

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Public and Commercial Services Union		
Year ended:	31 December 2022		
List no:	753		
Head or Main Office address:	160 Falcon Road		
	London		
Postcode	SW11 2LN		
Website address (if available)	www.pcs.org.uk		
Has the address changed during the year to which the return relates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> X ('X' in appropriate box)
General Secretary:	Mark Serwotka		
Telephone Number:	0207 801 2600		
Contact name for queries regarding the completion of this return	Jeff Evans		
Telephone Number:	02920 666363		
E-mail:	jeffe@pcs.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
	189,395	1,760		134	191,289
Total	189,395	1,760		134	A 191,289

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

191,289

Number of members included in totals box 'A' above for whom no home or authorised address is held:

4,341

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
NO CHANGES			

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:

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
See appendix 1	

**NATIONAL EXECUTIVE COMMITTEE MEMBERS
FROM 14 JUNE 2022**

Senior National Officers	
Fran Heathcote	President
Cavanagh, Martin	Deputy President
Green, Jacqueline	Vice President
McHugh, Kevin	Vice President
Hannah, David	Vice President
NEC Members	
Baker, Mark	
Brittle, Fiona	
Brown, Paula	
Bryant, Clive	
Corcoran, Bridget	
Cox, James	
Dando, Chris	
Eagleton, Robert	
Ensor, Sarah	
Flynn, Felicity	
Gantschuk, Ginette	
Gill, Jimmy	
Grant, Angela	
Harney, Austin	
Hedley, Adrian	
Hewitt, Ros	

Hylton, Tracey	
Jamieson, John	
Laidlaw, Bev	
Lawther, Ian	
McGachey, Liz	
McGuinness, Jas	
Merry, Lorna	
Owens, Marianne	
Pope, Ian	
Shafiq, Mohammed	
Smith, Colette	
Watts, Karen	
Wesley, Hector	
Williams, Paul	
Secretariat	
Serwotka, Mark	General Secretary
Moloney, John	Assistant General Secretary
Watson, Dave	
McCarthy, Nick	
Lewtas, Geoff	
Evans, Jeff	
Lynn Henderson	Update
O'Connor, Paul	
Battlemuch, Steve	
Millington, John	
Colclough, Seamus	
Manaz Sian	

**NATIONAL EXECUTIVE COMMITTEE MEMBERS
FROM 14 JUNE 2022**

Senior National Officers	
Fran Heathcote	President
Cavanagh, Martin	Deputy President
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Bryant, Clive	
Corcoran, Bridget	
Cox, James	
Dando, Chris	
Eagleton, Robert	
Ensor, Sarah	
Flynn, Felicity	
Gantschuk, Ginette	
Gill, Jimmy	
Grant, Angela	
Harney, Austin	
Hedley, Adrian	
Hewitt, Ros	

Hylton, Tracey	
Jamieson, John	
Laidlaw, Bev	
Lawther, Ian	
McGachey, Liz	
McGuinness, Jas	
Merry, Lorna	
Owens, Marianne	
Pope, Ian	
Shafiq, Mohammed	
Smith, Colette	
Watts, Karen	
Wesley, Hector	
Williams, Paul	
Secretariat	
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Lewtas, Geoff	
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O'Connor, Paul	
Battlemuch, Steve	
Millington, John	
Colclough, Seamus	
Manaz Sian	

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	
Commission	14,367
Miscellaneous	19
VAT reclaimed	40,209
Total other sources	54,595
Total of all other income	54,595

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	667,175
Legal	560,367	Advisory Services	
		Helplines	38,780
Representation – Non Employment Related Issues		Other Cash Payments	
Members legal assistance		Benevolent services	109,979
		Death & personal accident	428,311
		Employment costs	1,849,540
		Education and Training services	
		Organising Learning & Publicity	50,589
		Regional Courses	57,290
		Youth work	11,193
		Regional organising forums	177
Communications			
PCS Magazine	106,109		
Public relations	699		
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
		Gold badges	2,940
carried forward	667,175	Total (should agree with figure in General Fund)	3,215,974

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	165,297
		Investment income (as at page 12)	
Other income (specify)			
		Total other income as specified	
		Total income	165,297
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)		61,138
		Total expenditure	61,138
		Surplus (deficit) for year	104,159
		Amount of political fund at beginning of year	1,003,035
		Amount of political fund at the end of year (as <u>Balance Sheet</u>)	1,107,194
		Number of members at end of year contributing to the political fund	126,424
		Number of members at end of the year not contributing to the political fund	64,865
		Number of members at end of year who have completed an exemption notice and do not contribute to the political fund	54,498
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	

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	£
Parliamentary Work	54,726
Greening the Workplace	5,320
Scottish Campaigns	99
Anti-Racism/Fascism Campaigns	993

Total expenditure 61,138

(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

(c) the total amount of all other money expended

	£

Total expenditure

Total of all expenditures 61,138

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		10,744,173
Salaries and Wages included in above	10,744,173	
Auditors' fees		52,660
Legal and Professional fees		113,033
Occupancy costs		1,438,180
Stationery, printing, postage, telephone, etc.		248,127
Expenses of Executive Committee (Head Office)		29,821
Expenses of conferences		602,380
Other administrative expenses (specify)		
See appendix 2		3,156,960
DO NOT USE - not on NI return		
Other Outgoings		
Campaigns & disputes costs		1,079,069
Depreciation		1,178,559
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Current service costs of defined benefit pension schemes		1,200,000
Pension contributions paid in the year		-3,500,000
Actuarial losses on defined benefit pension schemes		17,000,000
Capital losses		139,821
tretert		
	Total	33,482,783
Charged to:	General Fund (Page 3)	32,403,714
	Property	
	Pension reserve	
	Campaign & Disputes	1,079,069
	Fighting fund	
	Total	33,482,783

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			1,193,294
Dividends (gross) from:			
Equities (e.g. shares)			54,786
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			17,531
Other investment income (specify)			
Expected return on pension scheme assets			5,000,000
Interest on pension scheme liabilities			-5,419,000
			846,611
		Total investment income	846,611
		Credited to:	
		General Fund (Page 3)	846,611
		Property	
		Pension reserve	
		Campaign & Disputes	
		Fighting fund	
		Political Fund	
		Total Investment Funds	846,611

Fixed assets account

(see notes 53 to 57)

	Land and Buildings Freehold	Buildings Leasehold	Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	£	£	£	£	£	£
Cost or Valuation						
At start of year	4,151,485	846,060	7,991,070	10,000	15,264,000	28,262,615
Additions			615,087			615,087
Disposals			-792,726	-10,000		-802,726
Revaluation/Transfers					-1,219,000	-1,219,000
At end of year	4,151,485	846,060	7,813,431		14,045,000	26,855,976
Accumulated Depreciation						
At start of year	747,728	292,262	3,589,325	10,000		4,639,315
Charges for year	63,026	14,308	1,101,225			1,178,559
Disposals			-792,726	-10,000		-802,726
Revaluation/Transfers						
At end of year	810,754	306,570	3,897,824			5,015,148
Net book value at end of year						
Net book value at end of year	3,340,731	539,490	3,915,607		14,045,000	21,840,828
Net book value at end of previous year						
Net book value at end of previous year	3,403,757	553,798	4,401,745		15,264,000	23,623,300

Analysis of investments

(see notes 58 and 59)

Quoted	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
EQUITIES	116,736	
EQUITIES HELD STRATEGIC PURPOSES	11,856	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
Bonds and Interest bearing stock	42,022	
Unit Trusts and funds	1,055,809	
Total quoted (as Balance Sheet)	1,226,423	
Market Value of Quoted Investment	1,237,345	
Unquoted		
Equities		
EQUITIES - UNQUOTED	1,090,840	
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
SARASIN MONEY MARKET	567,827	
Other unquoted investments (to be specified)		
Total unquoted (as Balance Sheet)	1,658,667	
Market Value of Unquoted Investments	1,851,419	

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	24,427,846	165,297	24,593,143
From Investments	846,611		846,611
Other Income (including increases by revaluation of assets)	54,595		54,595
Total Income	25,329,052	165,297	25,494,349
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	37,160,159	61,138	37,221,297
Funds at beginning of year (including reserves)	68,934,187	1,003,035	69,937,222
Funds at end of year (including reserves)	57,103,080	1,107,194	58,210,274
Assets			
Fixed Assets			21,840,828
Investment Assets			2,885,090
Other Assets			37,010,312
		Total Assets	61,736,230
Liabilities		Total Liabilities	3,525,956
Net Assets (Total Assets less Total Liabilities)			58,210,274

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)			

(see notes 74 to 80)

