Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	RSPB Staff Association
Year ended:	31 March 2024
List no:	
Head or Main Office address:	RSPB
	The Lodge, Potton Road
	Sandy
	Bedfordshire
Postcode	SG19 2DL
Website address (if available)	https://www.rspb.org.uk/
Has the address changed during the year to which the return relates?	Yes No X ('X' in appropriate box)
General Secretary:	Richard Humpidge (Chair)
Telephone Number:	01767 693012
Contact name for queries regarding the completion of this return	Kate Hucklesby
Telephone Number:	Email Only
E-mail:	kate.hucklesby@RSPB.org.uk

Please follow the guidance notes in the completion of this return

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 0330 109 3602

You should send the annual return to the following email address stating the name of the union in subject:

returns@certoffice.org

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Return of Members

(see notes 10 and 11)

	Number of members at the end of the year					
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)		Totals
	1,027	44				1,071
Total	1,027	44			Α	1,071

Number of members at end of year contributing to the General Fund	1,071
Number of members included in totals box 'A' above for whom no home or authorised address is held:	

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
Chair	Terry Goldsmith	Richard Humpidge	05 March 2024
Vice Chair	Claire Welch	Tony Wicks	25 July 2023
Vice Chair (Shared)		T.Wicks & A.Easterbrook	26 January 2024
	Abigail Ray	Gail Graham	04 March 2024
Greening Role	Claire Welch	Redundant Role	13 July 2023

State	whether the union is:	
a.	A branch of another trade union?	Yes No x
	If yes, state the name of that other union:	
b.	A federation of trade unions?	Yes No x
	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
Richard Humpidge	Chair05/03/2024
Tony Wicks	Deputy Chair (Shared) 25/07/2023
Amy Easterbrook	Deputy Chair (Shared) 26/01/2024
Bethan Forbes	Finance & Administration Team Leader (13/07/2023)
Lyndon Parker	Membership Support Team Leader (06/07/2023)
Heather Mitchell	Activities & Benefits Team Leader (06/07/2023)
Jake Zarins	Policy & Advocacy Team Leader - Shared 06/07/2023
Kimberely Pearson	Policy & Advocacy Team Leader - Shared 06/07/2023
Daniel Pullan	Regional Team Leader 13/07/2023
Suzy Mills	Membership Coordinator 06/07/2023
Kate Hucklesby	Treasurer 13/07/2023
Jane Nethercoat	Minutes Secretary 06/07/2023
Amy Easterbrook	Membership Recruitment 06/07/2023
Philip Manton	Operational Support Advisor 06/07/2023
Amy Easterbrook	Communications Team Leader 13/07/2023
Gail Graham	Equality Diversity and Inclusion Team Leader 04/03/2



Return of Officers

Officers in post at 31st March 2024

Chair Richard Humpidge

Deputy Chair (Shared) Tony Wicks

Deputy Chair (shared)Amy Easterbrook

Communications Team Leader Amy Easterbrook

Finance & Administration Team Leader Bethan Forbes

Membership Support Team Leader Lyndon Parker

Activities & Benefits Team Leader Heather Mitchell

Policy & Advocacy Team Leader - Shared Jake Zarins

Policy & Advocacy Team Leader - Shared Kimberely Pearson

Regional Team Leader Daniel Pullan

Equality Diversity and Inclusion Team LeaderGail Graham

Membership Coordinator Suzy Mills

Treasurer Kate Hucklesby

Minutes Secretary Jane Nethercoat

Membership Recruitment Amy Easterbrook

Operational Support Advisor Philip Manton

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions From Members: Other income from members (specify)		13,187
Pilates		1,917
Total other income from members		1,917
Total of all income from members		15,104
Investment income (as at page 12)		801
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		15,905
Interfund Transfers IN Expenditure		
Benefits to members (as at page 5)		4,144
Administrative expenses (as at page 10)		3,158
Federation and other bodies (specify)		
Total expenditure Federation and other bodies	•	
Taxation		
Total expenditure		7,302
Interfund Transfers OUT		
Surplus (deficit) for year		8,603
Amount of general fund at beginning of year		111,569
Amount of general fund at end of year		120,172

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)

	(See Hotes 2	,	£
Representation –		brought forward	1,200
Employment Related Issues		Advisory Services	
Professional Fees	1,200	Advice on Pay Award	600
Representation –		Other Cash Payments	
Non Employment Related Issues			
		Education and Training services	
Communications			
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
		Club Grants	304
		Pilates	1,980
		Christmas	60
carried forward	1,200	Total (should agree with figure in General Fund)	4,144

