

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

| | | | |
|--|--------------------------------|----|----------------------------|
| Name of Trade Union: | PALM PAPER STAFF ASSOCIATION | | |
| Year ended: | 31 December 2021 | | |
| List no: | 798T | | |
| Head or Main Office address: | POPLAR AVENUE | | |
| | SADDLEBOW INDUSTRIAL ESTATE | | |
| | KING'S LYNN | | |
| | NORFOLK | | |
| | | | |
| Postcode | PE34 3AL | | |
| Website address (if available) | | | |
| Has the address changed during the year to which the return relates? | Yes | No | X ('X' in appropriate box) |
| General Secretary: | STACEY BELDING | | |
| Telephone Number: | 01553 782251 | | |
| Contact name for queries regarding the completion of this return | STACEY BELDING | | |
| Telephone Number: | 01553 782251 | | |
| E-mail: | PPSA.Secretary@palmpaper.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

For Unions based in Scotland: 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 |
| | 103 | | | | 103 |
| Total | 103 | | | | A 103 |

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

103

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 |
|------------------|--|---------------------------|------------------|
| COMMITTEE MEMBER | IN PRIOR YEAR | SHANE BUNTING | 04 April 2021 |
| COMMITTEE MEMBER | IN PRIOR YEAR | DAVID LOWE | 08 April 2021 |
| COMMITTEE MEMBER | DAVID LOWE | POSITION OPEN | 15 December 2021 |
| | | | |
| | | | |
| | | | |

State whether the union is:

a. A branch of another trade union?

Yes

No

X

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

X

If yes, state the number of affiliated unions:

and names:

Officers in post

(see note 12)

Please complete list of all officers in post at the end of the year to which this return relates.

[illegible]

General Fund

(see notes 13 to 18)

| | £ | £ |
|--|---|--------|
| Income | | |
| From Members: Contributions and Subscriptions | | 5,104 |
| From Members: Other income from members (specify) | | |
| | | |
| | | |
| Total other income from members | | |
| Total of all income from members | | 5,104 |
| Investment income (as at page 12) | | 3 |
| Other Income | | |
| Income from Federations and other bodies (as at page 4) | | |
| Income from any other sources (as at page 4) | | |
| Total of other income (as at page 4) | | |
| Total income | | 5,107 |
| Interfund Transfers IN | | |
| Expenditure | | |
| Benefits to members (as at page 5) | | 4,060 |
| Administrative expenses (as at page 10) | | 3,426 |
| Federation and other bodies (specify) | | |
| | | |
| | | |
| | | |
| Total expenditure Federation and other bodies | | |
| Taxation | | |
| Total expenditure | | 7,486 |
| Interfund Transfers OUT | | |
| Surplus (deficit) for year | | -2,379 |
| Amount of general fund at beginning of year | | 29,328 |
| Amount of general fund at end of year | | 26,949 |

(see notes 19 and 20)

P4

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 TRAINING | 2,160 |
| Communications | | | |
| | | | |
| | | Negotiated Discount Services | |
| | | | |
| Dispute Benefits | | Other Benefits and Grants (specify) PRIZE DRAW WINNINGS CHRISTMAS BONUS | 600 1,300 |
| | | | |
| carried forward | | Total (should agree with figure in General Fund) | 4,060 |

(See notes 21 and 23)

| Fund 2 | | Fund Account | |
|--------------------|---|--------------|---|
| Name: | | £ | £ |
| Income | | | |
| | From members | | |
| | Investment income (as at page 12) | | |
| | Other income (specify) | | |
| | | | |
| | Total other income as specified | | |
| | Total Income | | |
| | Interfund Transfers IN | | |
| Expenditure | | | |
| | Benefits to members | | |
| | Administrative expenses and other expenditure (as at page 10) | | |
| | Total Expenditure | | |
| | Interfund Transfers OUT | | |
| | Surplus (Deficit) for the year | | |
| | Amount of fund at beginning of year | | |
| | Amount of fund at the end of year (as Balance Sheet) | | |
| | Number of members contributing at end of year | | |

| Fund 3 | | Fund Account | |
|--------------------|---|--------------|---|
| Name: | | £ | £ |
| Income | | | |
| | From members | | |
| | Investment income (as at page 12) | | |
| | Other income (specify) | | |
| | | | |
| | Total other income as specified | | |
| | Total Income | | |
| | Interfund Transfers IN | | |
| Expenditure | | | |
| | Benefits to members | | |
| | Administrative expenses and other expenditure (as at page 10) | | |
| | Total Expenditure | | |
| | Interfund Transfers OUT | | |
| | Surplus (Deficit) for the year | | |
| | Amount of fund at beginning of year | | |
| | Amount of fund at the end of year (as Balance Sheet) | | |
| | Number of members contributing at end of year | | |

