

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Union of Shop, Distributive and Allied Workers		
Year ended:	31 December 2021		
List no:	382T		
Head or Main Office address:	Voyager Building		
	2 Furness Quay		
	Salford Quays		
	Manchester		
Postcode	M50 3XZ		
Website address (if available)	www.usdaw.org.uk		
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:	Paddy Lillis		
Telephone Number:	0161 224 2804		
Contact name for queries regarding the completion of this return	Nick Walker		
Telephone Number:	0161 224 2804		
E-mail:	nick.walker@usdaw.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:

returns@certoffice.org

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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
	354,101	15,336			369,437
Total	354,101	15,336			A 369,437

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

364,799

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

18,627

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
See attached			

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:

AR21 – page 2 – Change of Officers

Position Held	Name of Officer ceasing to hold Office	Name of Officer Appointed	Date of Change
President	Amy Murphy	Jane Jones	26/04/2021
National Executive Councillor	Deborah Wilson	Tracy Cannard	“
“	Elliott Osborne	Barbara Wilson	“
“	Jacqui Thurgood	Valerie Cooke	“
“	Andrea Watts	Karl Lockley	“
“	Brian Loughhead	Joanne Crumplin	“
“	Richie Venton	Robert Killin	“
“	Jean Hession	Susan Donaldson	“
“	Deborah Randall	Keith Jones	“
“	Brenda Shaw	Michael Murray	“
“	Jane Jones	Robert Bell	“
“	Christopher Winwood	Andrew Firman	“
“	Michael Murray	-	-
“	Andrew Firman	-	-

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 and date elected 26/04/2021
Paddy Lillis	General Secretary
Jane Jones	President
Andrew Firman	National Executive Councillor
Barbara Wilson	National Executive Councillor
Joanne Crumplin	National Executive Councillor
John Barstow	National Executive Councillor
Karl Lockley	National Executive Councillor
Kate McLeod	National Executive Councillor
Keith Jones	National Executive Councillor
Michael Murray	National Executive Councillor
Mike Dixon	National Executive Councillor
Robert Bell	National Executive Councillor
Robert Killin	National Executive Councillor
Simon Vincent	National Executive Councillor
Susan Donaldson	National Executive Councillor
Tracy Cannard	National Executive Councillor
Valerie Cooke	National Executive Councillor

General Fund

(see notes 13 to 18)

	£000	£000
Income		
From Members: Contributions and Subscriptions		32,378
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		32,378
Investment income (as at page 12)		1,986
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	3,817	
Total of other income (as at page 4)		3,817
Total income		38,181
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		734
Administrative expenses (as at page 10)		30,208
Federation and other bodies (specify)		
Affiliation fees		1,479
Net interest expenses on pension scheme assets/liabilities		577
Total expenditure Federation and other bodies		2,056
Taxation		
Total expenditure		32,998
Interfund Transfers OUT		
Surplus (deficit) for year		5,183
Amount of general fund at beginning of year		45,120
Amount of general fund at end of year		50,303

Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£000
Federation and other bodies	
Total federation and other bodies	
Any Other Sources	
Grant Income from the Department for Education	593
Magazine Sales and Advertising	240
Affinity Partners' Commission	160
Legal Recoveries	8
Other	229
Investment movement	809
Actuarial gains recognised in the pension scheme	1,566
Profit on sale of motor vehicles	212
Total other sources	3,817
Total of all other income	3,817

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£000
Representation – Employment Related Issues		brought forward	149
	137	Advisory Services	
		n/a	
Representation – Non Employment Related Issues		Other Cash Payments	
		Education and Training services	
Communications		Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
-	12	Sickness	212
		Maternity/Paternity	33
		Death	335
		Disablement	5
carried forward	149	Total (should agree with figure in General Fund)	734

(See notes 21 and 23)

Fund 2		Fund Account	
Name:	Branch Funds	£000	£000
Income			
	From members		3,739
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		3,739
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		1,546
	Total Expenditure		1,546
	Interfund Transfers OUT		53
	Surplus (Deficit) for the year		2,193
	Amount of fund at beginning of year		10,995
	Amount of fund at the end of year (as Balance Sheet)		13,135
	Number of members contributing at end of year		369,437

Fund 3		Fund Account	
Name:	Divisional Recruitment Funds	£000	£000
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
	Interfund Transfers IN		53
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		36
	Total Expenditure		36
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		-36
	Amount of fund at beginning of year		35
	Amount of fund at the end of year (as Balance Sheet)		52
	Number of members contributing at end of year		

(See notes 21 and 23)

Fund 4		Fund Account	
Name:		£000	£000
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	
		Interfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Interfund Transfers OUT	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	
		Number of members contributing at end of year	

Fund 5		Fund Account	
Name:		£000	£000
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total Income	
		Interfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
		Interfund Transfers OUT	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	
		Number of members contributing at end of year	

(See notes 21 and 23)

Fund 6		Fund Account	
Name:		£000	£000
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:		£000	£000
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:		£000	£000
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:		£000	£000
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)

