

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

|  |  |  |                          |
|--|--|--|--------------------------|
| Name of Trade Union:   | Affinity   |  |                          |
| Year ended:  | 31 December 2021   |  |                          |
| List no:   | 615T   |  |                          |
| Head or Main Office address:   | Bedford Heights  |  |                          |
|  | Brickhill Drive  |  |                          |
|  | Bedford  |  |                          |
|  |  |  |                          |
|  |  |  |                          |
| Postcode   | MK41 7PH   |  |                          |
| Website address (if available)                                       | <a href="http://www.workaffinity.co.uk">www.workaffinity.co.uk</a> |  |                          |
| Has the address changed during the year to which the return relates? | Yes <input type="checkbox"/>                                       | No <input checked="" type="checkbox"/> | ('X' in appropriate box) |
| General Secretary:   | Mark V Brown   |  |                          |
| Telephone Number:  | 01234 716005   |  |                          |
| Contact name for queries regarding the completion of this return     | Emma Stopford  |  |                          |
| Telephone Number:  | 01234 716005   |  |                          |
| E-mail:  | emma.stopford@workaffinity.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)

# Contents

|   |        |
|---|--------|
| Trade Union's details.....  | 1      |
| Return of members.....  | 2      |
| Change of officers.....   | 2      |
| Officers in post.....   | 2a     |
| General fund.....   | 3      |
| Analysis of income from federation and other bodies and other income..... | 4      |
| Analysis of benefit expenditure shown at general fund.....                | 5      |
| Accounts other than the revenue account/general fund.....                 | 6-8a   |
| Political fund account.....   | 9-9vii |
| Analysis of administrative expenses .....                                 | 10     |
| Analysis of officials' salaries and benefits.....                         | 11     |
| Analysis of investment income.....  | 12     |
| Balance sheet as at.....  | 13     |
| Fixed assets account.....   | 14     |
| Analysis of investments.....  | 15     |
| Analysis of investment income (controlling interests).....                | 16     |
| Summary Sheet.....  | 17     |
| Summary sheet (Only for Incorporated Bodies).....                         | 17a    |
| Information on Industrial action ballots.....                             | 18-19  |
| Information on Industrial action.....                                     | 20-21  |
| Notes to the accounts.....  | 22     |
| Accounting policies.....  | 23     |
| Signatures to the annual return.....                                      | 23     |
| Checklist.....  | 23     |
| Checklist for auditor's report.....                                       | 24     |
| Auditor's report (continued).....   | 25     |
| Membership audit certificate.....   | i-iii  |
| Guidance on completion.....   | 26     |

# 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   |
|  | 21,630        |                  | 4              | 370  | 22,004   |
| <b>Total</b>                             | 21,630        |                  | 4              | 370  | A 22,004 |

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

21,939

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

50

## 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:



The dates of election were as follows;

|               |                           |            |
|---------------|---------------------------|------------|
| Neilson Smith | Chairman                  | 1.7.2019   |
| Mark Brown    | General Secretary         | 31.8.2017  |
| Bryan Jackson | Deputy Chairman/Treasurer | 31.5.2015  |
| Peter Munday  | Vice Chairman             | 31.5.2015. |

Just to add; The Union say that "ordinarily the Deputy Chairman/Treasurer and the Vice Chairman would have been re-elected or replaced in May 2020. However, the elections due in 2020 were continually disrupted until late 2021 because of Covid and in the event the elections of representatives were not finally completed until May 2022. Neither Mr Jackson nor Mr Munday was re-elected."



# Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

| Description                              | £ |
|--|---|
| <b>Federation and other bodies</b>       |   |
|  |   |
| <b>Total federation and other bodies</b> |   |
| <b>Any Other Sources</b>                 |   |
|  |   |
| <b>Total other sources</b>               |   |
| <b>Total of all other income</b>         |   |

## Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

|   |         |   | £       |
|---|---------|---|---------|
| Representation –<br>Employment Related Issues     |         | <b>brought forward</b>                                      | 243,415 |
| Consulting  | 243,415 | Advisory Services   |         |
|   |         | Other Cash Payments   |         |
| Representation –<br>Non Employment Related Issues |         | Education and Training services                             |         |
|   |         | Negotiated Discount Services                                |         |
| Communications                                    |         | Other Benefits and Grants (specify)                         |         |
|   |         |   |         |
| Dispute Benefits                                  |         |   |         |
| <b>carried forward</b>                            | 243,415 | <b>Total (should agree with figure in<br/>General Fund)</b> | 243,415 |







(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)

£

£

|                                 |                                   |  |  |
|---------------------------------|-----------------------------------|--|--|
| <b>Political fund account 1</b> |                                   | <b>To be completed by trade unions which maintain their own political fund</b> |  |
| <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 |                                 |  |

















