

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	BAKERS, FOOD & ALLIED WORKERS		
Year ended:	31st DECEMBER 2023		
List no:	55T		
Head or Main Office address:	STANBOROUGH HOUSE		
	GREAT NORTH ROAD		
	STANBOROUGH		
	WELWYN GARDEN CITY		
	HERTFORDSHIRE		
Postcode	AL8 7TA		
Website address (if available)	www.bfawu.org		
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:	SARAH WOOLLEY		
Telephone Number:	01707 260150		
Contact name for queries regarding the completion of this return	ADRIAN STEWART		
Telephone Number:	01707 260150		
E-mail:	info@bfawu.org		

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
	13,999	378			14,377
Total	13,999	378			A 14,377

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

14,377

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

207

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
Executive Council Member - Youth Rep	Mr Lee Burns	Mr Curtis Tierney	07.06.23
Executive Council member Region 1	Mr Pat Kelly	Mr Peter Pyne	07.06.23
Executive Council Member - Region 2	Mr Nick Mead	Mr Tony Mansell	07.06.23
Executive Council member Region 3		Mr Michael Blundred	07.06.23
Executive Council Member - Region 4	Mr Sean Welsby		07.06.23
Executive Council Member - Region 5	Ms Faimne McCarthy and Mr Joe Knapper	Mr David Lawrence and Mr Sean Molloy	07.06.24

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:

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		2,342,123
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		2,342,123
Investment income (as at page 12)		2,743
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	495,302	
Total of other income (as at page 4)		495,302
		2,840,168
	Total income	
	Interfund Transfers IN	
Expenditure		
Benefits to members (as at page 5)		103,781
Administrative expenses (as at page 10)		2,519,923
Federation and other bodies (specify)		
IUF UITA IUL and EFFATT		31,638
G. F. T. U.		17,824
Trade Union Congress fees		49,446
Sundry affiliation fees		5,581
Total expenditure Federation and other bodies		104,489
Taxation		
	Total expenditure	2,728,193
	Interfund Transfers OUT	
	Surplus (deficit) for year	111,975
Amount of general fund at beginning of year		1,235,850
Amount of general fund at end of year		1,347,825

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	
VAT Recoveries	37,849
(Loss)/Profit on disposal of investments	-15,518
(Loss)/Profit on disposal of motor vehicles	-20,000
(Loss)/Profit on disposal of freehold property	392,172
Increase/(Decrease) in market value of investments	62,215
Investment income	16,670
Interest received	1,882
Administration charge - political fund	20,000
Sundry commissions and other income	32
Total other sources	495,302
Total of all other income	495,302

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	59,537
Legal defence costs incurred	35,222	Advisory Services	
Representation – Non Employment Related Issues		Other Cash Payments	
		Education and Training services	
		Training	2,868
		Health and Safety	5,262
Communications			
"Foodworker" printing and distribution	24,315	Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
		Sickness benefits	20,201
		Sundry grants	10,228
		Funeral grants	2,475
		Free Card grants	3,150
		Unemployment benefits	60
carried forward	59,537	Total (should agree with figure in General Fund)	103,781

(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		26,493
	Investment income (as at page 12)		
Other income (specify)			
	Total other income as specified		
	Total income		26,493
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)		1,875
	Expenditure B (as at page ii)		
	Expenditure C (as at page iii)		
	Expenditure D (as at page iv)		
	Expenditure E (as at page v)		2,294
	Expenditure F (as at page vi)		
	Non-political expenditure (as at page vii)		20,000
	Total expenditure		24,169
	Surplus (deficit) for year		2,324
	Amount of political fund at beginning of year		17,810
	Amount of political fund at the end of year (as <u>Balance Sheet</u>)		20,134
	Number of members at end of year contributing to the political fund		13,225
	Number of members at end of the year not contributing to the political fund		1,150
	Number of members at end of year who have completed an exemption notice and do not contribute to the political fund		2
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	£

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	£

Total expenditure

(c) the total amount of all other money expended	£
Administration charge to the General Fund	20,000