£000

£000

Political fund account 1		To be completed by trade unions which maintain their own political fund	
	Income		
	Members contributions and levies		1,563
	Investment income (as at page 12)		
Other income (specify)			
	Total other income as specified		
	Total income		1,563
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)		1,317
	Expenditure B (as at page ii)		
	Expenditure C (as at page iii)		70
	Expenditure D (as at page iv)		1
	Expenditure E (as at page v)		260
	Expenditure F (as at page vi)		
	Non-political expenditure (as at page vii)		48
	Total expenditure		1,696
	Surplus (deficit) for year		-133
	Amount of political fund at beginning of year		1,249
	Amount of political fund at the end of year (as <u>Balance Sheet</u>)		1,116
	Number of members at end of year contributing to the political fund		313,843
	Number of members at end of the year not contributing to the political fund		55,594
	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		

Political fund account expenditure (c)

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

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

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office			
Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see 33(iii))	£000
LP Local elections 2021	Labour Party	Labour Party	3
LP Metro Mayoral Elections 2021	Labour Party	Labour Party	62
Scot Labour Leadership	Labour Party	Anas Sarwar	5
Total			70

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	£000

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	£000
Co-op Party	10
Others	2

Total expenditure 12

(c) the total amount of all other money expended	£000
Miscellaneous	36

Total expenditure 36

Total of all expenditures **48**

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

(see notes 34 and 35)

	£000
Administrative Expenses	
Remuneration and expenses of staff	21,504
Salaries and Wages included in above	13,338
Auditors' fees	70
Legal and Professional fees	553
Occupancy costs	1,467
Stationery, printing, postage, telephone, etc.	3,572
Expenses of Executive Committee (Head Office)	52
Expenses of conferences	330
Other administrative expenses (specify)	
Recruitment and Development	364
Union Learning and other training/education costs	736
Journal Costs	488
Travel Costs	330
Campaign Costs	115
Other Outgoings	
Depreciation	2,209
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
tretert	
Total	31,790
Charged to:	
General Fund (Page 3)	30,208
Branch Funds	1,546
Divisional Recruitment Funds	36
Total	31,790

Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

Office held	Gross Salary	Employers N.I. contributions	Benefits			Total
			Pension Contributions	Other Benefits		
				Description	Value	
£	£	£	£	£	£	
General Secretary	113,594	13,047	23,855	Company car benefit	19,032	169,528
President (Amy Murphy)	4,415	205				4,620
President (Jane Jones) - May 21 - Dec 21	7,264	194				7,458
24 Others - attached	34,987	110				35,097

Analysis of investment income

(see notes 47 and 48)

	Political Fund £000		Other Fund(s) £000
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			
Other investment income (specify)			
Pooled Investment Vehicles			1,986
			1,986
		Total investment income	1,986
		Credited to:	
		General Fund (Page 3)	1,986
		Branch Funds	
		Divisional Recruitment Funds	
		Political Fund	
		Total Investment Funds	1,986

Balance sheet as at

31 December 2021

(see notes 49 to 52)

Previous Year		£000	£000
18,058	Fixed Assets (at page 14)		18,880
	Investments (as per analysis on page 15)		
71,849	Quoted (Market value £ (76,428)		76,428
5,215	Unquoted		7,054
	Total Investments		83,482
	Other Assets		
	Loans to other trade unions		
2,171	Sundry debtors		2,542
6,311	Cash at bank and in hand		3,505
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
8,482	Total of other assets		6,047
103,604	Total assets		108,409
45,120	General fund (page 3)		50,303
10,995	Branch Funds		13,135
35	Divisional Recruitment Funds		52
1,249	Political Fund Account		1,116
	Liabilities		
	Amount held on behalf of central trade union political fund		
£1,753	Sundry Creditors		2,221
£44,452	Pension Liability		41,582
£46,205	Total liabilities		43,803
£103,604	Total assets		108,409

Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £000	Motor Vehicles £000	Not used for union business £000	Total £000
	Freehold £000	Leasehold £000				
Cost or Valuation						
At start of year	28,398		401	2,528		31,327
Additions			2,604	580		3,184
Disposals				-479		-479
Revaluation/Transfers						
At end of year	28,398		3,005	2,629		34,032
Accumulated Depreciation						
At start of year	12,031		150	1,088		13,269
Charges for year	1,183		395	631		2,209
Disposals				-326		-326
Revaluation/Transfers						
At end of year	13,214		545	1,393		15,152
Net book value at end of year	15,184		2,460	1,236		18,880
Net book value at end of previous year	16,367		251	1,440		18,058

Analysis of investments

(see notes 58 and 59)

Quoted	All Funds Except Political Funds £000	Political Fund £000
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Pooled Investment Vehicles	76,428	
Total quoted (as Balance Sheet)	76,428	
Market Value of Quoted Investment	76,428	
Unquoted		
Equities		
Unquoted Equities	7,054	
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Total unquoted (as Balance Sheet)	7,054	
Market Value of Unquoted Investments	7,054	

Analysis of investment income (controlling interests)

(see notes 60 and 61)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?

