

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

| | | | | | |
|----------------------------------------------------------------------|---------------------------------------------------------|--------------------------|----|-------------------------------------|--------------------------|
| Name of Trade Union: | Association of Local Authority Chief Executives (ALACE) | | | | |
| Year ended: | 31 December 2023 | | | | |
| List no: | 421-451 | | | | |
| Head or Main Office address: | 12 Woodland Drive | | | | |
| | Watford | | | | |
| | Hertfordshire | | | | |
| | | | | | |
| | | | | | |
| Postcode | WD17 3BX | | | | |
| Website address (if available) | www.alace.org.uk | | | | |
| Has the address changed during the year to which the return relates? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | ('X' in appropriate box) |
| General Secretary: | Ian Miller | | | | |
| Telephone Number: | 07515 190917 | | | | |
| Contact name for queries regarding the completion of this return | Michel Saminaden | | | | |
| Telephone Number: | 07999 721253 | | | | |
| E-mail: | msaminaden@hotmail.com | | | | |

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 |
| | 382 | | | | 382 |
| Total | 382 | | | | A 382 |

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

382

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

None

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 |
|---------------|-------------------------------------------|------------------------------|----------------|
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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 |
|------------------|--------------------------------|
| Tracey Lee | Chairman 30/6/2021 |
| Dave Perry | Vice Chairman 30/6/2021 |
| Ian Miller | Hon Secretary 30/6/2021 |
| Michel Saminaden | Hon Treasurer 30/6/2021 |
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General Fund

(see notes 13 to 18)

| | £ | £ |
|----------------------------------------------------------|---|---------|
| Income | | |
| From Members: Contributions and Subscriptions | | 128,650 |
| From Members: Other income from members (specify) | | |
| Additional Work | | 26,122 |
| Contributions towards consultancy fees | | 2,175 |
| Stripe contributions & Loyalty rewards | | 258 |
| Total other income from members | | 28,555 |
| Total of all income from members | | 157,205 |
| Investment income (as at page 12) | | 2,284 |
| Other Income | | |
| Income from Federations and other bodies (as at page 4) | | |
| Income from any other sources (as at page 4) | | |
| Total of other income (as at page 4) | | |
| Total income | | 159,489 |
| Interfund Transfers IN | | |
| Expenditure | | |
| Benefits to members (as at page 5) | | 63,510 |
| Administrative expenses (as at page 10) | | 62,605 |
| Federation and other bodies (specify) | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total expenditure Federation and other bodies | | |
| Taxation | | |
| | | |
| Total expenditure | | 126,115 |
| Interfund Transfers OUT | | |
| Surplus (deficit) for year | | 33,374 |
| Amount of general fund at beginning of year | | 160,001 |
| Amount of general fund at end of year | | 193,375 |

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 | |
| | |
| Total other sources | |
| Total of all other income | |

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

| | | | £ |
|---------------------------------------------------|--------|-------------------------------------------------------------|--------|
| Representation – Employment Related Issues | | brought forward | 43,255 |
| | 43,255 | Advisory Services | 10,029 |
| Representation – Non Employment Related Issues | | Other Cash Payments | |
| | | Education and Training services | |
| Communications | | Negotiated Discount Services | |
| Dispute Benefits | | Other Benefits and Grants (specify) Non members benefits | 10,226 |
| carried forward | 43,255 | Total (should agree with figure in General Fund) | 63,510 |

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

(See notes 21 and 23)

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

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

Political fund account

(see notes 24 to 33)

£

£

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

The following pages 9i to 9vii relate to the Political Fund Account Expenditure

Political fund account expenditure (a)

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

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

| |
|------------------------------------------------------------------------------------------------------------------|
| Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party |
|------------------------------------------------------------------------------------------------------------------|

| Name of political party in relation to which money was expended | Total amount spent during the period £ |
|-----------------------------------------------------------------|----------------------------------------|
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| Total | |

Political fund account expenditure (b)

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

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

Expenditure of money on the provision of any services or property for use by or on behalf of any political party

| Name of political party to which payment was made | Total amount paid during the period |
|---------------------------------------------------|-------------------------------------|
| | £ |
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| Total | |

Political fund account expenditure (c)

