

## MODEL STATEMENT TO MEMBERS

### NAME OF UNION

**STATEMENT TO MEMBERS ISSUED IN CONNECTION WITH THE UNION'S  
ANNUAL RETURN FOR PERIOD ENDED 31<sup>ST</sup> DEC 2019.....  
AS REQUIRED BY SECTION 32A OF TRADE UNION AND LABOUR  
RELATIONS (CONSOLIDATION) ACT 1992**

#### **Income and Expenditure**

The total income of the union for the period was £35.00. This amount included payments of £138.00 in respect of membership of the union. The union's total expenditure for the period was £416.00. The union does not maintain a political fund/~~In respect of the union's political fund,~~ its total income was £xxx and total expenditure was £416.00 [delete as appropriate].

#### **Salary paid to and other benefits provided to the General Secretary, President and members of the Executive**

The General Secretary of the union was paid £0.00 in respect of salary and £xxx in respect of benefits/The General Secretary was not paid any amount in respect of salary or benefits/The General Secretary was not paid a salary, but was paid benefits of £0.00 [delete as appropriate; repeat for the President and each member of the Executive].

#### **Irregularity statement**

A member who is concerned that some irregularity may be occurring, or have 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 such 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.

#### **Auditor's report**

[Mr Charles Oliver, 101-103 Brixton Hill, London SW2 1AA].



## Checklist for auditor's report

(see notes 90 to 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 relate?  
(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 section 28 to 36 of the Trade Union and Labour Relations (consolidation) Act 1992.





## Auditor's report (continued)

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

Signature(s) of auditor or auditors:		
Name(s):	CHARLES OLIVER	ALAN JOE
Profession(s) or Calling(s):	ACCOUNTANT	SECRETARY
Address(es):	101-103 BRIXTON HILL SW2 1AA	16 HURRICANE ROAD WALLINGTON SM6 9FX
Date:	05.12.2020	05.12.2020
Contact name for enquiries and telephone number:	07728541003	07912884594

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

