

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	RSPB Staff Association				
Year ended:	31 March 2023				
List no:					
Head or Main Office address:	RSPB				
	The Lodge, Potton Road				
	Sandy				
	Bedfordshire				
Postcode	SG19 2DL				
Website address (if available)	https://www.rspb.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:	Tony Wicks (Chair)				
Telephone Number:	01767 693012				
Contact name for queries regarding the completion of this return	Kate Hucklesby				
Telephone Number:	Email Only				
E-mail:	kate.hucklesby@RSPB.org.uk				

Please follow the guidance notes in the completion of this return

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

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

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
	1,046	36			1,082
Total	1,046	36	0	0	A 1,082

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

1,074

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
Secretary	Penny Prior	Jane Nethercoat	6th July 2022
Deputy Chair	Vacant	Terry Goldsmith	6th July 2022
Memberships Lead	Vacant	Amy Easterbrook	6th July 2022
Operational Support Advisor	new role	Philip Mantom	6th July 2022
Policy and Advocay Role	Vacant	Shared, Jake Zannis and Kikberley Pearson	6th July 2022
Greening Officer	Vacant	Claire Welch	6th July 2022

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:



Return of Officers

Officers in post at 31st March 2023

Chair	Tony Wicks
Deputy Chair	Terry Goldsmith
Communications Team Leader	Amy Easterbrook
Finance & Administration Team Leader	Sophie Dackombe
Membership Support Team Leader	Lyndon Parker
Activities & Benefits Team Leader	Heather Mitchell
Policy & Advocacy Team Leader -Shared	Jake Zarins
Policy & Advocacy Team Leader -Shared	Kimberley Pearson
Regional Team Leader	Daniel Pullan
Membership Coordinator	Suzy Mills
Treasurer	Kate Hucklesby
Minutes Secretary	Jane Nethercoat
Memberships Recruitment	Amy Easterbrook

Operational Support Advisor

Philip Mantom

Green Role

Claire Welch

Committee Member

Richard Humpidge

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
Tony Wicks	Chair 22-7-22
Terry Goldsmith	Deputy Chair 6-7-22
Amy Easterbrook	Communications Team Leader 22-7-22
Sophie Dackombe	Finance and Administration Team Leader 7-7-21
Lyndon Parker	Membership Support Team Leader 6-7-22
Heather Mitchell	Activities and Benefits Team Leader 6-7-22
Jake Zarins	Policy & Advocay Team Leader - Share 6-7-22
Kimberley Pearson	Policy & Advocay Team Leader - Share 6-7-22
Daniel Pullan	Regional Team Leader 22-7-22
Kate Hucklesby	Treasurer 7-7-21
Jane Nethercott	Minutes Secretary 6-7-22
Suzy Mills	Membership Administrator 6-7-22
Amy Easterbrook	Membership Lead 6-7-22
Philip Manton	Operational Support Advisor 6-7-22
Claire Welch	Greening Role 6-7-22
Richard Humpidge	Committee member 6-7-22

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		11,890
From Members: Other income from members (specify)		
Pilates		1,436
Total other income from members		1,436
Total of all income from members		13,326
Investment income (as at page 12)		357
Other Income		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	0	
Total of other income (as at page 4)		0
		13,682
	Total income	
	Interfund Transfers IN	
Expenditure		
Benefits to members (as at page 5)		3,138
Administrative expenses (as at page 10)		3,466
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		0
Taxation		
	Total expenditure	6,603
	Interfund Transfers OUT	
	Surplus (deficit) for year	7,079
	Amount of general fund at beginning of year	104,245
	Amount of general fund at end of year	111,324

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	0
Any Other Sources	
Total other sources	0
Total of all other income	0

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation –		brought forward	0
Employment Related Issues		Advisory Services	
		Solicitors Fee for Pay Award Advice	216
Representation –		Other Cash Payments	
Non Employment Related Issues			
		Education and Training services	
Communications			
		Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
		Club Grants	969
		Pilates	1,890
		Christmas	63
carried forward	0	Total (should agree with figure in General Fund)	3,138

(See notes 21 and 23)

Fund 2		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	0
		Total Income	0
		Interfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
		Total Expenditure	0
		Interfund Transfers OUT	
		Surplus (Deficit) for the year	0
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	0
		Number of members contributing at end of year	

