

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

Name of Trade Union:	Associated Train Crew Union			
Year ended:	31 December 2020			
List no:	786T			
Head or Main Office address:	PO box 763			
	Cudworth			
	Barnsley			
Postcode	S72 8YD			
Website address (if available)				
Has the address changed during the year to which the return relates?	Yes		No	<input checked="" type="checkbox"/> ('X' in appropriate box)
General Secretary:				
Telephone Number:				
Contact name for queries regarding the completion of this return	David Nixon			
Telephone Number:	01226 630166			
E-mail:	hq@atcu.co.uk			

### Please follow the guidance notes in the completion of this return

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 0330 109 3602

You should send the annual return to the following email address stating the name of the union in subject:

For Unions based in England and Wales: [returns@certoffice.org](mailto:returns@certoffice.org)

For Unions based in Scotland: [ymw@tcyoung.co.uk](mailto:ymw@tcyoung.co.uk)

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# Return of Members

(see notes 10 and 11)

	Number of members at the end of the year				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	Totals
Male	144				136
Female					8
Other					
<b>Total</b>	144				A

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

144

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

144

## 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:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

(see note 12)

[illegible]

David Nixon Head Office Manager

Paul Ogram Regional Officer

Steve Rodgers Regional Officer

Julian Bailey Regional Officer

Phil Butler Trustee

# General Fund

(see notes 13 to 18)

	£	£
<b>Income</b>		
From Members: Contributions and Subscriptions		25,858
From Members: Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		25,858
<b>Investment income (as at page 12)</b>		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		
<b>Total income</b>		25,858
<b>Interfund Transfers IN</b>		
<b>Expenditure</b>		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		
<b>Federation and other bodies (specify)</b>		
admin		21,238
<b>Total expenditure Federation and other bodies</b>		21,238
<b>Taxation</b>		
<b>Total expenditure</b>		21,238
<b>Interfund Transfers OUT</b>		
<b>Surplus (deficit) for year</b>		4,620
<b>Amount of general fund at beginning of year</b>		456
<b>Amount of general fund at end of year</b>		5,076

(see notes 19 and 20)

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## Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

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



(See notes 21 and 23)

Fund 2		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 3		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 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)

£

£

## Political fund account 1

To be completed by trade unions which maintain their own political fund

<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**

Expenditure A (as at page i)	
Expenditure B (as at page ii)	
Expenditure C (as at page iii)	
Expenditure D (as at page iv)	
Expenditure E (as at page v)	
Expenditure F (as at page vi)	
Non-political expenditure (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.

[illegible]

**Political fund account expenditure (b)**

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 of money on the provision of any services or property for use by or on behalf of any political party

[illegible]

### **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

[illegible]



### 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.

[illegible]

**Political fund account expenditure (e)**

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.

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party

[illegible]

**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

[illegible]

**Expenditure from the political fund not falling within section 72 (1) of the trade union & labour relations  
(consolidation) act 1992**

**For expenditure not falling within section 72 (1) the required information is-**

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	£

Total expenditure

(b) the name of each organisation to which money was paid (otherwise than for a particular cause of campaign), and the total amount paid to each one

£


Total expenditure

(c) the total amount of all other money expended

£


Total expenditure

**Total of all expenditures**

(see notes 34 and 35)

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## Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

[illegible]

## Analysis of investment income

(see notes 47 and 48)

[illegible]

# Balance sheet as at

31 December 2020

(see notes 49 to 52)

Previous Year		£	£
617	Fixed Assets (at page 14)		494
	Investments (as per analysis on page 15)		
	Quoted (Market value £ ( ) )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		
	Sundry debtors		
3,059	Cash at bank and in hand		6,603
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
3,059	<b>Total of other assets</b>		6,603
3,676	<b>Total assets</b>		7,097
456	General fund (page 3)		5,076
	Political Fund Account		
	<b>Liabilities</b>		
£3,221	Amount held on behalf of central trade union political fund		2,021
	other creditors		
£3,221	<b>Total liabilities</b>		2,021
£3,676	<b>Total assets</b>		7,097



# Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold				
	£	£	£	£	£	£
<b>Cost or Valuation</b>						
At start of year			1,215			1,215
Additions						
Disposals						
Revaluation/Transfers						
At end of year			1,215			1,215
<b>Accumulated Depreciation</b>						
At start of year			598			598
Charges for year			123			123
Disposals						
Revaluation/Transfers						
At end of year			721			721
<b>Net book value at end of year</b>			494			494
<b>Net book value at end of previous year</b>						

# Analysis of investments

(see notes 58 and 59)

Quoted		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	Total quoted (as Balance Sheet)		
	Market Value of Quoted Investment		
Unquoted			
	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

☐

No

☐

If YES name the relevant companies:

