

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Advance		
Year ended:	31 December 2021		
List no:	566T		
Head or Main Office address:	2nd Floor		
	16/17 High Street		
	Tring		
	Hertfordshire		
Postcode	HP23 5AH		
Website address (if available)	https://www.advance-union.org/		
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:	Linda Rolph		
Telephone Number:	01442 891122		
Contact name for queries regarding the completion of this return	Carol Rudge, HW Fisher LLP		
Telephone Number:	020 7388 7000		
E-mail:	crudge@hwfisher.co.uk		

Please follow the guidance notes in the completion of this return

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 0330 109 3602

You should send the annual return to the following email address stating the name of the union in subject:

For Unions based in England and Wales: returns@certoffice.org

For Unions based in Scotland: ymw@tcyoung.co.uk

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Return of Members

(see notes 10 and 11)

Number of members at the end of the year					
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	Totals
Male	1,591	177		4	1,772
Female	3,723	269		5	3,997
Other	44	2			46
Total	5,358	448		9	A 5,815

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

5,815

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

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		494,044
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		494,044
Investment income (as at page 12)		273,645
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	123,913	
Total of other income (as at page 4)		123,913
		Total income
		891,602
		Interfund Transfers IN
Expenditure		
Benefits to members (as at page 5)		23,774
Administrative expenses (as at page 10)		363,388
Federation and other bodies (specify)		
TUC Affiliation Fee		18,311
Total expenditure Federation and other bodies		18,311
Taxation		
		Total expenditure
		405,473
		Interfund Transfers OUT
		486,129
		486,129
Amount of general fund at beginning of year		3,640,747
Amount of general fund at end of year		4,126,876

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	
Management Expenses Allowance	99,749
Draws and Lotteries	24,164
Total other sources	123,913
Total of all other income	123,913

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	16,896
		Advisory Services	
		Training and Support	2,249
Representation – Non Employment Related Issues		Other Cash Payments	
		Education and Training services	
Communications Magazine Costs	16,896		
		Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
		Membership recruitment	9,528
		VAT Recoverable	-4,899
carried forward	16,896	Total (should agree with figure in General Fund)	23,774

Political fund account

(see notes 24 to 33)

£

£

Political fund account 1		To be completed by trade unions which maintain their own political fund	
	Income		
	Members contributions and levies		
	Investment income (as at page 12)		
Other income (specify)	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
	Total other income as specified		
		Total income	
Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period			
	Expenditure A (as at page i)		
	Expenditure B (as at page ii)		
	Expenditure C (as at page iii)		
	Expenditure D (as at page iv)		
	Expenditure E (as at page v)		
	Expenditure F (as at page vi)		
	Non-political expenditure (as at page vii)		
		Total expenditure	
		Surplus (deficit) for year	
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as <u>Balance Sheet</u>)	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not contribute to the political fund	
Political fund account 2		To be completed by trade unions which act as components of a central trade union	
Income	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)	<input style="width: 90%;" type="text"/>	
	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)	<input style="width: 90%;" type="text"/>	
	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
	Administration expenses in connection with political objects(specify)	<input style="width: 90%;" type="text"/>	
	Non-political expenditure	<input style="width: 90%;" type="text"/>	
		Total expenditure	
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of year	
		Amount remitted to central political	
		Amount held on behalf of central political fund at end of year	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	

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

(see notes 34 and 35)

	£
Administrative Expenses	
Remuneration and expenses of staff	140,352
Salaries and Wages included in above	140,352
Auditors' fees	19,598
Legal and Professional fees	1,039
Occupancy costs	20,830
Stationery, printing, postage, telephone, etc.	594
Expenses of Executive Committee (Head Office)	-
Expenses of conferences	14,298
Other administrative expenses (specify)	
Bookkeeping	10,969
Donations	25,636
Gifts	9
Investment management fees	17,860
Sundry expenses	5,943
Repairs and maintenance	2,390
Utilities	2,040
Motor costs	8,487
Office equipment and computer	37,700
Entertainment	12
Other Outgoings	
Bank charges and HP interest	14,140
Depreciation	20,436
Loss on disposal of fixed asset	2,755
Prizes awarded	18,300
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
tretert	
Total	363,388
Charged to:	
General Fund (Page 3)	363,388
Total	363,388