Yes

No

If YES name the relevant companies:

Company name

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

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

Yes

No

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

Company name

Names of shareholders

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £000	Political Funds £000	Total Funds £000
Income			
From Members	36,117	1,563	37,680
From Investments	1,986		1,986
Other Income (including increases by revaluation of assets)	3,817		3,817
Total Income	41,920	1,563	43,483
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	34,580	1,696	36,276
Funds at beginning of year (including reserves)	56,150	1,249	57,399
Funds at end of year (including reserves)	63,490	1,116	64,606
Assets			
Fixed Assets			18,880
Investment Assets			83,482
Other Assets			6,047
		Total Assets	108,409
Liabilities		Total Liabilities	43,803
Net Assets (Total Assets less Total Liabilities)			64,606

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £000	Political Funds £000	Total Funds £000
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)			

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 period?		<input type="button" value="Yes"/>
If Yes How many ballots were held: <input style="width: 50px;" type="text" value="6"/>		
For each ballot held please complete the information below:		
Ballot 1		
Number of individual who were entitled to vote in the ballot	<input style="width: 50px;" type="text" value="389"/>	
Number of votes cast in the ballot	<input style="width: 50px;" type="text" value="239"/>	
Number of Individuals answering "Yes" to the question	<input <sup="" style="width: 50px;" type="text" value="220"/> 1	
Number of individuals answering "No" to the question	<input <sup="" style="width: 50px;" type="text" value="19"/> 2	
Number of invalid or otherwise spoiled voting papers returned	<input <sup="" style="width: 50px;" type="text" value=""/> 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	<input type="button" value="Yes"/>	
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input type="button" value="No"/>	
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="background-color: #cccccc;" type="text" value=""/>	
Ballot 2		
Number of individual who were entitled to vote in the ballot	<input style="width: 50px;" type="text" value="393"/>	
Number of votes cast in the ballot	<input style="width: 50px;" type="text" value="206"/>	
Number of Individuals answering "Yes" to the question	<input <sup="" style="width: 50px;" type="text" value="179"/> 1	
Number of individuals answering "No" to the question	<input <sup="" style="width: 50px;" type="text" value="26"/> 2	
Number of invalid or otherwise spoiled voting papers returned	<input <sup="" style="width: 50px;" type="text" value="1"/> 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	<input type="button" value="Yes"/>	
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input type="button" value="No"/>	
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="background-color: #cccccc;" type="text" value=""/>	
Ballot 3		
Number of individual who were entitled to vote in the ballot	<input style="width: 50px;" type="text" value="113"/>	
Number of votes cast in the ballot	<input style="width: 50px;" type="text" value="102"/>	
Number of Individuals answering "Yes" to the question	<input <sup="" style="width: 50px;" type="text" value="93"/> 1	
Number of individuals answering "No" to the question	<input <sup="" style="width: 50px;" type="text" value="9"/> 2	
Number of invalid or otherwise spoiled voting papers returned	<input <sup="" style="width: 50px;" type="text" value=""/> 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	<input type="button" value="Yes"/>	
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input type="button" value="No"/>	
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="background-color: #cccccc;" type="text" value=""/>	

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 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: 06 October 2021 to 06 November 2021

3. Number of days of industrial action: 1

4. Nature of industrial action. Strike 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: 16/07/2021 to 17/07/2021

3. Number of days of industrial action: 1

4. Nature of industrial action. Strike 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: 07 January 2021 to 07 February 2021

3. Number of days of industrial action: 1

4. Nature of industrial action. Strike 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: 22/07/2021 to 23/07/2021

3. Number of days of industrial action: 1

4. Nature of industrial action. Strike 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: 30/07/2021 to 31/07/2021

3. Number of days of industrial action: 2

4. Nature of industrial action. Strike 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: 08 January 2021 to 08 February 2021

3. Number of days of industrial action: 2

4. Nature of industrial action. Strike 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: 16/08/2021 to 16/08/2021

3. Number of days of industrial action: 1

4. Nature of industrial action. Strike 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: 30/08/2021 to 31/08/2021

3. Number of days of industrial action: 1

4. Nature of industrial action. Strike Action

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

Notes to the accounts

(see notes 82 and 83)

All notes to the accounts must be entered on or attached to this part of the return.

See attached



Accounting Policies for the Year Ended 31 December 2021

The following accounting policies have been consistently applied in dealing with items which are considered material in relation to the Union's financial statements.

Basis of Preparation

The financial statements have been prepared in accordance with Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland ('FRS 102'). The presentation currency of these financial statements is sterling. The financial statements are prepared on the historical cost basis except for Investments and Pension Scheme Assets which are stated at fair value unless they cannot be reliably measured.

Trade Unions are governed by the Trade Union and Labour Relations (Consolidation) Act 1992 Amended. Under that Act the accounts of Trade Unions are required to give a true and fair view. Therefore, the accounts of Trade Unions are prepared under FRS 102. However, as a Trade Union is not a company the Regulations that form the basis of disclosures under FRS 102 have been adapted as considered necessary to ensure the accounts give a true and fair view to the members of the Trade Union.