(See notes 21 and 23)

| Fund 4 | | Fund Account | |
|--------------------|---|--------------|---|
| Name: | | £ | £ |
| Income | | | |
| | From members | | |
| | Investment income (as at page 12) | | |
| | Other income (specify) | | |
| | | | |
| | Total other income as specified | | |
| | Total Income | | |
| | Interfund Transfers IN | | |
| Expenditure | | | |
| | Benefits to members | | |
| | Administrative expenses and other expenditure (as at page 10) | | |
| | Total Expenditure | | |
| | Interfund Transfers OUT | | |
| | Surplus (Deficit) for the year | | |
| | Amount of fund at beginning of year | | |
| | Amount of fund at the end of year (as Balance Sheet) | | |
| | Number of members contributing at end of year | | |

| Fund 5 | | Fund Account | |
|--------------------|---|--------------|---|
| Name: | | £ | £ |
| Income | | | |
| | From members | | |
| | Investment income (as at page 12) | | |
| | Other income (specify) | | |
| | | | |
| | Total other income as specified | | |
| | Total Income | | |
| | Interfund Transfers IN | | |
| Expenditure | | | |
| | Benefits to members | | |
| | Administrative expenses and other expenditure (as at page 10) | | |
| | Total Expenditure | | |
| | Interfund Transfers OUT | | |
| | Surplus (Deficit) for the year | | |
| | Amount of fund at beginning of year | | |
| | Amount of fund at the end of year (as Balance Sheet) | | |
| | Number of members contributing at end of year | | |

(See notes 21 and 23)

| Fund 6 | | Fund Account | |
|---|--|--------------|---|
| Name: | | £ | £ |
| Income | | | |
| From members | | | |
| Investment income (as at page 12) | | | |
| Other income (specify) | | | |
| | | | |
| Total other income as specified | | | |
| Total Income | | | |
| Interfund Transfers IN | | | |
| Expenditure | | | |
| Benefits to members | | | |
| Administrative expenses and other expenditure (as at page 10) | | | |
| Total Expenditure | | | |
| Interfund Transfers OUT | | | |
| Surplus (Deficit) for the year | | | |
| Amount of fund at beginning of year | | | |
| Amount of fund at the end of year (as Balance Sheet) | | | |
| Number of members contributing at end of year | | | |

| Fund 7 | | Fund Account | |
|---|--|--------------|---|
| Name: | | £ | £ |
| Income | | | |
| From members | | | |
| Investment income (as at page 12) | | | |
| Other income (specify) | | | |
| | | | |
| Total other income as specified | | | |
| Total Income | | | |
| Interfund Transfers IN | | | |
| Expenditure | | | |
| Benefits to members | | | |
| Administrative expenses and other expenditure (as at page 10) | | | |
| Total Expenditure | | | |
| Interfund Transfers OUT | | | |
| Surplus (Deficit) for the year | | | |
| Amount of fund at beginning of year | | | |
| Amount of fund at the end of year (as Balance Sheet) | | | |
| Number of members contributing at end of year | | | |

(See notes 21 and 23)

| Fund 8 | | Fund Account | |
|--------------------|---|--------------|---|
| Name: | | £ | £ |
| Income | | | |
| | From members | | |
| | Investment income (as at page 12) | | |
| | Other income (specify) | | |
| | | | |
| | Total other income as specified | | |
| | Total Income | | |
| | Interfund Transfers IN | | |
| Expenditure | | | |
| | Benefits to members | | |
| | Administrative expenses and other expenditure (as at page 10) | | |
| | Total Expenditure | | |
| | Interfund Transfers OUT | | |
| | Surplus (Deficit) for the year | | |
| | Amount of fund at beginning of year | | |
| | Amount of fund at the end of year (as Balance Sheet) | | |
| | Number of members contributing at end of year | | |

| Fund 9 | | Fund Account | |
|--------------------|---|--------------|---|
| Name: | | £ | £ |
| Income | | | |
| | From members | | |
| | Investment income (as at page 12) | | |
| | Other income (specify) | | |
| | | | |
| | Total other income as specified | | |
| | Total Income | | |
| | Interfund Transfers IN | | |
| Expenditure | | | |
| | Benefits to members | | |
| | Administrative expenses and other expenditure (as at page 10) | | |
| | Total Expenditure | | |
| | Interfund Transfers OUT | | |
| | Surplus (Deficit) for the year | | |
| | Amount of fund at beginning of year | | |
| | Amount of fund at the end of year (as Balance Sheet) | | |
| | Number of members contributing at end of year | | |