Fund 3		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	0
		Total Income	0
		Interfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
		Total Expenditure	0
		Interfund Transfers OUT	
		Surplus (Deficit) for the year	0
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	0
		Number of members contributing at end of year	

(See notes 21 and 23)

Fund 4		Fund Account		
Name:		£	£	
Income	From members			
	Investment income (as at page 12)			
	Other income (specify)			
	Total other income as specified		0	
	Total Income		0	
	Interfund Transfers IN			
Expenditure	Benefits to members			
	Administrative expenses and other expenditure (as at page 10)		0	
		Total Expenditure		0
		Interfund Transfers OUT		
		Surplus (Deficit) for the year		0
	Amount of fund at beginning of year			
	Amount of fund at the end of year (as Balance Sheet)		0	
	Number of members contributing at end of year			

Fund 5		Fund Account		
Name:		£	£	
Income	From members			
	Investment income (as at page 12)			
	Other income (specify)			
	Total other income as specified		0	
	Total Income		0	
	Interfund Transfers IN			
Expenditure	Benefits to members			
	Administrative expenses and other expenditure (as at page 10)		0	
		Total Expenditure		0
		Interfund Transfers OUT		
		Surplus (Deficit) for the year		0
	Amount of fund at beginning of year			
	Amount of fund at the end of year (as Balance Sheet)		0	
	Number of members contributing at end of year			

(See notes 21 and 23)

Fund 6		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		0
	Total Income		0
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	Number of members contributing at end of year		

Fund 7		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		0
	Total Income		0
	Interfund Transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	Number of members contributing at end of year		

(See notes 21 and 23)

Fund 8		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		0
	Total Income		0
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	Number of members contributing at end of year		

Fund 9		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		0
	Total Income		0
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	Number of members contributing at end of year		

Political fund account

(see notes 24 to 33)

£

£

Political fund account 1		To be completed by trade unions which maintain their own political fund	
	Income		
	Members contributions and levies		
	Investment income (as at page 12)		
Other income (specify)			
	Total other income as specified		0
		Total income	0
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)		0
	Expenditure B (as at page ii)		0
	Expenditure C (as at page iii)		0
	Expenditure D (as at page iv)		0
	Expenditure E (as at page v)		0
	Expenditure F (as at page vi)		0
	Non-political expenditure (as at page vii)		0
		Total expenditure	0
		Surplus (deficit) for year	0
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as <u>Balance Sheet</u>)	0
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not contribute to the political fund	
Political fund account 2		To be completed by trade unions which act as components of a central trade union	
Income	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects(specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of year	
		Amount remitted to central political	
		Amount held on behalf of central political fund at end of year	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	

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))	£
Total			0

Political fund account expenditure (d)

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

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

Expenditure on the maintenance of any holder of political office	
Name of office holder	£
Total	0

Political fund account expenditure (e)

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

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

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party	
Name of political party	£
Total	0

Political fund account expenditure (f)

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

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

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

Name of organisation or political party	£
Total	0

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

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

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

Total expenditure 0

(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	£

Total expenditure 0

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

Total expenditure 0

Total of all expenditures 0

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

(see notes 34 and 35)

		£
Administrative Expenses		
Remuneration and expenses of staff		
Salaries and Wages included in above	2,140	2,140
Auditors' fees		1,176
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		78
Expenses of conferences		
Other administrative expenses (specify)		
Unity Bank Service Charge		72
Other Outgoings		
[REDACTED]		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
[REDACTED]		
		Total
		3,466
Charged to:	General Fund (Page 3)	3,466
	0	
	0	
	0	
	0	
	0	
	0	
	0	
	0	
		Total
		3,466

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 £
Chair*	1,200				1,200	
Deputy Chair*	750				750	
Communications Team Leader*	750				750	
Finance Team Leader*	750				750	
Membership Support Team Leader*	750				750	
Activities & Bennefits Team Leader*	750				750	
Policy & Advocaby Team Leader*	750				750	
Regional Team Leader*	750				750	
Minutes Secretary*	500				500	
Membership Coordinator**	500				500	
Treasurer***	500				500	
Membership recruitment Team Leader***	375				375	
* paid direct by RSPB						
** 50% paid by RSPB/ 50% by RSPB (reimbursed by SA)						
*** Paid by the RSPB and re-embused, by SA						

