

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

| | | | |
|--|------------------------------|--|--------------------------|
| Name of Trade Union: | RSPB Staff Association | | |
| Year ended: | 31 March 2022 | | |
| List no: | | | |
| Head or Main Office address: | RSPB | | |
| | The Lodge | | |
| | Sandy | | |
| | Bedfordshire | | |
| | https://www.rspb.org.uk/ | | |
| Postcode | SG19 2DL | | |
| Website address (if available) | | | |
| 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: | Tony Wicks (Chair) | | |
| Telephone Number: | 01767 693012 | | |
| Contact name for queries regarding the completion of this return | Kate Hucklesby | | |
| Telephone Number: | None due to working at home | | |
| E-mail: | Kate.Hucklesby@rspb.org.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 |
| Male | 409 | 17 | | | 426 |
| Female | 529 | 14 | | | 543 |
| Other | | | | | |
| Total | 938 | 31 | | | A 969 |

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

969

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 |
|------------------------|---|------------------------------|-----------------|
| Deputy chair | Lyndon Parker | Terry Goldsmith | 08 October 2021 |
| Membership Recruitment | Lana Ginns | Amy Easterbrook | 25 January 2022 |
| | | | |
| | | | |
| | | | |
| | | | |

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:

General Fund

(see notes 13 to 18)

| | £ | £ |
|--|---|---------|
| Income | | |
| From Members: Contributions and Subscriptions | | 10,491 |
| From Members: Other income from members (specify) | | |
| Pilates | | 2,160 |
| Total other income from members | | 2,160 |
| Total of all income from members | | 12,651 |
| Investment income (as at page 12) | | 635 |
| 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 | | 13,286 |
| Interfund Transfers IN | | |
| Expenditure | | |
| Benefits to members (as at page 5) | | 4,296 |
| Administrative expenses (as at page 10) | | 3,518 |
| Federation and other bodies (specify) | | |
| | | |
| Total expenditure Federation and other bodies | | |
| Taxation | | |
| Total expenditure | | 7,814 |
| Interfund Transfers OUT | | |
| Surplus (deficit) for year | | 5,472 |
| Amount of general fund at beginning of year | | 98,774 |
| Amount of general fund at end of year | | 104,246 |

Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

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

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

| | | | £ |
|---|-----|---|-------|
| Representation – Employment Related Issues | | brought forward | 582 |
| Membership Support | 432 | Advisory Services | |
| | | Other Cash Payments | |
| Representation – Non Employment Related Issues | | Education and Training services | |
| | | | |
| Communications | | | |
| Membership Publicity | 150 | Negotiated Discount Services | |
| | | | |
| Dispute Benefits | | Other Benefits and Grants (specify) | |
| | | Club Grants | 1,206 |
| | | Pilates | 2,416 |
| | | Christmas | 92 |
| carried forward | 582 | Total (should agree with figure in General Fund) | 4,296 |

(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 | |

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

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

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

Total expenditure

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

£

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

Total expenditure

£

(c) the total amount of all other money expended

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

Total expenditure

Total of all expenditures

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

(see notes 34 and 35)

| | | £ |
|--|-----------------------|-------|
| Administrative Expenses | | |
| Remuneration and expenses of staff | | 1,000 |
| Salaries and Wages included in above | 1,000 | |
| Auditors' fees | | 1,068 |
| Legal and Professional fees | | |
| Occupancy costs | | |
| Stationery, printing, postage, telephone, etc. | | |
| Expenses of Executive Committee (Head Office) | | 100 |
| Expenses of conferences | | |
| Other administrative expenses (specify) | | |
| Recruitment & Promotion | | 200 |
| Training for Leadership Team | | 1,150 |
| | | |
| Other Outgoings | | |
| | | |
| Outgoings on land and buildings (specify) | | |
| | | |
| Other outgoings (specify) | | |
| | | |
| tretert | | |
| Total | | 3,518 |
| Charged to: | General Fund (Page 3) | 3,518 |
| | | |
| Total | | 3,518 |

