

Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Prison Governors Association				
Year ended:	31 December 2023				
List no:	693T				
Head or Main Office address:	Room LG27				
	102 Petty France				
	London				
Postcode	SW1H 9AJ				
Website address (if available)	www.pgamembers.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:	Tom Wheatley				
Telephone Number:	0203 193 5770				
Contact name for queries regarding the completion of this return	Shaun Williamson				
Telephone Number:	01759 475003				
E-mail:	shaun.williamson@justice.gov.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
	1,013	40		4	1,057
Total	1,013	40		4	A 1,057

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

1,057

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
Trustee	Ed Cornmell	Mark Allen	11 October 2023
Trustee	Andy Lattimore	Darren Finley	11 October 2023
Scotland Representative	Lorraine Roughan	Natalie Beal	11 October 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:

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues		brought forward	68,448
Legal fees	60,511	Advisory Services	
Representation – Non Employment Related Issues		Other Cash Payments	
Communications		Education and Training services	
Diaries	6,990	Negotiated Discount Services	
Badges	947	Other Benefits and Grants (specify)	
Dispute Benefits		Death benefit	5,000
		Members insurance scheme	1,537
carried forward	68,448	Total (should agree with figure in General Fund)	74,985

(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		

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	

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			

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	36,212
Salaries and Wages included in above	36,212
Auditors' fees	3,300
Legal and Professional fees	20,202
Occupancy costs	
Stationery, printing, postage, telephone, etc.	460
Expenses of Executive Committee (Head Office)	21,147
Expenses of conferences	45,470
Other administrative expenses (specify)	
Website	300
Donations	3,803
Telephone	232
General office expenses	434
Amortisation	264
Bank charges	551
Other Outgoings	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
tretert	
Total	132,375
Charged to: General Fund (Page 3)	132,375
Total	132,375

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			1,831
Other investment income (specify)			
			1,831
		Total investment income	1,831
		Credited to:	
		General Fund (Page 3)	1,831
		Political Fund	
		Total Investment Funds	1,831

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			7,662		1,320	8,982
Additions						
Disposals						
Revaluation/Transfers						
At end of year			7,662		1,320	8,982
Accumulated Depreciation						
At start of year			7,662		726	8,388
Charges for year					264	264
Disposals						
Revaluation/Transfers						
At end of year			7,662		990	8,652
Net book value at end of year						
Net book value at end of year					330	330
Net book value at end of previous year						
Net book value at end of previous year					594	594

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		

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	189,639		189,639
From Investments	1,831		1,831
Other Income (including increases by revaluation of assets)	900		900
Total Income	192,370		192,370
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	207,360		207,360
Funds at beginning of year (including reserves)	156,057		156,057
Funds at end of year (including reserves)	141,067		141,067
Assets			
Fixed Assets			330
Investment Assets			
Other Assets			160,243
		Total Assets	160,573
Liabilities		Total Liabilities	19,506
Net Assets (Total Assets less Total Liabilities)			141,067

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	<input type="text"/>
Number of votes cast in the ballot	<input type="text"/>
Number of Individuals answering "Yes" to the question	<input type="text"/> 1
Number of individuals answering "No" to the question	<input type="text"/> 2
Number of invalid or otherwise spoiled voting papers returned	<input 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

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	<input type="text"/>
Number of votes cast in the ballot	<input type="text"/>
Number of Individuals answering "Yes" to the question	<input type="text"/> 1
Number of individuals answering "No" to the question	<input type="text"/> 2
Number of invalid or otherwise spoiled voting papers returned	<input 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

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	<input type="text"/>
Number of votes cast in the ballot	<input type="text"/>
Number of Individuals answering "Yes" to the question	<input type="text"/> 1
Number of individuals answering "No" to the question	<input type="text"/> 2
Number of invalid or otherwise spoiled voting papers returned	<input 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

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.

TRADE UNION STATUS

The Association is registered as the 'Prison Governors Association' under the Trade Union and Labour Relations (Consolidation) Act 1992 and accordingly has full Trade Union Status. Registration has also been effected under the Employment Protection Act 1975.

LEGAL FUND

The National Executive Committee received approval from the members at the 2009 conference to collect monies in addition to the standard membership subscription. The monies are ear marked to meet future legal costs and the Legal Fund totalled £nil at the end of the year (2022: £111,416) following a transfer to general accumulated funds.