## Analysis of administrative expenses and other outgoings excluding amounts charged to political fund accounts

(see notes 34 and 35)

|  |                       | £                |
|--|-----------------------|------------------|
| <b>Administrative Expenses</b>                 |                       |                  |
| Remuneration and expenses of staff             |                       | 1,193,255        |
| Salaries and Wages included in above           | 1,000,234             |                  |
| Auditors' fees                                 |                       | 8,340            |
| Legal and Professional fees                    |                       | 49,611           |
| Occupancy costs                                |                       | 9,905            |
| Stationery, printing, postage, telephone, etc. |                       | 85,820           |
| Expenses of Executive Committee (Head Office)  |                       | 57,358           |
| Expenses of conferences                        |                       | 57,358           |
| Other administrative expenses (specify)        |                       |                  |
| Bank charges and interest                      |                       | 19,814           |
| General expenses                               |                       | 1,120            |
| Computer costs                                 |                       | 99,928           |
| Charitable donations                           |                       |                  |
| <b>Other Outgoings</b>                         |                       |                  |
| Depreciation                                   |                       | 35,087           |
| Taxation                                       |                       | 20,463           |
| (Profit)/Loss on disposal of fixed assets      |                       | 4,312            |
| (Profit)/Loss on disposal of financial assets  |                       | -264,579         |
| Outgoings on land and buildings (specify)      |                       |                  |
| Other outgoings (specify)                      |                       |                  |
| <b>Total</b>                                   |                       | <b>1,377,791</b> |
| Charged to:                                    | General Fund (Page 3) | 1,377,791        |
| <b>Total</b>                                   |                       | <b>1,377,791</b> |



# Analysis of investment income

(see notes 47 and 48)

|                                   | Political<br>Fund<br>£ |                         | Other<br>Fund(s)<br>£ |
|-----------------------------------|------------------------|-------------------------|-----------------------|
| Rent from land and buildings      |                        |                         |                       |
| Dividends (gross) from:           |                        |                         |                       |
| Equities (e.g. shares)            |                        |                         | 26,788                |
| Interest (gross) from:            |                        |                         |                       |
| Government securities (Gilts)     |                        |                         |                       |
| Mortgages                         |                        |                         |                       |
| Local Authority Bonds             |                        |                         | 915                   |
| Bank and Building Societies       |                        |                         |                       |
| Other investment income (specify) |                        |                         |                       |
|                                   |                        |                         | 27,703                |
|                                   |                        | Total investment income | 27,703                |
|                                   |                        | Credited to:            |                       |
|                                   |                        | General Fund (Page 3)   | 27,703                |
|                                   |                        |                         |                       |
|                                   |                        |                         |                       |
|                                   |                        |                         |                       |
|                                   |                        |                         |                       |
|                                   |                        |                         |                       |
|                                   |                        | Political Fund          |                       |
|                                   |                        |                         |                       |
|                                   |                        | Total Investment Funds  | 27,703                |





## Fixed assets account

(see notes 53 to 57)

|   | Land and Buildings |                | Furniture<br>and<br>Equipment<br>£ | Motor<br>Vehicles<br>£ | Not used for<br>union<br>business<br>£ | Total<br>£ |
|---|--------------------|----------------|------------------------------------|------------------------|--|------------|
|   | Freehold<br>£      | Leasehold<br>£ |                                    |                        |  |            |
| <b>Cost or Valuation</b>                          |                    |                |                                    |                        |  |            |
| At start of year                                  |                    |                | 431,550                            | 148,282                |  | 579,832    |
| Additions   |                    |                | 24,300                             |                        |  | 24,300     |
| Disposals   |                    |                |                                    | -50,437                |  | -50,437    |
| Revaluation/Transfers                             |                    |                |                                    |                        |  |            |
| At end of year                                    |                    |                | 455,850                            | 97,845                 |  | 553,695    |
| <b>Accumulated<br/>Depreciation</b>               |                    |                |                                    |                        |  |            |
| At start of year                                  |                    |                | 344,181                            | 96,693                 |  | 440,874    |
| Charges for year                                  |                    |                | 25,377                             | 9,710                  |  | 35,087     |
| Disposals   |                    |                |                                    | -33,270                |  | -33,270    |
| Revaluation/Transfers                             |                    |                |                                    |                        |  |            |
| At end of year                                    |                    |                | 369,558                            | 73,133                 |  | 442,691    |
| <b>Net book value at<br/>end of year</b>          |                    |                |                                    |                        |  |            |
| Net book value at<br>end of year                  |                    |                | 86,292                             | 24,712                 |  | 111,004    |
| <b>Net book value at<br/>end of previous year</b> |                    |                |                                    |                        |  |            |
| Net book value at<br>end of previous year         |                    |                | 87,369                             | 51,589                 |  | 138,958    |