The Union is a public benefit entity.

Income is recorded on an accruals basis. Expenditure is charged to the Income and Expenditure Account on an accruals basis including irrecoverable VAT.

Going Concern

The National Executive Council has considered the future performance of the Union and its ability to continue as a going concern. It has considered severe but plausible downside sensitivity scenarios, including the potential impact of the outbreak of Coronavirus (COVID-19) on the operational and financial performance of the Union. As part of this analysis, management has considered mitigating actions within their control should these scenarios occur around liquidating funds from fixed asset investments and other measures to protect cash balances. These forecasted cash flows, considering the ability and intention of the National Executive Council to implement mitigating actions should they need to, provide sufficient headroom in the forecast period.

The National Executive Council is therefore satisfied that, for the foreseeable future, the Union can meet its projected expenditure and working capital requirements. The Union currently enjoys a stable membership base and holds sufficient cash and liquid assets to draw upon. Consequently, the financial statements have been prepared on a going concern basis.

General Revenue Account

All monies received on behalf of the Union in respect of contributions, donations or otherwise, form one central Fund (the General Revenue Account) for general purposes and a separate Fund for political purposes.

Branch Revenue Account

In accordance with the Union's Rule Book, each branch is allocated a proportion of the industrial contributions paid by the members of that branch to provide a fund (the Branch Revenue Account) from which to meet the expenses incurred in connection with the work of the branch.

Federation Funds

In accordance with the Union's Rule Book, branches may form Federations. Federation funds are drawn from annual affiliation fees levied upon participating branches and from grants made from the General Revenue Account at the discretion of the National Executive Council.

Political Funds

The objects of the Union include the furtherance of political objects. Monies received on behalf of the Political Fund are credited directly to the Fund. Any payments in respect of such objects are made directly out of the Political Fund.

Political Funds Account No.2

In accordance with the Union's Rule Book, the Political Fund of the Union is divided into two accounts, Account No.1 and Account No.2, the latter of which is created by the allocation of the amount prescribed by the Rule Book from the political contribution paid by the political members of each branch.

Regional Recruitment Fund

The objects of the Union include the recruitment of new members in each of the Union's seven Regions. A fund for this purpose is comprised of donations made voluntarily by Branches.

Union Learning Fund

The objects of the Union include the provision of learning facilities for members to bridge skills gaps. Grants are received from the Department for Education in respect of expenditure on this fund.

Members' Contributions

Members' contributions are recognised on an accruals basis (ie when deducted from members' salaries).

Legal Costs

The Union is at any time involved in numerous legal cases on behalf of its members. There is an inherent risk that substantial costs and disbursements could be incurred on any case. Legal costs and disbursements are charged to the financial statements as incurred, together with an estimate for additional costs or recoveries which they reasonably believe may occur in the following or subsequent years.

Corporation Tax

Taxation for the year is chargeable on investment income, capital gains and other non-trading taxable income, less provident benefits, and on any trading profits. There is no charge for the year as provident benefits exceed the investment income and capital gains, and there are no profitable trading activities.

Deferred Tax

Deferred tax is recognised in respect of all timing differences, which are differences between the taxable profits and total comprehensive income that arises from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in the financial statements. The Union has adopted a reinvestment policy whereby all realised proceeds on the disposal of investments are reinvested into other chargeable assets, thereby eliminating any current tax liability and thereby the need for the recognition of a deferred tax liability. Where the proceeds are not fully invested no current tax liability is considered likely to arise due to expenditure on provident benefits exceeding any chargeable gains that might arise.

Tangible Fixed Assets

Fixed assets are stated at cost less accumulated depreciation.

Depreciation is provided on all tangible fixed assets, except freehold land, to write off the cost less estimated residual value in equal annual instalments over the estimated useful economic lives of the assets as follows:

Freehold Land	Nil
Buildings	5%
Fixtures and Fittings	20%
Motor Vehicles	25%
Computer Equipment	33.3%

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Comprehensive Income. Assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

Investments

Quoted investments are stated at fair value, which is determined by reference to the quoted market price at the year end date. Unquoted investments are held at either original cost or current value as determined by either an independent third party or the latest external transaction price as approved by the board of the bank (Unity Trust Bank). Any movement in the fair value of investments is accounted for in the Income and Expenditure Account.

Post-Retirement Benefits

The Union operates a staff superannuation scheme providing benefits based on final pensionable pay. The assets of the scheme are held separately from those of the Union. Pension scheme assets are measured using market values. Pension scheme liabilities are measured using the projected unit method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liability. The pension scheme deficit is recognised in full. The movement in the deficit is split between operating charges, finance items and actuarial gains and losses in the statement of other comprehensive income.

Unpaid Pension Contributions

Any unpaid contributions to the scheme which are payable as at the balance sheet date are recognised as a creditor due within one year.

Leases

Operating lease rentals are charged to the Statement of Comprehensive Income in equal instalments over the period of the lease.