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

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

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

| Title and Date of election | Name of political party/organisation | Name of candidate, organisation or political party (see 33(iii)) | £ |
|----------------------------|--------------------------------------|------------------------------------------------------------------|---|
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| Total | | | |

Political fund account expenditure (d)

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

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

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

Political fund account expenditure (e)

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

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

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

| Name of political party | £ |
|-------------------------|---|
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| | |
| Total | |

Political fund account expenditure (f)

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

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

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

| Name of organisation or political party | £ |
|-----------------------------------------|---|
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| Total | |

**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 | £ |
|------------------------------------------------------------------------------------------------------------------------------|---|
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Total expenditure

| (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 | £ |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---|
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Total expenditure

| (c) the total amount of all other money expended | £ |
|--------------------------------------------------|---|
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Total expenditure

Total of all expenditures

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

(see notes 34 and 35)

| | £ |
|------------------------------------------------|--------|
| Administrative Expenses | |
| Remuneration and expenses of staff | |
| Salaries and Wages included in above | [] |
| Auditors' fees | 2,500 |
| Legal and Professional fees | |
| Occupancy costs | |
| Stationery, printing, postage, telephone, etc. | |
| Expenses of Executive Committee (Head Office) | |
| Expenses of conferences | 44 |
| Other administrative expenses (specify) | |
| Branch contributions | 2,494 |
| Administrative support | 44,000 |
| Accountancy | 5,000 |
| Insurances | 1,031 |
| Website development & hosting | 2,534 |
| Bank charges | 450 |
| Stripe fees | 1,432 |
| Members' subs written off | 410 |
| Certification Office fee | 2,039 |
| Sundry expenses | 237 |
| Other Outgoings | |
| Taxation | 434 |
| Outgoings on land and buildings (specify) | |
| Other outgoings (specify) | |
| tretert | |
| Total | 62,605 |
| Charged to: General Fund (Page 3) | 62,605 |
| Total | 62,605 |

Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

| Office held | Gross Salary | Employers N.I. contributions | Benefits | | | Total |
|-------------|--------------|------------------------------|-----------------------|----------------|-------|-------|
| | | | Pension Contributions | Other Benefits | | |
| | | | | Description | Value | |
| £ | £ | £ | | £ | £ | |
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Analysis of investment income

(see notes 47 and 48)

| | Political Fund £ | | Other Fund(s) £ |
|-----------------------------------|------------------------|--|-----------------------|
| Rent from land and buildings | | | |
| Dividends (gross) from: | | | |
| Equities (e.g. shares) | | | |
| Interest (gross) from: | | | |
| Government securities (Gilts) | | | |
| Mortgages | | | |
| Local Authority Bonds | | | |
| Bank and Building Societies | | | 2,284 |
| Other investment income (specify) | | | |
| | | | 2,284 |
| Total investment income | | | 2,284 |
| Credited to: | | | |
| General Fund (Page 3) | | | 2,284 |
| Political Fund | | | |
| Total Investment Funds | | | 2,284 |

Balance sheet as at

(see notes 49 to 52)

| Previous Year | | £ | £ |
|---------------|-------------------------------------------------------------|---|---------|
| | Fixed Assets (at page 14) | | |
| | Investments (as per analysis on page 15) | | |
| | Quoted (Market value £ () | | |
| | Unquoted | | |
| | Total Investments | | |
| | Other Assets | | |
| 4,137 | Loans to other trade unions | | 13,878 |
| 203,726 | Sundry debtors | | 220,332 |
| | Cash at bank and in hand | | |
| | Income tax to be recovered | | |
| | Stocks of goods | | |
| | Others (specify) | | |
| 207,863 | Total of other assets | | 234,210 |
| 207,863 | Total assets | | 234,210 |
| 160,001 | General fund (page 3) | | 193,375 |
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| | Political Fund Account | | |
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| | Liabilities | | |
| | Amount held on behalf of central trade union political fund | | |
| £39 | Taxation | | 434 |
| £47,823 | Accrued expenses | | 40,401 |
| £47,862 | Total liabilities | | 40,835 |
| £207,863 | Total assets | | 234,210 |

Fixed assets account

(see notes 53 to 57)