Fund 2	(000 110100 2 1 11110 20)		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	ome as specified	
		Total Income	
	Inte	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	•	Total Expenditure	
	Interfe	und Transfers OUT	
	Surplus (D	eficit) for the year	
	Amount of fund at	beginning of year	
	Amount of fund at the end of year (a	as Balance Sheet)	
		·	
	Number of members contribut	ing at end of year	

Fund 3			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	ome as specified	
		Total Income	
	Inte	rfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		otal Expenditure	
	Interfu	nd Transfers OUT	
		ficit) for the year	
	Amount of fund at b		
	Amount of fund at the end of year (a	s Balance Sheet)	
	, , , , , , , , , , , , , , , , , , ,		
	Number of members contributi	ng at end of year	

Fund 4 Fund Accoun			
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inco	ome as specified	
		Total Income	
	Inter	rfund Transfers IN	
Expenditure	_		
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		otal Expenditure	
	Interfu	nd Transfers OUT	
		·	
		ficit) for the year	
	Amount of fund at b	eginning of year	
	Amount of fund at the end of year (as	s Balance Sheet)	
		r	
	Number of members contribution	ng at end of year	

Fund 5			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other in	come as specified	
		Total Income	
	Int	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Inter	und Transfers OUT	
		eficit) for the year	
	Amount of fund at	beginning of year	
	Amount of fund at the end of year (as Balance Sheet)	
	Number of members contribu	ting at end of year	

Fund 6			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inco	me as specified	
		Total Income	
	Interf	fund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	To	otal Expenditure	
	Interfun	d Transfers OUT	
		_	
	Surplus (Def	icit) for the year	
	Amount of fund at be	eginning of year	
	Amount of fund at the end of year (as	Balance Sheet)	
		_	
	Number of members contributing	g at end of year	

Fund 7			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	come as specified	
		Total Income	
	Inte	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Interf	und Transfers OUT	
		eficit) for the year	
	Amount of fund at		
	Amount of fund at the end of year (as Balance Sheet)	
	Number of members contribute	ting at end of year	

Fund 8			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	come as specified	
		Total Income	
	Inte	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Interf	und Transfers OUT	
		·	
	Surplus (D	eficit) for the year	
	Amount of fund at	beginning of year	
	Amount of fund at the end of year (as Balance Sheet)	
	Number of members contribut	ting at end of year	

Fund 9 Fund Account			
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other in	come as specified	
		Total Income	
	Int	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		Total Expenditure	
	Interf	und Transfers OUT	
		·	
	Surplus (D	eficit) for the year	
	Amount of fund at	beginning of year	
	Amount of fund at the end of year (as Balance Sheet)	
	Number of members contribute	ting at end of year	

Political fund account

		(see notes 24 to 33)	£	£
Political fun	d account 1 To be con	mpleted by trade unions which maintain their	own political fund	
	Income	Members contributions and levies		
		Investment income (as at page 12)		
	Other income (specify)			
	•	Total of	ther income as specified	
			Total income	
		ion and Labour Relations (Consolidation) Accolitical funds exceeds £2,000 during the per		out in section (72) (1)
		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 for	und 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 contribu	uting to the political fund	
	Nu	mber of members at end of the year not contribu	uting to the political fund	
Num	ber of members at end of year who ha	ve completed an exemption notice and do not cont	tribute to the political fund	
Political fun	d account 2 To be completed	by trade unions which act as components o	f a central trade union	
Income	Contributions and levies collected from	m members on behalf of central political fund		
	Funds received back from central po	litical fund		
	Other income (specify)			
			Total other income	as specified
			Т	otal 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 r	emitted to central political	
		Amount held on behalf of central po	olitical fund at end of year	
		Number of members at end of year contril	buting to the political fund	
		Number of members at end of the year not contril	buting to the political fund	
Number of me	mbers at end of year who have compl	eted an exemption notice and do not therefore cont	tribute 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 £	
Total		
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
	£
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))	£
		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.

cal office
£

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

£

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 pursuade 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	£
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	on is-		
(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one			£
		ŀ	
		ŀ	
		ŀ	
Total expen	diture		
(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			£
		_	
		ŀ	
		ŀ	
		ŀ	
		Ì	
Total expen	diture	ſ	
rotal experi	uiture	Ĺ	0
(c) the total amount of all other money expended			£
		ŀ	
		ŀ	
		ŀ	
		<u>.</u>	
Total expen	diture		
Total of all expendi	tures	ſ	

P9vii

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		4.500	4.500
Salaries and Wages included in above		1,500	1,500
Auditors' fees			1,560
Legal and Professional fees			
Occupancy costs			
Stationery, printing, postage, telephone			26
Expenses of Executive Committee (Hea	d Office)		
Expenses of conferences			
Other administrative expenses (specify)			
Unity Bank Service Charge			72
Other Outgoings			
Outgoings on land and buildings	s (specify)		
Other outgoings (specify)			
		Total	3,158
Charged to:		General Fund (Page 3)	3,158
		Total	3,158