Did the union hold any ballots in respect of industrial action during the return period?		
If Yes How many ballots were held:		
For each ballot held please complete the information below:		
Ballot 1		
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 2		
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 3		
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		

Information on Industrial Action Ballots

Name of Organisation:		Public & Commercial Services Union			Reporting Period	2022			
Did the union hold any ballots in respect of industrial action during the return period?				<u>Yes</u>	For each ballot held please complete the information below				
If yes, how many ballots were held?				<u>12</u>					
Ballot	Number of individuals who were entitled to vote in the ballot	Number of votes cast in the ballot	Number of Individuals answering "Yes" to the question	Number of Individuals answering "No" to the question	Number of invalid or otherwise spoiled voting papers returned	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 226(2B) of the 1992 Act apply to this ballot?	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?	
1	456	284	254	29	1	Yes	No		
2	285	229	175	52	2	Yes	No		
3	547	276	203	73	0	Yes	No		
4	271	135	105	29	1	No	No		
5	415	253	243	10	0	Yes	No		
6	80	70	70	0	0	Yes	No		
7	180	110	102	8	0	Yes	No		
8	56	41	29	12	0	Yes	No		
9	57	43	40	2	1	Yes	No		
10	102	78	74	4	0	Yes	No		
11	16	12	12	0	0	Yes	No		
12	65	35	34	1	0	Yes	No		
13					0	Yes			
14					0	Yes			
15					0	Yes			
16					0	Yes			

17					0	Yes		
18					0	Yes		
19					0	Yes		
20					0	Yes		

The form did not allow us to provide all the information as for some of the ballots there
Also a number of action was suspended but the form would not allow us to enter this so
Also, if there was action short of strike, we were unable to enter this information.

We have therefore added further information below. Please contact kirsty@pcs.org.uk if

- Ballot 1 ATOS - Suspended
- Ballot 2 Fujitsu - Suspended
- Ballot 3 British Council - one period of action
- Ballot 4 Ofsted - failed to meet the threshold
- Ballot 5 OCS in MoJ - Suspended
- Ballot 6 HGS - multiple dates:
Strike Action - 15.08.22 to 20.8.22, 5.10.22 - 10.10.22, 12.12.22 - 23.12.22
ASOS - 22.08.11 - 18.09.22, 12.10.22 - 22.12.22
- Ballot 7 HMCTS (multiple tranches)
17-20 October 2022 - Strike Action
31 October 2022 - ASOS
22.10.22 - 30.11.22 Strike Action
9.12.22 - 12.12.22 Strike Action
16.12.22 - 19.12.22 - Strike Action
24.12.22 - 4.1.23 - Strike Action
- Ballot 8 MoD (MSG) - failed threshold
- Ballot 9 HMCTS - included in above
- Ballot 10 BEIS (ISS) - Suspended
- Ballot 11 BEIS (Aramark) - Suspended
- Ballot 12 HMCTS - included in above

were multiple weeks and the form only allowed us to end one set of dates.

Information on Industrial Action

Name of Organisation:		A			Reporting Period	2022
Did Union members take industrial action during the return period in response to any inducement on the part of the union?		<u>Yes</u>		If YES, for each industrial action taken please complete the information below		
Industrial Action	Nature of the trade dispute for which action was taken	Dates of the industrial action taken	Number of days of industrial action	Nature of industrial action	Categories of nature of Trade Dispute	
1	A		0		<p>A: Terms and conditions of employment, or the physical conditions in which any workers are required to work</p> <p>B: Engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers</p> <p>C: Allocation of work or the duties of employment between workers or groups of workers</p> <p>D: Matters of discipline</p> <p>E: A worker's membership or non-membership of a trade union</p> <p>F: Facilities for officials of trade unions</p> <p>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</p>	
2	A		0			
3	A	15/06/2022-17/06/2022	3	Strike Action		
4	A		0			
5	A		0			
6	A	15/08/2022-20/08/2022	6	Strike Action		
7	A	15/08/2022-20/08/2022	6	Strike Action		
8	A		0			
9	A					
10	A		0			
11	A		0			
12	A					
13						
14						

Information on Industrial Action Ballots

Name of Organisation:		Public & Commercial Services Union			Reporting Period	2022			
Did the union hold any ballots in respect of industrial action during the return period?				<u>Yes</u>	For each ballot held please complete the information below				
If yes, how many ballots were held?				<u>12</u>					
Ballot	Number of individuals who were entitled to vote in the ballot	Number of votes cast in the ballot	Number of Individuals answering "Yes" to the question	Number of Individuals answering "No" to the question	Number of invalid or otherwise spoiled voting papers returned	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 226(2B) of the 1992 Act apply to this ballot?	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?	
1	456	284	254	29	1	Yes	No		
2	285	229	175	52	2	Yes	No		
3	547	276	203	73	0	Yes	No		
4	271	135	105	29	1	No	No		
5	415	253	243	10	0	Yes	No		
6	80	70	70	0	0	Yes	No		
7	180	110	102	8	0	Yes	No		
8	56	41	29	12	0	Yes	No		
9	57	43	40	2	1	Yes	No		
10	102	78	74	4	0	Yes	No		
11	16	12	12	0	0	Yes	No		
12	65	35	34	1	0	Yes	No		
13					0	Yes			
14					0	Yes			
15					0	Yes			
16					0	Yes			

17					0	Yes		
18					0	Yes		
19					0	Yes		
20					0	Yes		

The form did not allow us to provide all the information as for some of the ballots there
Also a number of action was suspended but the form would not allow us to enter this so
Also, if there was action short of strike, we were unable to enter this information.

We have therefore added further information below. Please contact kirsty@pcs.org.uk if

- Ballot 1 ATOS - Suspended
- Ballot 2 Fujitsu - Suspended
- Ballot 3 British Council - one period of action
- Ballot 4 Ofsted - failed to meet the threshold
- Ballot 5 OCS in MoJ - Suspended
- Ballot 6 HGS - multiple dates:
Strike Action - 15.08.22 to 20.8.22, 5.10.22 - 10.10.22, 12.12.22 - 23.12.22
ASOS - 22.08.11 - 18.09.22, 12.10.22 - 22.12.22
- Ballot 7 HMCTS (multiple tranches)
17-20 October 2022 - Strike Action
31 October 2022 - ASOS
22.10.22 - 30.11.22 Strike Action
9.12.22 - 12.12.22 Strike Action
16.12.22 - 19.12.22 - Strike Action
24.12.22 - 4.1.23 - Strike Action
- Ballot 8 MoD (MSG) - failed threshold
- Ballot 9 HMCTS - included in above
- Ballot 10 BEIS (ISS) - Suspended
- Ballot 11 BEIS (Aramark) - Suspended
- Ballot 12 HMCTS - included in above

were multiple weeks and the form only allowed us to end one set of dates.

Information on Industrial Action

Name of Organisation:	A			Reporting Period	2022
Did Union members take industrial action during the return period in response to any inducement on the part of the union?		<u>Yes</u>		If YES, for each industrial action taken please complete the information below	
Industrial Action	Nature of the trade dispute for which action was taken	Dates of the industrial action taken	Number of days of industrial action	Nature of industrial action	Categories of nature of Trade Dispute
1	A		0		<p>A: Terms and conditions of employment, or the physical conditions in which any workers are required to work</p> <p>B: Engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers</p> <p>C: Allocation of work or the duties of employment between workers or groups of workers</p> <p>D: Matters of discipline</p> <p>E: A worker's membership or non-membership of a trade union</p> <p>F: Facilities for officials of trade unions</p> <p>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</p>
2	A		0		
3	A	15/06/2022-17/06/2022	3	Strike Action	
4	A		0		
5	A		0		
6	A	15/08/2022-20/08/2022	6	Strike Action	
7	A	15/08/2022-20/08/2022	6	Strike Action	
8	A		0		
9	A				
10	A		0		
11	A		0		
12	A				
13					
14					

