

Statement of Financial Regulation

Statement to members issued in connection with the SA's annual return, as required by Section 32a of Trade Union and Labour Relations (Consolidation) Act 1992

The SA's accounts are published on the Certification Officer's website.

No member of the SA committee or executive is paid any amount in respect of salary or benefits.

A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the Staff Association 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 such one or more of the following as it seems appropriate to raise it with: the officials of the Staff Association; the auditors of the Staff Association; the Certification Officer; and the police.

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

National House Building Council Staff Association

Report and Accounts

31 December 2020

National House Building Council Staff Association
Report and accounts
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**National House Building Council Staff Association
Union Details**

General Secretary

Julia Georgiou

Auditors

Sturgess Hutchinson (Leicester) Limited
21 New Walk
Leicester
LE1 6TE

Bankers

National Westminster Bank
11 Nursery Parade
Marsh Road
Leagrave
Luton
LU3 1QR

Unity Trust Bank
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

List Number

711T

Head office

NHBC House
Davy Avenue
Knowlhill
Milton Keynes
Buckinghamshire
MK5 8FP

National House Building Council Staff Association Statement of National Treasurers Responsibilities

Law applicable to trade unions in England and Wales requires the national treasurer to prepare financial statements that give a true and fair view of the state of affairs of the Association at the end of the financial year and of its surplus or deficit for the financial year. In doing so the national treasurer is required to:

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

The national treasurer is responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the association and enable him to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. The treasurer is also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

National House Building Council Staff Association
Independent auditor's report
to the members of National House Building Council Staff Association

Opinion

We have audited the accounts of National House Building Council Staff Association for the year ended 31 December 2020 which comprise the Income and Expenditure Account, the Balance Sheet and notes to the accounts, 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 the Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the accounts:

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

Basis of 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 accounts section of our report. We are independent of the association in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out below, 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.

In accordance with the exemption provided by FRC's Ethical Standard - Provisions Available for Audits of Small Entities, we have assisted with the preparation of the accounts.

Conclusions relating to going concern

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

- the association's use of the going concern basis of accounting in the preparation of the accounts is not appropriate; or
- the association has not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the association'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 accounts are authorised for issue.

Other information

The other information comprises the information included in the report and accounts, other than the accounts and our auditor's report thereon. The national treasurer and secretary are responsible for the other information. Our opinion on the accounts 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 accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

**National House Building Council Staff Association
Independent auditor's report
to the members of National House Building Council Staff Association**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the association and its environment obtained in the course of the audit, we have not identified any material misstatements.

We have nothing to report in respect of the following matters in relation to which the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts 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; or

Responsibilities of national treasurer and secretary

As explained more fully in the national treasurer's responsibilities statement, the national treasurer and secretary are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the national treasurer determines is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the national treasurer and secretary 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 executive committee either intends to liquidate the association or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts 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 accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.



Mr David Goodwin
(Senior Statutory Auditor)
for and on behalf of
Sturgess Hutchinson (Leicester) Limited
Accountants and Statutory Auditors
21 July 2021

21 New Walk
Leicester
LE1 6TE

**National House Building Council Staff Association
Income and Expenditure Account
for the year ended 31 December 2020**

	2020	2019
	£	£
Subscriptions	17,844	18,032
Administrative expenses		
Group legal fees insurance policy	(5,686)	(5,701)
Campaign costs	(134)	-
Prizedraws	(150)	-
Audit fees	(1,224)	(1,231)
Conference & travel expenses	-	(471)
Election expenses	(1,050)	(1,402)
Management programme	-	(2,350)
TUC affiliation fees	(2,223)	(2,121)
Other affiliation fees	(2,497)	(148)
Staff costs	-	-
Executive committee	(260)	(265)
Printing, postage, stationery and telephone	(40)	(228)
Bank charges	(72)	(54)
Law at work books	(105)	-
Operating surplus	<hr/> 4,403	<hr/> 4,061
Interest receivable	-	164
Surplus for the financial year	<hr/> 4,403	<hr/> 4,225

National House Building Council Staff Association

Balance Sheet as at 31 December 2020

	Notes	2020 £	2019 £
Current assets			
Debtors	3	895	2,107
Cash at bank and in hand		117,298	111,683
		<u>118,193</u>	<u>113,790</u>
Creditors: amounts falling due within one year	4	(1,230)	(1,230)
Net current assets		<u>116,963</u>	<u>112,560</u>
Net assets		<u>116,963</u>	<u>112,560</u>
Capital and reserves			
General Fund		116,963	112,560
Members' funds		<u>116,963</u>	<u>112,560</u>



J Georgiou
Chair

Approved on behalf of the union on 21 July 2021

National House Building Council Staff Association
Notes to the Accounts
for the year ended 31 December 2020

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Income

Income consists of membership subscriptions and interest which are accounted for on a receipts basis.

Expenditure

Expenditure is accounted for when incurred.

2 Status

The Union is a members voluntary organisation that is open to all persons employed by the NHBC. The executive committee are involved in the running of the Association in accordance with the Association Constitution.

3 Debtors	2020	2019
	£	£
Other debtors	<u>895</u>	<u>2,107</u>
4 Creditors: amounts falling due within one year	2020	2019
	£	£
Other creditors	<u>1,230</u>	<u>1,230</u>