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			10,450
Dividends (gross) from:			
Equities (e.g. shares)			53,209
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			6,383
Other investment income (specify)			
Loss on investments			-52,733
Increase in investment values			242,336
Increase in investment property values			14,000
			273,645
		Total investment income	273,645
		Credited to:	
		General Fund (Page 3)	273,645
		Political Fund	
		Total Investment Funds	273,645

Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Intangible Fixed assets	Total
	Freehold	Leasehold				
	£	£	£	£	£	£
Cost or Valuation						
At start of year			103,936	90,110		194,046
Additions			8,083		27,090	35,173
Disposals			-7,055			-7,055
Revaluation/Transfers						
At end of year			104,964	90,110	27,090	222,164
Accumulated Depreciation						
At start of year			94,893	54,555		149,448
Charges for year			4,342	15,339	755	20,436
Disposals			-4,300			-4,300
Revaluation/Transfers						
At end of year			94,935	69,894	755	165,584
Net book value at end of year			10,029	20,216	26,335	56,580
Net book value at end of previous year			9,043	35,555		44,598

Analysis of investments

(see notes 58 and 59)

Quoted	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares) Equities	2,915,834	
Government Securities (Gilts)		
Other quoted securities (to be specified) Bonds	510,465	
Total quoted (as Balance Sheet)	3,426,299	
Market Value of Quoted Investment	3,426,299	
Unquoted		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies Bank Deposits	21,316	
Other unquoted investments (to be specified) Investment properties	268,000	
Total unquoted (as Balance Sheet)	289,316	
Market Value of Unquoted Investments	289,316	

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	494,044		494,044
From Investments	273,645		273,645
Other Income (including increases by revaluation of assets)	123,913		123,913
Total Income	891,602		891,602
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	405,473		405,473
Funds at beginning of year (including reserves)	3,640,747		3,640,747
Funds at end of year (including reserves)	4,126,876		4,126,876
Assets			
Fixed Assets			56,580
Investment Assets			3,715,615
Other Assets			405,186
		Total Assets	4,177,381
Liabilities		Total Liabilities	50,505
Net Assets (Total Assets less Total Liabilities)			4,126,876

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="text" value="No"/>
If Yes How many ballots were held: <input style="width: 50px;" type="text"/>	
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: 60px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 60px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 60px;" type="text"/> 1
Number of individuals answering "No" to the question	<input style="width: 60px;" type="text"/> 2
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 60px;" type="text"/> 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 style="width: 50px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 50px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	
	<input style="width: 50px;" type="text"/>
Ballot 2	
Number of individual who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 60px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 60px;" type="text"/> 1
Number of individuals answering "No" to the question	<input style="width: 60px;" type="text"/> 2
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 60px;" type="text"/> 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 style="width: 50px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 50px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	
	<input style="width: 50px;" type="text"/>
Ballot 3	
Number of individual who were entitled to vote in the ballot	<input style="width: 60px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 60px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 60px;" type="text"/> 1
Number of individuals answering "No" to the question	<input style="width: 60px;" type="text"/> 2
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 60px;" type="text"/> 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 style="width: 50px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 50px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	
	<input style="width: 50px;" type="text"/>

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

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

(see note 81)

***Categories of Nature of Trade Dispute**

- A: terms and conditions of employment, or the physical conditions in which any workers require to work;
- B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;
- C: allocation of work or the duties of employment between workers or groups of workers;
- D: matters of discipline;
- E: a worker's membership or non-membership of a trade union;
- F: facilities for officials of trade unions;
- G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

Did Union members take industrial action during the return period in response to any inducement on the part of the Union? YES/NO

