Statement to members

Guidance notes for trade unions and model statement for trade unions

Legal requirement

Trade unions must issue a statement to members within eight weeks of submitting your annual return to the Certification Officer. You can use the [model statement](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739607/Model_for_members_statement_revised_Sept_2018.doc) below, but if you don’t, you must still include all the information specified in it.

The figures in the statement must be consistent with the contents of the annual return.

Distribute the statement to your members either by:

* sending a copy to each individual member, or
* using any other means which is the union’s usual practice for providing information of general interest to all members. For example, to include the statement in a publication sent to all members, post it on its website or email it to members.

The union may provide members with a copy of the full annual return in lieu of issuing a statement. However, you must still provide members with the irregularity statement below.

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 it the union or responsible officials or trustees, he should consider obtaining independent legal advice.’

You must send a copy of the statement to the Certification Officer. If you’ve posted the statement on the union’s website, you must still send a copy to the Certification Office.

Where the union has issued a copy of its annual return to members together with a separate irregularity statement (in lieu of issuing a statement), it is not necessary to send the Certification Officer a copy of the return. However, you must provide written confirmation that the annual return has been issued to members and provide the Certification Officer with a copy of the irregularity statement.

Submission to the Certification Officer

You must send a copy of the statement to the Certification Officer. If you’ve posted the statement on the union’s website, you must still send a copy to the Certification Office.

Where the union has issued a copy of its annual return to members together with a separate irregularity statement (in lieu of issuing a statement), it is not necessary to send the Certification Officer a copy of the return. However, you must provide written confirmation that the annual return has been issued to members and provide the Certification Officer with a copy of the irregularity statement.

Certification Officer contact details

email: returns@certoffice.org

**Model statement to members for period ended [insert period]**

**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 £xxx. This amount included payments of £xxx in respect of membership income of the union. The union’s total expenditure for the period was £xxx.

**Political Fund**

In respect of the union’s political fund, its total income was £xxx and total expenditure was £xxx.

**General Secretary Salary and Other benefits**

The General Secretary of the union was paid £xxx in respect of salary and £xxx in respect of benefits/The General Secretary was not paid any amount in respect of salary or benefits/The General Secretary was not paid a salary but was paid benefits of £xxx [delete as appropriate].

**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**

[Insert auditor’s full report with auditor’s name and signature and full auditor address here].

**Revised 20 August 2019**