## Analysis of investments

(see notes 58 and 59)

| <b>Quoted</b>                                | All Funds Except<br>Political Funds<br>£ | Political Fund<br>£ |
|--|--|---------------------|
| Equities (e.g. Shares)                       |  |                     |
| Groupo Santander                             | 599                                      |                     |
| Lloyds TSB Group PLC Ordinary Shares (25p)   | 3,955                                    |                     |
| NatWest Ordinary Shares (25p)                | 595                                      |                     |
| Killick & Co                                 | 1,289,695                                |                     |
| Government Securities (Gilts)                |  |                     |
| Other quoted securities (to be specified)    |  |                     |
| Total quoted (as Balance Sheet)              | 1,294,844                                |                     |
| Market Value of Quoted Investment            | 1,294,844                                |                     |
| <b>Unquoted</b>                              |  |                     |
| 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         |  |                     |



# Summary sheet

(see notes 62 to 73)

|   | All funds except<br>Political Funds<br>£ | Political<br>Funds<br>£  | Total<br>Funds<br>£ |
|---|--|--------------------------|---------------------|
| <b>Income</b>   |  |                          |                     |
| From Members  | 2,007,508                                |                          | 2,007,508           |
| From Investments  | 27,703                                   |                          | 27,703              |
| Other Income (including increases by<br>revaluation of assets)          |  |                          |                     |
| <b>Total Income</b>   | 2,035,211                                |                          | 2,035,211           |
| <b>Expenditure</b><br>(including decreases by revaluation<br>of assets) |  |                          |                     |
| <b>Total Expenditure</b>  | 1,621,206                                |                          | 1,621,206           |
| <b>Funds at beginning of year</b><br>(including reserves)               | 1,319,198                                |                          | 1,319,198           |
| <b>Funds at end of year</b><br>(including reserves)                     | 1,733,203                                |                          | 1,733,203           |
| <b>Assets</b>   |  |                          |                     |
| Fixed Assets  |  |                          | 111,004             |
| Investment Assets   |  |                          | 1,294,844           |
| Other Assets  |  |                          | 502,026             |
|   |  | <b>Total Assets</b>      | 1,907,874           |
| <b>Liabilities</b>  |  | <b>Total Liabilities</b> | 174,671             |
| <b>Net Assets (Total Assets less Total Liabilities)</b>                 |  |                          | 1,733,203           |

# Summary sheet

(see notes 62 to 73)

|   | All funds except<br>Political Funds<br>£ | Political<br>Funds<br>£ | Total<br>Funds<br>£ |
|---|--|-------------------------|---------------------|
| <b>Income</b>   |  |                         |                     |
| From Members  |  |                         |                     |
| From Investments  |  |                         |                     |
| Other Income (including increases by<br>revaluation of assets)          |  |                         |                     |
| <b>Total Income</b>   |  |                         |                     |
| <b>Expenditure</b><br>(including decreases by revaluation<br>of assets) |  |                         |                     |
| <b>Total Expenditure</b>  |  |                         |                     |
| <b>Funds at beginning of year</b><br>(including reserves)               |  |                         |                     |
| <b>Funds at end of year</b><br>(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>   | <b>No</b>  |
| If Yes How many ballots were held: <input style="width: 50px;" 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;" type="text"/>              |
| <b>Number of votes cast in the ballot</b>   | <input style="width: 80px;" type="text"/>              |
| Number of Individuals answering "Yes" to the question   | <input style="width: 80px;" type="text"/> <sup>1</sup> |
| Number of individuals answering "No" to the question  | <input style="width: 80px;" type="text"/> <sup>2</sup> |
| Number of invalid or otherwise spoiled voting papers returned   | <input style="width: 80px;" 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;" type="text"/>              |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?  | <input style="width: 60px;" 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;" type="text"/>              |
| <b>Ballot 2</b>   |  |
| Number of individual who were entitled to vote in the ballot  | <input style="width: 80px;" type="text"/>              |
| <b>Number of votes cast in the ballot</b>   | <input style="width: 80px;" type="text"/>              |
| Number of Individuals answering "Yes" to the question   | <input style="width: 80px;" type="text"/> <sup>1</sup> |
| Number of individuals answering "No" to the question  | <input style="width: 80px;" type="text"/> <sup>2</sup> |
| Number of invalid or otherwise spoiled voting papers returned   | <input style="width: 80px;" 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;" type="text"/>              |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?  | <input style="width: 60px;" 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;" type="text"/>              |
| <b>Ballot 3</b>   |  |
| Number of individual who were entitled to vote in the ballot  | <input style="width: 80px;" type="text"/>              |
| <b>Number of votes cast in the ballot</b>   | <input style="width: 80px;" type="text"/>              |
| Number of Individuals answering "Yes" to the question   | <input style="width: 80px;" type="text"/> <sup>1</sup> |
| Number of individuals answering "No" to the question  | <input style="width: 80px;" type="text"/> <sup>2</sup> |
| Number of invalid or otherwise spoiled voting papers returned   | <input style="width: 80px;" 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;" type="text"/>              |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?  | <input style="width: 60px;" 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;" 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**