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

(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

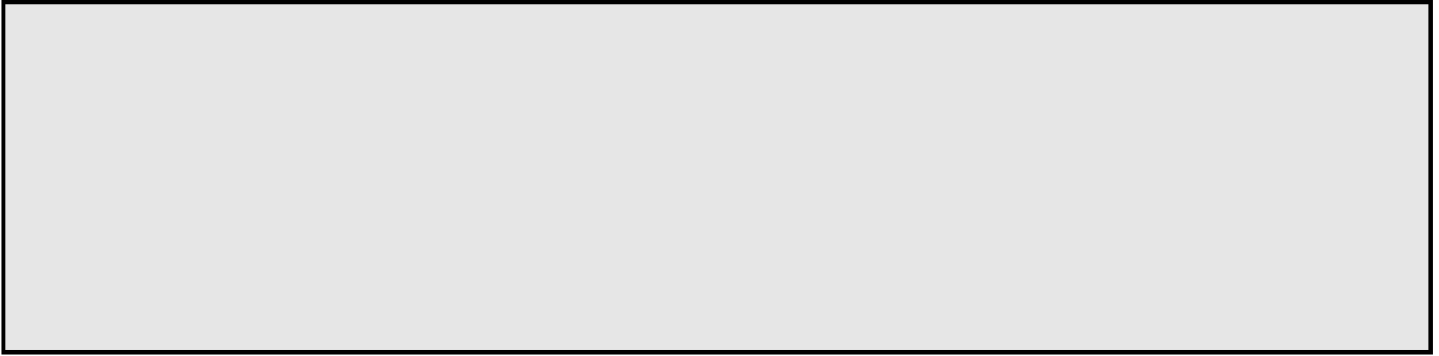
Notes to the accounts

(see notes 82 and 83)

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

Accounting policies


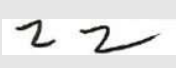
(see notes 84 and 85)



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:		Chair's Signature:	
			<small>(or other official whose position should be stated)</small>
Name:	Mark Serwotka	Name:	John Moloney
Date:	03 May 2023	Date:	03 May 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		No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes		No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes		No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes		No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes		No	
A member statement is: (see Note 80)	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		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)

Please see attached appendix

Signature(s) of auditor or auditors:

DocuSigned by:

AF9E71C5233D451...

--

Name(s):

Gareth M Jones

--

Profession(s) or Calling(s):

Auditor

--

Address(es):

55 Baker Street

--

London

--

--

--

--

--

Postcode

W1U 7EU

--

Date

03 May 2023

--

Contact name for inquiries and telephone number:

Gareth Jones 0207 334 9191

--

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



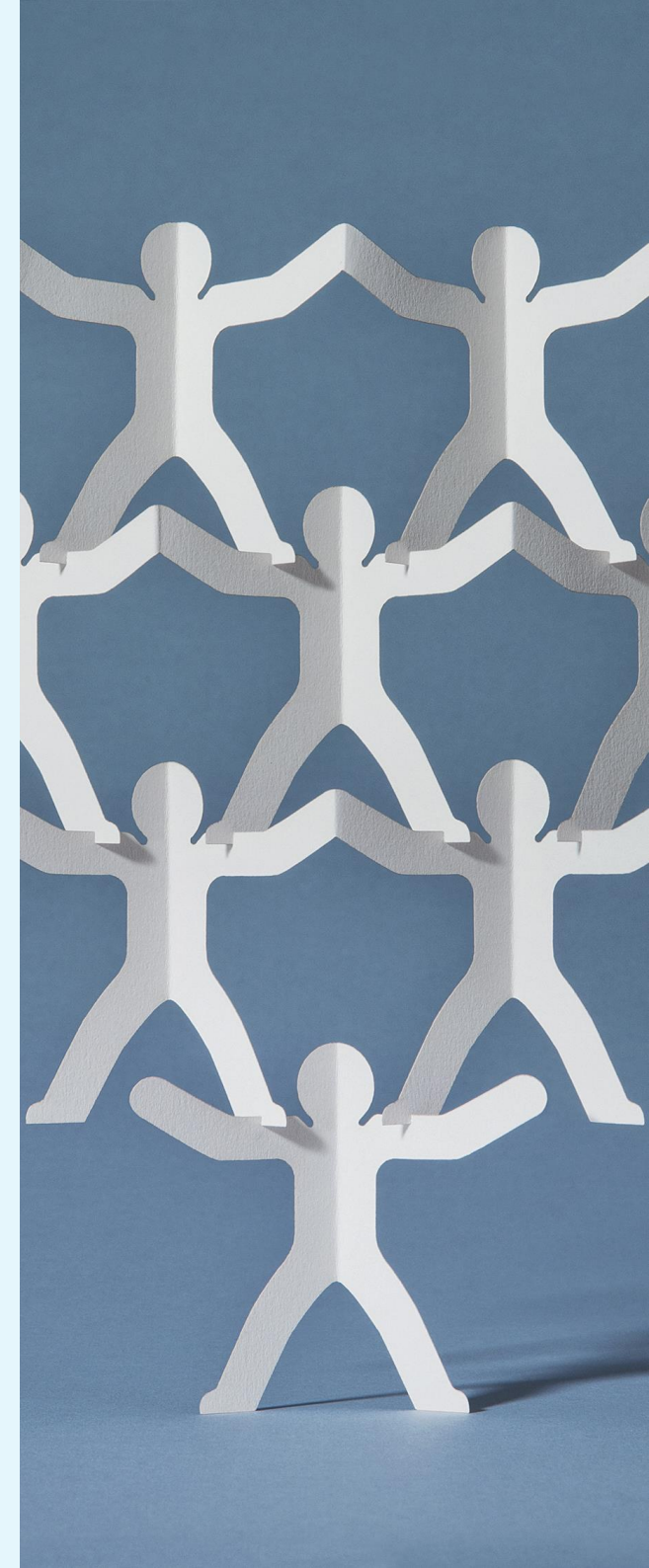
Public & Commercial Services Union

Audit Update Report: Year ended 31 December 2022

Report to the Finance Committee

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Welcome

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We have pleasure in presenting our Audit Update Report to the Finance Committee. This report is an integral part of our communication strategy with you, a strategy which is designed to ensure effective two way communication throughout the audit process with those charged with governance.

It summarises the results of completing the planned audit approach for the Year ended 31 December 2022, specific audit findings and areas requiring further discussion and/or the attention of the Finance Committee. At the completion stage of the audit it is essential that we engage with the on the results of audit work on key risk areas, including significant estimates and judgements made by Management, critical accounting policies, any significant deficiencies in internal controls, and the presentation and disclosure in the financial statements.

We look forward to discussing these matters with you at the Finance Committee meeting on [2 March 2023](#), and to receiving your input. In the meantime if you would like to discuss any aspects in advance of the meeting we would be happy to do so.

This report contains matters which should properly be considered by the National Executive Committee (“NEC”) as a whole. We expect that the Finance Committee will refer such matters to the Board, together with any recommendations, as it considers appropriate.

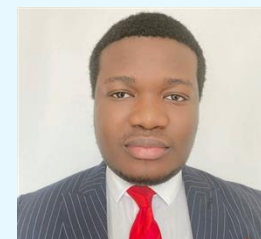
We would also like to take this opportunity to thank the Management and staff of the Company for the co-operation and assistance provided during the audit.

Gareth M Jones
Partner
27 February 2023



Gareth M Jones
Partner

e: Gareth.M.Jones@bdo.co.uk
m: +44 (0)798 960 5866



Samuel Awoyemi
Audit Manager

e: Samuel.Awoyemi@bdo.co.uk
m: +44(0)7483 440 637

This report has been prepared solely for the use of the Finance Committee and should not be shown to any other person without our express permission in writing. In preparing this report we do not accept or assume responsibility for any other purpose or to any other person. For more information on our respective responsibilities please see the appendices.

Overview

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This summary provides an overview of the audit matters that we believe are important to the audit of the financial statements for the Company for the Year ended 31 December 2022.

It is also intended to promote effective communication and discussion and to ensure that the results of the audit appropriately incorporate input from those charged with governance.

NEC responsibilities

The NEC are responsible for preparing and filing an Annual Report and financial statements which show a true and fair view, comply with the Companies Act 2006, prepared in accordance with UK GAAP.

Our audit of the financial statements does not relieve Management nor those charged with governance of their responsibilities for the preparation of the financial statements.

Further information regarding these responsibilities is provided in the engagement letter.

Overview

Our audit work is ongoing and subject to the successful resolution of outstanding matters we anticipate issuing an audit opinion on the Company's financial statements for the year ended 31 December 2022 in line with the agreed timetable.

Outstanding matters are listed on this [page 15](#) in the appendices.

There were no significant changes to the planned audit approach and no additional significant audit risks have been identified.

No restrictions were placed on our work.

Audit report

We anticipate issuing an unmodified audit opinion on the Union's financial statements

Independence

We confirm that the firm and its partners and staff involved in the audit remain independent of the Company in accordance with the FRC's Ethical Standard.