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 Benefit	Other Benefits	
				Description	Value	
	£	£	£		£	£
Chair*	1,200					1,200
Deputy Chair*	750					750
Communications Team Leader*	750					750
Finance Team Leader*	750					750
Membership Support Team Leader*	750					750
Activities & Bennefits Team Leader*	750					750
Policy & Advocaby Team Leader*	750					750
Regional Team Leader*	750					750
Minutes Secretary & Operational Support Advisor*	500					500
Membership Coordinator**	500					500
Treasurer***	500					500
Membership recruitment ***	350					350
* paid direct by RSPB						
**50% paid RSPB, 50% by RSPB reimbursed SA						
*** Paid by the RSPB and re-embused, by SA						

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				801
Other investment income (specify)				
				801
		Total i	nvestment income	801
	Credited to:		eral Fund (Page 3) Political Fund	
		Total	Investment Funds	
		ıotaı	investment Funds	801

Balance sheet as at

(see notes 49 to 52)

Fixed Assets (at page 14) Investments (as per analysis on page 15) Quoted (Market value £ () Unquoted Total Investments	
Investments (as per analysis on page 15) 58,729 Quoted (Market value £ () Unquoted	
58,729 Quoted (Market value £ () Unquoted	
Unquoted	
Total Investments	59,530
rotal investments	59,530
Other Assets	
Loans to other trade unions	
Sundry debtors	
52,841 Cash at bank and in hand	60,642
Income tax to be recovered	
Stocks of goods	
Others (specify)	
Total of other assets	60,642
	120,172
111,569 General fund (page 3)	120,172
Political Fund Account	
T Silliour Furio Fourit	
Liabilities	
Amount held on behalf of central trade union political fund	
Total liabilities	
	400 470
	120,172

Fixed assets account

(see notes 53 to 57)

	Land and Freehold £	Buildings Leasehold £	Furniture and Equipment £	Motor Vehicles £	Not used for union business	Total £
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						
		1				
Net book value at end of previous year						

Analysis of investments (see notes 58 and 59)

	(see notes 58 and 59)	1	
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		
	Triodos Bank Fixed Term Deposit Account Triodos Bank Social Venture Current Account	59,521 9	
	Other unquoted investments (to be specified)		
	Total unquoted (as Balance Sheet)	59,530	
	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? If YES name the relevant companies:		Yes	No x
Company name			nber (if not registered where registered)
Are the shares which are controlled by the union registered in the names of the union's trustees? If NO, state the names of the persons in whom the shares controlled by the union are registered.		Yes	No x
Company name	Names of	f shareholders	

Summary sheet (see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	15,104		15,104
From Investments	801		801
Other Income (including increases by revaluation of assets)			
Total Income	15,905		15,905
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	7,302		7,302
Funds at beginning of year (including reserves) Funds at end of year (including reserves) Assets	111,569 120,172		111,569 120,172
	Fixed Assets		
	Investment Assets		59,530
	Other Assets		60,642
		Total Assets	120,172
Liabilities		Total Liabilities	
Net Assets (Total Assets less Total Liab	pilities)		120,172

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 Lial	bilities)		

(see notes 74 to 80)
Did the union hold any ballots in respect of industrial action during the return period?
If Yes How many ballots were held:
For each ballot held please complete the information below:
Ballot 1
Number of individual who were entitled to vote in the ballot
Number of votes cast in the ballot
Number of Individuals answering "Yes" to the question
Number of individuals answering "No" to the question
Number of invalid or otherwise spoiled voting papers returned 3
1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot
Ballot 2
Number of individual who were entitled to vote in the ballot
Number of votes cast in the ballot
Number of Individuals answering "Yes" to the question
Number of individuals answering "No" to the question
Number of invalid or otherwise spoiled voting papers returned
1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were
entitled to vote in the ballot
Ballot 3
Number of individual who were entitled to vote in the ballot
Number of votes cast in the ballot
Number of Individuals answering "Yes" to the question
Number of individuals answering "No" to the question
Number of invalid or otherwise spoiled voting papers returned
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 & Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

