# 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 No <b>x</b> ('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

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?

If yes, state the name of that other union:

b. A federation of trade unions?

If yes, state the number of affiliated unions:

and names:

Yes	No x	
Yes	No x	

969

## Officers in post

(see note 12)

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

Name of Officer	Position held
Tony Wicks	Chair
Terry Goldsmith	Deputy Chair
Emma Whiteway	Communications Team Leader
Sophie Dackombe	Finance and Administration Team Leader
Lyndon Parker	Membership Support Team Leader
Heather Mitchell	Activities and Benefits Team Leader
Vacant	Policy and Advocacy Team Leader
Anna Canvin	Regional Team Leader
Suzy Mills	Membership Coordinator
Kate Hucklesby	Treasurer
Vacant	Minutes Secretary
Amy Easterbrook	Membership Recruitment TL

# **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
Pliates		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		
		4 000
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)

		- ,	£
Poproportation		brought forward	
Representation –			502
Employment Related Issues		Advisory Services	
Membership Support	432		
Representation –		Other Cash Payments	
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)	

Fund	2		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other in	ncome as specified	
		Total Income	
	In	terfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Inter	fund Transfers OUT	
	Surplus (I	Deficit) for the year	
	Amount of fund a	t beginning of year	
	Amount of fund at the end of year	(as Balance Sheet)	
	Number of members contribu	iting at end of year	

Fund	3		Fund Accoun
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other in	ncome as specified	
		Total Income	
	Ir	iterfund Transfers IN	
Expenditure		·	
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Inte	rfund Transfers OUT	
	Surplus (	Deficit) for the year	
	Amount of fund a	t beginning of year	
	Amount of fund at the end of year	(as Balance Sheet)	
	Number of members contribution	uting at end of year	

Fund 4	1		Fund Account			
Name:		£	£			
Income						
	From members					
	Investment income (as at page 12)					
	Other income (specify)					
		-				
	Total other inc	come as specified				
	Total Income					
	Inte	erfund Transfers IN				
Expenditure						
	Benefits to members					
	Administrative expenses and other expenditure (as at page 10)					
		Total Expenditure				
	Interfu	und Transfers OUT				
	Surplus (D	eficit) for the year				
	Amount of fund at	beginning of year				
	Amount of fund at the end of year (a	as Balance Sheet)				
	Number of members contribut	ing at end of year				

Fund 5 Fund Accoun				
Name:		£	£	
Income				
	From members			
	Investment income (as at page 12)			
	Other income (specify)			
	Total other inc	ome as specified		
		Total Income		
	Inte	rfund Transfers IN		
Expenditure				
	Benefits to members			
	Administrative expenses and other expenditure (as at page 10)			
	Т	otal Expenditure		
	Interfu	nd Transfers OUT		
	Surplus (De	eficit) for the year		
	Amount of fund at t	peginning of year		
	Amount of fund at the end of year (a	s Balance Sheet)		
	Number of members contributi	ng at end of year		

Fund	6		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Tatal athen in	a ma a a a citia d	
	i otal other in	come as specified	
		Total Income	
	Int	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Inter	und Transfers OUT	
	Surplus (E	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 contribu	ting at end of year	

Fund	7		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other ind	come as specified	
		Total Income	
	Inte	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Interfe	und Transfers OUT	
	Surplus (D	eficit) for the year	
	Amount of fund at	beginning of year	
	Amount of fund at the end of year (a		
	Number of members contribut	ting at end of year	
	Amount of fund at the end of year (a Number of members contribut		

Fund 8	3		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	come as specified	
		Total Income	
	Inte	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Interfu	und Transfers OUT	
		eficit) for the year	
	Amount of fund at		
	Amount of fund at the end of year (a	as Balance Sheet)	
	Number of members contribut	ting at and of year	
	Number of members contribut	ing at end of year	

Fund	9		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	ome as specified	
		Total Income	
	Inte	rfund Transfers IN	
Expenditure		•	
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	T	Total Expenditure	
	Interfu	nd Transfers OUT	
	Surplus (De	eficit) for the year	
	Amount of fund at t	beginning of year	
	Amount of fund at the end of year (a	s Balance Sheet)	
		1	
	Number of members contributi	ing at end of year	