The numbers

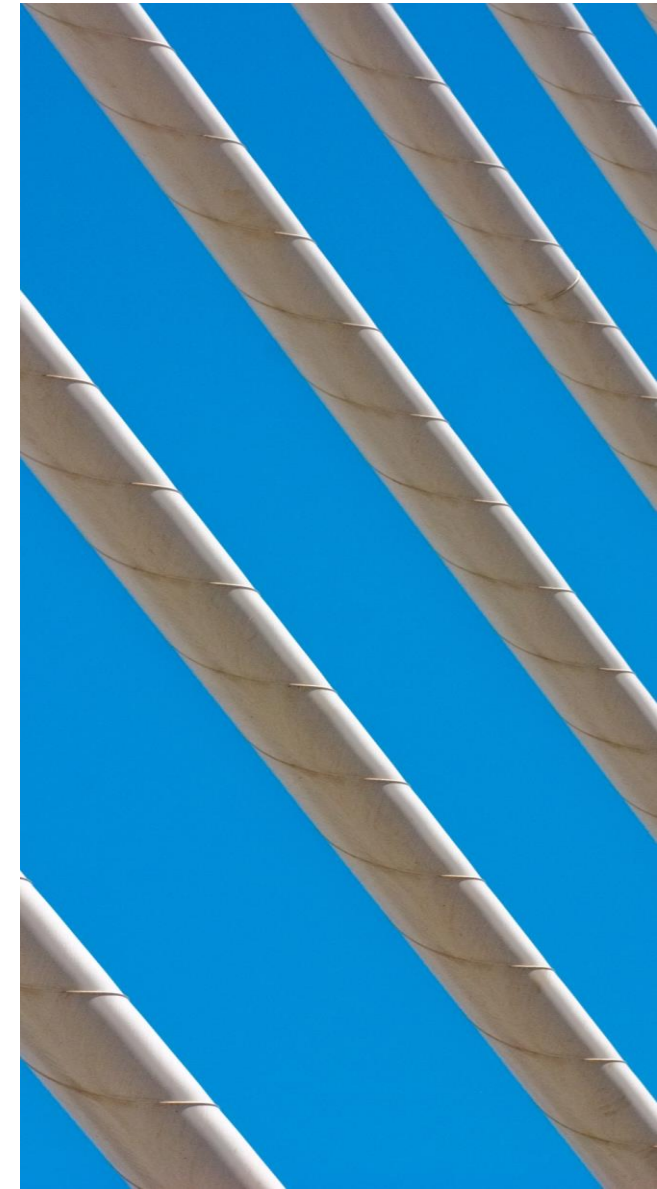
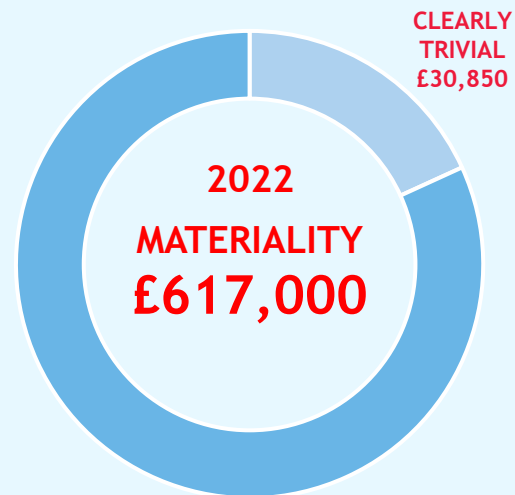
Executive summary

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Final Materiality

Materiality was determined based on 2.5% of the total income.

Changes were made to planning materiality as a result of using an expected income figure at planning, which has been updated with year end figures.



Key matters

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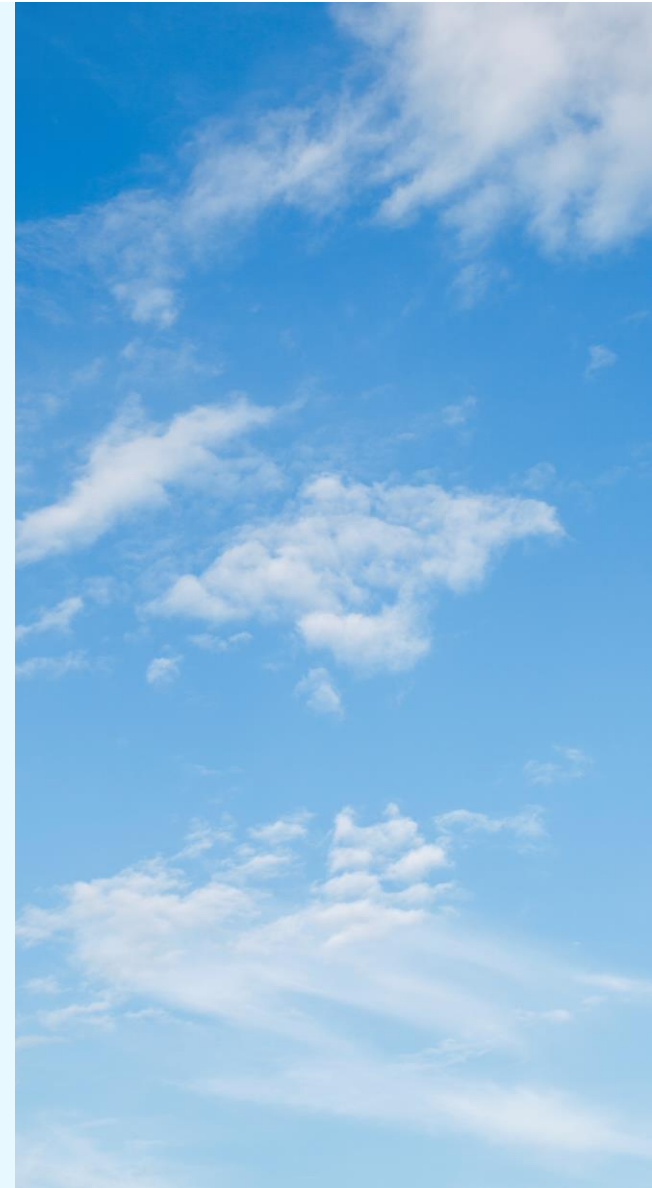
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Financial reporting

- ▶ We have not identified any non-compliance with group accounting policies or applicable accounting framework.
- ▶ No significant accounting policy changes have been identified impacting the current year.
- ▶ We await a copy of the draft Financial Report before undertaking our review.

Other matters that require discussion or confirmation

- ▶ Confirmation on fraud, contingent liabilities and subsequent events.
- ▶ Letter of Representation.
- ▶ Completion of post balance sheet event review up to point of signing the financial statements.



Overview of risks

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- Fraud error in income recog'
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Our Responsibilities

Letter of Representation

Letter of Rep continued

Letter of Rep continued

As identified in our audit planning report dated 03 February 2023, we assessed the following matters as being the most significant risks of material misstatement in the financial statements. These include those risks which had the greatest effect on: the overall audit strategy; the allocation of resources in the audit and the directing of the efforts of the engagement team.

#	Significant Audit Risk	Significant Management Judgement	Use of Experts Required	Unadjusted error reported	Adjusted error reported	Significant control findings reported	Specific Letter of Representation Point
1	Management override of controls	Yes	No	No	No	No	No
2	Fraud in income recognition	Yes	No	No	No	No	No
3	Defined benefit pension accounting	Yes	Yes	Confirmation to be provided on completion of the outstanding audit work.	N/A	No	Yes
4	Going Concern	Yes	No	n/a	n/a	No	Yes

Management override of controls

Risk 1

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Risk description

- ▶ Management has the ability to manipulate accounting records and override controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur, it is a risk of material misstatement due to fraud and thus a significant risk.

Details

- ▶ We reviewed accounting estimates for evidence of possible bias and obtained an understanding of the business rationale for significant transactions that were outside the normal course of business for the entity or that would otherwise appear to be unusual.
- ▶ We have obtained a list of the journals posted in the year and reconciled the listing to confirm its completeness. Journals are being reviewed by considering the factors that the audit team might deem unusual or provide a suggestion of misstatement if incorrectly accounted for.
- ▶ We have assessed and corroborated significant management estimates and judgements in following key areas:
 - Defined benefit pension scheme
 - Going concern assumptions
 - Allocation of costs
 - Accruals and prepayments

- ▶ We were also required to consider the need to perform other additional procedures to respond to the identified risk of management override of controls.

Results

We obtained a complete list of journals and, using information gathered during the audit and our understanding of the Public & Commercial Services Association, we target tested those journals and adjustments that we considered may be inappropriate or unusual. We did this using our data analytics tool, Advantage.

We also reviewed material journals and transactions outside of what is considered the normal course of business.