Accounting Estimates

The preparation of financial statements in conformity with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the accounting policies selected for use by the Union. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the consolidated financial statements, are disclosed below. Use of available information and application of judgement are inherent in the formation of estimates. Actual outcomes in the future could differ from such estimates.

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

Defined benefit pension scheme – the cost of the defined benefit pension scheme is determined using an actuarial valuation. The actuarial valuation involves making assumptions about discount rates, future salary increases, mortality rates and future pension increases. Due to the complexity of the valuation, the underlying assumptions and the long term nature of these plans, such estimates are subject to significant uncertainty. Management has taken advice from independent qualified actuaries in setting the actuarial assumptions but variations in these assumptions may significantly impact the value of the defined benefits obligations.

Listed investments and Unity Trust Bank Plc – the basis of calculation and assumption used for market value.

Tangible assets – the basis of calculation and assumption used to perform revaluation and useful economic life of assets used in calculating depreciation. The Union reviews non-current assets each year for impairment, in line with accounting standards.

Under HMRC rules affecting the taxation of trade unions, a corporation tax liability does not arise on chargeable gains arising from the disposal of properties and investments where such gains are reinvested into other chargeable assets in the same accounting period. Where the proceeds are not fully reinvested, no corporation tax liability is considered likely to arise due to the availability of sufficient excess expenditure on provident benefits. Accordingly, in the opinion of the management, the revaluation of investments does not give rise to a timing difference and to deferred tax liabilities.

Accounting policies

(see notes 84 and 85)

See attached

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: <i>Paddy Lillis</i>	Chairman's Signature: <i>N Walker</i>
Name: Paddy Lillis - General Secretary	Name: Nick Walker - Central Treasurer
Date: 19 July 2022	Date: 19 July 2022

Checklist

(see notes 88 to 89)

(please tick as appropriate)

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

Notes to the Financial Statements for the Year Ended 31 December 2021

	2021 £ 000s	2020 £ 000s
1 – Membership Contributions		
Industrial		
General	32,378	33,522
Branch	3,739	3,956
	-----	-----
Total Industrial	36,117	37,478
Political.....	1,563	1,838
	-----	-----
	37,680	39,316
	=====	=====
2 – Other Income		
Grant Income from Department for Education.....	593	878
Arena/Network Sales and Advertising.....	240	227
Affinity Partners Commission.....	160	156
Legal Recoveries.....	8	--
Furlough Claim.....	229	734
Covid Grant.....	--	10
Miscellaneous Income.....	--	1
Other Branch Income.....	--	30
	-----	-----
	1,230	2,036
	=====	=====
3 – Provision of Benefits		
Sickness.....	212	160
Maternity/Paternity.....	33	32
Death	335	267
Disablement and Distress Grant.....	5	10
Convalescent Homes.....	--	3
Dispute.....	12	--
	-----	-----
	597	472
	=====	=====
4 – Political Expenditure		
National/Regional Labour Party Affiliation Fees.....	1,045	1,103
Labour Party Donation.....	275	46
Conferences/Meetings.....	260	29
Elections	7	45
Affiliation Fees.....	71	70
Other Expenses.....	38	15
	-----	-----
	1,696	1,308
	=====	=====
5 – Legal Costs		
Solicitors Costs.....	104	279
Legal Disbursements.....	33	27
	-----	-----
	137	306
	=====	=====

Notes to the Statements for the Year Ended 31 December 2021

	2021 £ 000s	2020 £ 000s
6 – Personnel Costs		
Salaries	13,338	13,723
Employer’s National Insurance	1,463	1,496
Pension Provision	4,709	4,188
Taxable Emoluments	130	88
Other Personnel Costs	1,864	1,498
	-----	-----
	21,504	20,993
	=====	=====
7 – Other Operating Expenses		
7a – Administration and Office Costs		
Office Accommodation Costs	1,467	1,341
Depreciation	2,209	1,716
Profit on Sale of Motor Vehicles.....	(212)	(122)
Audit Fees	70	64
Professional Fees	553	527
Computer Expenses.....	1,013	867
Post and Carriage.....	274	233
Office Relocation	684	374
Ballot Expenses.....	326	2
Other Administration Costs.....	980	794
Other Expenses	295	18
	-----	-----
	7,659	5,814
	=====	=====
7b – Conference and Executive Expenses		
Annual Delegate Meeting	108	28
President and National Executive Council	52	41
Regional Council.....	33	31
Regional Conferences.....	146	70
TUC Conferences	13	14
Other Conferences	30	89
	-----	-----
	382	273
	=====	=====
7c – Affiliation Fees		
British TUC.....	1,198	1,207
Irish Congress of Trade Unions	63	60
Scottish TUC.....	83	82
Welsh TUC.....	6	6
International Affiliations.....	113	440
Other Affiliations.....	16	18
	-----	-----
	1,479	1,813
	=====	=====