RELATED PARTY TRANSACTIONS

The Association reimburses the Officers of the National Executive Committee with expenditure incurred by them on travel on behalf of the Association.

The Association provides indemnity insurance on behalf of the Officers of the National Executive Committee.

ULTIMATE CONTROLLING PARTY

The Association is ultimately controlled by the National Executive Committee.

Accounting policies

(see notes 84 and 85)

ACCOUNTING POLICIES

BASIS OF ACCOUNTING

The accounts are drawn up under the historical cost convention in accordance with applicable accounting standards.

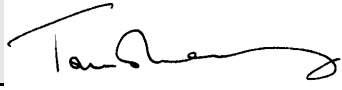

These financial statements for the year ended 31 December 2023 have been prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

MEMBERSHIP

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:	Tom Wheatley - President	Name:	Shaun Williamson - Finance Officer
Date:	08 May 2024	Date:	01 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	<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)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PRISON GOVERNORS ASSOCIATION

OPINION

We have audited the Financial Statements of the Prison Governors Association for the year ended 31 December 2023 which comprise of Income and Expenditure account, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. 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 Association's affairs as at 31 December 2023, and of its excess of expenditure over income for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 and the Association has kept proper accounting records and maintained a satisfactory system of control over its transactions in accordance with the requirements of Section 28 of the Act.

BASIS FOR OPINION

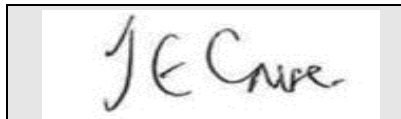
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company 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 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- ~~the members' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or~~

Signature(s) of auditor or auditors:



Name(s):

JW Hinks LLP

Profession(s) or Calling(s):

Chartered Accountants and Registered Auditors

Address(es):

19 Highfield Road

Edgbaston

Birmingham

Postcode

B15 3BH

Date

24/04/2024

Contact name for inquiries and telephone number:

James Cruse: 0121 456 0190

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?

N/A

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

N/A

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	Shaun Williamson
Office held	Finance Officer
Date	01-May-24

Prison Governors Association

Representing: The Prison Governors of the United Kingdom since 1987



PGA Office: Room LG.27
Ministry of Justice
102 Petty France,
London, SW1H 9AJ

PGA Officers:	President	Tom Wheatley
	Vice Presidents	Carl Davies Mark Icke
	Finance Officer	Shaun Williamson

Telephone: 020 3334 0456
Email: pga@justice.gov.uk
Website: www.prison-governors-association.org.uk
Twitter: @PGA_Prisons

Bulletin 888

23 May 2024

Dear Colleagues,

Statement to members issued in connection with the Prison Governors Association annual return for the period ended 31 December 2023 as required by Section 32a of the Trade Union and Labour Relations (Consolidation) Act 1992

Income and Expenditure

The total income of the Association for the period was £192,370. This amount included payments of £189,639 in respect of membership income of the Association. The Association's total expenditure for the period was £207,360.

Political Fund

There was no income or expenditure in respect of any political fund as the Association does not have any political fund in place.

Salary paid to and other benefits provided to the National Officers

The National Officers were not paid any amount in respect of salary or benefits.

Irregularity statement

A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the Association may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the officers of the Association, the trustees of the Association, the auditor or auditors of the Association, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the Association have been or are being conducted in breach of the law or in breach of the rules of the Association and contemplates bringing civil proceedings against the Association or responsible officers or trustees, they should consider obtaining independent legal advice.

A full copy of the auditor's report is attached to this bulletin.

Shaun Williamson
PGA Finance Officer

PRISON GOVERNORS ASSOCIATION
2023

**Report and Accounts
for the Year Ended
31 December 2023**

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PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2023

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE

The members of the National Executive Committee have pleasure in submitting their report to the members, together with the audited accounts of the Association for the year ended 31 December 2023.

RULES AND CONSTITUTION

The rules and constitution were originally approved on 8 March 1988 and were amended at subsequent Annual Conferences, most recently at the Annual Conference in 2023.

RESPONSIBILITY FOR THE PREPARATION OF THE FINANCIAL STATEMENTS

The constitution of the Association requires the members of the National Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association as at the end of the year and of its surplus or deficit for the financial year. In preparing the financial statements the members of the National Executive Committee are required to select suitable accounting policies and apply them consistently, make judgements and estimates that are reasonable and prudent, state whether applicable accounting standards have been followed and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue to operate.