If YES, for each industrial action taken please complete the information below:

Industrial Action 1

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 2

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 3

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

use a continuation page if necessary

Industrial Action 4

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 5

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 6

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 7

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

Industrial Action 8

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken: to

3. Number of days of industrial action:

4. Nature of industrial action.

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

Notes to the accounts

(see notes 82 and 83)

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

Please see attached appendix

Accounting policies



(see notes 84 and 85)

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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:  Name: Linda Rodph Date: 29/07/2022	Chairman's Signature:  <small>Cathy Kelly (Aug 5, 2022, GMT+1)</small> (or other official whose position should be stated) Name: Cathy Kelly Date: 05/08/2022
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Checklist

(see notes 88 to 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes		<input checked="" type="checkbox"/>	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes		<input checked="" type="checkbox"/>	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes		<input checked="" type="checkbox"/>	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes		<input checked="" type="checkbox"/>	
Is a rule book enclosed? (see Notes 8 and 88)	Yes		<input checked="" type="checkbox"/>	
A member statement is: (see Note 80)	<input checked="" type="checkbox"/> Enclosed		To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes		To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes		<input checked="" type="checkbox"/>	

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2021

1.1 Accounting Convention

The financial statements have been prepared in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS102"). The accounts have been prepared under historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the financial statements.

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 FRS102. However, as a Trade Union is not a company the Regulations that form the basis of disclosures under FRS102 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.

1.2 Presentation currency

The financial statements have been prepared in sterling, which is the functional currency of the Union. Monetary amounts of these financial statements are rounded to the nearest pound.

1.3 Going concern

The National Executive Committee has considered the effect of the Covid-19 outbreak which to date has little impact on the Union. The National Executive Committee considers it unlikely that a prolonged outbreak will cause significant disruption. According at the time of approving the financial statements, The National Executive Committee has a reasonable expectation that the Union has adequate resources to continue in operation for the foreseeable future being a minimum of twelve months from the date of approval of these financial statements. Thus the National Executive Committee continue to adopt the going concern basis of accounting in preparing the financial statements.

1.4 Income

Subscriptions and meeting allowances are accounted for on an accruals basis. Draw income is recognised on cash received basis.

1.5 Expenditure

All expenditure in the accounts is inclusive of VAT where applicable.

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2021

1.6 Current Taxation

Corporation tax is payable on all interest income, rental income and chargeable gains arising on the disposal of properties and investments but only to the extent that these exceed expenditure on provident benefits.

1.7 Deferred Taxation

Unrealised valuation increases relating to investments and investment properties would potentially give rise to chargeable gains on the sale of the asset, but any potential liability to tax is eliminated if the proceeds of sale are reinvested in other chargeable assets used for provident purposes. The tax on any proceeds which are not reinvested is reduced by indexation allowances and any balance can also be offset against expenditure on provident benefits. Deferred tax has not been provided for potential chargeable gains because the the General Secretary is satisfied that proceeds of the sale of all related assets can be substantially reinvested, sufficient that any remaining balance can be offset against allowance or expenses. Therefore no unrealised gain at 31 December 2021 is expected to give rise to a liability to tax.

1.8 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

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

Fixtures, fittings & equipment	20% - 33%
Motor vehicles	25%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the profit and loss account.

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2021

1.9 Intangible Fixed Assets – Website

Intangible fixed assets are initially measured at cost and subsequently measured at cost, net of amortisation and any impairment losses.

Amortisation is provided at rates estimated to write off the cost of the website on a straight line basis over its expected useful life which is deemed to be 4 years.

1.10 Investment properties

Investment properties are initially measured at cost and subsequently measured at fair value. Changes in the fair value of investment properties are recognised in the income and expenditure account.

1.11 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.12 Financial Instruments

The union has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial assets are recognised in the union's balance sheet when the union becomes party to the contractual provisions of the instrument.