## 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 attachment "Notes to the financial statements".

## AFFINITY

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2021**

**OFFICERS RESPONSIBILITIES FOR THE PREPARATION OF THE FINANCIAL STATEMENTS**

In respect of the preparation of financial statements, the Union's Officers are required to prepare financial statements which give a true and fair view of the state of the affairs of the Union at the year end and of the results and cashflows for the year to that date. The officers are also required to ensure that suitable accounting policies are consistently applied, applicable accounting and reporting standards are followed and that the financial statements are prepared on a going concern basis.

The officers are also responsible for maintaining proper accounting records which disclose the financial position of the Union at any time, for safe guarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**1. ACTIVITIES AND ACCOUNTING POLICIES****(a) Activities**

Affinity is the major trade union representing staff working in Lloyds Banking Group and TSB Bank. It also represents members in a wide range of other companies. Its primary function is to provide representation services to these members.

**(b) Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with FRS 102 "The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland" applicable to entities subject to the small entity regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The entity's functional currency is GBP.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the Union's accounting policies (see note 2).

The following principle accounting policies have been applied:

**(c) Income**

Income represents subscriptions receivable from members during the year, income receivable from investments and monies on deposit, and the surplus arising from the trading activities of the Union.

Income is recognized to the extent that it is probable that the economic benefits will flow to the Union and the income can be reliably measured. Income is measured as the fair value of the consideration received or receivable, excluding discounts, rebates and other sales taxes. The following criteria must also be met before income is recognised:

Income from subscriptions is recognised in the period in which subscription is due from the member and when all of the following conditions are satisfied:

- the amount of income can be measured reliably
- it is probable that the Union will receive the consideration due under the description

Ancillary services are recognised net of costs due to other services and recognised on an accruals basis.

**(d) Investments**

Fixed asset investments are stated at market value (based in bid market values) as at the balance sheet date. Any gains or losses on investments are recognised in the profit or loss.

**(e) Intangible fixed assets other than goodwill**

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets acquired on business combinations are recognised separately from goodwill at the acquisition date where it is probable that the expected future economic benefits that are attributable to the asset will flow to the entity and the fair value of the asset can be measured reliably.

Amortisation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives. The estimated working life at the following rates:

|                      |                  |
|----------------------|------------------|
| Licences & Databases | - 10% pa on cost |
|----------------------|------------------|

## AFFINITY

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2021**

**1. ACTIVITIES AND ACCOUNTING POLICIES - CONTINUED****(f) Tangible fixed assets**

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Freehold land and buildings are maintained and improved such that the residual values of these properties, based on prices prevailing at the time of acquisition, are at least equal to their book values. Having regard to this, it is the opinion of the Union's Officers that depreciation on any such properties as required by Accounting Standards would not be material.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives. The estimated working life at the following rates:

|                         |                            |
|-------------------------|----------------------------|
| Freehold property       | - not depreciated          |
| Computers and equipment | - 33% pa on cost           |
| Office equipment        | - 20% pa on cost           |
| Motor vehicles          | - 25% pa on net book value |
| Furniture and fittings  | - 10% pa on cost           |

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

**(g) Stock**

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises of voucher value less discount.

At each reporting date, inventories are assessed for impairment. If inventory is impaired, the carrying amount is reduced to its selling price less costs to complete and sell. The impairment loss is recognised immediately in the income and expenditure account.

**(h) Leased assets**

Where assets are financed by leasing agreements that give rights approximating to ownership, the assets are treated as if they had been purchased outright and any finance costs are charged to the income and expenditure account over the purchase period.

All other leases are operating leases, and the annual rentals are charged to the income and expenditure account on a straight line basis over the lease term.

**(i) Debtors**

Short and long term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

**(j) Cash and cash equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

## AFFINITY

**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2021**

**2. JUDGMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION UNCERTAINTY**

The preparation of the financial statements requires management to make judgments, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. The nature of estimation means the actual outcomes could differ from those estimates.