Analysis of officials' salaries and benefits

(see notes 31 - 41)

| Office Held | Gross Salary | Employers N.I. Contributions | Benefits | | Total | |
|---|--------------|---------------------------------|--------------------------|----------------|-------|-------|
| | | | Pension Contributions | Other Benefits | | |
| | | | | Description | | Value |
| | £ | £ | £ | | £ | |
| Chair* | 1,200 | | | | | 1,200 |
| Deputy Chair* | 750 | | | | | 750 |
| Communications Team Leader* | 750 | | | | | 750 |
| Finance Team Leader* | 750 | | | | | 750 |
| Membership Support Team Leader* | 750 | | | | | 750 |
| Activities & Benefits Team Leader* | 750 | | | | | 750 |
| Policy & Advocacy Team Leader* | 750 | | | | | 750 |
| Regional Team Team Leader* | 750 | | | | | 750 |
| Minutes Secretary* | 500 | | | | | 500 |
| Membership Coordinator** | 500 | | | | | 500 |
| Treasurer*** | 500 | | | | | 500 |
| Membership Recruitment Team Leader*** | 375 | | | | | 375 |
| * paid direct by RSPB | | | | | | |
| ** 50% paid by RSPB/ 50% by RSPB (reimbursed) | | | | | | |
| *** Paid by the RSPB and re-embursed, by SA | | | | | | |

Fixed assets account

(see notes 53 to 57)

| | Land and Buildings | | Furniture and Equipment £ | Motor Vehicles £ | Not used for union business £ | Total £ |
|--|--------------------|----------------|------------------------------------|------------------------|--|------------|
| | Freehold £ | Leasehold £ | | | | |
| 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 | | |
| Triodos Bank Fixed Term Deposit Account | 57,729 | |
| Other unquoted investments (to be specified) | | |
| Interest | 635 | |
| Total unquoted (as Balance Sheet) | 58,364 | |
| Market Value of Unquoted Investments | | |

Summary sheet

(see notes 62 to 73)

| | All funds except Political Funds £ | Political Funds £ | Total Funds £ |
|--|---|----------------------------------|------------------------------|
| Income | | | |
| From Members | 12,651 | | 12,651 |
| From Investments | 635 | | 635 |
| Other Income (including increases by revaluation of assets) | | | |
| Total Income | 13,286 | | 13,286 |
| Expenditure (including decreases by revaluation of assets) | | | |
| Total Expenditure | 7,814 | | 7,814 |
| Funds at beginning of year (including reserves) | 98,774 | | 98,774 |
| Funds at end of year (including reserves) | 104,246 | | 104,246 |
| Assets | | | |
| Fixed Assets | | | |
| Investment Assets | | | 58,364 |
| Other Assets | | | 45,882 |
| Total Assets | | | 104,246 |
| Liabilities | | | |
| Total Liabilities | | | 0 |
| Net Assets (Total Assets less Total Liabilities) | | | 104,246 |

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?

No

If Yes How many ballots were held:

For each ballot held please complete the information below:

Ballot 1

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 2

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 3

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 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.

1. Page 3 General Fund

The figure entered for "Amount of general fund at beginning of year" differs from the figure entered for "amount of general fund at end of year" on the previous year's return by £8. This is due to the discovery by current officers of the association of a dormant bank account containing this sum, which had not been included in the previous year's return.

2. Change of accounting policy

Previous returns have included amounts for the honorariums and expenses of some officers of the association which are paid for by the RSPB, rather than being paid out of the association's own funds. These amounts were historically included under Income (Other income - Income from Federations and other bodies) and Expenditure (Benefits to members / Administrative expenses), with the amounts included under both income and expenditure netting to zero. Having sought clarification from the Certification Office, it has been decided that this "in-kind" contribution to the association should no longer be included in the accounts.

Therefore, unlike previous returns, no figures have been entered in this return for:

Page 3 "Income from Federations and other bodies"

Page 5 "Benefits to members - Salary Costs"

Page 10 "Administrative expenses - Salaries and Wages"

Page 11 - Analysis of officials' salaries and benefits

Please note that the honorariums for two officers of the association in post during this period were due to be paid out of the association's own funds and would therefore have been included in this return, but are not included in this return as the payments were made after 31st March 2020.