Company name

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

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

Yes

☐

No

☐

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

Company name

Names of shareholders

# Summary sheet

(see notes 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
<b>Income</b>			
From Members	25,858		25,858
From Investments			
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	25,858		25,858
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	21,238		21,238
<b>Funds at beginning of year</b> (including reserves)	456		456
<b>Funds at end of year</b> (including reserves)	5,076		5,076
<b>Assets</b>			
	Fixed Assets		494
	Investment Assets		
	Other Assets		6,603
	<b>Total Assets</b>		7,097
<b>Liabilities</b>		<b>Total Liabilities</b>	2,021
<b>Net Assets (Total Assets less Total Liabilities)</b>			5,076

# Summary sheet

(see notes 62 to 73)

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

(see notes 74 to 80)

<b>Did the union hold any ballots in respect of industrial action during the return period?</b> <input style="width: 50px; height: 20px;" type="text"/>	
If Yes How many ballots were held: <input style="width: 50px; height: 20px;" 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; height: 20px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px; height: 20px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px; height: 20px;" 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; height: 20px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px; height: 20px;" 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; height: 20px;" type="text"/>	
<b>Ballot 2</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px; height: 20px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px; height: 20px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px; height: 20px;" 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; height: 20px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px; height: 20px;" 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; height: 20px;" type="text"/>	
<b>Ballot 3</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px; height: 20px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px; height: 20px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px; height: 20px;" 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; height: 20px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px; height: 20px;" 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; height: 20px;" type="text"/>	

**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

## Accounting policies

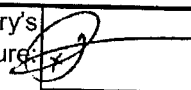
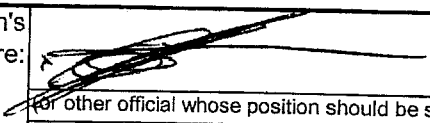
(see notes 84 and 85)

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## Signatures to the annual return

(see notes 86 & 87)

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

Secretary's Signature:  <hr/> Name: <b>DAVID NIXON</b> <hr/> Date: <b>15.03.2021</b>	Chairman's Signature:  <small>(or other official whose position should be stated)</small> <hr/> Name: <b>STEVEN RODGERS</b> <hr/> Date: <b>8/3/21</b>
--	---

## Checklist

(see notes 88 to 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes		No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes		No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes		No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes		No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes		No	
A member statement is: (see Note 80)	Enclosed		To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes		To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes		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:

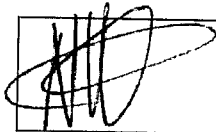
**In our opinion the financial statements:**

- 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)

See accounts

Signature(s) of auditor or auditors:



Name(s):

N. A. HARDWICK

Profession(s) or Calling(s):

FCA

Address(es):

SARSFIELD HOUSE

GILLOTT LANE

WICKERSLEY

ROTHORHAM

Postcode

SG6 1EH

Date

25/3/2021

Contact name for inquiries and  
telephone number:

N. HARDWICK

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

### Section two

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

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

**Yes / No**

If "No" Please explain below:

Signature	david nixon
Name	DAVID NIXON
Office held	GENERAL SECRETARY
Date	16/03/2021

# Associated Train Crew Union

Financial Statements

for the Year Ended 31 December 2020

# **Associated Train Crew Union**

## **Contents**

Company Information	1
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Balance sheet	4
Notes to the financial statements	5 to 7
Income and expenditure account	8

## **Associated Train Crew Union**

### **Company Information**

#### **Registered office**

149 Snydale Road  
Cudworth  
Barnsley  
South Yorkshire  
S72 8LG

#### **Reporting Accountants**

Thorntons  
Chartered Certified Accountants  
176-178 Pontefract Road  
Cudworth  
Barnsley  
S72 8BE

#### **Auditors**

Hardwicks  
Chartered Accountants  
Rotherham  
S66 1EH



## **Independent Auditors' Report to the Members of Associated Train Crew Union**

We have audited the financial statements for the year ended 31 December 2019 on pages 3 to 7. These financial reporting statements have been prepared under the historical cost convention and on the basis of the accounting policies set out therein.

This report is made solely to the Associated Train Crew Union's members, as a body. Our audit work has been undertaken so that we might state to the Associated Train Crew Union's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Associated Train Crew Union and the Associated Train Crew Union's Members as a body, for our audit work, or for the opinions we have formed.