The main areas where judgement and estimates may have a significant effect on the amounts included in the financial statements are:

- Tangible assets – the basis of calculation and assumptions used to perform revaluation and useful economic life of assets used in calculating depreciation.

|   | <b>2021</b>      | <b>2020</b>      |
|---|------------------|------------------|
| <b>3. OPERATING DEFICIT</b>   | <b>£</b>         | <b>£</b>         |
| The operating deficit is stated after charging:                         |                  |                  |
| Depreciation of tangible fixed assets                                   | 27,338           | 35,688           |
| Amortisation of intangible fixed assets                                 | 7,749            | 5,815            |
| Auditors remuneration:  |                  |                  |
| -audit services   | 8,340            | 8,100            |
| -non audit services   | <u>8,660</u>     | <u>10,800</u>    |
| <b>4. EMPLOYEES</b>   |                  |                  |
| Staff costs were as follows:  |                  |                  |
| Wages & Salaries  | <u>1,193,255</u> | <u>1,261,839</u> |
| The average monthly number of employees during the year was as follows: |                  |                  |
| Administrative  | <u>19</u>        | <u>29</u>        |
| <b>5. CONTRIBUTIONS FROM MEMBERS</b>                                    |                  |                  |
| Subscriptions   | 2,033,773        | 2,152,769        |
| Ancillary services  | (26,265)         | (18,757)         |
|   | <u>2,007,508</u> | <u>2,134,012</u> |
| <b>6. OTHER OPERATIONS</b>  |                  |                  |
| Dividends and royalties   | 26,788           | 26               |
| Bank Interest   | <u>128</u>       | <u>-</u>         |
|   | <u>26,916</u>    | <u>26</u>        |
| <b>7. INVESTMENT INCOME</b>   |                  |                  |
| Interest received on loans  | 787              | 968              |
|   | <u>787</u>       | <u>968</u>       |

## AFFINITY

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2021

|   | 2021             | 2020             |
|---|------------------|------------------|
|   | £                | £                |
| <b>8. PREMISES, EQUIPMENT AND STAFF</b> |                  |                  |
| Staff remuneration and severance        | 1,193,255        | 1,261,839        |
| Rent, rates and maintenance             | (6,472)          | 30,085           |
| Light and heat                          | 7,600            | 13,921           |
| Equipment hire                          | (438)            | 3,503            |
|   | <u>1,193,945</u> | <u>1,309,348</u> |
| <b>9. ADMINISTRATION</b>                |                  |                  |
| Printing, stationery and publications   | 19,066           | 49,971           |
| Committee and travelling expenses       | 99,286           | 125,800          |
| Postage                                 | 21,273           | 29,375           |
| Telephone                               | 45,919           | 71,907           |
| Computer costs                          | 99,928           | 96,843           |
| Bank charges and interest               | 19,814           | 20,251           |
| Insurance                               | 19,190           | 21,128           |
| Lease and hire purchase interest        | -                | 2,471            |
| Sundry expenses                         | 6,136            | 1,332            |
| Charitable donations                    | -                | 660              |
|   | <u>330,612</u>   | <u>419,738</u>   |
| <b>10. DEPRECIATION</b>                 |                  |                  |
| Amortisation on intangible fixed assets | 7,749            | 5,815            |
| Depreciation on tangible fixed assets   | 27,338           | 35,688           |
|   | <u>35,087</u>    | <u>41,503</u>    |

## AFFINITY

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

## 11. TAXATION

The Union is not subject to taxation on its normal activities, but is taxable in respect of any profits arising from its trading activities and on its investment income. Provision has been made in the accounts in respect of corporation tax due as follows:

|  | 2021          | 2020       |
|--|---------------|------------|
|  | £             | £          |
| <b>Current tax</b>                         |               |            |
| UK corporation tax on surplus for the year | 20,463        | 189        |
| Adjustments in respect of prior years      | -             | (76)       |
| <b>Total current tax</b>                   | <u>20,463</u> | <u>113</u> |

The tax assessed for the year is lower (2020 – lower) than the standard rate of corporation tax in the UK. The differences are explained below

|  |                |                |
|--|----------------|----------------|
| Surplus/(Deficit) on ordinary activities before tax  | <u>434,468</u> | <u>232,788</u> |
| (Deficit)/Surplus on ordinary activities at standard rate of corporation tax in the UK of 19% (2020 – 19%) | <u>-</u>       | <u>-</u>       |
| Effects of :   |                |                |
| Surplus chargeable to corporation tax  | 20,463         | 189            |
| Other tax adjustments  | <u>-</u>       | <u>(76)</u>    |
|  | 20,463         | 113            |
| <b>Current Tax Charge for year</b>   | <u>20,463</u>  | <u>113</u>     |

No deferred tax has been accounted for as it is immaterial.