Financial assets are classified into specified categories. The classification depends on the nature and purpose of the financial assets and is determined at the time of recognition.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

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ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2021

Other financial assets

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes recognised in the income and expenditure account, except that investments in equity instruments that are not publically traded and whose fair value cannot be measured reliably are measured at cost less impairment.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure account, are assessed for indicators of impairment at each reporting end date. They are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment is recognised in the income and expenditure accounts.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction. Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the activity of the Union from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. Trade payables are initially recognised at transaction price and derecognised when the Union's obligations are discharged cancelled or they expire.

1.13 Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price (where applicable). The income and expenditure account includes the net gains and losses arising on revaluation and disposals throughout the year. The Union does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the Union is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

ADVANCE

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2021

1.14 Realised gains and losses

All gains and losses are taken to the income and expenditure account as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are separated between surplus on investments and change in market value in the income and expenditure account.

1.15 Leases

Assets held under hire purchase contracts are capitalised and depreciated over the period of the estimated useful economic lives of the assets. The finance charges are allocated over the period of the lease in proportion to the capital outstanding and are charged to the income and expenditure account. Rentals payable under operating leases, including any lease incentives received, are charged to the income and expenditure account on a straight line basis over the term of the relevant lease.

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2021

2 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

In the application of the Union's accounting policies, the Union is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period , or in the period of the revision and future periods if the revision affects both current and future periods.

The Union consider that there were no estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

3	OTHER INCOME	2021	2020
		£	£
	Management expenses allowance	99,749	99,750
		<u>99,749</u>	<u>99,750</u>
4	SERVICES TO MEMBERS	2021	2020
		£	£
	Magazine costs	16,896	18,076
	Membership supplies and recruitment	283	2,903
	Postage	783	680
	Telephone and fax	8,462	8,097
	Training and support	2,249	193
	VAT recoverable	(4,899)	(4,885)
		<u>23,774</u>	<u>25,064</u>
5	COMMITTEE AND MEETING COSTS	2021	2020
		£	£
	National Executive Committee	-	7,128
	External committee costs	20,137	20,432
	Management expenses	7,908	21,585
	Other committee and area meetings	4,564	5,142
		<u>32,609</u>	<u>54,287</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2021

6	ADMINISTRATION EXPENSES	2021	2020
		£	£
	Audit and accountancy	19,598	21,253
	Bookkeeping	10,969	11,306
	Legal and professional	1,039	415
	Bank charges and hire purchase interest	14,140	6,606
	Donations	25,636	25,984
	Printing and stationery	594	326
	Gifts and samples	9	125
	Entertainment	12	-
	Sundry expenses	5,943	5,036
	Investment management fee	17,860	16,732
		<u>95,800</u>	<u>87,783</u>
7	PREMISES AND EQUIPMENT COSTS	2021	2020
		£	£
	Rent, rates and insurance	20,830	21,730
	Repairs and maintenance	2,390	3,886
	Utilities	2,040	841
	Motor	8,487	4,773
	Office equipment and computer	37,700	28,525
	Loss/(Gain) on sale of fixed assets	2,755	(3,300)
	Depreciation and Amortisation	20,436	19,296
		<u>94,638</u>	<u>75,751</u>

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2021

8	TANGIBLE FIXED ASSETS		Motor Vehicles £	Fixtures, fittings & equipment £	Total £
	COST				
	At 1 January 2021	90,110	103,936	194,046	
	Additions	-	8,083	8,083	
	Disposals	-	(7,055)	(7,055)	
	At 31 December 2021	<u>90,110</u>	<u>104,964</u>	<u>195,074</u>	
	ACCUMULATED DEPRECIATION				
	At 1 January 2021	54,555	94,893	149,448	
	Charge for the year	15,339	4,342	19,681	
	Relating to disposals	-	(4,300)	(4,300)	
	At 31 December 2021	<u>69,894</u>	<u>94,935</u>	<u>164,829</u>	
	NET BOOK VALUE				
	At 31 December 2021	<u>20,216</u>	<u>10,029</u>	<u>30,245</u>	
	At 31 December 2020	<u>35,555</u>	<u>9,043</u>	<u>44,598</u>	
9	Intangible Fixed Assets		Website £		
	COST				
	At 1 January 2021	-			
	Additions	27,090			
	At 31 December 2021	<u>27,090</u>			
	AMORTISATION				
	At 1 January 2021	-			
	Charge for the year	(755)			
	At 31 December 2021	<u>(755)</u>			
	NET BOOK VALUE				
	At 31 December 2021	<u>26,335</u>			
	At 31 December 2020	<u>-</u>			