## **Political fund account**

		(see notes 24 to 33)	£	£
Political fur	nd account 1 To be co	mpleted by trade unions which maintain thei	r own political fund	
	Income	Members contributions and levies		
		Investment income (as at page 12)		
	Other income (specify)			
		Total of	her income as specified	
			Total income	
		nion and Labour Relations (Consolidation) Ac he political funds exceeds £2,000 during the		t out in section (72)
		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)		
		····· P······ ··· P······· · (··· ··· P···3· ···)	Total expenditure	
			' Surplus (deficit) for year	
			und at beginning of year	
		Amount of political fund at the end of		
		Number of members at end of year contrib		
	N	umber of members at end of the year not contribu		
Num		ave completed an exemption notice and do not con		
Delitient for				
Political fur	nd account 2 To be complete	d by trade unions which act as components o	of a central trade union	1
Income	Contributions and levies collected from	om members on behalf of central political fund		
	Funds received back from central po	blitical fund		
	Other income (specify)			
	-		Total other income a	as specified
			Т	otal income
Expenditure				
	Expenditure under section 82 of the	Trade Union and Labour Relations		
	(Consolidation) Act 1992 (specify)			
		l		
	Administration expenses in	connection with political objects(specify)		
	Non-political expenditure	· · · · · · · · · · · · · · · · · · ·		
	· · · · · F · · · · · · · · · F · · · ·		Total expenditure	
			Surplus (deficit) for year	
		Amount held on behalf of trade union political		
			emitted to central political	
		Amount held on behalf of central p		
		Number of members at end of year contri	-	
		Number of members at end of the year not contri	<b>-</b> .	
Number of me	mbers at end of year who have compl	eted an exemption notice and do not therefore con	tribute to the political fund	

## Political fund account expenditure (a)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party		
Name of political party in relation to which money was expended	Total amount spent during the period £	
Total		

## Political fund account expenditure (b)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

Expenditure of money on the provision of any services or property for use by or on behalf of any political party		
Name of political party to which payment was made	Total amount paid during the period	
	£	
Το	tal	

#### Political fund account expenditure (c)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the	
nolding of any ballot by the union in connection with any election to a political office	

Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see 33(iii))	£
		Total	

## Political fund account expenditure (d)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure on the maintaince of any holder of political office		
Name of office holder	£	
Total		

## Political fund account expenditure (e)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

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

Name of political party	£
Total	

## Political fund account expenditure (f)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

On the production, publication or distribution of any literature, document, film, sound recording or
advertisement the main purpose of which is to pursuade people to vote for a political party or candidate or to
persuade them not to vote for a political party or candidate

Name of organisation or political party	£
Total	

For expenditur	e 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

(c) the total amount of all other money expended

#### Total expenditure

Total expenditure

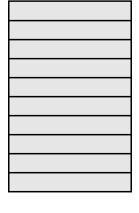
Total of all expenditures

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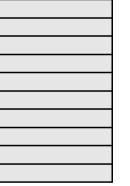