## AFFINITY

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2021

## 12. INTANGIBLE FIXED ASSETS

|                                      | Licences &<br>Databases<br>£ | Total<br>£    |
|--------------------------------------|------------------------------|---------------|
| <b>COST</b>                          |                              |               |
| 1 January 2021                       | 68,508                       | 68,508        |
| Additions                            | 11,997                       | 11,997        |
| Disposals                            | -                            | -             |
| 31 December 2021                     | <u>80,505</u>                | <u>80,505</u> |
| <b>AMORTISATION &amp; IMPAIRMENT</b> |                              |               |
| 1 January 2021                       | 10,320                       | 10,320        |
| Disposals                            | -                            | -             |
| Charge for year                      | 7,749                        | 7,749         |
| 31 December 2021                     | <u>18,069</u>                | <u>18,069</u> |
| <b>NET BOOK VALUE</b>                |                              |               |
| 31 December 2021                     | <u>62,436</u>                | <u>62,436</u> |
| 31 December 2020                     | <u>58,188</u>                | <u>58,188</u> |

## 13. TANGIBLE FIXED ASSETS

|                       | Computer<br>Equipment<br>£ | Office<br>Equipment<br>£ | Motor<br>Vehicles<br>£ | Furniture<br>& Fittings<br>£ | Total<br>£     |
|-----------------------|----------------------------|--------------------------|------------------------|------------------------------|----------------|
| <b>COST</b>           |                            |                          |                        |                              |                |
| 1 January 2021        | 198,437                    | 25,565                   | 148,282                | 139,040                      | 511,324        |
| Additions             | 12,303                     | -                        | -                      | -                            | 12,303         |
| Disposals             | -                          | -                        | (50,437)               | -                            | (50,437)       |
| 31 December 2021      | <u>210,740</u>             | <u>25,565</u>            | <u>97,845</u>          | <u>139,040</u>               | <u>473,190</u> |
| <b>DEPRECIATION</b>   |                            |                          |                        |                              |                |
| 1 January 2021        | 172,892                    | 25,180                   | 96,693                 | 135,789                      | 430,554        |
| Disposals             | -                          | -                        | (33,270)               | -                            | (33,270)       |
| Charge for year       | 16,888                     | 157                      | 9,710                  | 583                          | 27,338         |
| 31 December 2021      | <u>189,780</u>             | <u>25,337</u>            | <u>73,133</u>          | <u>136,372</u>               | <u>424,622</u> |
| <b>NET BOOK VALUE</b> |                            |                          |                        |                              |                |
| 31 December 2021      | <u>20,960</u>              | <u>228</u>               | <u>24,712</u>          | <u>2,668</u>                 | <u>48,568</u>  |
| 31 December 2020      | <u>25,543</u>              | <u>382</u>               | <u>51,587</u>          | <u>3,251</u>                 | <u>80,770</u>  |

The net book value of tangible fixed assets includes £22,451 (2020 - £48,574) in respect of assets held under finance leases or hire purchase contracts. The depreciation charge in respect of such assets amounted to £8,957 (2020 - £16,192) for the year.



## AFFINITY

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2021

|  | 2021             | 2020             |
|--|------------------|------------------|
|  | £                | £                |
| <b>14. INVESTMENTS</b>   |                  |                  |
| Listed investments   | 5,149            | 5,149            |
| Additions  | 1,289,695        | -                |
| Disposals  | -                | -                |
| [Market Value £1,294,844 (2020- £4,192)]   |                  |                  |
|  | <u>1,294,844</u> | <u>5,149</u>     |
| <b>15. DEBTORS AND PREPAYMENTS</b>   |                  |                  |
| Prepayments and accrued income   | 36,151           | 20,058           |
| Other debtors  | 62,378           | 90,688           |
| Corporation tax recoverable  | 189              | -                |
|  | <u>98,718</u>    | <u>110,746</u>   |
| Included within other debtors are amounts due after one year totalling £19,430 (2020- £27,200), all amounts are recoverable.                           |                  |                  |
| <b>16. CASH AT BANK AND IN HAND</b>  |                  |                  |
| Bank current account   | 380,255          | 1,227,702        |
| Cash in hand   | 42               | 156              |
|  | <u>380,297</u>   | <u>1,227,858</u> |
| <b>17. CREDITORS - due within one year</b>   |                  |                  |
| Creditors and accruals   | 66,805           | 93,761           |
| Obligations under hire purchase and finance leases   | -                | 461              |
| Other creditors  | 87,403           | 72,325           |
| Corporation tax  | 20,463           | 189              |
|  | <u>174,671</u>   | <u>166,736</u>   |
| <b>18. ACCUMULATED FUND</b>  |                  |                  |
| Balance at 1 January 2021  | 1,319,198        | 1,086,523        |
| Surplus/(Deficit) for the year   | 414,005          | 232,675          |
|  | <u>1,733,203</u> | <u>1,319,198</u> |
| <b>19. OPERATING LEASE COMMITMENTS</b>   |                  |                  |
| At the reporting end date, the union had outstanding commitments for future minimum lease payments under non-cancellable operating leases, as follows: |                  |                  |
| Total lease commitments  | <u>-</u>         | <u>18,862</u>    |

**AFFINITY**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2021**

**20. RELATED PARTY TRANSACTIONS**

**Transactions with people with significant control or influence:**

- (a) During the year the Union paid a salary of £20,206 (2020: £20,000) to Mr Neilson Smith in his capacity as Chairman of the Union.
  - (b) During the year the Union paid a salary of £12,728 (2020: £22,973) to Mr Peter Munday, a member of the general council, in his capacity for the advice team and administrative work as required.
- No other members of the General Purpose Committee received remuneration during the year.