Political fund account

(see notes 24 to 33)

£

£

Political fund account 1

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

| | | | | |
|------------------------|-----------------------------------|--|--|--|
| Income | 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

| | | | | |
|--------------------|---|--|--|--|
| Income | 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 | | | |
| Expenditure | 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

[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.

| Expenditure on the maintenance of any holder of political office | |
|--|---|
| Name of office holder | £ |
| | |
| | |
| | |
| | |
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| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total | |

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

| Name of political party | £ |
|-------------------------|---|
| | |
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| | |
| | |
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| | |
| | |
| | |
| | |
| | |
| Total | |

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 | £ |
|---|---|
| | |
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| | |
| | |
| | |
| Total | |

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

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

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

Total expenditure

Total of all expenditures

(see notes 34 and 35)

P10

Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

[illegible]

Analysis of investment income

(see notes 47 and 48)

| | Political Fund £ | | Other Fund(s) £ |
|-----------------------------------|------------------------|-------------------------|-----------------------|
| Rent from land and buildings | | | |
| Dividends (gross) from: | | | |
| Equities (e.g. shares) | | | |
| Interest (gross) from: | | | 3 |
| Government securities (Gilts) | | | |
| Mortgages | | | |
| Local Authority Bonds | | | |
| Bank and Building Societies | | | |
| Other investment income (specify) | | | |
| | | | 3 |
| | | | |
| | | Total investment income | 3 |
| | | | |
| | | Credited to: | |
| | | General Fund (Page 3) | 3 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Political Fund | |
| | | | |
| | | Total Investment Funds | 3 |

Balance sheet as at

31 December 2021

(see notes 49 to 52)

| Previous Year | | £ | £ |
|---------------|---|---|--------|
| 30,162 | Fixed Assets (at page 14) | | |
| | Investments (as per analysis on page 15) | | |
| | Quoted (Market value £ ()) | | |
| | Unquoted | | |
| | Total Investments | | |
| | Other Assets | | |
| | Loans to other trade unions | | |
| | Sundry debtors | | |
| | Cash at bank and in hand | | 27,814 |
| | Income tax to be recovered | | |
| 30,162 | Stocks of goods | | |
| | Others (specify) | | |
| 30,162 | Total of other assets | | 27,814 |
| | Total assets | | 27,814 |
| 29,328 | General fund (page 3) | | 26,949 |
| | | | |
| | | | |
| | | | |
| | | | |
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| | | | |
| | Political Fund Account | | |
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| | | | |
| | | | |
| | | | |
| £834 | Liabilities | | |
| | Amount held on behalf of central trade union political fund | | |
| £834 | ACCRUED EXPENSES | | 864 |
| | | | |
| £834 | Total liabilities | | 864 |
| £30,162 | Total assets | | 27,814 |

Fixed assets account

(see notes 53 to 57)

| | Land and Buildings Freehold Leasehold | | Furniture and Equipment | Motor Vehicles | Not used for union business | Total |
|---|---|---|-------------------------------|-------------------|-----------------------------------|-------|
| | £ | £ | £ | £ | £ | £ |
| Cost or Valuation | | | | | | |
| At start of year | | | | | | |
| Additions | | | | | | |
| Disposals | | | | | | |
| Revaluation/Transfers | | | | | | |
| At end of year | | | | | | |
| | | | | | | |
| Accumulated Depreciation | | | | | | |
| At start of year | | | | | | |
| Charges for year | | | | | | |
| Disposals | | | | | | |
| Revaluation/Transfers | | | | | | |
| At end of year | | | | | | |
| | | | | | | |
| Net book value at end of year | | | | | | |
| | | | | | | |
| Net book value at end of previous year | | | | | | |

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)

| | |
|--|--|
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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