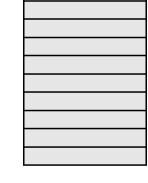
£

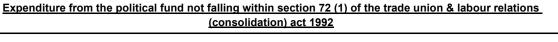
£



£







## 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 Salaries and Wages included in above Additors' fees Legal and Professional fees Occupancy costs Stationery, printing, postage, telephone, etc. Expenses of conferences Other administrative expenses (specify) Recruitment & Promotion Training for Leadership Team Other Outgoings Other Outgoings Other outgoings on land and buildings (specify) Other outgoings (specify) Tretert Total 3.51			
Remuneration and expenses of staff Salaries and Wages included in above Auditors' fees Legal and Professional fees Occupancy costs Stationery, printing, postage, telephone, etc. Expenses of Executive Committee (Head Office) Expenses of conferences Other administrative expenses (specify) Recerutiment & Promotion Training for Leadership Team Other Outgoings Other Outgoings on land and buildings (specify) Other outgoings (specify) tretert Total	Administrative Expenses		£
Salaries and Wages included in above       1,000         Auditors' fees       1,000         Legal and Professional fees       0         Occupancy costs       10         Expenses of Executive Committee (Head Office)       10         Expenses of conferences       10         Other administrative expenses (specify)       20         Recruitment & Promotion       20         Training for Leadership Team       1,15         Other Outgoings       1,15         Other Outgoings on land and buildings (specify)       10         Other outgoings (specify)       10         Tretert       3,51			1 000
Auditors' fees 1,06 Legal and Professional fees Occupancy costs Stationery, printing, postage, telephone, etc. Expenses of conferences Other administrative expenses (specify) Recruitment & Promotion 200 Training for Leadership Team 1,15 Other Outgoings Other Outgoings on land and buildings (specify) Other outgoings on land and buildings (specify) Other outgoings (specify) Tretert Total 3,51		1 000	1,000
Legal and Professional fees Occupancy costs Stationery, printing, postage, telephone, etc. Expenses of conferences Other administrative expenses (specify) Training for Leadership Team Other Outgoings Other Outgoings on land and buildings (specify) Other outgoings on land and buildings (specify) Other outgoings (specify) Tretert Total 3.51:		1,000	1 069
Occupancy costs       Stationery, printing, postage, telephone, etc.       10         Expenses of Executive Committee (Head Office)       10         Expenses of conferences       20         Other administrative expenses (specify)       20         Training for Leadership Team       11,15         Other Outgoings       20         Other outgoings       11,15         Other outgoings       20         Image: Contract of the properties of the propertie			1,000
Stationery, printing, postage, telephone, etc. Expenses of Executive Committee (Head Office) Expenses of conferences Other administrative expenses (specify) Recruitment & Promotion Training for Leadership Team Other Outgoings Other Outgoings Outgoings on land and buildings (specify) Other outgoings (specify) Other outgoings (specify) Tretert Total 3,51:			
Expenses of Executive Committee (Head Office) Expenses of conferences Other administrative expenses (specify) Recruitment & Promotion Training for Leadership Team Other Outgoings Other Outgoings Other outgoings on land and buildings (specify) Other outgoings (specify) Other outgoings (specify) Training (specify)			
Expenses of conferences Other administrative expenses (specify) Recruitment & Promotion Training for Leadership Team Other Outgoings Other Outgoings Outgoings on land and buildings (specify) Other outgoings (specify) Other outgoings (specify) Training for Leadership Team Total 3,51:			100
Other administrative expenses (specify)       20         Training for Leadership Team       1,15         Other Outgoings       0         Other Outgoings       0         Outgoings on land and buildings (specify)       0         Other outgoings (specify)       0         It retert       1         Total       3,51			100
Recruitment & Promotion       20         Training for Leadership Team       1,15         Other Outgoings          Other Outgoings          Outgoings on land and buildings (specify)          Other outgoings (specify)          Other outgoings (specify)          Tretert       Total			
Training for Leadership Team       1,15         Other Outgoings			
Other Outgoings			200
Outgoings on land and buildings (specify)         Other outgoings (specify)         tretert         Total         3,51:	Training for Leadership Team		1,150
Outgoings on land and buildings (specify)         Other outgoings (specify)         tretert         Total         3,51:			
Outgoings on land and buildings (specify)         Other outgoings (specify)         tretert         Total         3,51:			
Outgoings on land and buildings (specify)         Other outgoings (specify)         tretert         Total         3,51:			
Outgoings on land and buildings (specify)         Other outgoings (specify)         tretert         Total         3,51:			
Outgoings on land and buildings (specify)         Other outgoings (specify)         tretert         Total         3,51:			
Outgoings on land and buildings (specify)         Other outgoings (specify)         tretert         Total         3,51:			
Outgoings on land and buildings (specify)         Other outgoings (specify)         tretert         Total         3,51:			
Outgoings on land and buildings (specify)         Other outgoings (specify)         tretert         Total         3,51:			
Outgoings on land and buildings (specify)         Other outgoings (specify)         tretert         Total         3,51:	Other Outgoings		
Other outgoings (specify) tretert Total 3,51			
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Other outgoings (specify) tretert Total 3,51			
Other outgoings (specify) tretert Total 3,51			
Other outgoings (specify) tretert Total 3,51			
Other outgoings (specify) tretert Total 3,51			
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Other outgoings (specify) tretert Total 3,51			
Other outgoings (specify) tretert Total 3,51			
tretert Total 3,51	Outgoings on land and buildings (specify)		
tretert Total 3,51			
tretert Total 3,51	Other outgoings (specify)		
Total 3,51			
	tretert		
Charged to: General Fund (Page 3) 3,51		Total	3,518
	Charged to:	General Fund (Page 3)	3,518
<b>Total</b> 3,51		Total	3,518

## Analysis of officials' salaries and benefits

(see notes 31 - 41)

Office Held	Gross Salary	Employers N.I.		Benefits		Total
		Contributions	Pension	Other Benefi	ts	
			Contributions	Description	Value	
	£	£	£		£	£
Chair*	1,200					1,200
Deputay Chair*	750					750
Communications Team Leader*	750					750
Finance Team Leader*	750					750
Membership Support Team Leader*	750					750
Activities & Bennefits Team Leader*	750					750
Policy & Advocay 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 (reembur						
*** Paid by the RSPB and re-embused, by SA						