Accounting policies

(see notes 84 and 85)


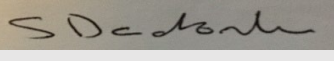
The financial statements have been prepared under the historical cost accounting rules.

It is the policy of the association to maintain a healthy balance in its general fund for the purpose of supporting its members through work related disputes.

Signatures to the annual return

(see notes 86 & 87)

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

| | |
|---|--|
| Secretary's Signature:  <hr/> Name: Tony Wicks (Chair) <hr/> Date: 17 May 2022 | Chairman's Signature:  <hr/> (or other official whose position should be stated) Name: Sophie Dackombe (Finance and Administration Team Leader) <hr/> Date: 17 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 | <input checked="" type="checkbox"/> | No | |
| Has the list of officers in post been completed? (see Page 2 and Note 12) | Yes | <input checked="" type="checkbox"/> | No | |
| Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95) | Yes | <input checked="" type="checkbox"/> | No | |
| Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77) | Yes | <input checked="" type="checkbox"/> | No | |
| Is a rule book enclosed? (see Notes 8 and 88) | Yes | <input checked="" type="checkbox"/> | No | |
| A member statement is: (see Note 80) | Enclosed | <input checked="" type="checkbox"/> | To follow | |
| Has the summary sheet been completed? (see Page 17 and Notes 7 and 62) | Yes | <input checked="" type="checkbox"/> | To follow | |
| Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103) | Yes | <input checked="" type="checkbox"/> | 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)

We have reviewed the financial statements in accordance with the Auditing Standards issued by the Auditing Practices Board and the Trade Union and Labour Relations (Consolidation) Act 1992.

An audit includes an examination of evidence relevant to the accounts and disclosures in the financial statements and of whether the accounting policies are correct and appropriate to the Association's circumstances, consistently applied and adequately disclosed.

In our opinion the financial statements give a true and fair view of the matters to which they relate to and have been properly prepared in accordance with the requirements of Sections 28, 32 and 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

Signature(s) of auditor or auditors:

J. M. Baldwin

Name(s):

J M Baldwin

Profession(s) or Calling(s):

FCCA CTA

Address(es):

Baldwin and Co

Chartered Certified Accountants

21 London Road

Biggleswade

Postcode

SG18 8ED

Date

19-May-22

Contact name for inquiries and telephone number:

J M Baldwin 01767 318119

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



Statement of Assets and Liabilities 31st March 2022

| | 31/03/2021 | 31/03/2022 |
|---|--------------------|---------------------|
| Fund balance brought forward | £ 93,022.42 | £ 98,774.26 |
| Add surplus (less deficit) for the year | £5,751.84 | £ 5471.18 |
| Fund balance carried forward | <u>£ 98,774.26</u> | <u>£ 104,245.44</u> |

| <u>Represented by</u> | 31/03/2022 |
|---|---------------------|
| Bank Current Account - Unity Trust | £ 45,873.17 |
| Bank Current Account – Triodos | £ 8.50 |
| Bank Fixed Term Deposit Account - Triodos | £ 58,363.77 |
| | <u>£ 104,245.44</u> |

This financial statement has been prepared by the Treasurer of the Staff Association. It has been reviewed by John Baldwin of Baldwin & Co. Chartered Certified Accountants.

Kate Hucklesby
Treasurer
RSPB Staff Association

John Baldwin
Baldwin & Co Chartered Certified Accountants

Income and Expenditure Account to 31st March 2022

| <u>INCOME</u> | <u>2021/22</u> | <u>2020/21</u> |
|-------------------------|--------------------|--------------------|
| Subscriptions | £ 10,491.10 | £ 10,365.53 |
| Activities | | |
| Pilates | £ 2,160.00 | £ 3,244.00 |
| Benefits | | |
| Club Grants | - | - |
| Other | - | £300.00 |
| | <u>£ 12,651.10</u> | <u>£ 13,909.53</u> |
| Interest Received (net) | £ 635.02 | £ 628.11 |
| RSPB Contribution | - | - |
| | <u>£ 13,286.12</u> | <u>£ 14,537.64</u> |