The members of the National Executive Committee are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Association and enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the Association and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

OBJECTIVES

In accordance with Rule 3 of the constitution the objects of the Association are:

- a. To act as the negotiating body on all questions affecting pay and conditions of employment and the relations between members and the employers.
- b. To protect and promote the interests and status of members in respect of their careers and matters of common concern
- c. To represent and support members during investigation, grievance and disciplinary processes.
- d. To provide and maintain the organisational structure approved by National Conference.
- e. To establish, maintain and represent the professional views and standards of members.
- f. To speak on professional matters, maintain contacts with both Parliament, Press and other relevant organisations.
- g. To provide benefits payable on the death of members.
- h. To provide legal assistance to members in appropriate cases determined by the NEC in respect of matters relating to their employment in the Prison Service.
- i. To maintain such other services for the benefit of the members as Annual Conference and which the National Executive Committee deem desirable and practicable.

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2023

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE (Continued)

- j. To collect, maintain and administer funds for all the above objects.
- k. To manage, maintain and develop two-way formal and informal communication with members.
- l. The Association is committed to the promotion of equality for all and actively opposes all forms of harassment, prejudice and unfair discrimination.

RESULTS

The results for the year were as follows:	2023	2022
	£	£
Excess of expenditure over income	(14,990)	(62,661)

Further details are shown in the income and expenditure account on page 9.

MEMBERS

The members of the National Executive Committee during the year were:

A Albutt (President)	A Turner (Vice President)
S Williamson (Finance Officer)	C Davies (National Officer)
M Albutt (National Officer)	K Bettles
L Williams	M Lee
K Stokes	D Taylor
D Dyson	S Johnson
D Lewis	

In accordance with Rule 6(b) and (c) of the constitution, the whole of the National Executive Committee shall be elected every two years and the newly constituted Committee will assume office at the conclusion of the Annual Conference immediately following the elections. Serving members of the Executive Committee shall, if properly nominated and seconded, be eligible for re-election.

Scottish Committee:

L Roughan (Chairman and NEC Representative) – resigned 11 October 2023
N Beal (Chairman and NEC Representative) – appointed 11 October 2023

NEC meetings are attended by one of the members of the Scottish Committee.

Northern Ireland Committee:

R Taylor (Chairman and NEC Representative)

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2023

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE (Continued)

RETIRED PRISON GOVERNORS ASSOCIATION

The Retired Prison Governors Association is affiliated to the Prison Governors Association (also see note 10 on page 14).

REVIEW

The year saw the Association's membership increase by 26 from 1,031 on 1 January 2023 to 1,057 on 31 December 2023. Membership movements during the year were:

New members joining	135
Members retiring and resigning from association	(108)
Members died in service	(1)

IRREGULARITY STATEMENT

A member who is concerned that some irregularity may be occurring, or has occurred, in the conduct of the financial affairs of the Association may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with one or more of the following as appropriate: the officials of the Association, the trustees of the property of the Association, the auditor of the Association, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the Association have been, or are being, conducted in breach of the law or in breach of rules of the Association and contemplates bringing civil 574 proceedings against the Association or responsible officials or trustees, he or she should consider obtaining independent legal advice.

TAXATION STATUS

Under Section 467 of the Income and Corporation Taxes Act 1988 the Association is exempt from tax on income, except trading income, and chargeable gains which are applicable and applied for the purposes of provident benefits.

The Association is exempt from Value Added Tax under Schedule 9, Group 9 Value Added Tax Act 1994.

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2023

REPORT OF THE NATIONAL EXECUTIVE COMMITTEE (Continued)

AUDITOR

The Auditor, JW Hinks LLP offer themselves for re-appointment.

By Order of the Association



.....
President (T Wheatley)



.....
Finance Officer (S Williamson)

Date: 8 May 2024

Room LG27
Ministry of Justice
102 Petty France
London
SW1H 9AJ

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2023

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PRISON GOVERNORS ASSOCIATION

OPINION

We have audited the Financial Statements of the Prison Governors Association for the year ended 31 December 2023 which comprise of Income and Expenditure account, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. 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 Association's affairs as at 31 December 2023, and of its excess of expenditure over income for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 and the Association has kept proper accounting records and maintained a satisfactory system of control over its transactions in accordance with the requirements of Section 28 of the Act.

