</u>	<u>338</u>
Investments	1	145	145
		<u>2,670</u>	<u>483</u>
CURRENT ASSETS			
Debtors and prepayments	3	80	4,032
Cash at bank and in hand		<u>32,617</u>	<u>37,365</u>
		<u>32,697</u>	<u>41,397</u>
CURRENT LIABILITIES			
Creditors	4	<u>(8,161)</u>	<u>(19,350)</u>
NET CURRENT ASSETS			
		<u>24,536</u>	<u>22,047</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>27,206</u>	<u>22,530</u>
Financed by:			
SURPLUS ON REVENUE ACCOUNT			
	5	<u>27,206</u>	<u>22,530</u>

Approved by the National Executive Committee on 27 July 2021 and signed on its behalf.

.....
General Secretary
M Myatt

The notes on pages eleven to twelve form part of these financial statements.

BRITISH ASSOCIATION OF JOURNALISTS

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

1. ACCOUNTING POLICIES

(a) Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities". The financial statements have been prepared under the historical cost convention.

(b) Depreciation

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

Office, furniture & equipment - 25% per annum on reducing balance.
Computers - 33% per annum on straight line.

(c) Investments

Investments are stated in the balance sheet at cost.

(d) Income

Subscription income is recognised in the accounts when they are due.

Donations are recognised as when they are received.

Investment income is recognised when they are receivable.

2. TAXATION

The union is not liable to taxation on income from its members. No provision for taxation is considered necessary in respect of the current year or previous year.

3. DEBTORS

	2020	2019
	£	£
Other debtors	80	4,032
	<u>80</u>	<u>4,032</u>

4. CREDITORS

	2020	2019
	£	£
Accrued expenditure	8,161	19,350
	<u>8,161</u>	<u>19,350</u>

BRITISH ASSOCIATION OF JOURNALISTS

5. SURPLUS ON REVENUE ACCOUNT	2020
	£
Balance at 1 January 2020	22,530
Surplus for the year	<u>4,676</u>
Balance at 31 December 2020	<u>27,206</u>