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2021

10 INVESTMENTS

MARKET VALUE	Listed		Bank	Total
	Equities	Bonds	Deposits	
	£	£	£	£
At 1 January 2021	1,811,473	499,845	56,461	2,367,779
Additions	903,253	19,347	-	922,600
Disposals	(49,955)	-	-	(49,955)
Net movement in cash deposits	-	-	(35,145)	(35,145)
Change in Investment Values	251,063	(8,727)	-	242,336
At 31 December 2021	<u>2,915,834</u>	<u>510,465</u>	<u>21,316</u>	<u>3,447,615</u>
	Cost	Market value		
	£	£		
Equities	2,349,133	2,915,834		
Bonds	508,569	510,465		
Bank deposits	21,316	21,316		
	<u>2,879,018</u>	<u>3,447,615</u>		

11 INVESTMENT PROPERTY

	2020
	£
FAIR VALUE	
At 1 January 2021	628,000
Disposals	(374,000)
Increase/(decrease) in value	14,000
At 31 December 2021	<u>268,000</u>

The investment property comprises of a residential house and its fair value is derived by the Union based on research into market evidence of transaction price for similar properties.

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2021

12	DEBTORS AND PREPAYMENTS	2021	2020
		£	£
	Trade debtors	33,250	480
	Other debtors	5,564	5,799
	Prepayments and accrued income	17,199	17,470
		<u>56,013</u>	<u>23,749</u>
13	CREDITORS AND ACCRUALS	2021	2020
		£	£
	Trade creditors	12,583	3,434
	Other creditors	700	-
	Taxes and social security	1,706	2,081
	Accruals and deferred income	20,180	20,380
	Obligations under finance lease	15,336	7,883
		<u>50,505</u>	<u>33,778</u>
14	CREDITORS DUE AFTER MORE THAN ONE YEAR	2021	2020
		£	£
	Obligations under finance lease	-	15,766
		<u>-</u>	<u>15,766</u>
15	PRIZE DRAW INCOME AND EXPENDITURE		

The prize draw income and prizes awarded are now shown gross on the face of the Income and Expenditure Account. Previously the net amount was shown in income with the gross amounts shown in a note. The Income and Expenditure Account for the year ended 31 December 2020 has therefore been amended in accordance with this approach. This has resulted in income and expenditure being increased by £18,900. It has no impact on the comprehensive result for the year.

ADVANCE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2021

16	FINANCIAL INSTRUMENTS	2021	2020
		£	£
	Financial assets:		
	Measured at fair value through income and expenditure	3,426,299	2,311,318
	Total financial assets	<u>3,426,299</u>	<u>2,311,318</u>

17 OPERATING LEASE COMMITMENTS

At 31 December 2021 there were outstanding commitments for future minimum lease payments under non-cancellable operating leases which fall due as follows:

	Land and buildings		Other	
	2021	2020	2021	2020
	£	£	£	£
Within one year	11,557	11,557	4,637	4,637
In the second to fifth years inclusive	46,228	46,228	9,274	13,910
After five years	-	9,974	-	-
	<u>57,785</u>	<u>67,759</u>	<u>13,911</u>	<u>18,547</u>

18 CONTINGENT LIABILITY

As explained in note 1.7, no tax liabilities are expected to arise on the realisation of unrealised valuation increases on investments and investment properties. If the unrealised valuation increases at 31 December 2021 were all to give rise to chargeable gains (less indexation) the maximum liability to tax would be £119,409 (2020: £61,395).