Notes to the Statements for the Year Ended 31 December 2021

	2021 £ 000s	2020 £ 000s
7d – Travel Expenses		
Motor Cars.....	237	278
Travel and Meetings.....	93	118
	-----	-----
	330	396
	=====	=====
7e – Campaigns and Communications		
Journal Costs.....	488	511
Campaign Costs	115	109
	-----	-----
	603	620
	=====	=====
7f – Education and Training Costs		
Union Learning Costs.....	593	878
Training Courses	18	36
Summer Schools.....	76	--
Other Education and Training Costs.....	49	234
	-----	-----
	736	1,148
	=====	=====
7g – Recruitment and Development Costs		
Academy.....	4	75
Stand Down.....	753	(402)
Regional Recruitment Fund.....	36	30
Other Recruitment and Development Costs	(429)	(363)
	-----	-----
	364	(660)
	=====	=====
Total Other Operating Expenses	11,553	9,404
	=====	=====
8 – Investment Income		
Income from Pooled Investment Vehicles.....	1,986	784
Interest Receivable	--	37
Change in Market Value.....	809	(238)
	-----	-----
	2,795	583
	=====	=====
9 – Net Interest on Defined Benefit Pension Liability		
Interest Income on Pension Scheme Assets.....	2,460	3,155
Interest Expense on Defined Benefit Obligation	(3,037)	(3,812)
	-----	-----
	(577)	(657)
	=====	=====

10 – Taxation

Current Tax

The Union is subject to UK corporation tax on its results. In the year to 31 December 2021, there were sufficient provided benefits available to reduce the annual charge to £nil (2020: £nil).

Deferred Tax

The Union is also aware that additional corporation tax could be due if it were to dispose of all of the assets in its investment portfolio in any one particular year. However, as at 31 December 2021 there were sufficient provided benefits available to mitigate any potential tax due, hence no provision has been made in the year to 31 December 2021 for deferred tax.

	Land and Buildings £ 000s	Fixtures and Fittings £ 000s	Motor Vehicles £ 000s	Computer Equipment £ 000s	Total £ 000s
11 – Fixed Assets					
Cost					
At 1 January 2021.....	28,398	94	2,528	307	31,327
Additions.....	--	2,530	580	74	3,184
Disposals.....	--	--	(479)	--	(479)
	-----	-----	-----	-----	-----
At 31 December 2021.....	28,398	2,624	2,629	381	34,032
	=====	=====	=====	=====	=====
Depreciation					
At 1 January 2021.....	12,031	55	1,088	95	13,269
Charge for the Year	1,183	290	631	105	2,209
Disposals.....	--	--	(326)	--	(326)
	-----	-----	-----	-----	-----
At 31 December 2021.....	13,214	345	1,393	200	15,152
	=====	=====	=====	=====	=====
Net Book Value					
At 31 December 2021.....	15,184	2,279	1,236	181	18,880
	=====	=====	=====	=====	=====
At 31 December 2020.....	16,367	39	1,440	212	18,058
	=====	=====	=====	=====	=====



Notes to the Statements for the Year Ended 31 December 2021

	Market Value b/fwd at 01/01/21 £ 000s	Purchases £ 000s	Disposal Proceeds £ 000s	Change in Market Value £ 000s	Market Value c/fwd at 31/12/21 £ 000s
12 – Investments					
ASI Multi-Asset Distribution Fund.....	1,904	--	--	124	2,028
ASI Multi-Manager Diversity Fund	6,831	70	--	328	7,229
Partners Group Multi-Asset Credit Funds	19,088	4,922	(4,828)	(514)	18,668
M&G Alpha Opportunities Fund.....	7,050	2,867	--	51	9,968
Apollo Total Return Fund	--	13,300	--	58	13,358
Black Rock ICS Sterling Liquidity Heritage Fund	36,976	--	(11,800)	1	25,177
	-----	-----	-----	-----	-----
Total Pooled Investment Vehicles.....	71,849	21,159	(16,628)	48	76,428
Unquoted Equities.....	5,215	1,078	--	761	7,054
	-----	-----	-----	-----	-----
Total Investments	77,064	22,237	(16,628)	809	83,482
	=====	=====	=====	=====	=====

	Market Value b/fwd at 01/01/20 £ 000s	Purchases £ 000s	Disposal Proceeds £ 000s	Change in Market Value £ 000s	Market Value c/fwd at 31/12/20 £ 000s
ASI Multi-Asset Distribution Fund.....	1,991	--	--	(87)	1,904
ASI Multi-Manager Diversity Fund	6,630	56	--	145	6,831
Partners Group Multi-Asset Credit Funds	16,067	5,265	(2,301)	57	19,088
M&G Alpha Opportunities Fund.....	6,614	175	--	261	7,050
Black Rock ICS Sterling Liquidity Heritage Fund	28,907	8,000	--	69	36,976
	-----	-----	-----	-----	-----
Total Pooled Investment Vehicles.....	60,209	13,496	(2,301)	445	71,849
Unquoted Equities.....	5,898	--	--	(683)	5,215
	-----	-----	-----	-----	-----
Total Investments	66,107	13,496	(2,301)	(238)	77,064
	=====	=====	=====	=====	=====

	2021 £ 000s	2020 £ 000s
13 – Debtors		
Contribution Debtors	1,640	1,415
Other Debtors	611	31
Prepayments	98	517
Consumables	193	208
	-----	-----
	2,542	2,171
	=====	=====

Included in Other Debtors above is a £500,000 refundable deposit received in relation to the conditional sale of the Union's former head office premises. A corresponding liability is included within Other Creditors in Note 15. As many elements within the contract of sale have yet to be met, the contract is still considered to be conditional and the related accounting and tax transactions have not been included within these financial statements.