### **Respective responsibilities of the Executive Council and auditors**

The Associated Train Crew Union's Executive Council is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. We also report to you if, in our opinion, the union has kept proper accounting records in accordance with the requirements of Section 28 of the Act, whether it has maintained a satisfactory system of control over its transaction and whether the accounts to which this report relates agree with the accounting records.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Committee in the preparation of the financial statements, and or whether the accounting policies are appropriate to the Associated Train Crew Union's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion the financial statements:

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

**Independent Auditors' Report to the Members of  
Associated Train Crew Union**

- the Union has kept proper accounting records in accordance with Section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992
- the Union has maintained a satisfactory system of control over its transactions:  
and
- the accounts agree with the accounting records

N Hardwick (Senior Statutory Auditor)  
for and on behalf of Hardwicks Accountants Ltd  
Statutory Auditor  
Chartered Accountants  
Rotherham  
S66 1EH



7/7/21

**Associated Train Crew Union**  
**Balance Sheet as at 31 December 2020**

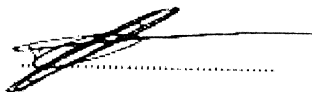

		2020	2019
		£	£
	Note		
<b>Fixed assets</b>			
Tangible assets	3	494	617
<b>Current assets</b>			
Cash at bank and in hand		6603	3059
<b>Creditors: Amounts falling due within one year</b>	4	(2021)	(3221)
<b>Net current (liabilities)/assets</b>		4582	(163)
<b>Net (liabilities)/assets</b>		5076	456
<b>General Fund</b>	5	5076	456

**Executive Councils Responsibilities**

Under Trade union law The Associated Train Crew Unions executive Council is responsible for the keeping of proper accounting records with respect to The Associated Train Crew Unions transactions and its assets and liabilities, such accounting records to be kept that are necessary to give a true and fair view of the state of affairs of the Associated Train Crew Union and to explain its transactions and comply with the trade union and labour relations (consolidation) Act 1992

They are also responsible for establishing and maintaining a satisfactory system of control over its accounting records, its cash holdings and all of its receipts and remittances and hence they are responsible for taking reasonable steps for the prevention and detection of Fraud and other irregularities.

These accounts were approved by the members of the organising committee on 7/7/21

**Associated Train Crew Union**  
**Notes to the Financial Statements for the Year Ended 31 December 2020**

**1 Accounting policies**

**Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the applicable accounting standards.

**Subscriptions**

Members subscriptions are accounted for on received basis in accordance the Membership rules incorporated in the Associated Train Crew Union rule book.

**Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant and machinery	25% straight line basis
Office equipment	20% straight line basis

**2 Operating (deficit)/surplus**

Operating (deficit)/surplus is stated after charging:

	<b>2020</b> <b>£</b>	<b>2019</b> <b>£</b>
Loss on disposal of tangible fixed assets		
Depreciation of tangible fixed assets	165	165
	<hr/> <hr/>	<hr/> <hr/>

**Associated Train Crew Union**  
**Notes to the Financial Statements for the Year Ended 31 December 2020**

**3 Tangible fixed assets**

	<b>Plant &amp; machinery £</b>
<b>Cost</b>	
As at 1 January 2020	1212
Additions	0
Disposals	(0)
As at 31 December 2020	<u>1212</u>
<b>Depreciation</b>	
As at 1 January 2020	595
Depreciation elimination on disposals	(0)
Charge for the year	123
As at 31 December 2020	<u>718</u>
<b>Net book value</b>	
As at 1 January 2020	<u>617</u>
As at 31 December 2020	<u>494</u>

**4 Creditors: Amounts falling due within one year**

	<b>2020 £</b>	<b>2019 £</b>
Other creditors	<u>2021</u>	<u>3221</u>

**5 General Fund**

	<b>General fund reserve £</b>
General Fund at 1 January 2020	456
Surplus/Deficit of income over expenditure for the year	4620
General Fund at 31 December 2020	<u>5076</u>

**Associated Train Crew Union**  
**Notes to the Financial Statements for the Year Ended 31 December 2020**

**6     Taxation**

The Associated Train Crew Union is assessable to UK Corporation Tax on all investment income and capital gains arising on the sale of investments. Under Section 467 ICTA 1988 the Associated Train Crew Union obtains exemption from Income Tax and Corporation Tax in respect of its income and chargeable gains which is not trading and which is applicable and applied for the purpose of provident benefits.

**7     Related Party Transactions**

The Associated Train Crew Union is under control of its members.

**Associated Train Crew Union**  
**Detailed Income and Expenditure Account for the year ended**  
**31 December 2020**

	2020		2019
	£	£	£
<b>Income</b>			
Subscriptions received		25858	29443
<b>Administrative expenses</b>			
Telephone and fax	1516		1519
Subscriptions	667		4
Advertising	281		293
Printing, post and stationery	1397		949
Travel and subsistence	0		21
Accountancy fees	2000		2780
Management fees	13700		20524
Legal and professional fees	88		1428
Bank charges and interest	1466		1,111
Depreciation costs	123		165
	_____	(21238)	(28794)
<b>Surplus/(Deficit) (note 2)</b>		4620	649
<b>Other interest receivable and similar income</b>			
Bank interest receivable		0	0
		_____	_____
<b>Surplus/(Deficit) for the financial year (note 5)</b>		4620	649
		=====	=====