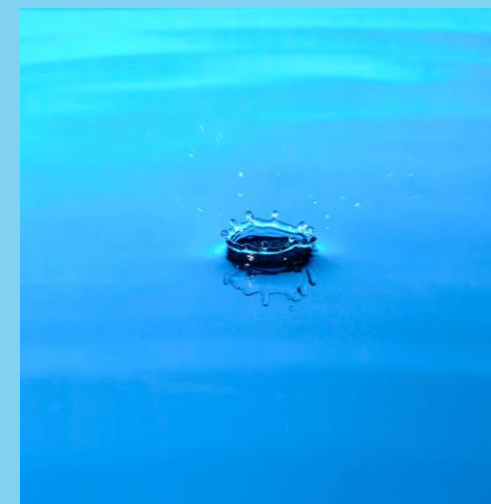
We reviewed significant accounting estimates and judgements to ensure they were appropriate.

Discussion and conclusion

We have not found evidence of management override in relation to accounting estimates and judgements.

We have found no instances of management override of control identified in relation to journals, although work in this area remains ongoing.

● Significant risk
Normal risk
Fraud risk
Related controls identified to mitigate risk
Significant Management estimates & judgements
Controls testing approach
Substantive testing approach



Fraud error in income recognition

Risk 2

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Risk description

- ▶ The amounts reported in relation to revenue represent information of significant interest to many users of the financial statements. This puts revenue at a greater risk of manipulation, bias and misstatement.
- ▶ Under International Standard on Auditing 240 “The auditor’s responsibility to consider fraud in an audit of financial statements” there is an assumption that revenue recognition is a fraud risk.
- ▶ For the Union the main income stream is membership income, comprising 95% of total income. Despite elements of automation, the process of reconciling membership income includes a number of manual elements and hence a risk of material misstatement exists.
- ▶ Other significant sources of income include rental income of £1.2m.

Details

Membership subscriptions

A detailed analytical review of membership income and deferred membership income was performed, reconciling prior year income to amounts recognised in the current year. After allowing for movements in membership numbers, membership rates and the proportion of members paying at the maximum rate an unreconciled

difference below our threshold remained.

In addition, we have agreed a sample of membership subscription debtors to cash receipts received subsequent to the year end.

A review of December and January bank statements was performed, tracing a sample of receipts to check the accuracy and completeness of membership income.

Finally, cash receipts in the year were reconciled to total income recognised by the Union.

Rental Income

A detailed proof in total was undertaken, reconciling income recognised in the accounts to expected income levels based on terms within each lease agreements.

For a sample of 4 items, the amounts recognised in the income were agreed to either invoices or other supporting document and traced to bank.

Results and conclusion

No errors identified.

● Significant risk
Normal risk
Fraud risk
Related controls identified to mitigate risk
Significant Management estimates & judgements
Controls testing approach
Substantive testing approach



Defined Benefit Pension Accounting

Risk 3

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Risk description

- ▶ The specific audit consideration identified during planning was the accuracy of the defined benefit pension figure.
- ▶ PCS operates two defined benefit pension schemes.
- ▶ A specific audit consideration identified during planning was the accuracy of the pension figures within the actuarial report. In particular the size of the assets and liabilities within both pension schemes means that even marginal changes in the actuarial assumptions can significantly affect the Union's surplus or deficit.

Result and conclusion

We have recently received the actuarial reports from AON and we have provided the report to our qualified actuary to consider the reasonableness of the assumptions used in valuing the pension figures.

The overall total actuarial loss for the year was £17m which made up of the following:

- a gain of £83.3m resulting from the increase in the discount rate assumption;
- a gain of £2m due to changes in the morality assumptions which is driven by the CMI mortality projection and mortality scaling factors.
- a loss of £16.5m driven by high inflation on the pension increases (both pre and post retirement) over the year compared to the expected.
- a loss of £85.9m on the asset return as a result of fall in the discount rate.

The engagement team would be agreeing the valuation summary as at 31 December 2022 to the audited accounts of the scheme for the year ended 31 December 2022

We will provide an update on our audit of the Union's two defined benefit pension schemes once this information has been reviewed.



● Significant risk
● Use of experts
Fraud risk
Related controls identified to mitigate risk
Significant Management estimates & judgements
Controls testing approach
● Letter of Representation Point



Going Concern

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Risk description

▶ Our requirements in relation to going concern are set out within ISA 570 (International Standards on Auditing). These are summarised within paragraph 6: “The auditor’s responsibility is to obtain sufficient appropriate audit evidence about the appropriateness of management’s use of the going concern assumption in the preparation and presentation of the financial statements and to conclude whether there is a material uncertainty about the entity’s ability to continue as a going concern”.

Details

- ▶ We performed a range of procedures to gain assurance over the robustness of forecasts linked with the going concern assessment, including a comparison of actual performance in FY22 against the prior year assessment/budget.
- ▶ Cash as at 31 December 2022 stands at £12.6m.
- ▶ To continue to prepare the financial statements on a going concern basis, the National Executive Committee need to be content that the Union will be able to settle its debts as they fall due for the foreseeable future. The foreseeable future is at least 12 months from the date of approval of the financial statements.
- ▶ Our review of the 2023 budget has considered each of the variances in comparison to 2022.

All key elements appear reasonable, albeit within the broad parameters applied for going concern consideration.

- ▶ Key is the assumption associated with membership income with a 2% increase on the average number of employees for 2022 and a maximum loss of 6,000 members. This reflects both a tailing off of growth seen during much of 2022 as continued caution built into the budgeting process.

As outlined in our report to this committee in the prior year the single most important factor when considering an organisations ability to continue to operate is the availability of cash. As a result, in addition to our review of the 2023 budget we have performed a range of sensitivities, analysing the level of cash reserves throughout the next 12 months. With the continued stability of costs the key focus of our review was the assumptions associated with membership income.

Income sensitivities

Cash flows for the period to the end of March 2024 confirm that were membership income to decline against budget by either 0.50% or 1.0% per month, and hence a fall of 7.5% or 15% by the end of the year, the Union would continue to have sufficient cash resources to continue to operate for the period under review. 0.5% represents the highest attrition rate seen over the last 10 years once check-off changes have been excluded. 1.0% represents a doubling of this rate.

Significant risk
● Normal risk
Fraud risk
Related controls identified to mitigate risk
Significant Management estimates & judgements
Controls testing approach
Substantive testing approach



Going Concern continued

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Income Sensitivities continued

Current cash levels would only be exhausted should membership throughout the next 12 months fall on average by 50% per month, or 50% by the end of the year, although such falls are highly unlikely given the relative stability in the number of civil servants.

Expenditure sensitivities

Whilst membership income is key to future success, given historic pressures on expenditure, both operating and capital, we have also sensitised costs. Sensitivities consider a 5% & 10% rise in monthly expenditure. These sensitivities take into account potential future inflationary pressures along with a scenario when historic levels of travel and subsistence return.

Closing cash looking at the worst case scenario of 10% would be £10.1m.

Combined sensitivities

Finally, we have combined both a rise in expenditure of 10% with a reduction in membership income of 1%. Despite all of these events cash would remain positive with a closing

position of £2.9m.

Results and conclusion

External influences on membership make budgeting future income inherently difficult to determine. However, the level of cash reserves and the relative stability of membership numbers support Management's assessment that the Union remains a going concern.

Significant risk
● Normal risk
Fraud risk
Related controls identified to mitigate risk
Significant Management estimates & judgements
Controls testing approach
Substantive testing approach



Matters requiring additional consideration

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Fraud

Whilst the NEC have ultimate responsibility for prevention and detection of fraud, we are required to obtain reasonable assurance that the financial statements are free from material misstatement, including those arising as a result of fraud. Our audit procedures did not identify any fraud. We will seek confirmation from you whether you are aware of any known, suspected or alleged frauds since we last enquired when presenting the audit plan on 03 February 2023.