Notes to the Statements for the Year Ended 31 December 2021

	2021	2020
	£	£
	000s	000s
14 – Cash at Bank		
Bank Balances	3,505	4,166
Money Market Deposits.....	--	2,145
	-----	-----
	3,505	6,311
	=====	=====
By Fund:		
General Funds	3,441	6,144
Net Branch Funds	2	105
Federation Funds.....	62	62
	-----	-----
	3,505	6,311
	=====	=====
15 – Creditors		
Trade Creditors	242	67
Other Taxes and Social Security.....	425	428
Accruals.....	109	376
Other Creditors	1,445	882
	-----	-----
	2,221	1,753
	=====	=====

16 – Pension Costs

Employees of the Union who are 18 years old and over are eligible to join the Usdaw Staff Superannuation Fund. As at 31 December 2021 the scheme had 352 active members, was paying pensions to 452 retired members and recognised additional future pension commitments in respect of 147 deferred pensioners. This is a funded pension scheme providing benefits paid on final pensionable pay. The assets of the scheme are held separately from those of the Union.

The latest full actuarial valuation was carried out as at 31 December 2020. The results of this full actuarial valuation have been adjusted by a qualified actuary to 31 December 2021, taking account of experience over the period since 31 December 2020, changes in market conditions, and differences in the financial and demographic assumptions. The major assumptions used by the actuary were:

	2021	2020
Discount Rate	2.0%	1.4%
RPI Inflation	3.2%	2.8%
CPI Inflation	2.7%	2.3%
Rate of General Long-Term Increase in Salaries	3.2%	2.8%
Increases to Pensions and Deferred Pensions:		
- Option A Members	5.0%	5.0%
- Option B Members (pension accrued before 6 April 2007).....	2.7%	2.3%
- Option B Members (pension accrued after 6 April 2007)	2.0%	1.8%

The assumptions used by the actuary are the best estimates chosen from a range of possible actuarial assumptions which, due to the timescale covered, may not necessarily be borne out in practice.

For the year ending 31 December 2021 the mortality assumption is 100% of S3Px tables with improvements in line with CMI 2020 projections with smoothing factor (Sk) of 7.0 and long-term rate of improvement of 1.0% per annum.

For the prior year the mortality assumption was 99% of S2Px tables with improvements in line with CMI 2019 projections with smoothing factor (Sk) of 7.0 and long-term rate of improvement of 1.0% per annum.

Notes to the Statements for the Year Ended 31 December 2021

Scheme Assets

The fair value of the scheme's assets, which are not intended to be realised in the short-term and may be subject to significant change before they are realised and the present value of the scheme's liabilities, which are derived from cash flow projections over long periods and thus are inherently uncertain, were:

	2021 £ 000s	2020 £ 000s
Diversified Growth Fund	31,281	32,021
Equities	44,587	39,157
Property	16,217	14,400
Liability Driven Investments	49,293	61,127
Absolute Return Bonds	30,365	14,629
Credit	10,298	10,192
Other	3,577	4,432
	<u>185,618</u>	<u>175,958</u>
Present Value of Liabilities	(227,200)	(220,410)
Net Pension Liability	(41,582)	(44,452)

Analysis of Amount Charged to Operating Surplus

	2021 £ 000s	2020 £ 000s
Current Service Cost	4,551	4,122
Admin Expenses	129	92
	<u>4,680</u>	<u>4,214</u>

Analysis of Amount Recognised in Other Comprehensive Income

	2021 £ 000s	2020 £ 000s
Asset Gain During the Year	7,844	16,114
Changes in Assumptions Underlying the Present Value of the Scheme Liabilities	(6,278)	(25,169)
	<u>1,566</u>	<u>(9,055)</u>

Changes in the Present Value of the Defined Benefit Obligations are as follows:

	2021 £ 000s	2020 £ 000s
Opening Defined Benefit Obligation	220,410	193,727
Service Cost	4,551	4,122
Interest Cost	3,037	3,812
Actuarial Gain	6,278	25,169
Contributions by Scheme Members	4	9
Benefits Paid	(7,080)	(6,429)
	<u>227,200</u>	<u>220,410</u>

Changes in the Fair Value of Scheme Assets are as follows: :

	2021	2020
	£	£
	000s	000s
Opening Fair Value of Scheme Assets	175,958	158,698
Interest Income on Assets.....	2,460	3,155
Gain on Assets	7,844	16,114
Contributions by Employer.....	6,561	4,503
Contributions by Scheme Members.....	4	9
Benefits Paid.....	(7,080)	(6,429)
Admin Expenses.....	(129)	(92)
	-----	-----
Closing Fair Value of Scheme Assets	185,618	175,958
	=====	=====

The Union is expected to make an additional contribution of £3,10 million to its defined benefit pension scheme next year.