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		1,379,695
Salaries and Wages included in above	970,097	
Auditors' fees		60,295
Legal and Professional fees		47,172
Occupancy costs		185,034
Stationery, printing, postage, telephone, etc.		39,503
Expenses of Executive Committee (Head Office)		221,930
Expenses of conferences		80,819
Other administrative expenses (specify)		
Computer and website expenses		145,650
Branch secretaries		88,628
Collectors Commission		58,775
Office Cleaning and Sundry		12,082
Investor Manager Charges		17,145
Promotion		2,333
Charitable Donations		300
Other Outgoings		
Interest Payable		14,538
Depreciation		11,097
VAT		121,101
Movement in defined benefit pension liability		53,000
Corporation tax		34,287
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		2,573,384
Charged to:		
	General Fund (Page 3)	2,519,923
	BENEVOLENT FUND	391
	NORTH EASTERN SOCIAL FUND	70
	PENSION FUND	53,000
Total		2,573,384

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			2,743
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
			2,743
		Total investment income	2,743
		Credited to:	
		General Fund (Page 3)	2,743
		BENEVOLENT FUND	
		NORTH EASTERN SOCIAL FUND	
		PENSION FUND	
		Political Fund	
		Total Investment Funds	2,743

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	211,611	33,884	53,472			298,967
Additions			16,354	23,950		40,304
Disposals	-76,488			-23,950		-100,438
Revaluation/Transfers						
At end of year	135,123	33,884	69,826			238,833
Accumulated Depreciation						
At start of year	162,114	32,191	44,819			239,124
Charges for year		847	10,251			11,098
Disposals	-51,949					-51,949
Revaluation/Transfers						
At end of year	110,165	33,038	55,070			198,273
Net book value at end of year	24,958	846	14,756			40,560
Net book value at end of previous year	49,497	1,693	8,653			59,843

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	2,347,229	26,493	2,373,722
From Investments	2,743		2,743
Other Income (including increases by revaluation of assets)	495,302		495,302
Total Income	2,845,274	26,493	2,871,767
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	2,785,333	24,169	2,809,502
Funds at beginning of year (including reserves)	-1,908,846	17,810	-1,891,036
Funds at end of year (including reserves)	-1,848,905	20,134	-1,828,771
Assets			
Fixed Assets			40,560
Investment Assets			1,131,927
Other Assets			430,469
		Total Assets	1,602,956
Liabilities		Total Liabilities	3,431,727
Net Assets (Total Assets less Total Liabilities)			-1,828,771

Summary sheet

(see notes 62 to 73)

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

Ballots & Industrial Action- If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

(see notes 74 to 80)

Did the union hold any ballots in respect of industrial action during the return period?		<input type="text" value="Yes"/>
If Yes How many ballots were held: <input style="width: 50px;" type="text" value="4"/>		
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: 50px;" type="text" value="201"/>	
Number of votes cast in the ballot	<input style="width: 50px;" type="text" value="161"/>	
Number of Individuals answering "Yes" to the question	<input <sup="" style="width: 50px;" type="text" value="161"/> 1	
Number of individuals answering "No" to the question	<input style="width: 50px;" type="text"/>	²
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 50px;" 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 type="text" value="Yes"/>	
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input type="text" value="No"/>	
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: 50px;" type="text"/>	
Ballot 2		
Number of individual who were entitled to vote in the ballot	<input style="width: 50px;" type="text" value="308"/>	
Number of votes cast in the ballot	<input style="width: 50px;" type="text" value="161"/>	
Number of Individuals answering "Yes" to the question	<input <sup="" style="width: 50px;" type="text" value="154"/> 1	
Number of individuals answering "No" to the question	<input <sup="" style="width: 50px;" type="text" value="6"/> 2	
Number of invalid or otherwise spoiled voting papers returned	<input <sup="" style="width: 50px;" type="text" value="1"/> 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 type="text" value="Yes"/>	
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input type="text" value="No"/>	
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: 50px;" type="text"/>	
Ballot 3		
Number of individual who were entitled to vote in the ballot	<input style="width: 50px;" type="text" value="101"/>	
Number of votes cast in the ballot	<input style="width: 50px;" type="text" value="60"/>	
Number of Individuals answering "Yes" to the question	<input <sup="" style="width: 50px;" type="text" value="49"/> 1	
Number of individuals answering "No" to the question	<input <sup="" style="width: 50px;" type="text" value="11"/> 2	
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 50px;" 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 type="text" value="Yes"/>	
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input type="text" value="No"/>	
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: 50px;" type="text"/>	