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

Summary sheet

(see notes 62 to 73)

| | All funds except Political Funds £ | Political Funds £ | Total Funds £ |
|---|--|--------------------------|---------------------|
| Income | | | |
| From Members | 5,104 | | 5,104 |
| From Investments | 3 | | 3 |
| Other Income (including increases by revaluation of assets) | | | |
| Total Income | 5,107 | | 5,107 |
| Expenditure (including decreases by revaluation of assets) | | | |
| Total Expenditure | 7,486 | | 7,486 |
| | | | |
| Funds at beginning of year (including reserves) | 29,328 | | 29,328 |
| Funds at end of year (including reserves) | 26,949 | | 26,949 |
| | | | |
| Assets | | | |
| | Fixed Assets | | |
| | Investment Assets | | |
| | Other Assets | | 27,814 |
| | Total Assets | | 27,814 |
| Liabilities | | Total Liabilities | 865 |
| Net Assets (Total Assets less Total Liabilities) | | | 26,949 |

Summary sheet

(see notes 62 to 73)

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

(see notes 74 to 80)

| | | |
|--|--|--|
| Did the union hold any ballots in respect of industrial action during the return period? | | |
| If Yes How many ballots were held: <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> | | |
| For each ballot held please complete the information below: | | |
| <div> Ballot 1 </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of individual who were entitled to vote in the ballot </div> <div style="width: 15%; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of votes cast in the ballot </div> <div style="width: 15%; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of Individuals answering "Yes" to the question </div> <div style="width: 15%; border: 1px solid black; height: 20px; text-align: right; font-size: 8px;">1</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of individuals answering "No" to the question </div> <div style="width: 15%; border: 1px solid black; height: 20px; text-align: right; font-size: 8px;">2</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of invalid or otherwise spoiled voting papers returned </div> <div style="width: 15%; border: 1px solid black; height: 20px; text-align: right; font-size: 8px;">3</div> </div> <div style="text-align: right; margin-top: 10px; font-weight: bold; font-size: 10px;"> 1-3 should total "Number of votes cast" </div> <div style="margin-top: 10px;"> 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 </div> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px auto;"></div> <div style="margin-top: 5px;"> Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? </div> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px auto;"></div> <div style="margin-top: 10px; font-size: 8px;"> 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 </div> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px auto;"></div> | | |
| <div> Ballot 2 </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of individual who were entitled to vote in the ballot </div> <div style="width: 15%; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of votes cast in the ballot </div> <div style="width: 15%; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of Individuals answering "Yes" to the question </div> <div style="width: 15%; border: 1px solid black; height: 20px; text-align: right; font-size: 8px;">1</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of individuals answering "No" to the question </div> <div style="width: 15%; border: 1px solid black; height: 20px; text-align: right; font-size: 8px;">2</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of invalid or otherwise spoiled voting papers returned </div> <div style="width: 15%; border: 1px solid black; height: 20px; text-align: right; font-size: 8px;">3</div> </div> <div style="text-align: right; margin-top: 10px; font-weight: bold; font-size: 10px;"> 1-3 should total "Number of votes cast" </div> <div style="margin-top: 10px;"> 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 </div> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px auto;"></div> <div style="margin-top: 5px;"> Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? </div> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px auto;"></div> <div style="margin-top: 10px; font-size: 8px;"> 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 </div> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px auto;"></div> | | |
| <div> Ballot 3 </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of individual who were entitled to vote in the ballot </div> <div style="width: 15%; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of votes cast in the ballot </div> <div style="width: 15%; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of Individuals answering "Yes" to the question </div> <div style="width: 15%; border: 1px solid black; height: 20px; text-align: right; font-size: 8px;">1</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of individuals answering "No" to the question </div> <div style="width: 15%; border: 1px solid black; height: 20px; text-align: right; font-size: 8px;">2</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> Number of invalid or otherwise spoiled voting papers returned </div> <div style="width: 15%; border: 1px solid black; height: 20px; text-align: right; font-size: 8px;">3</div> </div> <div style="text-align: right; margin-top: 10px; font-weight: bold; font-size: 10px;"> 1-3 should total "Number of votes cast" </div> <div style="margin-top: 10px;"> 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 </div> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px auto;"></div> <div style="margin-top: 5px;"> Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? </div> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px auto;"></div> <div style="margin-top: 10px; font-size: 8px;"> 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 </div> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px auto;"></div> | | |

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.