17 – Key Management Personnel

Key management personnel comprises the Central Officials, Regional Secretaries, National Officers and Head Office Department Heads. The total remuneration cost for these roles paid in the year was £2,133k (2020: £2,106k) which includes gross salaries, employer’s pension contributions and Benefits in Kind.

18 – Operating Leases

At 31 December 2021 the Union’s future minimum lease payments under non-cancellable operating leases are as follows:

	Land and Buildings	
	2021	2020
	£	£
	000s	000s
Expiry Date:		
Within one year.....	18	31
Between two and five years	54	70
Over five years	--	52
	-----	-----
	72	153
	=====	=====

Due to the Union operating a partial exemption VAT scheme, whereby they cannot reclaim all their VAT, the above figures are shown inclusive of VAT.

19 – Capital Commitments

At 31 December 2021, the Union had capital commitments totalling £nil (2020: £2,454k) in relation to the fit out of the new office building.

20 – Contingent Liabilities

At 31 December 2021, there were no contingent liabilities (2020: £nil).

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:

BDO LLP

Name(s):

Gareth M Jones
For and on behalf of BDO LLP

Profession(s) or Calling(s):

Auditor

Address(es):

55 Baker Street

London

Postcode W1U 7EU

Date

21-Jul-22

Contact name for inquiries and
telephone number:

Gareth M Jones
+44(0)20 7486 5888

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

Opinion

In our opinion the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2021 and of its surplus for the year then ended;
- have been properly prepared in accordance with UK Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

We have audited the financial statements of the Union of Shop, Distributive and Allied Workers ("the Union") for the year ended 31 December 2021 which comprise the Statement of Comprehensive Income, the Balance Sheet, the Statement of Changes in Equity, the Cash Flow 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 FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence

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 ethical responsibilities in accordance with these requirements.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the National Executive Council's 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 National Executive Council with respect to going concern are described in the relevant sections of this report.

Other information

The National Executive Council is responsible for the other information. The other information comprises the information included in the General Secretary's Report on the Union Finances, other than the financial statements and our auditor's report thereon. 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.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

- proper accounting records have not been kept in accordance with the requirements; or
- the Union has not maintained a satisfactory system of controls over its transactions in accordance with the requirements; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the National Executive Council

As explained more fully in the Statement of Responsibilities of the National Executive Council, the National Executive Council is 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 National Executive Council 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 National Executive Council 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 National Executive Council either intend to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Extent to which the audit was capable of detecting 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:

As part of designing our audit, we determined materiality and assessed the risks of material misstatement in the financial statements, including how fraud may occur, by enquiring of management of its own consideration of fraud. In particular, we looked at where management made subjective judgements, for example in respect of significant accounting estimates that involved making assumptions and considering future events that are inherently uncertain. We also considered potential financial or other pressures, opportunity and motivations for fraud. As part of this discussion we identified the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations and how management monitor these processes. Appropriate procedures included the review and testing of manual journals and key estimates and judgements made by management.

We gained an understanding of the legal and regulatory framework applicable to the Union and the industry in which it operates, drawing on our broad sector experience, and considered the risk of acts by the Union that were contrary to these laws and regulations, including fraud.

We focused on laws and regulations that could give rise to a material misstatement in the financial statements, including, but not limited to, the Trade Union & Labour Relations Act 1992, UK tax legislation and equivalent local laws and regulations.

We made enquiries of management with regards to compliance with the above laws and regulations and corroborated any necessary evidence to relevant information, for example, minutes of National Executive Council meetings, legal reports provided to the National Executive Council and correspondence between the Union and its solicitors.

Our tests included agreeing the financial statements disclosures to underlying supporting documentation and enquiries with management.

We did not identify any key audit matters relating to irregularities, including fraud. As in all of our audits, we also addressed the risk of management override of internal controls including testing journals and evaluation whether there was evidence of bias by the directors that represented a risk of material misstatement due to fraud.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

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

Use of our report

This report is made solely to the Union of Shop, Distributive and Allied Workers, as a body, in accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Union 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 as a body, for our audit work, for this report, or for the opinions we have formed.

DocuSigned by:

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BDO LLP, Statutory Auditor, London, UK

21 July 2022

Membership audit certificate

made in accordance with section 24ZD of the Trade Union and Labour Relations (Consolidation) Act 1992

(See notes 97 to 103)

At the end of the reportign period proceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

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	
Name	Simon Hearn
Address	Civica Election Services, 33 Clarendon Road, London N8 0NW
Date	29/04/2022
Contact name and telephone number	Simon Hearn, Managing Director 020 8365 8909

Membership audit certificate

Section two

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

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

Yes / No

If "No" Please explain below:

Signature	
Name	
Office held	
Date	