Ballots & Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

Ballot 4

Number of individual who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question 1

Number of individuals answering "No" to the question 2

Number of invalid or otherwise spoiled voting papers returned 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

Yes

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 Y B C D E F G

2. Dates of the industrial action taken: 30.05.23 - 01.06.23 & to 03.06.23 - 05.06.23

3. Number of days of industrial action: 4

4. Nature of industrial action. Strike 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.

PLEASE SEE ATTACHED



1. Accounting policies

The following accounting policies have been applied consistently in dealing with the items that are considered material in relation to the Union's accounts.

- a) The financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standard 102, the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland.
- b) Income and Expenditure is accounted for on the accruals basis, provision being made for contributions receivable for the period to 31st December, but not received by the year end and also for other accrued income and expenditure.
- c) Fixed assets are depreciated down to their residual value over their estimated useful life as follows:

Freehold property	Fifty years from the date of purchase or valuation
Leasehold property	Forty years
Motor cars	Two years
Office and computer equipment	Two and a half years
- d) Investments (Fixed asset investments) in listed company shares are remeasured to market value at each Balance Sheet date. Gains and losses on remeasurement are recognised in the income and expenditure account for the period.
- e) Pension costs (see note 6)
- f) Operating lease rentals are charged on a straight line basis over the lease term.
- g) Legal income is measured as the fair value of the consideration received or receivable. Legal income is recognised in the period in which the legal defence and compensation claims are settled in the Union's favour, only at this stage can income be reliably measured. The Union accounts for costs and disbursements as incurred and for refunded disbursements as received.
- h) Government Grants received are netted off against the direct expenditure incurred on each of the projects. In the case of the Union Learning Fund, a grant has been provided to cover the full cost of the project.
- i) Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities.

2. Fixed Assets

All freehold property is stated at cost less depreciation to date.

Movements on fixed assets are disclosed in Schedule IV.

3. Judgements in applying accounting policies and key sources of estimation uncertainty

The preparation of the financial statements requires the directors to make judgements, estimates and assumptions that can affect the amounts reported for assets and liabilities, and the results for the year. The nature of estimation is such though that actual outcomes could differ significantly from those estimates.

The following judgements have had the most significant impact on amounts recognised in the financial statements:

Pension Scheme

Values are determined using the actuarial valuations. The actuarial valuation involves making assumptions about discount rates, future salary increases, mortality rates and future pension increases are used in calculating scheme assets and liabilities. Due to the complexity of the valuation, the underlying assumptions and the long term nature of these plans, such estimates are subject to significant uncertainty. After taking appropriate professional advice, management determines the appropriate discount rate at the end of each reporting period. This is the interest rate that should be used to determine the present value of estimated future cash outflows to be required to settle the pension obligations.

4. Contingent Liabilities

As at the year end the Union was administering ongoing legal cases on behalf of its members. For cases lodged the Union may receive legal income in relation to cases with a successful outcome, and will incur legal costs in relation to the ongoing cases. Legal costs are recognised only when they can be reliably measured which is usually at the conclusion of each case. Contingent liabilities are not recognised in the financial statements in respect of legal cases still in progress, as the outcome of such cases cannot be reliably predicted and the associated legal costs cannot be reliably measured.