| <u>EXPENDITURE</u> | <u>2021/22</u> | <u>2020/21</u> |
|--------------------------------|-------------------|-------------------|
| Benefits to Members | | |
| Membership Support & Publicity | £582.00 | - |
| Travel & Subsistence | - | - |
| Wages and Salaries | - | - |
| Club Grants | £ 1,206.23 | £ 1,442.85 |
| Edenred Discount Scheme | - | - |
| <u>Activities</u> | | |
| Pilates | £ 2,416.26 | £ 2,945.00 |
| Christmas | 92.50 | 380.28 |
| | <u>£2,508.76</u> | <u>£3,325.68</u> |
| | <u>£ 4,296.99</u> | <u>£ 4,768.13</u> |

| | | |
|---|-------------------|-------------------|
| Administrative Expenses | | |
| Wages and Salaries | £1,000.00 | £1,500.00 |
| Audit | £1,068.00 | £1,020.00 |
| Travel & Subsistence | - | - |
| Recruitment - Promotion | £199.70 | - |
| Training | £1,150.00 | £1,284.00 |
| Office Expenses | £ 100.25 | £ 213.67 |
| | <u>£ 3,517.95</u> | <u>£ 4,017.67</u> |
| | <u>£7,814.94</u> | <u>£8,785.80</u> |
| Surplus (Deficit) of Income over Expenditure | <u>£5,471.18</u> | <u>£5,751.84</u> |

Note:

Statement to Members

Issued in connection with the Annual Return for the Period ended 31 March 2022 as required by Section 32A of the Trade Union and Labour Relations (Consolidation) Act 1992.

Income and Expenditure

The total income for the period was £13,286. This amount included payments of £10,491 in respect of membership subscriptions. The total expenditure for the period was £7,815. We do not maintain a political fund.

Payments to the Chair, Officers and Committee

| | | | |
|---------------------------------------|--------|-------------------------------------|------|
| Chair * | £1,200 | Policy and Advocacy Team Leader * | £750 |
| Deputy Chair * (Payment not made) | £0 | Regional Team Leader * | £750 |
| Communications Team Leader * | £750 | Minutes Secretary * | £500 |
| Finance and Admin Team Leader * | £750 | Membership Coordinator ** | £500 |
| Membership Support Team Leader * | £750 | Treasurer *** | £500 |
| Activities and Benefits Team Leader * | £750 | Membership Recruitment Team Lead*** | £375 |

* Post funded by RSPB (not included in this statement)

** Post funded 50% by RSPB (included in this statement) / 50% by Staff Association

*** Post funded by Staff Association

Irregularity statement

A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

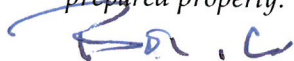
Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of the rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal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

Accountants Report

We have reviewed the financial statements in accordance with the auditing standards issued by the auditing practices board

An audit includes examination of evidence relevant to the amounts and disclosures in the financial statements and of whether the accounting policies are appropriate to the association's circumstances, consistently applied and adequately disclosed

In our opinion the financial statements give a fair and true view of the state of affairs of the association as at 31 March 2022 and of its surplus for the year then ended, and have been prepared properly.



BALDWIN & CO.

CHARTERED CERTIFIED ACCOUNTANTS

21 LONDON ROAD, BIGGLESWADE

BEDFORDSHIRE SG18 8ED

DATE: 30/5/22

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 reporting period preceding 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 information 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

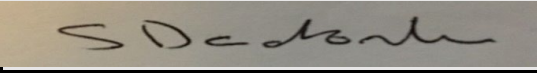
For a trade union with no **more than 10,000 members** at the end of the reporting period preceding the one to which this audit relates.

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

If "No" Please explain below:

[Large greyed-out area for explanation]

| | |
|-------------|---|
| Signature |  |
| Name | Sophie Dackombe |
| Office held | Finance and Administration Team Leader |
| Date | 17/05/2022 |