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

Analysis of investments

(see notes 58 and 59)

| Quoted | All Funds Except Political Funds £ | Political Fund £ |
|----------------------------------------------|------------------------------------------|---------------------|
| Equities (e.g. Shares) | | |
| | | |
| Government Securities (Gilts) | | |
| | | |
| Other quoted securities (to be specified) | | |
| | | |
| Total quoted (as Balance Sheet) | | |
| Market Value of Quoted Investment | | |
| Unquoted | | |
| Equities | | |
| | | |
| Government Securities (Gilts) | | |
| | | |
| Mortgages | | |
| | | |
| Bank and Building Societies | | |
| | | |
| Other unquoted investments (to be specified) | | |
| | | |
| Total unquoted (as Balance Sheet) | | |
| Market Value of Unquoted Investments | | |

Analysis of investment income (controlling interests)

(see notes 60 and 61)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?

Yes

No

If YES name the relevant companies:

| Company name | Company registration number (if not registered in England & Wales, state where registered) |
|--------------|--------------------------------------------------------------------------------------------|
| | |
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| | |

Are the shares which are controlled by the union registered in the names of the union's trustees?

Yes

No

If NO, state the names of the persons in whom the shares controlled by the union are registered.

| Company name | Names of shareholders |
|--------------|-----------------------|
| | |
| | |
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| | |
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| | |
| | |

Summary sheet

(see notes 62 to 73)

| | All funds except Political Funds | Political Funds £ | Total Funds £ |
|-------------------------------------------------------------------------|-------------------------------------|-------------------------|---------------------|
| Income | | | |
| From Members | 157,205 | | 157,205 |
| From Investments | 2,284 | | 2,284 |
| Other Income (including increases by revaluation of assets) | | | |
| Total Income | 159,489 | | 159,489 |
| Expenditure (including decreases by revaluation of assets) | | | |
| Total Expenditure | 126,115 | | 126,115 |
| Funds at beginning of year (including reserves) | 160,001 | | 160,001 |
| Funds at end of year (including reserves) | 193,375 | | 193,375 |
| Assets | | | |
| Fixed Assets | | | |
| Investment Assets | | | |
| Other Assets | | | 234,210 |
| Total Assets | | | 234,210 |
| Liabilities | | | |
| Total Liabilities | | | 40,835 |
| Net Assets (Total Assets less Total Liabilities) | | | 193,375 |

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? | <input type="text" value="No"/> |
| If Yes How many ballots were held: <input style="width: 50px;" type="text"/> | |
| For each ballot held please complete the information below: | |
| Ballot 1 | |
| Number of individual who were entitled to vote in the ballot | <input style="width: 80px;" type="text"/> |
| Number of votes cast in the ballot | <input style="width: 80px;" type="text"/> |
| Number of Individuals answering "Yes" to the question | <input style="width: 80px;" type="text"/> ¹ |
| Number of individuals answering "No" to the question | <input style="width: 80px;" type="text"/> ² |
| Number of invalid or otherwise spoiled voting papers returned | <input style="width: 80px;" type="text"/> ³ |
| | 1-3 should total "Number of votes cast" |
| Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot | <input style="width: 60px;" type="text"/> |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? | <input style="width: 60px;" type="text"/> |
| If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot | <input style="width: 60px;" type="text"/> |
| Ballot 2 | |
| Number of individual who were entitled to vote in the ballot | <input style="width: 80px;" type="text"/> |
| Number of votes cast in the ballot | <input style="width: 80px;" type="text"/> |
| Number of Individuals answering "Yes" to the question | <input style="width: 80px;" type="text"/> ¹ |
| Number of individuals answering "No" to the question | <input style="width: 80px;" type="text"/> ² |
| Number of invalid or otherwise spoiled voting papers returned | <input style="width: 80px;" type="text"/> ³ |
| | 1-3 should total "Number of votes cast" |
| Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot | <input style="width: 60px;" type="text"/> |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? | <input style="width: 60px;" type="text"/> |
| If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot | <input style="width: 60px;" type="text"/> |
| Ballot 3 | |
| Number of individual who were entitled to vote in the ballot | <input style="width: 80px;" type="text"/> |
| Number of votes cast in the ballot | <input style="width: 80px;" type="text"/> |
| Number of Individuals answering "Yes" to the question | <input style="width: 80px;" type="text"/> ¹ |
| Number of individuals answering "No" to the question | <input style="width: 80px;" type="text"/> ² |
| Number of invalid or otherwise spoiled voting papers returned | <input style="width: 80px;" type="text"/> ³ |
| | 1-3 should total "Number of votes cast" |
| Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot | <input style="width: 60px;" type="text"/> |
| Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? | <input style="width: 60px;" type="text"/> |
| If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot | <input style="width: 60px;" type="text"/> |