Laws and regulations

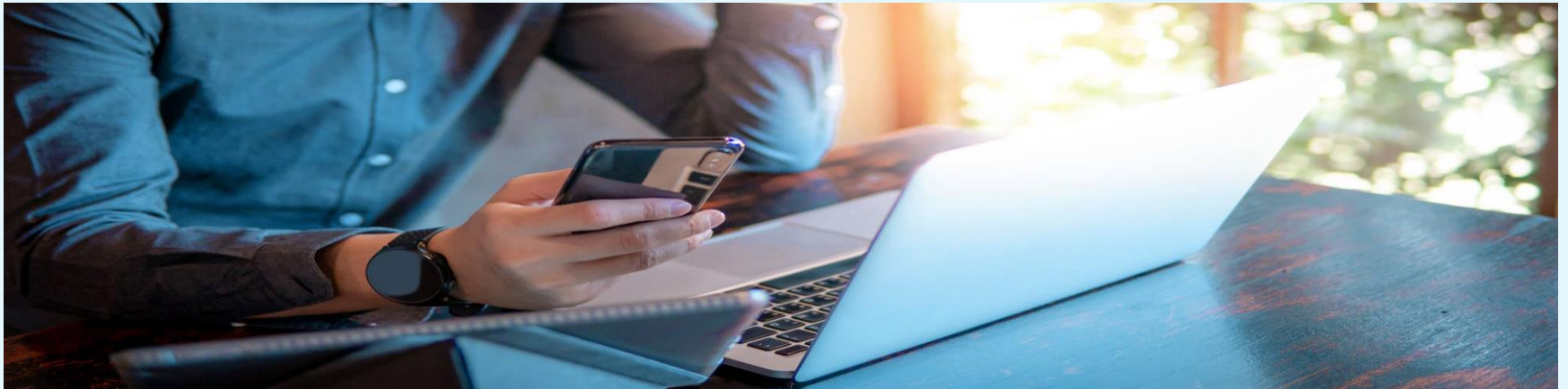
The most significant consideration(s) for your business Companies Act 2006, Corporate and VAT legislation, Employment Taxes, Health and Safety and the Bribery Act 2010. We made enquiries of management and reviewed correspondence with the relevant authorities.

We did not identify any non-compliance with laws and regulations that could have a material impact on the financial statements.

Related parties

Whilst you are responsible for the completeness of the disclosure of related party transactions in the financial statements, we are also required to consider related party transactions in the context of fraud as they may present greater risk for management override or concealment or fraud.

We did not identify any significant matters in connection with related parties



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Opinion on financial statements

We anticipate issuing an unmodified opinion on the financial statements.

There are no matters disclosed in the financial statements that we wish to draw attention to by way of 'emphasis of matter'.

Going concern

Our report will:

- ▶ state our conclusion that management's use of the going concern basis of accounting in the preparation of the financial statements is appropriate;
- ▶ state that we have not identified a material uncertainty related to events or conditions that, individually or collectively, may cast significant doubt on the entity'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;

Irregularities, including fraud

Our report will contain an explain to what extent the audit was considered capable of detecting irregularities, including fraud. Irregularities in this context means non-compliance with laws or regulations.

Comments on the strategic report and the Trustees 'report and statutory other information

We have identified no material misstatements in the statutory other information accompanying the financial statements.

Other information

We have reviewed the other information accompanying the financial statements in the Group's annual report. We have not identified any material misstatements that would need to be referred to in our report.



Outstanding matters

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We have substantially completed our audit work in respect of the financial statements for the Year ended 31 December 2022.

The following matters are outstanding at the date of this report and could impact our audit opinion. We will update you on their current status at the Board meeting at which this report is considered:

- Final partner review of financial statements for all entities
- Subsequent events review to date of signing the financial statements
- Final review of draft financial statements
- Finalisation of various audit areas, including journals, related parties, taxation, pensions liabilities and review of 'other information'
- Finalisation of our review of pension assets, including receipt of third party confirmations from fund managers and Custodian controls reports.
- A copy of the latest post year end management accounts.
- Receipt of signed letter of representation for all entities.
- Receipt of final signed accounts.



Additional matters we are required to report

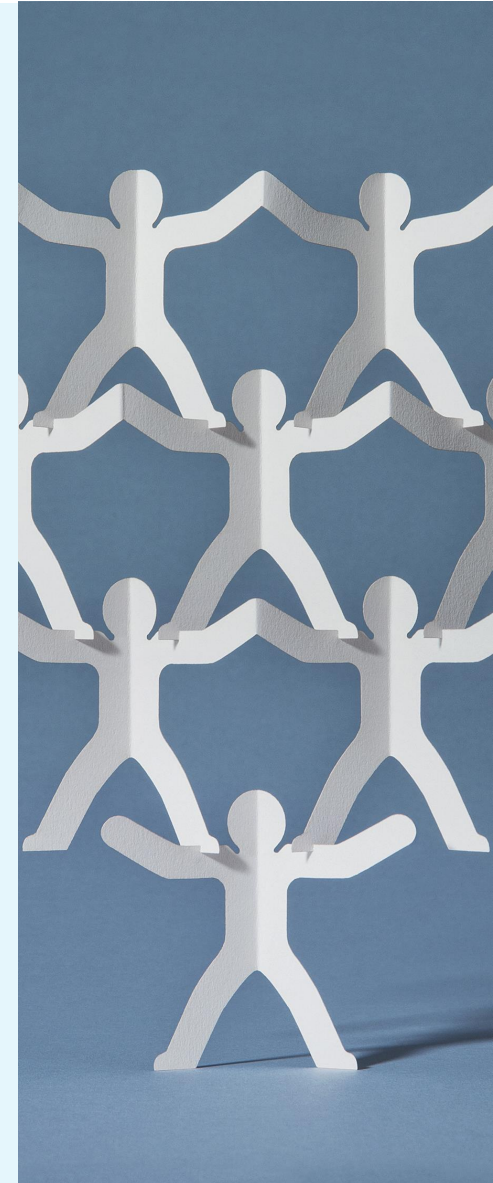
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	Issue	Comments
1	Significant difficulties encountered during the audit.	No exceptions to note
2	Written representations which we seek.	We enclose a copy of our draft representation letter.
3	Any fraud or suspected fraud issues.	No exceptions to note.
4	Any suspected non-compliance with laws or regulations.	No exceptions to note.
5	Significant matters in connection with related parties.	No exceptions to note.
6	Limitations on the audit where information was restricted.	No exceptions to note.

Fees

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	Fees (£)		Independence safeguards	Impact on independence
	2022	2021		
Statutory audit	46,200	£42,000		
Statutory audit - Impact of ISA 315 *	6,000	-		
Non-audit services - Corporation Tax	5,720	£5,200	The procedures is being performed by a Separate Tax Team	Self - Review & Management threat - assessing work of Corporation Tax workings.
* ISA 315 (Revised July 2020) - Identifying and Assessing the Risks of Material Misstatement				



Independence

FRC Ethical Standard

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Under ISAs (UK) and the FRC's Ethical Standard, we are required as auditors to confirm our independence.

We have embedded the requirements of the Standards in our methodologies, tools and internal training programmes. Our internal procedures require that audit engagement partners are made aware of any matters which may reasonably be thought to bear on the integrity, objectivity or independence of the firm, the members of the engagement team or others who are in a position to influence the outcome of the engagement. This document considers such matters in the context of our audit for the year ended 31 December 2022.

Details of services, other than audit, provided by us to the Union during the period and up to the date of this report are set out in the following slide were provided in our planning report. We understand that the provision of these services was approved by the Committee in advance in accordance with the Union's policy on this matter.

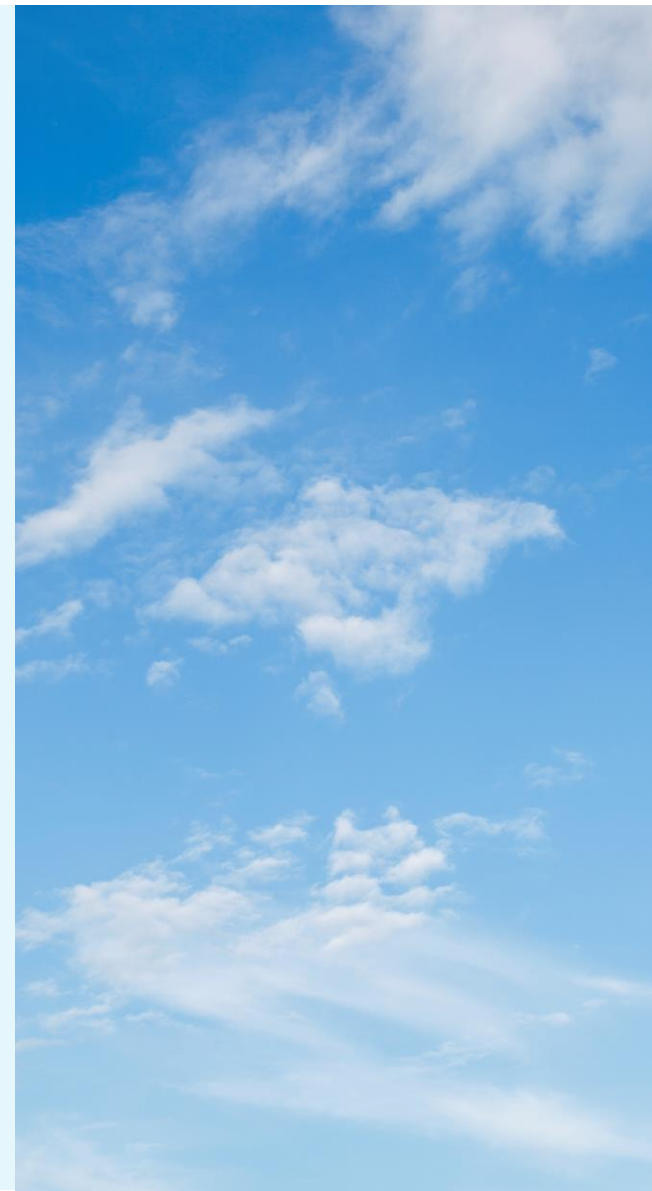
Details of rotation arrangements for key members of the audit team and others involved in the engagement were provided in our planning report.

