

STATEMENT TO MEMBERS

G4S Care and Justice Staff Association

STATEMENT TO MEMBERS ISSUED IN CONNECTION WITH THE UNION'S ANNUAL RETURN FOR PERIOD ENDED 31 Dec 2021 AS REQUIRED BY SECTION 32A OF TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992

Income and Expenditure

The total income of the union for the period was £126,091, the union's total expenditure for the period was £126,091.

Political Fund

G4S does not have a political fund.

Salary paid to and other benefits provided to the General Secretary

The salary of £29,025 was paid to the General Secretary holding post for the period.

Irregularity statement

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

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

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

Auditor's report

The auditor's report is attached as a separate document.

G4S Care & Justice Services Staff Association

Report and Financial Statements

for the Year Ended 31 December 2021

G4S Care & Justice Services Staff Association

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G4S Care & Justice Services Staff Association

Trade Union Information

General secretary Mr Ray Neville

Main office Suite 10
CP House
Otterspool Way
Watford
WD25 8HR

Independent auditors RSM UK Audit LLP
Chartered Accountants
Davidson House
Forbury Square
Reading
Berkshire
RG1 3EU

G4S Care & Justice Services Staff Association

Statement to Members

Introduction

The Trade Union and Labour Relations (Consolidation) Act 1992 requires trade unions to provide their members with an Annual Statement containing financial information summarised from the Annual Return (AR21) to the Certification Officer for Trade Unions. The required information for the year ended 31 December 2021 is set out within the following pages.

Members

The number of members at the end of the year were as follows:

	<i>Great Britain</i>	<i>Northern Ireland</i>	<i>Irish Republic</i>	<i>Elsewhere Abroad (including Channel Islands)</i>	<i>Totals</i>
Male	748	-	-	-	748
Female	698	-	-	-	698
Total	1,446	-	-	-	1,446

Officers

Details of present officers as at 31 December 2021 are included below.

<i>Name</i>	<i>Address</i>	<i>Office Held</i>
Ray Neville	Suite 10 CP House, Otterspool Way, Watford WD25 8HR	General Secretary
Christy Charters	G4S Care & Justice Services, Carlton Road, Worksop S81 7QF	Treasurer
Leighton Harding	C/o HMP & YOI Parc, Heol Hopcyn John, Bridgend, Mid Glamorgan CF35 6AR	Chair
Dan Stone	STC Oakhill, Chalgrove Field, Off Otterburn Cresent, Oakhill, Milton Keynes, Buckinghamshire MK5 6AH	Senior Staff Representative
Tony Evans	C/o HMP & YOI Parc, Heol Hopcyn John, Bridgend, Mid Glamorgan CF35 6AR	Senior Staff Representative
Andrew Vaughan	C/o HMP & YOI Parc, Heol Hopcyn John, Bridgend, Mid Glamorgan CF35 6AR	Senior Staff Representative

G4S Care & Justice Services Staff Association

Independent Auditor's Report to the Members of G4S Care & Justice Services Staff Association

Opinion

We have audited the financial statements of G4S Care & Justice Services Staff Association (the "Staff Association") for the year ended 31 December 2021 which comprise the Income statement, the Statement of financial position and notes to the financial statements, including 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).

In our opinion the financial statements:

- give a true and fair view of the state of the Staff Association's affairs as at 31 December 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared to meet the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Staff Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

G4S Care & Justice Services Staff Association

Independent Auditor's Report to the Members of G4S Care & Justice Services Staff Association (continued)

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Council of Management are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation 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 of section 28; or
- a satisfactory system of control over its transactions has not been maintained in accordance with the requirements of that section; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations for which, to the best of our knowledge and belief, we consider necessary for our audit.

Responsibilities of the Council of Management

The Council of Management 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 Council of Management 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 Council of Management is responsible for assessing the Staff Association'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 Council of Management either intend to liquidate the Staff Association or to cease operations, or have no realistic alternative but to do so.

The Council of Management is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent; and
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements

The Council of Management are responsible for keeping proper accounting records with respect to the Association's transactions, assets and liabilities to enable it to ensure the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the Staff Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

G4S Care & Justice Services Staff Association

Independent Auditor's Report to the Members of G4S Care & Justice Services Staff Association (continued)

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.

The extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities are instances of non-compliance with laws and regulations. The objectives of our audit are to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements, to perform audit procedures to help identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements, and to respond appropriately to identified or suspected non-compliance with laws and regulations identified during the audit.

In relation to fraud, the objectives of our audit are to identify and assess the risk of material misstatement of the financial statements due to fraud, to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud through designing and implementing appropriate responses and to respond appropriately to fraud or suspected fraud identified during the audit.

However, it is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud, the audit engagement team:

- obtained an understanding of the nature of the industry and sector, including the legal and regulatory framework that the Staff Association operates in and how the Staff Association is complying with the legal and regulatory framework;
- inquired of management, and those charged with governance, about their own identification and assessment of the risks of irregularities, including any known actual, suspected or alleged instances of fraud;
- discussed matters about non-compliance with laws and regulations and how fraud might occur including assessment of how and where the financial statements may be susceptible to fraud.

As a result of these procedures we consider the most significant laws and regulations that have a direct impact on the financial statements are FRS 102 and the Trade Union and Labour Relations (Consolidation) Act 1992. We performed audit procedures to detect non-compliances which may have a material impact on the financial statements which included reviewing financial statement disclosures.

The audit engagement team identified the risk of management override of controls as the area where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed included but were not limited to testing manual journal entries and other adjustments and evaluating the business rationale in relation to significant, unusual transactions and transactions entered into outside the normal course of business.

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

G4S Care & Justice Services Staff Association

Independent Auditor's Report to the Members of G4S Care & Justice Services Staff Association (continued)

Use of our report

This report is made solely to the Staff Association's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Staff Association'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 Staff Association and the Staff Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

RSM UK Audit LLP

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RSM UK Audit LLP
Statutory Auditor
Chartered Accountants

Davidson House
Forbury Square
Reading
Berkshire
RG1 3EU

Date: **24/05/22**
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G4S Care & Justice Services Staff Association

Income Statement for the Year Ended 31 December 2021

	Note	2021 £	2020 £
Turnover	4	126,091	162,355
Administrative expenses		<u>(126,091)</u>	<u>(162,355)</u>
Operating result		<u>-</u>	<u>-</u>
Profit/(loss) before tax		<u>-</u>	<u>-</u>
Profit/(loss) for the year		<u><u>-</u></u>	<u><u>-</u></u>

The above results were derived from continuing operations.

G4S Care & Justice Services Staff Association

Statement of Financial Position as at 31 December 2021

	Note	2021 £	2020 £
Current assets			
Trade and other receivables	7	8,500	8,000
Current liabilities			
Trade and other payables	8	<u>(8,500)</u>	<u>(8,000)</u>
Net assets/(liabilities)		<u><u>-</u></u>	<u><u>-</u></u>
Equity			
General fund		<u>-</u>	<u>-</u>
Total members' funds/(deficit)		<u><u>-</u></u>	<u><u>-</u></u>

24/05/22

Approved by the Executive Representatives on and signed on their behalf by:

Ray Neville

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Mr Ray Neville

Secretary

G4S Care & Justice Services Staff Association

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

1 General information

G4S Care & Justice Services Staff Association (the “Staff Association”) is a trade union based in the United Kingdom, associated with G4S Care & Justice Services (UK) Limited.

The financial statements are presented in sterling, which is the Staff Association’s functional currency, unless stated otherwise.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Basis of preparation

The financial statements of the Staff Association have been prepared in accordance with FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (“FRS 102”). The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view. The financial statements have been prepared under the historical cost convention.

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 Staff Association’s accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 3.

Going concern

The Staff Association is dependent on the continued financial support of G4S Care and Justice Services (UK) Limited who have confirmed that it undertakes to provide sufficient funds to ensure the Association is able to meet normal trading liabilities as they fall due and intends to provide this support for a period of at least 12 months from the approval of these financial statements.

New standards, interpretations and amendments effective for the first time

None of the standards, interpretations and amendments effective for the first time from 1 January 2021 have had a material effect on the financial statements.

G4S Care & Justice Services Staff Association

Notes to the Financial Statements for the Year Ended 31 December 2021 (continued)

2 Accounting policies (continued)

Turnover

Turnover represents amounts receivable for services provided in the normal course of business and is measured at the fair value of the consideration received or receivable, net of discounts, VAT and other sales-related taxes. Turnover is recognised to reflect the period in which the service is provided.