# Analysis of investment income

(see notes 47 and 48)

	(see holes 47 and 48)	- T - T -	
	Political Fund £		Other Fund(s) £
Rent from land and buildings Dividends (gross) from: Equities (e.g. shares) Interest (gross) from: Government securities (Gilts) Mortgages Local Authority Bonds Bank and Building Societies			635
Other investment income (specify)			
			635
	Tot	al investment income	635
	Credited to:	General Fund (Page 3)	635
		Political Fund	
	То	otal Investment Funds	635
		•	

Balance	sheet as at
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31 March 2022

	(see notes 49 to 52)	0112022	
Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £ ( )		
57,729	Unquoted		58,364
- , -	Total Investmer	its	58,364
	Other Assets		· · · ·
	Loans to other trade unions		
	Sundry debtors		
41,046	Cash at bank and in hand		45,882
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets	; ;	45,882
		Total assets	104,246
98,774	General fund (page	3)	104,246
	Political Fund Accou	int	
	Liabilities		
	Amount held on behalf of central trade union political fund		
		Total liabilities	
		Total liabilities	
		i otai assets	104,246

# **Fixed assets account**

(see notes 53 to 57)

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

# Analysis of investments (see notes 58 and 59)

	(see notes 58 and 59)		
Quoted		All Funds Except Political Funds £	Political Fund £
	Equities (e.g. Shares)	Ĺ	L
	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		

# Analysis of investment income (controlling interests)

(see notes 60 and 61)

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Does the union, or any constituent part of the union, have a controlling interest in any limited company?	Yes No X
If YES name the relevant companies:	
Company name	Company registration number (if not registered in England & Wales, state where registered)
Are the shares which are controlled by the union registered in the names of the union's trustees? If NO, state the names of the persons in whom the shares controlled by the union are registered.	Yes No
Company name	Names of shareholders

# 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
<b>Expenditure</b> (including decreases by revaluation of assets)			
Total Expenditure	7,814		7,814
Funds at beginning of year (including reserves) Funds at end of year	98,774		98,774 104,246
(including reserves) Assets	104,240		104,240
	Fixed Assets	[	
	Investment Assets		58,364
	Investment Assets Other Assets	-	58,364 45,882
		Total Assets	
Liabilities		Total Assets Total Liabilities	45,882

# 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			
<b>Expenditure</b> (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 Lial	bilities)		

#### Ballots & Industrial Action- If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

(see notes 74 to 80)			
Did the union hold any ballots in respect of industrial action during the return pe	riod?	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			
Number of individuals answering "No" to the question			
Number of invalid or otherwise spoiled voting papers returned			
	should total	"Number of	votoo ooot"
	snoulu total	Number of	VOLES CASI
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 leas	t 40% of the nur	l mber of individ	uals 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			
Number of individuals answering "No" to the question			
Number of invalid or otherwise spoiled voting papers returned			
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 leas	t 40% of the nur	mber of individ	uals who
were entitled to vote in the ballot		l	
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			
Number of individuals answering "No" to the question			
Number of invalid or otherwise spoiled voting papers returned			
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 leas were entitled to vote in the ballot	t 40% of the nur	mber of individ	uals who

Ballots & Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

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
Number of individuals answering "No" to the question
Number of invalid or otherwise spoiled voting papers returned
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
Number of individuals answering "No" to the question
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
Deep spetien 226/2P) of the 1002 Act apply in relation to this ballet (see notes 76 80)2
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
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of
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
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
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
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
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
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  Number of individuals answering "No" to the question  Number of individuals answering "No" to the question  Number of individuals answering "No" to the question  Number of invalid or otherwise spoiled voting papers returned  3
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 lndividuals answering "Yes" to the question Number of individuals answering "Yes" to the question
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 Number of individuals answering "Yes" to the question Number of individuals answering "No" to the question  Number of individuals answering "No" to the question  Number of invalid or otherwise spoiled voting papers returned  1-3 should total "Number of votes cast" Were the number of votes cast in the ballot at least 50% of the number of
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  Number of individuals answering "No" to the question  Number of invalid or otherwise spoiled voting papers returned
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  Number of individuals answering "No" to the question  Number of individuals answering "No" to the question  Vumber of individuals answering "No" to the question  Number of invalid or otherwise spoiled voting papers returned  Classical answer 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)?