SEE ATTACHED DOCUMENTS


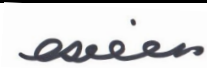
Accounting policies

(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 Signature: |  | Chairman's Signature: |  |
| | | | (or other official whose position should be stated) |
| Name: | STACEY BELDING | Name: | CHRIS MILLS |
| Date: | 12th May 2022 | Date: | 12th May 2022 |

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

PALM PAPER STAFF ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

MAPUS-SMITH & LEMMON LLP
48 KING STREET
KING'S LYNN
NORFOLK
PE30 1HE

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2021

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| Committee of management statement of responsibility | 1 |
| Independent auditor's report to the members | 2 - 4 |
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PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2021

OFFICERS

The following officers have held office since 1 January 2021:

| | | |
|-------------------|--------------------|--------------------|
| Chairman | Mr Chris Mills | |
| General Secretary | Mrs Stacey Belding | |
| Committee Members | Mr Robert Hicks | |
| | Ms Jorden Rose | |
| | Mr Lewis Bass | |
| | Mr Filip Rehulek | |
| | Mr Chris Anderson | |
| | Mr Shane Bunting | Appointed 04.04.21 |
| | Mr David Lowe | Appointed 08.04.21 |
| | | Resigned 15.12.21 |

MANAGEMENT STATEMENT OF RESPONSIBILITIES

The committee of management are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The committee of management are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the association and of its profit for that period. In preparing these financial statements, the committee of management are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the association will continue in business.

The committee of management are responsible for maintaining satisfactory systems of internal control and keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the association and enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are 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.

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2021

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF THE PALM PAPER STAFF ASSOCIATION

We have audited the financial statements of Palm Paper Staff Association for the year ended 31 December 2021 which comprise the income and expenditure account, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 Palm Paper Staff Association's affairs as at 31 December 2021 and of its results 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 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 Management Committee's use of the going concern basis of accounting in 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 Union's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

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

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Management Committee are responsible for the other information contained within the annual report. 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.

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 there is a material misstatement of the financial statements 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.

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2021

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF THE PALM PAPER STAFF ASSOCIATION

Matters on which we are required to report by exception

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

We have nothing to report in respect of the following matters to which the Trades Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the Staff Association; or
- the Union has not maintained a satisfactory system of control over transactions; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Respective responsibilities of the Management Committee

As explained more fully in the Statement of the Management Committee's Responsibilities (set out on page 1), the Management Committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Management Committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Management Committee are responsible for assessing the Union'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 Management Committee either intend to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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 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 financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which procedures are capable of detecting irregularities, including fraud are detailed below:

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the Union through discussions with the Management Committee, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the Union, including the Trades Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of the Management Committee and inspecting legal correspondence; and

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2021

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF THE PALM PAPER STAFF ASSOCIATION

•identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the Union's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

•making enquiries of the Management Committee as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and

•considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

•performed analytical procedures to identify any unusual or unexpected relationships;

•assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and

•investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

•agreeing financial statement disclosures to underlying supporting documentation;

•reading the minutes of meetings of the Management Committee;

•enquiring of management as to actual and potential litigation and claims; and

•reviewing correspondence with relevant regulators, and the Union's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

Use of our report

This report is made solely to Palm Paper Staff Association members as a body, in accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to Palm Paper Staff Association 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 Palm Paper Staff Association members as a body, for our audit work, or for the opinion we have formed

Sharon Edwards

Mrs Sharon Edwards, FCA (SENIOR STATUTORY AUDITOR)
for and on behalf of
MAPUS-SMITH & LEMMON LLP
Registered Auditors

48 KING STREET
KING'S LYNN
NORFOLK
PE30 1HE

Date: 13/05/2022

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2021

PROFIT AND LOSS ACCOUNT

| | | 2021 | 2020 |
|----------------------------|----------|-------------|-------------|
| | | £ | £ |
| Income | | | |
| Contributions from members | | 5,104.38 | 5,286.02 |
| Expenses | | | |
| Prize draw winnings | 600.00 | | 700.00 |
| Christmas bonus | 1,300.00 | | 4,480.00 |
| Audit & accountancy fees | 864.00 | | 834.00 |
| Subscriptions | 526.91 | | 327.70 |
| Legal insurance | 2,020.00 | | 1,920.00 |
| Training | 2,160.00 | | - |
| Sundry expenses | 15.00 | (7,485.91) | 187.06 |
| | | | (8,448.76) |
| | | (2,381.53) | (3,162.74) |
| Other income | | | |
| Bank interest receivable | 2.57 | | 22.74 |
| Other income | - | 2.57 | - |
| | | | 22.74 |
| (Loss)/Profit for the year | | (2,378.96) | (3,140.00) |