**Transactions with people with key management personnel:**

- (a) In the prior year the Union continued to provide a non-interest bearing loan to Mr Mark Brown, the General Secretary. The balance due from Mr Mark Brown at the year-end was £nil (2020: £1,307 due from Mr Mark Brown). The Union received repayments in the year totalling £1,307 (2020: £3,086 in repayments made to Mr Mark Brown).

## AFFINITY

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2021**21. BUSINESS REVIEW**

In previous Business Reviews we have reported extensively on how the process of contraction and change in the UK banking industry had been the catalyst for major change in the structure and organisation of Affinity.

Mobility amongst banking staff who no longer worked in a 40-year career industry had already cause a significant diversification in the Union's membership base, as people moved jobs, both between banks and into other sectors. In that way the Union came to represent people across a very wide range of industries and jobs. Now, 20% of members work outside banking and that proportion continues to grow.

The largest and fastest growth has been in the betting industry in which, ironically, employees encounter many of the same problems we have encountered in banking. Radically slimmed down organisations have placed the burden of dealing with customers on staff who face workload problems through deliberate under-resourcing, long working hours and senior management who, despite high sounding HR policies, have little real commitment to their staff. In betting shops, levels of criminality amongst customers and the ever-present threat of abuse violence make working in them a tall order. To describe betting shop staff as the meat in the sandwich between indifferent management and often very difficult customers is to understate the problem. Unsurprisingly people are starting to look for protection and the Union's individual advice and representation workload remains high in this area.

What has become abundantly clear is that there is no point attempting to generate much dialogue with employers who don't value employee views and who, in some cases, are represented by line managers who simply won't recognise their obligations to regulators or the legal constraints on firms. This makes two developments inevitable:

First, the Union is going to have to address employer abuses by representation direct to their regulators; in the case of banks to the Financial Conduct Authority and in the case of betting shops to the Gambling Commission. Banks have long shown a preparedness to 'game' the FCA i.e. to see what they can get away with and betting chains present the Gambling Commission with a 'glossy' front door which conceals serious issues that the Commission should be concerned with. Neither regulator is going to address what they can't see and in 2022 and beyond our campaigning role will widen considerably.

Secondly, we are certain to take more legal action against employers who abuse their own staff. Banks and betting shops are going to lead the list of litigated cases because of their apparent determination to press ahead with disciplinary action, dismissals and discriminatory behaviour of different types, even when no employment lawyer would advise them to act as they do. If senior management have no obvious ethical parameters and HR practitioners are unwilling or incapable of advocating or exercising restraint, there are only two options: acceptance or legal action and members can expect to see significant publicity around cases.

One other area in which Affinity has taken the lead among trade unions has been the defence of freedom of speech, particularly in universities where threats from supposedly offended students or anonymous third parties and weakness on the part of university managements have conspired to undermine the ability of UK academics to think and speak freely. If academics can't question assumptions or expose flawed thinking for fear of upsetting some vocal minority, society and science are going to suffer and their freedom of speech and thought needs to be defended.

The corporate cowardice often evident in the academic world has now reached epidemic proportions in some other sectors as employers respond sympathetically, often without much obvious thought, to allegations from complainants that they have been offended. When what was required was a simple reassertion of individuals' rights to freedom of speech (protected under Article 10 of the Human Rights Act 1998 which says "everyone has the right to freedom of expression") to send vexatious complainants packing, organisations indulged these complaints by pursuing disciplinary investigations or action that were never likely to stand up in court.

The many cases we dealt with in 2021 bear testimony to what can be achieved when weak organisations are confronted with determined representation of staff rights but we expect there to be many more cases in 2022 and beyond, until the government introduces more balance between the various human rights and a more potent statutory defence of free speech.

**AFFINITY**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2021**

**21. BUSINESS REVIEW CONTINUED**

In 2020, we reported that were on the cusp of completing the digital transformation of Affinity's operations and that goal was reached at the end of 2021. Digitisation of the Union's communications is complete and the Union is self-sufficient in all areas, save for some specialist telephone technology and legal work. The significant cost savings of digitisation and managing our own systems have been captured.