Ballot 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

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.

Refer to enclosed financial statements

**ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES (ALACE)
REPORT OF THE COUNCIL AND AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES (ALACE)
INDEX TO THE FINANCIAL STATEMENTS

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| 2-3 | Report of the Council |
| 4-6 | Auditors' Report to the Members |
| 7 | Income and Expenditure Account |
| 8 | Balance Sheet |
| 9 | Notes to the Accounts |

**ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES (ALACE)
REPORT OF THE COUNCIL
FOR THE YEAR ENDED 31 DECEMBER 2023**

The ALACE Council present their report and the accounts for the year ended 31 December 2023.

ACTIVITY AND RESULTS

The outturn figures for the year 2023 show that a surplus of £33,374 (2022: £21,063) was made in the year. The reserves stand at £193,375 on 31st December 2023 (2022: £160,001). I have summarised below the main differences in expenditure and income from the previous year.

- Membership Subscriptions increased by £7.3K
- Bank Interest increased by £2k
- Payments by members for additional work decreased by £9.4K
- Consultants Costs decreased by £13.7K (analysed below)
- Solicitor's/Professional Fees decreased by £1.3k
- STRIPE Costs increased by £0.5k
- Scottish Branch Contribution increased by £0.5k
- Certification Office Fee – new charge £2k

During 2023 there were 95 new joiners (81 annual subscribers and 14 two-year discounters). All new members are now using the online STRIPE facility to join. On the other hand, we also had 87 members who left during 2023 and 2 members who changed their subscription from full member to retired member.

In terms of expenditure, the consultants' costs continue to be one of our two major items (the Plymouth contract being the other), therefore it is imperative that we keep these costs under tight control as they represent such a large proportion of our total expenditure. During the year we employed two new consultants and lost the services of three long standing consultants, including the pensions consultant, all of which have impacted on the charges for the year.

COUNCIL

The members of the Council during the year were as follows:

Tracey Lee (Chair)
David Perry (Vice Chair)
Ian Miller (Honorary Secretary)
Michel Saminaden (Honorary Treasurer)
Nicola Beach
Karen Bradford
Dan Gascoyne
Steve Riley
Duncan Sharkey
Dan Swaine
Rachael Shimmin
Cath Shaw
John Hewitt
Pervinder Sandhu
Jim Savege
Peter Hessett
Rob Thomas
Lee Harris
Pat Flaherty
Scott Crudgington

**ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES (ALACE)
REPORT OF THE COUNCIL
FOR THE YEAR ENDED 31 DECEMBER 2023**

STATEMENT OF COUNCIL MEMBERS RESPONSIBILITIES

The members of the council are responsible for preparing accounts in accordance with applicable laws and regulations and for appointing an auditor to audit those accounts. Section 28 of The Trade Union and Labour Relations (Consolidation) Act 1992 requires that a trade union shall –

- (a) cause to be kept proper accounting records with respect to its transactions and its assets and liabilities, and
- (b) establish and maintain a satisfactory system of control of its accounting records, its cash holdings and all its receipts and remittances.

Proper accounting records shall not be taken to be kept with respect to the matters mentioned in subsection (a) unless there are kept such records as are necessary to give a true and fair view of the state of the affairs of the trade union and to explain its transactions.

Section 32 then provides that the Trade Union shall prepare an annual return, a form AR21, that contains the following accounts:

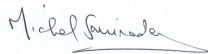
- (a)
 - (i) revenue accounts indicating the income and expenditure of the trade union for the period to which the return relates,
 - (ii) a balance sheet as at the end of that period, and
 - (iii) such other accounts as the Certification Officer may require, each of which must give a true and fair view of the matters to which it relates,
- (b) a copy of the report made by the auditor or auditors of the trade union on those accounts and such other documents relating to those accounts and such further particulars as the Certification Officer may require.