Ballots and Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

Ballots & Industrial Action:	If you have 6	or more entries	for either	of these,	please	complete th	ne Excel	Spreadshe	e
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(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 consulation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of theright of a trade union to represent workers in such negotiation or consulation 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: А В С D Е G 2. Dates of the industrial action taken: 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: В С D А Е 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: А в С D E G 2. Dates of the industrial action taken: to 3. Number of days of industrial action:



4. Nature of industrial action.

	Industrial Action 4
	1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:
А	B C D E F G
	2. Dates of the industrial action to to
	<ul><li>3. Number of days of industrial action:</li><li>4. Nature of industrial action.</li></ul>
	Industrial Action 5
	1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:
Α	
	2. Dates of the industrial action to
	taken: 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:
А	
	2. Dates of the industrial action
	taken: to
	<ul><li>3. Number of days of industrial action:</li><li>4. Nature of industrial action.</li></ul>
	Industrial Action 7
	1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:
A	
	2. Dates of the industrial action 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:
А	B C D E F G
	2. Dates of the industrial action to
	taken: 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

Apros,	Chairman's Signature:	SDedah
		(or other official whose position should be stated)
Tony Wicks (Chair)	Name:	Sophie Dackombe (Finance and Administration Team Leader)
		Team Leader)
17 May 2022	Date:	17 May 2022
	Tony Wicks (Chair)	Tony Wicks (Chair) Name:

## Checklist

(see notes 88 to 89)

#### (please tick as appropriate)

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

# **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:		
	JAS -	
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	£ 98,774.26	£ 104,245.44
Represented by		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
		£ 104,245.44

This financial statement has been prepared by the Treasurer of the Sta<sup>+</sup> Association. It has been reviewed by John Baldwin of Baldwin & Co. Chartered Certified Accountants.

Kudiliy

Kate Hucklesby Treasurer RSPB Staff Association

Jua

John Baldwin Baldwin & Co Chartered Certified Accountants

## Income and Expenditure Account to 31st March 2022

INCOME	<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
	£ 12,651.10	£ 13,909.53
Interest Received (net)	£ 635.02	£ 628.11
RSPB Contribution	2 000.02	2 020.11
	£ 13,286.12	£ 14,537.64
	£ 13,200.12	£ 14,557.04
EXPENDITURE	2021/22	2020/21
Benefits to Members	<u>2021/22</u>	<u>2020/21</u>
	CE 92 00	
Membership Support & Publicity Travel & Subsistence	£582.00	-
Wages and Salaries	-	-
Club Grants	-	- C 1 440 PE
Edenred Discount Scheme	£ 1,206.23	£ 1,442.85
	<u>,</u>	-
<u>Activities</u> Pilates	6.0.416.06	
	£ 2,416.26	£ 2,945.00
Christmas	92.50	380.28
	£2,508.76	£3,325.68
	£ 4,296.99	£ 4,768.13
Administrative Expenses	<i>(</i> <b>1</b> 000 00	
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
	£ 3,517.95	£ 4,017.67
	£7,814.94	£8,785.80
Surplus (Deficit) of Income over	£5,471.18	£5,751.84
Expenditure		

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  $\pounds$ 10,491 in respect of membership subscriptions. The total expenditure for the period was £7,815. We do not maintain a political fund.

Chair *	£1,200	I
Deputy Chair * (Payment not made)	£0	F
Communications Team Leader *	£750	N
Finance and Admin Team Leader *	£750	N
Membership Support Team Leader *	£750	Г
Activities and Benefits Team Leader *	£750	N
		L

#### Payments to the Chair, Officers and Committee

Policy and Advocacy Team Leader \*£750Regional Team Leader \*£750Minutes Secretary \*£500Membership Coordinator \*\*£500Treasurer \*\*\*£500Membership Recruitment Team£375Lead\*\*\*

\* 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.

En.C

BALDWIN & CO. CHARTERED CERTIFIED ACCOUNTANTS 21 LONDON ROAD, BIGGLESWADE <u>BEDFORDSHIRE SG18 8ED</u>

DATE: 30/5/22

The Lodge, Sandy, Bedfordshire SG19 2DL

### 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 proceeding the one to which this audit relates was the total membership of the trade union greater than 10,000?

#### No

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21

## Membership audit certificate

## Section one

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

1 In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

#### Yes / No

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

#### Yes / No

If the answer to either questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

## Membership audit certificate

#### Section two

For a trade union with no <b>more than 10,000 members</b> 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 it members and secured, so far asis reasonably practicable, that the entries in the register are accurate and up-to-date?	
Yes	
If "No" Please explain below:	
Signature	SDedah
Name	Sophie Dackombe
Office held	Finance and Administration Team Leader
Date	17/05/2022