Dallet 4				
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	s			
	1-3 should total "Number of votes cast"			
Were the number of votes cast in the ballot at least 50% of the individuals who were entitled to vote in the ballot	number of			
Does section 226(2B) of the 1992 Act apply in relation to this ba	allot (see notes 76-80)?			
	nestion (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			
	4.0 skeppletetel IIN oorbon of ooten and III			
	1-3 should total "Number of votes cast"			
Were the number of votes cast in the ballot at least 50% of the individuals who were entitled to vote in the ballot	number of			
Deep agation 200/2D) of the 1002 Act apply in relation to this has				
Does section 226(2B) of the 1992 Act apply in relation to this ba	and (see notes 76-ou)?			
If yes, were the number of individuals answering "Yes" to the qu who were entitled to vote in the ballot	uestion (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 individuals who were entitled to vote in the ballot	number of			
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?				
Bood Scotlon 220(2D) of the 1992 Act apply in relation to this ba	and (355 notes 10-00):			
If yes, were the number of individuals answering "Yes" to the qu who were entitled to vote in the ballot	estion (or each question) at least 40% of the number of individuals			
will work children 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

A: terms and conditions of employment, or the physical conditions in which any workers require to worl
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 consulation, and other procedures, relating to any of the above matters including the recognition by employers or employers' associations of theright of a trade union to repres workers in such negotiation or consulation 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:		
Α	B C D E F G		
	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:		
Α	B C D E F G		
	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:		
Α	B C D E F G		
	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:
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
2. Dates of the industrial action taken:
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:
2. Dates of the industrial action taken: to
Number of days of industrial action: A. 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
2. Dates of the industrial action taken:
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
2. Dates of the industrial action taken:
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

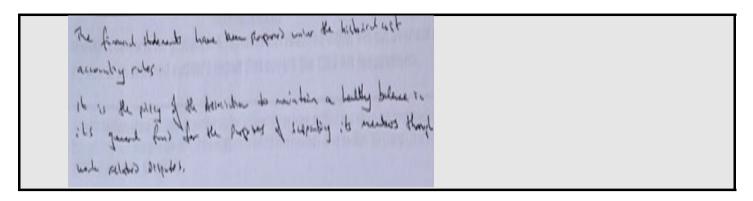
(see notes 82 and 83)

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

During reconciliation, it was noted that Invoice 29, regarding Pilates payment to Laura Collins, had been paid twice. This has been adjusted on Invoice 32, (£180 was requested, but only £90 paid), however the adjusted payment for invoice 32, processed only after year end on 02/04/24, and is evident on unity bank statement 247. Enclosed in the subsequent administration.

Accounting policies

(see notes 84 and 85)



Signatures to the annual return

(see notes 86 & 87)

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

Secretary's Signature:	11/11/11/11/11	Chairman's Signature:	
			(or other official whose position should be stated)
Name:	K Hucklesby	Name:	R Humpidge
Date:	24th May 2024	Date:	29th 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 audtor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	х	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	X	No	
A member statement is: (see Note 80)	Enclosed	x	To follow	
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	х	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.

-	auditors or auditor do the accounts they have audited and which are contained in nd fair view of the matters to which they related? (See section 36(1) and (2) of the and 93)	
Please explain in your	eport overleaf or attached.	
2. Are the auditors or 1992 Act and has:	auditor of the opinion that the union has complied with section 28 of the	
a. kept proper accou	nting records with respect to its transactions and its assets and liabilities; and	
	aintained a satisfactory system of control of its accounting records, its cash holding d remittances. (See section 36(4) of the 1992 Act set out in note 92)	
Please explain in you	r report overleaf or attached	
3. Your auditors or a	uditor must include in their report the following wording:	
In our opinion the fi	nancial statements:	
give a true and fa	r view of the matters to which they relate to.	
• •	d in accordance with the requirements of the sections 28, 32 Union and Labour Relations (consolidation) Act 1992.	

Auditor's report (continued)

he have reviews the famile chlants in according with the distributed by the hostery landers Cours our to that will as Later Pething (controlled) the 1982. An and could an accordance of anime whent to the according our southers in the famile ablances and of whether the according parties are comet and appoints to the translate controlled applied and adequated stouthers. In our opinion the famile debends give a time as fair i'm of the melters to what they pethide and have been proposly proposed in matters to what they pethide and have been proposly proposed in accordance with the regionals of below 28 32 as 36 of the trace when as fair i'm a considered with the regionals of below 28 32 as 36 of the trace when as fair or the pethides (constitution) At 1991.				
Signature(s) of auditor or auditors:	ゴールスト.			
Name(s):	J M BALDWIN			
Profession(s) or Calling(s):	FCCA CTA			
Address(es):	22 Bernard Crescent Hunstanton			
Postcode	PE36 6ER			
Date Contact name for inquiries and telephone number:	J M Baldwin 01485 534890			

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 reportign period proceding 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

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 inforamation 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 it members and secured, so far asis reasonably practicable, that the entries in the register are accurate and up-to-date?

Υ	es

If "No" Please explain below:

Signature	Kuduly
Name	Kate Hucklesby
Office held	Treasurer
Date	24th May 2024



Double-click on icon to open guidance