5. Operating Lease Commitments

At the Financial year end, The Union had future minimum lease payments under non-cancellable operating leases as follows:

	2023			2022		
	£	£	£	£	£	£
	Motor cars	Office equipment	Land and buildings	Motor cars	Office equipment	Land and buildings
Not later than one year	76,496	23,996	9,414	71,098	24,063	5,339
One to two years	39,059	23,583	9,414	50,173	23,583	-
Two to five years	8,311	17,688	4,707	12,737	41,271	-
The charge against income for the year was	84,147	26,729	20,244	80,074	26,951	19,399

6. Pension costs

The Union operates a UK registered trust-based pension scheme that provides defined benefits. For service up to 31 May 2011, pension benefits are linked to the members' final salaries and service up to 31 May 2011 (or date of leaving if earlier). From 1 June 2011, pension benefits are built up on a Career Averaged Revalued Earnings (CARE) basis, where benefits are linked to members' salaries in each year and increased to retirement broadly in line with inflation.

The Trustees are responsible for running the Scheme in accordance with the Scheme's Trust Deed and Rules, which sets out their powers. The Trustees of the Scheme are required to act in the best interests of the beneficiaries of the Scheme.

There are three categories of pension scheme members:

- Active members: currently employed by the Union
- Deferred members: former active members of the Union and not yet in receipt of a pension
- Pensioner members: in receipt of pension.

The Trustees are required to carry out an actuarial valuation every 3 years.

An actuarial valuation of the Scheme was performed by the Scheme Actuary for the Trustees as at 31 December 2021. This valuation revealed a funding shortfall of £3,008,000. Following this valuation, the Union has agreed to pay annual contributions of 19.2% of members' pensionable salaries (less the member's contribution) with effect from 1 April 2023.

6. Pension costs (continued)

The Union has also agreed to pay contributions towards the funding shortfall in the Scheme, expenses and PPF levy of £268,000 per annum from 1 April 2023 to 31 December 2034.

The Union therefore expects to pay £401,000 to the Scheme during the accounting year beginning 1 January 2024.

The results for the most recent formal actuarial valuation as at 31 December 2021 have been updated to 31 December 2023 by a qualified independent actuary. The assumptions used were as follows:

Significant actuarial assumptions	Year ended 31/12/23 pa	Year ended 31/12/22 pa
Discount rate	4.60%	4.90%
Retail prices inflation (RPI)	3.05%	3.15%
Consumer prices inflation (CPI)	2.65%	2.70%
Other actuarial assumptions		
Salary increases	2.65%	2.70%
Pension increases:		
Post 88 GMP	2.30%	2.30%
Pre 1 June 2011	3.00%	3.10%
Post 31 May 2011	2.65%	2.70%
CARE revaluation:		
Active members	3.05%	3.15%
Deferred members	2.65%	2.70%
Revaluation of deferred pensions in excess of GMP	3.05%	3.15%

Mortality assumptions

Description	Year ended 31/12/23	Year ended 31/12/22
- Mortality (pre-retirement)	As per post retirement	As per post retirement
- Mortality (post-retirement)	S3PA CMI 2022 [1%] (yob) rated up by one year	S3PA CMI 2021 [1%] (yob) rated up by one year

Life expectancies (in years)

	Year ended 31/12/23		Year ended 31/12/22	
	Male	Female	Male	Female
For an individual aged 65 at the year end	20.30	22.10	20.80	22.60
At age 65 for an individual aged 45 at the year end	21.20	23.20	21.70	23.70

6. Pension costs (continued)

Assets

The fair value of the assets of the Scheme were:

Asset class	Year ended 31/12/23 Mkt value £'000	Year ended 31/12/22 Mkt value £'000
Equities/Growth Assets	2,717	2,885
Liability driven investments	1,654	1,426
Trustee bank account	7	49
Sundry debtors & creditors	40	32
Owed to the Union	(20)	(20)
Insured annuities	87	83
	<u>4,485</u>	<u>4,455</u>
The return on the asset was:	£'000	£'000
Asset class		
Interest income	213	125
Return on assets less interest income	41	(2,203)
Total return on assets	<u>254</u>	<u>(2,078)</u>

There have been no amendments, curtailments or settlements over the accounting period.