We have not identified any other relationships or threats that may reasonably be thought to bear on our objectivity and independence.

We confirm that the firm, the engagement team and other partners, directors, senior managers and managers conducting the audit comply with relevant ethical requirements including the FRC's Ethical Standard or the IESBA Code of Ethics as appropriate and are independent of the Union.

We also confirm that we have obtained confirmation of independence from non BDO auditors and external audit experts involved in the audit comply with relevant ethical requirements including the FRC's Ethical Standard and are independent of the Union.

Should you have any comments or queries regarding any independence matters we would welcome their discussion in more detail.

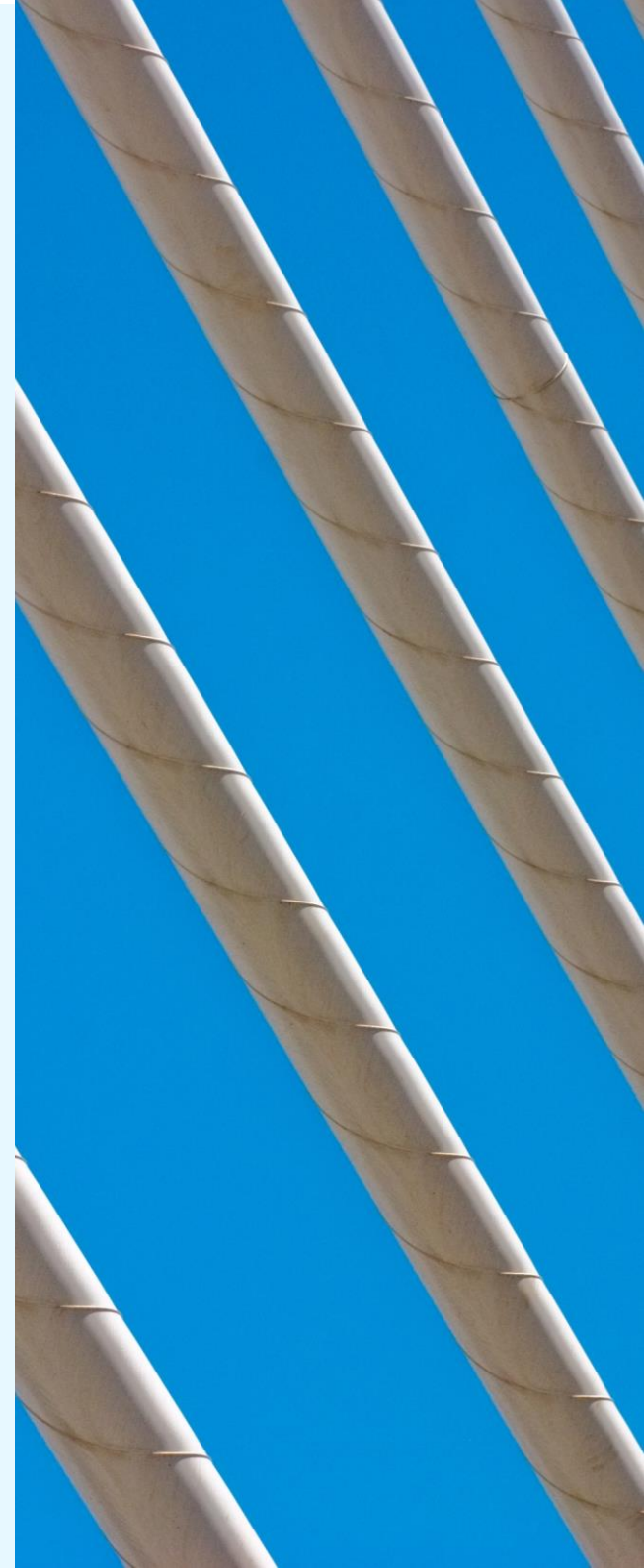


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ISA (UK) 315 Revised (June 2020) identifying and assessing the risks of material misstatement

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The standard introduces significant changes in approach to risk identification and assessment, which are intended to drive a more focused response from auditors to identified risks. There are some implications for the way that we carry out our audits which include the following:

- ▶ Our risk assessment procedures are to be designed and performed in such a way that the information obtained provides an appropriate basis to identify and assess the risks of material misstatement, whether due to fraud or error, at the financial statement and assertion level. Approaching risk assessment procedures in this way facilitates targeted test design, focusing on the areas that really matter.
- ▶ We will put an increased focus on understanding the IT environment and the entity's system of internal control
- ▶ The way that we assess risk will be enhanced to consider:
 - ▶ Inherent Risk of material misstatement and Control Risk separately
 - ▶ Clearly defined inherent risk factors to enhance inherent risk assessment
 - ▶ A broader spectrum of risk categories which will involve a more granular consideration of risk
- ▶ A new stand-back requirement for material classes of transactions, balances and disclosures.

Two of the key benefits to these changes are expected to be:

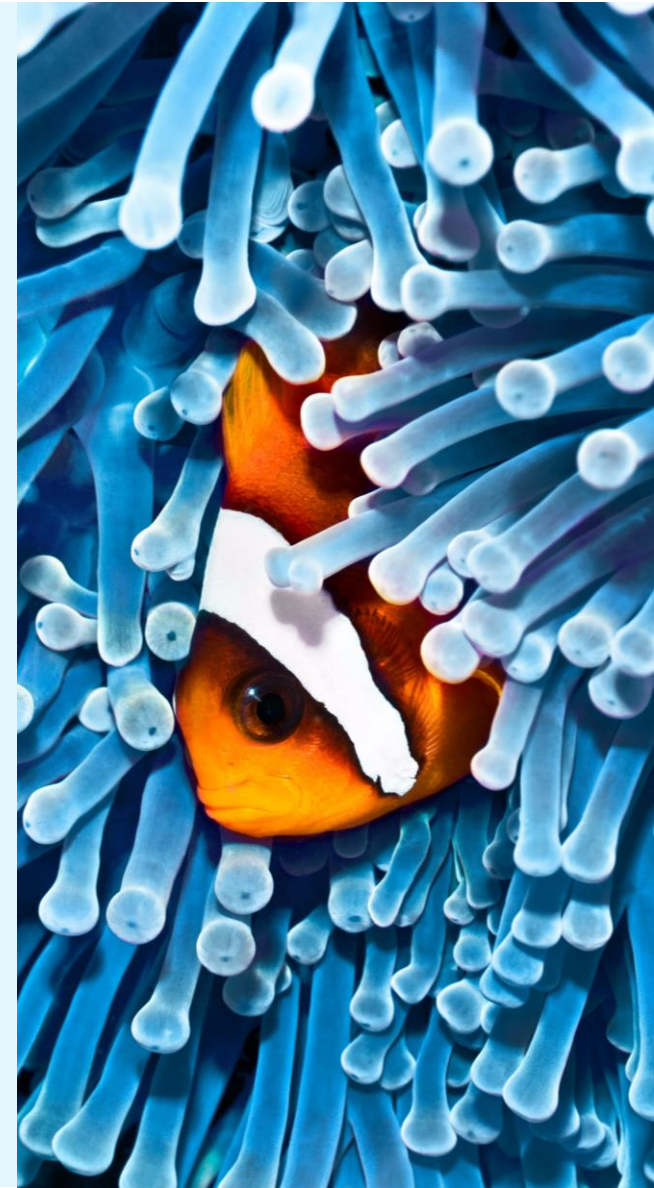
- ▶ An ability to scale and flex our audit approach to the specific circumstances of the audited entity
- ▶ Clearer link between the risk and the resulting work effort, to ensure we put audit effort where it is needed.

Effective Date

- ▶ The ISA is effective for audits of financial statements for periods beginning on or after 15 December 2021.

How does this impact your audit?