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			357
Other investment income (specify)			
	0		357
Total investment income			357
Credited to:			
General Fund (Page 3)			357
0			0
0			0
0			0
0			0
0			0
0			0
0			0
0			0
Political Fund			0
Total Investment Funds			357

Balance sheet as at

31 March 2023

(see notes 49 to 52)

Previous Year		£	£
58,372	Fixed Assets (at page 14)		0
	Investments (as per analysis on page 15)		
	Quoted (Market value £ ())		0
	Unquoted		58,729
	Total Investments		58,729
45,873	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand		52,596
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		52,596
	Total assets		111,324
104,245	General fund (page 3)		111,324
0		0	0
0		0	0
0		0	0
0		0	0
0		0	0
0		0	0
0		0	0
0		0	0
0	Political Fund Account		0
	Liabilities		
	Amount held on behalf of central trade union political fund		0
	Total liabilities		0
	Total assets		111,324

Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
Cost or Valuation						
At start of year						0
Additions						0
Disposals						0
Revaluation/Transfers						0
At end of year	0	0	0	0	0	0
Accumulated Depreciation						
At start of year						0
Charges for year						0
Disposals						0
Revaluation/Transfers						0
At end of year	0	0	0	0	0	0
Net book value at end of year	0	0	0	0	0	0
Net book value at end of previous year						0

Analysis of investments

(see notes 58 and 59)

Quoted	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Total quoted (as Balance Sheet)	0	0
Market Value of Quoted Investment	0	
Unquoted		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Triodos Bank Fixed Term Deposit Account	58,372	
Other unquoted investments (to be specified)		
Interest	357	
Total unquoted (as Balance Sheet)	58,729	0
Market Value of Unquoted Investments		

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 £	Political Funds £	Total Funds £
Income			
From Members	13,326	0	13,326
From Investments	357	0	357
Other Income (including increases by revaluation of assets)	0	0	0
Total Income	13,682	0	13,682
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	6,603	0	6,603
Funds at beginning of year (including reserves)	104,245	0	104,245
Funds at end of year (including reserves)	111,324	0	111,324
Assets			
Fixed Assets			0
Investment Assets			58,729
Other Assets			52,596
Total Assets			111,324
Liabilities			
Total Liabilities			0
Net Assets (Total Assets less Total Liabilities)			111,324

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members			
From Investments			
Other Income (including increases by revaluation of assets)			
Total Income			
Expenditure (including decreases by revaluation of assets)			
Total Expenditure			
Funds at beginning of year (including reserves)			
Funds at end of year (including reserves)			
Assets			
Fixed Assets			
Investment Assets			
Other Assets			
Total Assets			
Liabilities			
Total Liabilities			
Net Assets (Total Assets less Total Liabilities)			

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?	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: 80px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> ³ 0
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: 60px;" type="text"/> 0
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" 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: 60px;" type="text"/>
Ballot 2	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" type="text"/> ³ 0
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: 60px;" type="text"/> 0
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" 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: 60px;" type="text"/>
Ballot 3	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px;" type="text"/>
Number of votes cast in the ballot	<input style="width: 80px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px;" type="text"/> ¹
Number of individuals answering "No" to the question	<input style="width: 80px;" type="text"/> ²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px;" 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: 60px;" type="text"/> 0
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px;" 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: 60px;" 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 0³

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 0

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 0³

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 0

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 0³

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 0

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

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.

Accounting policies

(see notes 84 and 85)



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:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Kate Hucklebsy (Treasurer)	Name:	Tony Wicks (Chair)
Date:	05 June 2023	Date:	05 June 2023

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		No	x
Is a rule book enclosed? (see Notes 8 and 88)	Yes	x	No	
A member statement is: (see Note 80)	Enclosed		To follow	x
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	X	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	X	No	

Checklist for auditor's report

(see notes 90 and 96)

The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they related? (See section 36(1) and (2) of the 1992 Act and notes 92 and 93)

Please explain in your report overleaf or attached.

2. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:

- a. kept proper accounting records with respect to its transactions and its assets and liabilities; and
- b. established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances. (See section 36(4) of the 1992 Act set out in note 92)

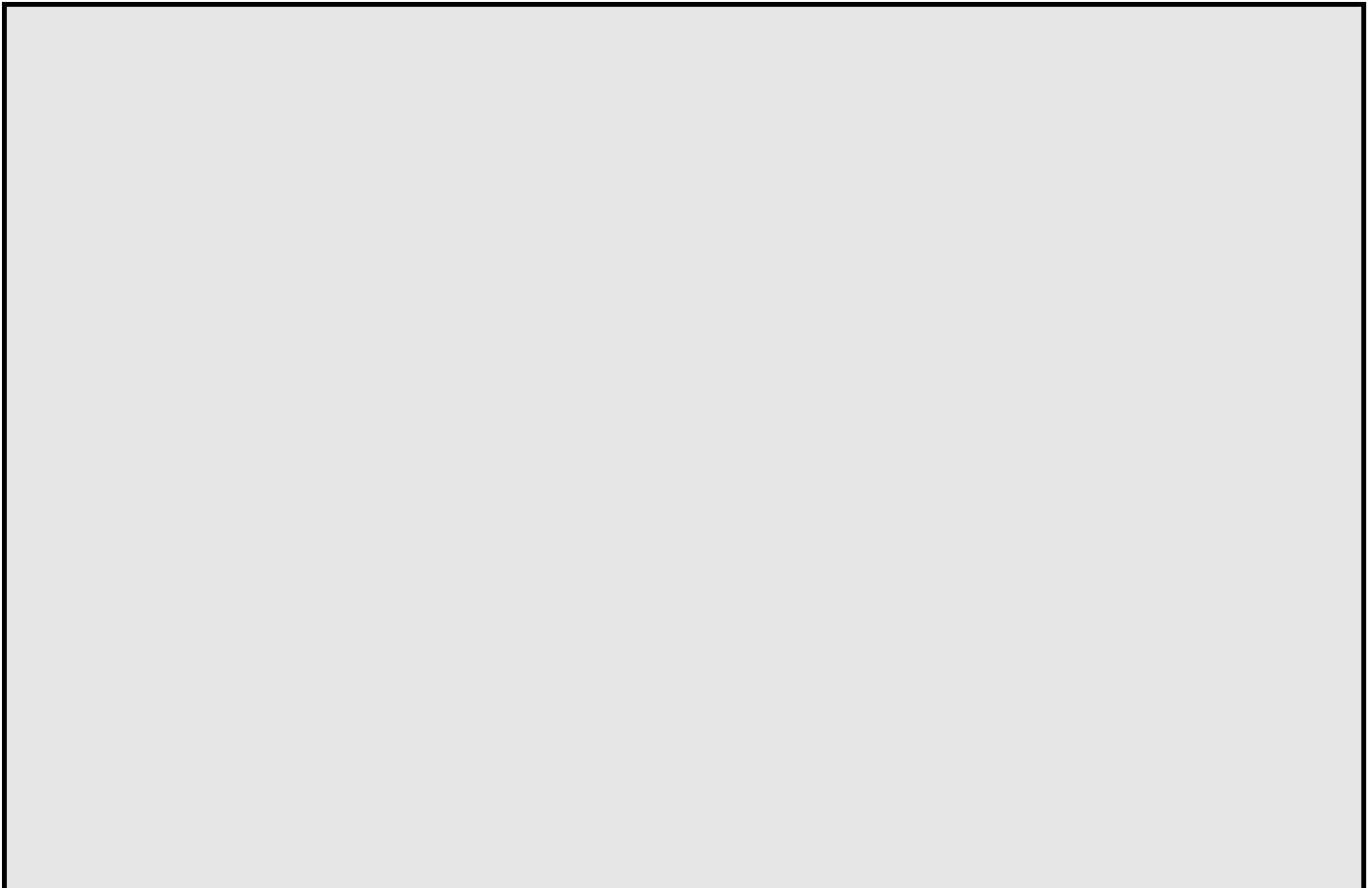
Please explain in your report overleaf or attached

3. Your auditors or auditor must include in their report the following wording:

In our opinion the financial statements:

- give a true and fair view of the matters to which they relate to.
- have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

Auditor's report (continued)



Signature(s) of auditor or auditors:

Name(s):

Profession(s) or Calling(s):