We also said in the 2020 review that collectively, Affinity was the only independent trade union in Lloyds and TSB and as the largest union in those banks, even without collective recognition, remained the driver of a campaigns on pay, terms and conditions and employee rights inside and outside the banks. Nothing changed during 2021. The recognised unions showed that they were incapable of acting independently on pay and we expect 2022 to be the year in which even sceptics can see that unions which owe their existence to the employers with whom they are supposed to negotiate, are bound to fail.

# Accounting policies



(see notes 84 and 85)

See attachment "Notes to the financial statements".

## 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<br>Signature: |  | Chairman's<br>Signature: |  |
|                           |   |                          | (or other official whose position should be stated)                                |
| Name:                     | Mark Brown  | Name:                    | Neilson Smith  |
| Date:                     | 24.05.2022  | Date:                    | 24.05.2022   |

## Checklist

(see notes 88 to 89)

(please tick as appropriate)

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

Signature(s) of auditor or auditors:

*Paul Tucker*

Name(s):

Croucher Needham (Essex) LLP

Profession(s) or Calling(s):

Chartered Certified Accountants

Address(es):

Market House

10 Market Walk

Saffron Walden

Essex

Postcode

CB10 1JZ

Date

25/05/2022

Contact name for inquiries and  
telephone number:

Paul Tucker - 01799 521301

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

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF AFFINITY

### Opinion

We have audited the financial statements of Affinity for the year ended 31 December 2021, which comprise the income and expenditure account, balance sheet, cashflow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including 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 the Union's affairs as at year ending 31 December 2021 and of its surplus or the year ended 31 December 2021;
- 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 officers use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

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

Our responsibilities and the responsibilities of the officer 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 officers 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 course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. 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.



## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF AFFINITY (CONTINUED)

### 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 material misstatements in the officer's report.

We have nothing to report in respect of the following matters where the Trade 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, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- the revenue account to which our report relates, and the balance sheet are not in agreement with the books of account of the union; or
- we have not received all the information and explanations we require for our audit; or
- certain disclosures within the form AR21 of Officers' remuneration specified by law are not made.

This report is made solely to the union's members, as a body. Our audit work has been undertaken so that we might state to the 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 union and the union's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Responsibilities of the Union's Officers

As explained more fully in the officer's responsibilities statement, the officers 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 officer determines 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 officer is 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 officer either intends to liquidate the union or to cease operations, or has 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

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 our procedures are capable of detecting irregularities, including fraud, is detailed below.

There are inherent difficulties in detecting instances of fraud and non-compliance with laws and regulations. The objective of our audit in relation to irregularities, including fraud, is to design and apply appropriate audit procedures based on a comprehensive assessment of the relevant risks. Audit procedures covering all identified risks were performed and the Union maintains a strong control environment, minimizing the risk of failure to detect irregularities.

However, it is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with applicable laws and regulations and for the prevention and detection of fraud. It was identified that the way in which fraud might occur would be through management override of controls made possible by limited segregation of duties, or through collusion.

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF AFFINITY (CONTINUED)****Irregularities including Fraud (continued)**

We assessed the risks of material misstatement in respect of fraud through a combination of enquiries of key management and those charged with governance, analytical review of the financial information provided and discussion with the audit engagement team of the areas that would be most susceptible to fraud.

We obtained an understanding of the legal and regulatory frameworks that are applicable to the entity through enquiries of management and consideration of the nature of the industry and sector. It was determined that the most significant are those that relate to:

- The Trade Union and Labour Relations (Consolidation) Act 1992;
- FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice);

The audit engagement team identified the risk of non-identification of related party transactions as the area where the financial statements were most susceptible to material misstatement due to fraud.

Based on the results of our risk assessment we designed audit procedures to identify fraud or non-compliance with such laws and regulations identified above. The relevant audit procedures performed included, but weren't limited to:

- enquiry of key management and those charged with governance around actual and potential litigation and claims, and corroborating the responses;
- the review of related parties and the identification of any transactions;
- auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

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

Croucher Needham (Essex) LLP

**PAUL TUCKER (SENIOR STATUTORY AUDITOR)  
FOR AND ON BEHALF OF CROUCHER NEEDHAM (ESSEX) LLP  
CHARTERED CERTIFIED ACCOUNTANTS  
STATUTORY AUDITOR**

25/05/2022  
.....  
Market House  
10 Market Walk  
Saffron Walden  
Essex  
CB10 1JZ

## 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?

**Yes**

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**

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

**Yes**

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              | <i>Paul Tucker</i>  |
| Name                              | Paul Tucker on behalf of Croucher Needham (Essex) LLP         |
| Address                           | Market House, 10 Market Walk, Saffron Walden, Essex, CB10 1JZ |
| Date                              |   |
| Contact name and telephone number | Paul Tucker - 01799 521301                                    |

## 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?

N/A

If "No" Please explain below:

[Large greyed-out area for explanation]

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