19 RELATED PARTY TRANSACTION

The investment property disposed of by the Union in the year (see note 11) was sold, by agreement of the Trustees, to a close family member of one of the key management personnel of the Union for £325,000.

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)

Please see attached appendix

Signature(s) of auditor or auditors:	Please see attached signed Audit Report	
Name(s):	HW Fisher LLP	
Profession(s) or Calling(s):	Chartered Accountants, Statutory Auditor	
Address(es):	Acre House	
	11-15 William Road	
	London	
	Postcode	NW1 3ER
Date	30 June 2022	
Contact name for inquiries and telephone number:	Carol Rudge 020 7388 7000	

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

**REPORT OF THE INDEPENDENT AUDITORS
TO THE MEMBERS OF THE
ADVANCE**

our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

- a satisfactory system of control over transactions has not been maintained; or
- the Union has not kept proper accounting records; or
- the financial statements are not in agreement with the books of account; or
- we have not received all the information and explanations we need for our audit.

Responsibilities of the National Executive Committee

As explained more fully in the Statement of Responsibilities of the National Executive Committee, the National Executive Committee is responsible for the preparation of financial statements and being satisfied that they give a true and fair view, and for such internal control as the Union 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 Committee 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 Union either intends to liquidate 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 issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE ADVANCE

As part of our planning process:

- We enquired of management the systems and controls the Union has in place, the areas of the financial statements that are mostly susceptible to the risk of irregularities and fraud, and whether there was any known, suspected or alleged fraud. The Union did not inform us of any known, suspected or alleged fraud.
- We obtained an understanding of the legal and regulatory frameworks applicable to the Union. We determined that the following were most relevant: FRS 102 and the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended).
- We considered the incentives and opportunities that exist in the Union, including the extent of management bias, which present a potential for irregularities and fraud to be perpetuated, and tailored our risk assessment accordingly.
- Using our knowledge of the Union, together with the discussions held with the Union at the planning stage, we formed a conclusion on the risk of misstatement due to irregularities including fraud and tailored our procedures according to this risk assessment.

The key procedures we undertook to detect irregularities including fraud during the course of the audit included:

- Identifying and testing journal entries and the overall accounting records, in particular those that were significant and unusual.
- Reviewing the financial statement disclosures and determining whether accounting policies have been appropriately applied.
- Assessing the extent of compliance, or lack of, with the relevant laws and regulations.
- Testing key revenue lines, in particular cut-off, for evidence of management bias.
- Performing a physical verification of key assets.
- Obtaining third-party confirmation of material bank balances and investments.
- Documenting and verifying all significant related party balances and transactions.
- Reviewing documentation such as minutes of meeting for discussions of irregularities including fraud.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements even though we have properly planned and performed our audit in accordance with auditing standards. The primary responsibility for the prevention and detection of irregularities and fraud rests with the National Executive Committee.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**REPORT OF THE INDEPENDENT AUDITORS
TO THE MEMBERS OF THE
ADVANCE**

Use of our report to the members of The Union

This report is made solely to the Union's members, as a body. Our audit work has been undertaken so that we might state to the Union's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Union and the Union's members as a body, for our audit work, for this report, or for the opinions we have formed.

HW Fisher LLP

**HW FISHER LLP
Chartered Accountants
Statutory Auditor**

**Acre House
11 - 15 William Road
London NW1 3ER
United Kingdom**

Date: 13 Jun 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 reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

No

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

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

Membership audit certificate

Section one

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

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

Yes / No

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

Yes / No

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

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

Membership audit certificate (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

Membership audit certificate

Section two

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

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

Yes

If "No" Please explain below:

Signature



Name

Linda Rolph

Office held

General Secretary

Date

29/07/2022