The Staff Association recognises turnover when the amount of turnover can be reliably measured; it is probable that future economic benefits will flow to the Staff Association; and specific criteria have been met for each of the Staff Association's activities.

Employee benefits - retirement benefit cost

Payments to the defined contribution schemes are charged as an expense as they fall due and represent contributions payable for the year. Differences between the contributions payable in the year and the contributions actually paid are presented as either prepayments or accruals.

Foreign currencies

These financial statements are presented in sterling, which is the Staff Association's functional currency. Transactions in currencies other than the functional currency are translated at the rates of exchange prevailing on the date of the transactions. At each reporting date, monetary assets and liabilities which are denominated in other currencies are retranslated at the rates prevailing on that date. Non-monetary items measured at historical cost denominated in other currencies are not retranslated. Gains and losses arising on retranslation are included in the income statement.

Financial instruments

Financial assets and financial liabilities are recognised when the Staff Association becomes a party to the contractual provisions of the instruments.

Trade and other receivables

Trade receivables do not carry interest and are stated initially at their fair value. The carrying amount of trade receivables is reduced through the use of a bad debt allowance account. The Staff Association provides for bad debts based upon an analysis of those that are past due, in accordance with local conditions and past default experience.

Trade and other payables

Trade payables are not interest-bearing and are stated initially at fair value and subsequently measured at amortised cost using the effective interest method.

G4S Care & Justice Services Staff Association

Notes to the Financial Statements for the Year Ended 31 December 2021 (continued)

2 Accounting policies (continued)

Leases

Leases are classified as finance leases when the terms of the lease transfer substantially all of the risks and rewards of ownership to the lessee. On occasion this classification requires a level of judgement. All other leases are classified as operating leases.

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the lease asset are consumed.

3 Critical accounting judgements and key sources of estimation uncertainty

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of the Staff Association's accounting policies. These judgements, estimates and associated assumptions are based on historical experience, current and expected economic conditions, and in some cases, actuarial techniques as well as the various other factors that are believed to be reasonable under the circumstances.

The judgements, estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

Although these judgements, estimates and associated assumptions are based on management's best knowledge of current events and circumstances, the actual results may differ.

There are no judgements, estimates and assumptions which are of significance in the preparation of the Staff Association's financial statements.

4 Turnover

The analysis of the Staff Association's turnover for the year from continuing operations is as follows:

	2021	2020
	£	£
Other turnover	<u>126,091</u>	<u>162,355</u>

Turnover arose from activities originating solely in the United Kingdom.

G4S Care & Justice Services Staff Association

Notes to the Financial Statements for the Year Ended 31 December 2021 (continued)

5 Staff costs

The aggregate payroll costs were as follows:

	2021	2020
	£	£
Wages and salaries	55,706	75,525
Social security costs	6,503	8,469
Pension costs, defined contribution scheme	5,343	5,929
	<u>67,552</u>	<u>89,923</u>

The average number of persons employed by the Staff Association during the year, analysed by category was as follows:

	2021	2020
	No.	No.
Other departments	<u>2</u>	<u>2</u>

6 Auditor's remuneration

Fees payable to the Staff Association's auditor were as follows:

	2021	2020
	£	£
Audit of the financial statements	<u>8,500</u>	<u>8,000</u>

The Staff Association did not incur any non-audit fees in the current or prior year.

7 Trade and other receivables

	2021	2020
	£	£
Accrued income	8,500	3,070
Prepayments	-	4,930
	<u>8,500</u>	<u>8,000</u>

8 Trade and other payables

	2021	2020
	£	£
Accrued expenses	<u>8,500</u>	<u>8,000</u>

G4S Care & Justice Services Staff Association

Notes to the Financial Statements for the Year Ended 31 December 2021 (continued)

9 Obligations under leases

Operating leases

The total future value of minimum lease payments is as follows:

	2021 £	2020 £
Within one year	1,308	2,829
In two to five years	-	1,171
	<u>1,308</u>	<u>4,000</u>

The amount of non-cancellable operating lease payments recognised as an expense during the year was £2,829 (2020: £3,708).