- ▶ BDO Risk Identification and Assessment Methodology has been revised to comply with the requirements of the revised ISA.
- ▶ Your audit team expect to spend more time understanding the entity at the planning phase of the audit, spending more time planning, and the planning will be a more interactive **and iterative** process.
- ▶ [Audit fees will reflect our increased investment in complying with these new requirements, particularly in the first year.]
- ▶ As a product of this additional focus, you may receive greater insight into your control environment and have a better understanding of our assessment of risks and what could go wrong in your financial reporting processes.



Our Responsibilities

Responsibilities and Reporting

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Our responsibilities and reporting

We are responsible for performing our audit under International Standards on Auditing (UK) to form and express an opinion on your financial statements. We report our opinion on the financial statements to the members.

We read and consider the ‘other information’ contained in the Annual Report such as the additional narrative reports. We will consider whether there is a material inconsistency between the other information and the financial statements or other information and our knowledge obtained during the audit.

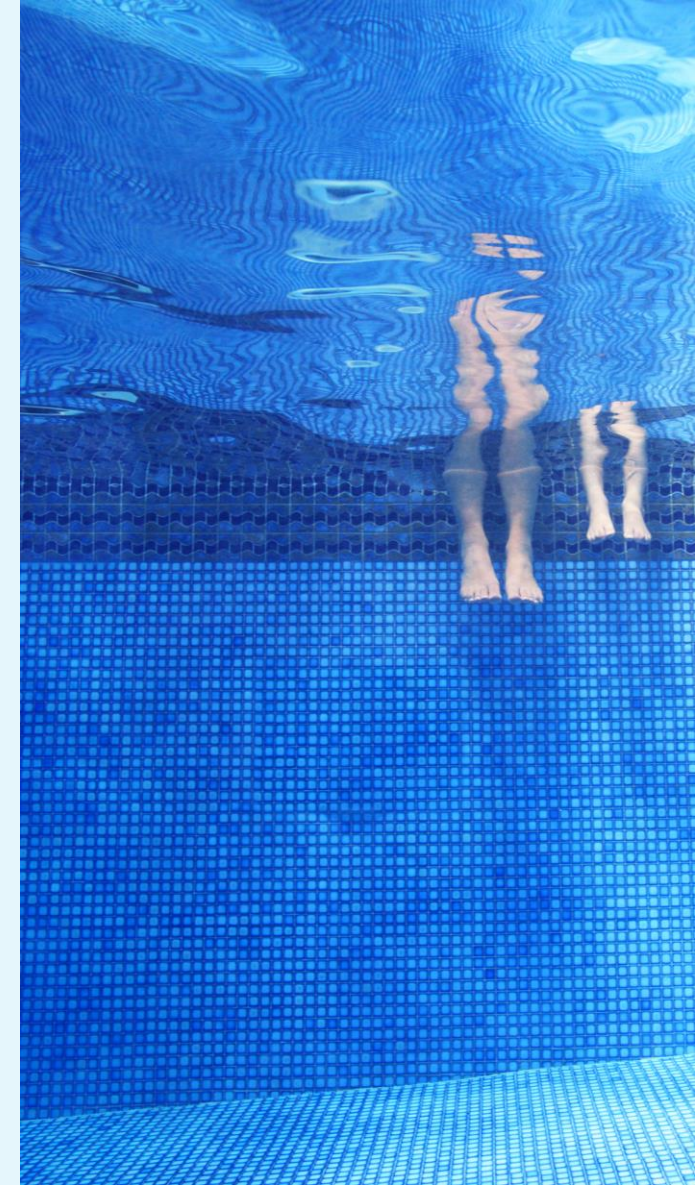
For statutory other information such as the financial report, we will form an opinion on whether the information given in the other information is consistent with the financial statements and our knowledge obtained in the audit and whether the reports have been prepared in accordance with applicable legal requirements.

We are additionally required to include in our report:

- ▶ Where we conclude there is no material uncertainty in relation to going concern, a statement to that effect
- ▶ A conclusion that management’s use of the going concern basis of account is appropriate.
- ▶ An explanation of the extent to which the audit was capable of detecting irregularities, including fraud.

What we don’t report

Our audit is not designed to identify all matters that may be relevant to the Committee and cannot be expected to identify all matters that may be of interest to you and, as a result, the matters reported may not be the only ones which exist.



Letter of Representation

2 City Place
Beehive Ring Road
Gatwick
West Sussex
RH6 0PA

Dear Sirs

Financial Statements of the Public & Commercial Services Union for the year ended 31 December 2022

We confirm that the following representations given to you in connection with your audit of the Union's financial statements for the year ended 31 December 2022 are made to the best of our knowledge and belief, and after having made appropriate enquiries of other National Executive Committee's ('Executives') and officials of the Union as appropriate.

We financial statements give a true and fair view of the financial position of the Union as of 31 December 2022 and of the results of its operations and cash flows for the year then ended in accordance with UK Generally Accepted Accounting Principles (UK GAAP), including FRS 102 and the Trade Union and Labour Relations (Consolidation) Act 1992, and for making accurate representations to you.

have fulfilled our responsibilities as Executives for the preparation and presentation of financial statements as set out in the terms of the audit engagement letter, and in particular that the We have provided you with unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence. In addition, all the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the Union have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management and Executive meetings have been made available to you.

Going concern

We have made an assessment of the Union's ability to continue as a going concern for a period of at least twelve months from the date on which the financial statements were approved for release. As a result of our assessment we consider that the Union is able to continue to operate as a going concern and that it is appropriate to prepare the financial statements on a going concern basis.

In making our assessment we did not consider there to be any material uncertainty relating to events or conditions that individually or collectively may cast significant doubt on the Union's ability to continue as a going concern.

Laws and regulations

In relation to those laws and regulations which provide the legal framework within which our business is conducted and which are central to our ability to conduct our business, we have disclosed to you all instances of possible non-compliance of which we are aware and all actual or contingent consequences arising from such instances of non-compliance.

Letter of Representation continued

Post balance sheet events

There have been no events since the balance sheet date which either require changes to be made to the figures included in the financial statements or to be disclosed by way of a note. Should any material events of this type occur, we will advise you accordingly.

Fraud and error

We are responsible for adopting sound accounting policies, designing, implementing and maintaining internal control, to, among other things, help assure the preparation of the financial statements in conformity with generally accepted accounting principles and preventing and detecting fraud and error.

We have considered the risk that the financial statements may be materially misstated due to fraud and have identified no significant risks.

To the best of our knowledge we are not aware of any fraud or suspected fraud involving management or employees. Additionally, we are not aware of any fraud or suspected fraud involving any other party that could materially affect the financial statements.

To the best of our knowledge we are not aware of any allegations of fraud or suspected fraud affecting the financial statements that have been communicated by employees, former employees, analysts, regulators or any other party.

Misstatements

We attach a schedule showing uncorrected misstatements that you identified, which we acknowledge that you request we correct. Where appropriate we have explained our reasons for not correcting such misstatements below.

In our opinion, the effects of not correcting such identified misstatements are, both individually and in the aggregate, immaterial to the financial statements as a whole.

Related party transactions

We have disclosed to you the identity of all related parties and all the related party relationships and transactions of which we are aware. We have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of the applicable accounting framework.

There were no loans, transactions or arrangements between the Union and the Union's Executives or their connected persons at anytime in the year which were required to be disclosed.

In the opinion of the Executives the Union has no controlling party.

Carrying value and classification of assets and liabilities

We have no plans or intentions that may materially affect the carrying value or classification of assets or liabilities reflected in the consolidated and parent financial statements.

In our opinion, the fair value of 160 Falcon Road was £26.5m as at 31 December 2022.

Litigation and claims

We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements and these have been accounted for and disclosed in accordance with the requirements of accounting standards.

Letter of Representation continued

Confirmation

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

We confirm that the financial statements are free of material misstatements, including omissions.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware. Each officer has taken all the steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully,

(Signed on behalf of the National Executive Committee)

Date:

For more information:

Gareth M Jones

e: Gareth.M.Jones@bdo.co.uk

m: +44 (0)798 960 5866

The matters raised in our report prepared in connection with the audit are those we believe should be brought to your attention. They do not purport to be a complete record of all matters arising. This report is prepared solely for the use of the company and may not be quoted nor copied without our prior written consent. No responsibility to any third party is accepted.

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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 reportign period proceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

YES

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

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

YES

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	Simon Hearn
Address	Civica Election Services, 33 Clarendon Road, London N8 0NW
Date	
Contact name and telephone number	Simon Hearn, Managing Director 020 8365 8909

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 / No

If "No" Please explain below:

[Large greyed-out area for explanation]

Signature	
Name	Darren Wilson
Office held	Director of Finance
Date	



Document

Double-click on icon to open guidance