7. Reconciliation of Movement in Members' Funds

	2023	2022
	£	£
Member's Funds Brought Forward	(1,891,036)	(2,393,820)
Surplus/(Deficit) on General Fund	111,975	(511,801)
Movement ((deficit)/surplus) on Pension Fund Reserve	(53,000)	1,011,000
(Deficit)/surplus on Political Fund	2,324	4,259
(Deficit)/Surplus on Benevolent Funds	1,036	(638)
(Deficit)/Surplus on North Eastern Social Fund	(70)	(36)
Member's Funds Carried Forward	<u>(1,828,771)</u>	<u>(1,891,036)</u>

Accounting policies

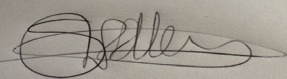

(see notes 84 and 85)

PLEASE SEE ATTACHED

Signatures to the annual return

(see notes 86 & 87)

Including the accounts and balance sheet contained in the return. Please copy and paste your electronic signature here

Secretary's Signature:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Sarah Woolley	Name:	Ian Hodson
Date:	31 May 2024	Date:	31 May 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	X	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	X	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	X	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	X	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	X	No	
A member statement is: (see Note 80)	Enclosed		To follow	X
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	X	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	X	No	

Checklist for auditor's report

(see notes 90 and 96)

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

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

Please explain in your report overleaf or attached.

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

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

Please explain in your report overleaf or attached

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

In our opinion the financial statements:

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

Auditor's report (continued)

PLEASE SEE ATTACHED

Signature(s) of auditor or auditors:		
Name(s):	Kreston Reeves LLP	
Profession(s) or Calling(s):	Statutory Auditors and Chartered Accountants	
Address(es):	Springfield House	
	Springfield Road	
	Horsham	
	West Sussex	
Postcode	RH12 2RG	
Date	31/05/2024	
Contact name for inquiries and telephone number:	01403 253282	

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

Opinion

We have audited the financial statements on pages 1 to 15 of Bakers, Food and Allied Workers Union (the 'Union') for the year ended 31 December 2023. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Union's affairs as at 31 December 2023 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (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 Auditors' 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 United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the executive 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 twelve months from when the financial statements are authorised for issue.

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

Other information

The Executive Council are responsible for the other information. The other information comprises the information included in the Annual Report of the Executive Council, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, 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 Executive Council's report.

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations Act 1992 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures within the form AR21 of Officers' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Executive Council

As explained more fully in the Executive Council's responsibilities statement on page 16, the Executive Council are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Executive Council determine 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 Executive Council are responsible for assessing the Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Executive Council either intend to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

Auditors' 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 Auditors' 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Capability of the audit in detecting irregularities, including fraud

Based on our understanding of the Trade Union and through discussion with the executive council and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to GDPR and employment law. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Trade Union Act 2016 and Labour Relations (Consolidation) Act 1992 (Amended). We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries to increase income or reduce expenditure and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud, and review of the reports made by management; and
- Assessment of identified fraud risk factors; and
- Challenging assumptions and judgements forming the bases of significant accounting estimates; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance and reviewing correspondence with relevant tax and regulatory authorities; and
- Review of significant and unusual transactions and evaluation of the underlying financial rationale supporting the transactions; and
- Obtaining a bank audit letter at the reporting date to verify the cash at bank balances; and
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. the risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Union's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Executive Council.

- Conclude on the appropriateness of the Executive Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Union's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Union to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the Union's members, as a body, in accordance with 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 auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Union and the Union's members as a body, for our audit work, for this report, or for the opinions we have formed.

Springfield House
Springfield Road
Horsham
West Sussex, RH12 2RG

Kreston Reeves LLP
Chartered Accountants
& Statutory Auditors
Date: 31.05.2024

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	Kreston Reeves LLP
Name	Kreston Reeves LLP
Address	Springfield House, Springfield Road, Horsham, West Sussex, RH12 2RG
Date	31.05.24
Contact name and telephone number	01403 253282

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:

Signature	
Name	
Office held	
Date	



Document

Double-click on icon to open guidance