

**THE INDEPENDENT FEDERATION
OF NURSING IN SCOTLAND**

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2022

T B DUNN & CO

REGISTERED AUDITORS

THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND

CONTENTS

| | Page |
|---|-------------|
| Federation Information | 1 |
| Report on the 2022 Financial Statements | 2 |
| Auditors' Report | 3-5 |
| Income and Expenditure Account | 6 |
| Balance Sheet | 7 |
| Notes to the Financial Statements | 8-10 |
| Detailed Income and Expenditure Account | 11 |

THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND

FEDERATION INFORMATION

| | |
|--------------------------------|-------------------------------------|
| JOINT GENERAL SECRETARY | E Shephard A Fleming |
| SECRETARY | A Ingram/A Primrose |
| HONORARY MEMBER | I F O'Neill (Deceased 24 June 2022) |

EXECUTIVE COMMITTEE:

| | |
|---------------------------|-------------|
| Chairperson | G Baillie |
| Deputy Chairperson | R Moorhead |
| Treasurer | N Docherty |
| Deputy Treasurer | K MacIver |
| Secretary | E Crumlish |
| Deputy Secretary | R Stevenson |

| | |
|----------------|--|
| ADDRESS | Huntershill Village 100-102 Crowhill Road Bishopbriggs Glasgow G64 1RP |
|----------------|--|

| | |
|-----------------|---|
| AUDITORS | T B Dunn & Co Ground Floor (Part) Unit 8000 Academy Business Park 51 Gower Street Glasgow G51 1PR |
|-----------------|---|

THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND
REPORT ON THE 2022 FINANCIAL STATEMENTS

Impact of Covid-19 on The Independent Federation of Nursing in Scotland

Due to the pandemic, there have been an increase in members retiring and members moving out of the nursing/ care sector. This has had an adverse impact for The Independent Federation of Nursing in Scotland with a decrease in income from member subscriptions during the year.

Statement of Officers' Responsibility

The Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 1999 requires the officers of the union to;

- keep proper records which give a true and fair view of the state of affairs of The Independent Federation of Nursing in Scotland and explains its transactions;
- establish and maintain a satisfactory system of control of the accounting records, cash holdings, and all the receipts and remittances;
- prepare an annual return for the Certification Officer giving a true and fair view of the Income and Expenditure and Balance Sheet;
- provide members of The Independent Federation of Nursing in Scotland with a statement of income and expenditure for the year.

Nichola Docherty

N Docherty
Treasurer

E. Shephard

E Shephard
General Secretary

Date: 8th September 2023

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND

Opinion

We have audited the financial statements of The Independent Federation of Nursing in Scotland for the year ended 31 December 2022 which comprise the Income and Expenditure Account, the Balance Sheet and the 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 Financial Reporting Standard 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 Independent Federation of Nursing in Scotland's affairs as at 31 December 2022 and of its transactions for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations 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 union in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our 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 officers' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the union's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the officers with respect to going concern are described in the relevant sections of this report.

Other information

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

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether 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.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND (Continued)**

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 Act 1992 requires us to report to you if, in our opinion:

- proper accounting records have not been kept;
- a satisfactory system of control over its accounting records, cash holdings and receipts and remittances has not been maintained; or
- the financial statements are not in agreement with the accounting records and returns.

Responsibilities of officers

As explained more fully in the statement of officers' responsibility set out on page 2, the officers are 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 officers determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

We have been appointed as auditor under section 33 of the Trade Union and Labour Relations Act 1992 and report in accordance with section 36 of that Act.

In preparing the financial statements, the officers are 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 officers either intend to liquidate the union or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

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

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the union operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Trade Union and Labour Relations Act 1992 together with the financial reporting standards. We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND (Continued)**

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the union's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the union for fraud. The laws and regulations we considered in this context for the UK operations were General Data Protection Regulation, employment legislation and taxation legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the officers and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income and the override of controls by management. Our audit procedures to respond to these risks included enquiries of the Executive Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence and reading minutes of meetings of those charged with governance.

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. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to union's members as a body. Our work has been undertaken so that we might state to 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, or for the opinion we have formed.

Mark W Blair (Senior Statutory Auditor)
For and on behalf of TB Dunn & Co
Statutory Auditor
Ground Floor (part)
Unit 8000 Academy Business Park
51 Gower Street
Glasgow
G51 1PR

Date: 11th September 2023

THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2022

| | Notes | 2022 | 2021 |
|--|-------|--------|----------|
| | | £ | £ |
| <u>GROSS INCOME</u> | 2 | 96,967 | 104,391 |
| Administrative Expenses | | 97,796 | 125,552 |
| <u>OPERATING (LOSS)</u> | 3 | (829) | (21,161) |
| Other Income | | - | 12,559 |
| <u>(LOSS)/SURPLUS ON ORDINARY ACTIVITIES</u> | | (829) | (8,602) |
| Taxation | | - | - |
| <u>(LOSS)/SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION</u> | | (829) | (8,602) |
| <u>RESERVES BROUGHT FORWARD</u> | | 2,090 | 10,692 |
| <u>RESERVES CARRIED FORWARD</u> | | 1,261 | 2,090 |

The notes on pages 5 to 6 form an integral part of these financial statements.

THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND

BALANCE SHEET AS AT 31 DECEMBER 2022

| | Notes | 2022 | | 2021 | |
|--|-------|--------------|--------------|--------------|--------------|
| | | £ | £ | £ | £ |
| <u>FIXED ASSETS</u> | | | | | |
| Tangible Assets | 4 | | 642 | | 1,167 |
| <u>CURRENT ASSETS</u> | | | | | |
| Prepayments | | 2,687 | | 2,567 | |
| Bank | | 140 | | 1,328 | |
| Cash in Hand | | 28 | | 3 | |
| | | <u>2,855</u> | | <u>3,898</u> | |
| <u>CREDITORS: Amounts falling due within one year</u> | 5 | 2,236 | | 2,975 | |
| <u>NET CURRENT ASSETS</u> | | | <u>619</u> | | <u>923</u> |
| <u>NET ASSETS</u> | | | <u>1,261</u> | | <u>2,090</u> |
| Financed By: | | | | | |
| General Fund | | | <u>1,261</u> | | <u>2,090</u> |

The financial statements have been prepared in accordance with the provisions of the Federation's constitution and the Trade Union and Labour Relations (Consolidation) Act 1992. The financial statements were approved by the executive committee and signed on its behalf on 8th September 2023.

Nichola Docherty

N Docherty
Treasurer

E. Shephard

E Shephard
General Secretary

The notes on pages 8 to 10 form an integral part of these financial statements.

THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

1. Accounting Policies

1.1 **Basis of Financial Statements**

The financial statements have been prepared in accordance with 'Financial Reporting Standard 102 applicable in the United Kingdom and Republic of Ireland' (FRS102) and the Trade Union and Labour Relations Act 1992.

1.2 **Accounting Convention**

The financial statements are prepared under the historical cost convention.

1.3 **Going Concern**

We have reviewed The Independent Federation of Nursing in Scotland's financial performance and reserves position. In doing so we have taken into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure. While COVID-19 has had an impact on member subscriptions, we have adequate financial resources and are well placed to manage the business risks.

1.4 **Turnover**

Turnover represents the total invoiced membership income received during the period. All membership income is accounted for on a receipts basis.

1.5 **Tangible Fixed Assets and Depreciation**

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

- Office Equipment – 25% straight line

1.6 **Accounting Estimates**

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement that are reasonable and prudent when applying the selected Union's accounting policies and which may have a significant effect on the amounts included in the financial statements. The main areas involving a higher degree of judgement or complexity, or where assumptions and estimates are significant to the financial statements are disclosed below:

- Provision for liabilities – the inclusion of provisions for potential liabilities have been calculated using the best available knowledge at the time of preparing the financial statements, adjusted for information subsequently received.

2. Gross Income

Gross income is solely attributable to the principal activity of the organisation.

3. Operating Surplus/(Loss)

| | 2022 | 2021 |
|--|-----------------|-----------------|
| | £ | £ |
| Operating Surplus/(Loss) is stated after charging: | | |
| Depreciation and other amounts written off Tangible Assets | 625 | 595 |
| | <u> </u> | <u> </u> |

THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022 (Continued)

4. Tangible Fixed Assets

| Cost | Office Equipment |
|------------------------|-----------------------------|
| | £ |
| At 1 January 2022 | 3,389 |
| Additions | 100 |
| Disposals | - |
| As at 31 December 2022 | <u>3,489</u> |
| Depreciation | _____ |
| At 1 January 2022 | 2,222 |
| Charge for Period | 625 |
| Eliminated on disposal | - |
| As at 31 December 2022 | <u>2,847</u> |
| Net Book Value | _____ |
| As at 31 December 2022 | 642 |
| | ===== |
| As at 31 December 2021 | 1,167 |
| | ===== |

THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022 (Continued)

5. Creditors: Amounts falling due within one year

| | 2022 | 2021 |
|---------------------------------|--------------|--------------|
| | £ | £ |
| Social Security and other taxes | 469 | 1,208 |
| Accruals | 1,767 | 1,767 |
| | <u>2,236</u> | <u>2,975</u> |

6. Salaries & Other Benefits

Salaries to office bearers during the year ended 31 December 2022 were as follows:

Joint General Secretaries £33,414

No other benefit was provided to or in respect of any officer of the union or member of the executive.

7. Political Donations

No contributions were made to any political fund during the year ended 31 December 2022.

8. Advice to Members regarding Section 32A (6) (a) of the Trade Union & Labour Relations (Consolidation) Act 1992

"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 rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice."

THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2022

| | 2022 | | 2021 | |
|--|------------|---------------|------------|----------------|
| | £ | £ | £ | £ |
| <u>MEMBERS' SUBSCRIPTIONS</u> | | 96,967 | | 104,391 |
| <u>OTHER INCOME</u> | | | | |
| Job Retention Scheme | | = | | <u>12,559</u> |
| | | 96,967 | | 116,950 |
| <u>EXPENDITURE</u> | | | | |
| Salaries | 58,980 | | 83,308 | |
| Telephone & Internet | 4,919 | | 5,287 | |
| Printing & Stationery | 224 | | 299 | |
| Motor & Travelling Expenses | 5,461 | | 2,711 | |
| Photocopying Expenses | 670 | | 1,020 | |
| Cleaning | 1,390 | | 1,648 | |
| Sundry Expenses | 472 | | 495 | |
| Audit & Accountancy Fees | 2,156 | | 2,522 | |
| Hospitality | 257 | | 1,289 | |
| Rent | 9,772 | | 11,180 | |
| Rates | 247 | | 235 | |
| Members' Indemnity and General Insurance | 9,655 | | 10,381 | |
| Heat & Light | 1,546 | | 2,700 | |
| Repairs & Renewals | 399 | | - | |
| Computer & Website Costs | 999 | | 1,882 | |
| Bank Charges | 24 | | - | |
| | | <u>97,171</u> | | <u>124,957</u> |
| Depreciation: | | (204) | | (8,007) |
| Office Equipment | <u>625</u> | | <u>595</u> | |
| | | <u>625</u> | | <u>595</u> |
| <u>NET (LOSS)/SURPLUS</u> | | <u>(829)</u> | | <u>(8,602)</u> |

This page does not form part of the statutory financial statements.