STATEMENT OF DISCLOSURES TO AUDITORS

So far as the Committee are aware, there is no relevant audit information of which the Trade Union's auditors are unaware, and each committee member has taken all the steps that he or she ought to have taken in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

APPROVAL

This Report was approved by the Council on 11 March 2024 and signed on its behalf.



M Saminaden
(Honorary Treasurer)

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES (ALACE)**

Opinion

We have audited the financial statements of the ALACE (The "Union") for the period ended 31 December 2023 which comprise the income and expenditure account, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards including [FRS 102](#) *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2023 and of its results for the period then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- 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*.

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 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 audit opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Council's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the union's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

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

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Council are responsible for the other information contained within the annual report. 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 course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Union and its environment obtained in the course of the audit, we have not identified material misstatements in the financial report.

We have nothing to report in respect of the following matters to which the *Trade Union and Labour Relations (Consolidation) Act 1992* and the *Trade Union Reform and Employment Rights Act 1993* require us to report to you if, in our opinion:

- adequate accounting records have not been kept by the Union, or returns adequate for our audit have not been received from branches not visited by us; or
- the Union has not maintained a satisfactory system of controls over transactions; or
- the financial statements are not in agreement with the accounting records and returns; or

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES (ALACE)

- we have not obtained all the information and explanations necessary for the purposes of our audit.

Respective responsibilities of the Council

As explained more fully in the Statement of the Council's Responsibilities, the Council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Council determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council is 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 members 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.

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

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the Union through discussions with council members and other management, and from our commercial knowledge and experience of the sector in which the union operates;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the union, including the Trade Union and Labour Relations (Consolidation) Act 1992, UK accounting and taxation legislation, data protection, anti-bribery and employment law.
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the Union's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with the Certification Office and any other relevant regulators as required.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES (ALACE)**

A further description of our responsibilities is available on the Financial Reporting Councils website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

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

THP Limited 

THP Limited Chartered Accountants
and Statutory Auditors
34-40 High Street
Wanstead
London
E11 2RJ

11 March 2024

**ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES (ALACE)
SUMMARY INCOME AND EXPENDITURE REVENUE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2023**

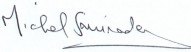
| | 2023 | 2022 |
|------------------------------------------|----------------|----------------|
| | £ | £ |
| INCOME | | |
| Subscriptions | 163,710 | 144,075 |
| Subscriptions in relation to later years | (35,060) | (22,755) |
| Stripe contribution & Loyalty rewards | 258 | 258 |
| Bank interest | 2,284 | 208 |
| Sundry income | 2,175 | 1,800 |
| Additional Work | 26,122 | 35,559 |
| | 159,489 | 159,145 |
| EXPENDITURE | | |
| Accountancy assistance | 5,000 | 5,000 |
| Plymouth consultancy | 44,000 | 44,001 |
| Stripe costs | 1,432 | 978 |
| Consultant's fees and expenses | 63,510 | 77,283 |
| Solicitors/Professional fees | - | 1,340 |
| Scottish branch contribution | 2,494 | 1,950 |
| Room Hire/Conference expenses | 44 | - |
| Audit fee | 2,500 | 2,608 |
| Insurance | 1,031 | 1,002 |
| Taxation/fees | 434 | 39 |
| Members' Subs written off | 410 | 1,025 |
| Website costs | 2,534 | 2,412 |
| Bank charges | 450 | 444 |
| Certification Office fee | 2,039 | - |
| Sundry expenses | 237 | - |
| | 126,115 | 138,082 |
| Surplus for the period | 33,374 | 21,063 |

The notes form part of these financial statements.

**ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES (ALACE)
BALANCE SHEET
AT 31 DECEMBER 2023**

| | 2023 | 2022 |
|-----------------------------------|-----------------------|-----------------------|
| | £ | £ |
| ASSETS | | |
| Debtors | 12,378 | 4,137 |
| Local Authority Contribution | 1,500 | - |
| Business tracker account | 207,852 | 194,568 |
| Current account | 12,480 | 9,158 |
| | <u>234,210</u> | <u>207,863</u> |
| LIABILITIES | | |
| Creditors | 38,335 | 45,362 |
| Provision for audit fees | 2,500 | 2,500 |
| | <u>40,835</u> | <u>47,862</u> |
| NET ASSETS | <u>193,375</u> | <u>160,001</u> |
| RESERVES | | |
| Accumulated funds brought forward | 160,001 | 138,938 |
| Surplus for the year | 33,374 | 21,063 |
| | <u>193,375</u> | <u>160,001</u> |

The financial statements were approved by the Council on 11 March 2024 and signed on its behalf.



M Saminaden
Honorary Treasurer

The notes form part of these financial statements.

**ASSOCIATION OF LOCAL AUTHORITY CHIEF EXECUTIVES (ALACE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

1. STATUTORY INFORMATION

ALACE is a trade union within the Trade Union and Employer Relations (Consolidation) Act 1992.

The functional and presentation currency is Pound Sterling (£).

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities".

3. ACCOUNTING POLICIES

Basis of preparing the financial statements and going concern

The financial statements have been prepared under the historical cost convention.

Income Recognition

Income is measured at the fair value of consideration received or receivable, net of any discounts.

Subscription income is recognised in the period to which it relates and income received in advance is deferred on the balance sheet at year end.

All other income is recognised on a receivable basis.

Creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as accrued expenses.

Provisions for liabilities

Provisions are recognised when there is a legal or constructive present obligation as a result of a past event, it is probable that the trade union will be required to settle that obligation and, a reliable estimate can be made of the amount of the obligation.

Accounting policies

(see notes 84 and 85)

Refer to enclosed financial statements

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: <i>IR Miller</i> | Chairman's Signature: <i>Michel Saminaden</i> (Hon Treasurer) |
| Name: Ian Miller | Name: Michel Saminaden <small>(or other official whose position should be stated)</small> |
| Date: 25 March 2024 | Date: 25 March 2024 |

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 | <input checked="" type="checkbox"/> | No | |
| Has the list of officers in post been completed? (see Page 2 and Note 12) | Yes | <input checked="" type="checkbox"/> | No | |
| Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95) | Yes | <input checked="" type="checkbox"/> | No | |
| Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77) | Yes | <input checked="" type="checkbox"/> | No | |
| Is a rule book enclosed? (see Notes 8 and 88) | Yes | <input checked="" type="checkbox"/> | No | |
| A member statement is: (see Note 80) | Enclosed | <input checked="" type="checkbox"/> | To follow | |
| Has the summary sheet been completed? (see Page 17 and Notes 7 and 62) | Yes | <input checked="" type="checkbox"/> | To follow | |
| Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103) | Yes | <input checked="" type="checkbox"/> | 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)

Refer to enclosed financial statements

Signature(s) of auditor or auditors:

THP Limited

Name(s):

THP Limited

Profession(s) or Calling(s):

Chartered Accountants and
Statutory Auditors

Address(es):

34 - 40 High Street

Wanstead

London

Postcode

E11 2RJ

Date

26 March 2024

Contact name for inquiries and
telephone number:

Shahid Hameed - 020 89895147

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

Membership audit certificate

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

(See notes 97 to 103)

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

No

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

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

Membership audit certificate

Section one

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

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

Yes / No

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

Yes / No

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

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

Membership audit certificate (continued)

| | |
|-----------------------------------|--|
| | |
| Signature of assurer | |
| Name | |
| Address | |
| Date | |
| Contact name and telephone number | |

Membership audit certificate

Section two

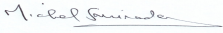
For a trade union with no **more than 10,000 members** at the end of the reporting period preceding the one to which this audit relates.

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

Yes

If "No" Please explain below:

[Large greyed-out area for explanation]

| | |
|-------------|-------------------------------------------------------------------------------------|
| Signature |  |
| Name | Michel Saminaden |
| Office held | Honorary Treasurer |
| Date | 25-Mar-24 |



Document

Double-click on icon to open guidance