Address(es):

Postcode

Date

Contact name for inquiries and
telephone number:

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



Statement of Assets and Liabilities 31st March 2023

	31/03/2022	31/03/2023
Fund balance brought forward	£ 98,774.26	£ 104,245.44
Add surplus (less deficit) for the year	£ 5471.18	£ 5471.18
Fund balance carried forward	<u>£ 104,245.44</u>	<u>£ 111,324.40</u>

Represented by

31/03/2023

Bank Current Account - Unity Trust	£ 52,595.51
Bank Current Account – Triodos	£ 8.50
Bank Fixed Term Deposit Account - Triodos	£ 58,720.39
	<u>£ 111,324.40</u>

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

Kate Hucklesby
Treasurer
RSPB Staff Association

John Baldwin
Baldwin & Co Chartered Certified Accountants

Income and Expenditure Account to 31st March 2023

<u>INCOME</u>	<u>2022/23</u>	<u>2021/22</u>
Subscriptions	£ 10,491.10	£ 10,365.53
Activities		
Pilates	£ 2,160.00	£ 3,244.00
Benefits		
Club Grants	-	-
Other	-	£300.00
	<u>£ 12,651.10</u>	<u>£ 13,909.53</u>
Interest Received (net)	£ 635.02	£ 628.11
RSPB Contribution	-	-
	<u>£ 13,286.12</u>	<u>£ 14,537.64</u>
<u>EXPENDITURE</u>	<u>2022/23</u>	<u>2021/22</u>
Benefits to Members		
Membership Support	-	-
Travel & Subsistence	-	-
Wages and Salaries	-	-
Club Grants	£ 1,206.23	£ 1,442.85
Edenred Discount Scheme	-	-
<u>Activities</u>		
Pilates	£ 2,416.26	£ 2,945.00
Christmas	92.50	380.28
	<u>£2,508.76</u>	<u>£3,325.68</u>
	<u>£ 3,714.99</u>	<u>£ 4,768.13</u>
Administrative Expenses		
Wages and Salaries	£1,000.00	£1,500.00
Audit	£1,068.00	£1,020.00
Travel & Subsistence	-	-
Recruitment - Promotion	£199.70	-
Training	£1,150.00	£1,284.00
Office Expenses	£ 100.25	£ 213.67
	<u>£ 3,517.95</u>	<u>£ 4,017.67</u>
	<u>£7,814.94</u>	<u>£8,785.80</u>
Surplus (Deficit) of Income over Expenditure	<u>£5,471.18</u>	<u>£5,751.84</u>

Note:

Statement to Members

Issued in connection with the Annual Return for the Period ended 31 March 2023 as required by Section 32A of the Trade Union and Labour Relations (Consolidation) Act 1992.

Income and Expenditure

The total income for the period was £13,286. This amount included payments of £10,491 in respect of membership subscriptions. The total expenditure for the period was £7,817. We do not maintain a political fund.

Payments to the Chair, Officers and Committee

Chair *	£1,200	Policy and Advocacy Team Leader *	£750
Deputy Chair *	£750	Regional Team Leader *	£750
Communications Team Leader *	£750	Minutes Secretary *	£500
Finance and Admin Team Leader *	£750	Membership Coordinator **	£500
Membership Support Team Leader *	£750	Treasurer ***	£500
Activities and Benefits Team Leader *	£750	Membership Recruitment Team Lead***	£750
Operational Support Advisor*	£500		

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

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

*** Post funded by Staff Association

Irregularity statement

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

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

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

Accountants Report

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

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

In our opinion the financial statements give a fair and true view of the state of affairs of the association as at 31 March 2023 and of its surplus for the year then ended, and have been prepared properly. And in accordance with the 1992 Act

BALDWIN & CO.

CHARTERED CERTIFIED ACCOUNTANTS

DATE:

Membership audit certificate

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

(See notes 97 to 103)

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

No

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

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

Membership audit certificate

Section one

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

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

Yes / No

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

Yes / No

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

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

Membership audit certificate (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

Membership audit certificate

Section two

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

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

Yes

If "No" Please explain below:

[Large greyed-out area for explanation]

Signature	<i>K Hucklesby</i>
Name	Kate Hucklesby
Office held	Treasurer
Date	5-Jun-23