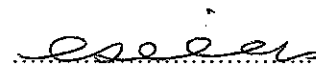
PALM PAPER STAFF ASSOCIATION

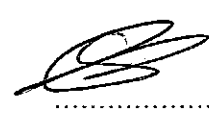
FOR THE YEAR ENDED 31 DECEMBER 2021

BALANCE SHEET AS AT 31 DECEMBER 2021

| | Note | 2021 £ | 2020 £ |
|----------------------------|------|------------------|------------------|
| Current Assets | | | |
| Cash at bank | | 27,813.52 | 30,162.48 |
| Prepayments | | - | - |
| | | <u>27,813.52</u> | <u>30,162.48</u> |
| Current Liabilities | | | |
| Creditors | 2 | (864.00) | (834.00) |
| Net Assets | | <u>26,949.52</u> | <u>29,328.48</u> |
| Represented by:- | | | |
| Profit and loss account | | <u>26,949.52</u> | <u>29,328.48</u> |

These financial statements were approved by the executive committee and authorised for issue on...12/05/2022
and are signed on their behalf by:


Mr Chris Mills
Chairman


Mrs Stacey Belding

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2021

NOTES TO THE FINANCIAL STATEMENTS

1. Accountancy Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with generally accepted accounting principles.

Income

Income represents monthly contributions due from members.

2. Creditors

| | 2021 | 2020 |
|---------------------------|-------------------|-------------------|
| Audit and accountancy fee | 864.00 | 834.00 |
| | <u> </u> | <u> </u> |

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 ATTACHED AUDITORS REPORT

Signature(s) of auditor or auditors:

S Edwards

Name(s):

MRS SHARON EDWARDS FCA

Profession(s) or Calling(s):

CHARTERED ACCOUNTANT

Address(es):

48 KING STREET

KING'S LYNN

NORFOLK

Postcode

PE30 1HE

Date

13/05/2022

Contact name for inquiries and
telephone number:

01553 774761

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

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2021

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF THE PALM PAPER STAFF ASSOCIATION

We have audited the financial statements of Palm Paper Staff Association for the year ended 31 December 2021 which comprise the income and expenditure account, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 Palm Paper Staff Association's affairs as at 31 December 2021 and of its results 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 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 Management Committee's use of the going concern basis of accounting in 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 Union's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

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

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Management Committee are responsible for the other information contained within the annual report. 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.

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 there is a material misstatement of the financial statements 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.

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2021

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF THE PALM PAPER STAFF ASSOCIATION

Matters on which we are required to report by exception

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

We have nothing to report in respect of the following matters to which the Trades Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the Staff Association; or
- the Union has not maintained a satisfactory system of control over transactions; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Respective responsibilities of the Management Committee

As explained more fully in the Statement of the Management Committee's Responsibilities (set out on page 1), the Management Committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Management Committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Management Committee are responsible for assessing the Union'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 Management Committee either intend to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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 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 financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which procedures are capable of detecting irregularities, including fraud are detailed below:

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the Union through discussions with the Management Committee, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the Union, including the Trades Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of the Management Committee and inspecting legal correspondence; and

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2021

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF THE PALM PAPER STAFF ASSOCIATION

•identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the Union's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

•making enquiries of the Management Committee as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and

•considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

•performed analytical procedures to identify any unusual or unexpected relationships;

•assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and

•investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

•agreeing financial statement disclosures to underlying supporting documentation;

•reading the minutes of meetings of the Management Committee;

•enquiring of management as to actual and potential litigation and claims; and

•reviewing correspondence with relevant regulators, and the Union's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

Use of our report

This report is made solely to Palm Paper Staff Association members as a body, in accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to Palm Paper Staff Association 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 Palm Paper Staff Association members as a body, for our audit work, or for the opinion we have formed



Mrs Sharon Edwards, FCA (SENIOR STATUTORY AUDITOR)

for and on behalf of

MAPUS-SMITH & LEMMON LLP

Registered Auditors

48 KING STREET

KING'S LYNN

NORFOLK

PE30 1HE

Date: 13/05/2022

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?

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?

Yes / No

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

Yes / 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 / No

If "No" Please explain below:

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

| | |
|-------------|--|
| Signature | |
| Name | |
| Office held | |
| Date | |