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 company 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 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the members' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the members have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the association's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

OTHER INFORMATION

The members are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's 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.

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2023

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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

RESPONSIBILITIES OF MEMBERS

As described in the National Executive Committee Report, the Members of the Committee 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 members 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 members are responsible for assessing the association'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 association 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.

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.

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements and discussed the policies and procedures regarding compliance.

Specific areas considered were as follows:

- Enquiring with management and others to gain an understanding of the organisation itself including operations, financial reporting and known fraud or error.
- Evaluating and understanding the internal control system.
- Performing analytical procedures as expected or unexpected variances in account balances
- Testing documentation supporting account balances

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected all irregularities including those leading to material misstatements in the financial statements or non-compliance with regulation, even though we have properly planned and performed our audit in accordance with auditing standards.

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

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2023

non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

This report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association'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 Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

James Cruse ACA FCCA, BSc (Econ) Hons
for and on behalf of
JW HINKS LLP
CHARTERED ACCOUNTANTS AND STATUTORY AUDITOR

19 Highfield Road
Edgbaston
Birmingham
B15 3BH

Date: 24 April 2024

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2023

ACCOUNTING POLICIES

BASIS OF ACCOUNTING

The accounts are drawn up under the historical cost convention in accordance with applicable accounting standards.

These financial statements for the year ended 31 December 2023 have been prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

MEMBERSHIP

Joining fees and membership subscriptions are credited in the period in which they are receivable.

DEPRECIATION AND AMORTISATION

Depreciation and amortisation of fixed assets is provided at the rate shown to write off the cost of fixed assets over their estimated useful lives.

Office equipment	25% straight line
Website	20% straight line

STOCKS

Stocks are valued at the lower of cost and estimated net realisable value.

Net realisable value is the estimated proceeds of disposal.

MEMBERS' INSURANCE SCHEME

The Association operates a members' insurance scheme providing legal expenses cover. Premiums are charged to the income and expenditure account as they are incurred.

MEMBERS' DIARIES

Costs in relation to members' diaries are charged to the income and expenditure account as incurred.

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term investments with original maturities of three months or less, and bank overdrafts.

BASIC FINANCIAL ASSETS

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs.

BASIC FINANCIAL LIABILITIES

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction. Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the business from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. Trade payables are initially recognised at transaction price.

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2023

**INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 December 2023**

	Notes	2023 £	2022 £
INCOME			
Membership subscriptions		189,639	186,056
Donations and other income		900	2,095
Bank interest receivable		1,831	495
		<hr/>	<hr/>
TOTAL INCOME		192,370	188,646
LESS EXPENSES:			
Members Services			
Members insurance scheme		1,537	1,178
Members diaries		6,990	9,035
Death benefits	9	5,000	5,000
Legal fees re membership		60,511	103,689
Members badges		947	-
		<hr/>	<hr/>
		74,985	118,902
Administration			
Travel and subsistence		21,147	15,598
AGM/Conference expenses		45,470	46,746
Website costs		300	300
Printing, postage and stationery		460	20
Retirement collection		-	424
Office staff (incl. employers NIC and pension)		36,212	33,674
Donations		3,803	5,186
Telephone		232	221
General office expenses		434	1,689
		<hr/>	<hr/>
		108,058	103,858
Financial and professional			
Bank charges		551	541
Auditor's remuneration		3,300	3,300
Legal and professional fees	8	20,202	24,442
Amortisation		264	264
		<hr/>	<hr/>
		24,317	28,547
TOTAL EXPENSES		207,360	251,307
EXCESS OF EXPENDITURE OVER INCOME / (INCOME OVER EXPENDITURE)		(14,990)	(62,661)
		<hr/>	<hr/>
Transfer to Legal Fund	7	(-)	(7,917)
		<hr/>	<hr/>
		(14,990)	(70,578)

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the Year Ended 31 December 2023

BALANCE SHEET
as at 31 December 2023

	Notes	2023 £	2022 £
FIXED ASSETS	2		
Tangible assets		-	-
Intangible assets		330	594
		<u>330</u>	<u>594</u>
 CURRENT ASSETS			
Stock	3	255	255
Debtors	4	6,682	7,883
Cash at bank and in hand	5	153,306	161,462
		<u>160,243</u>	<u>169,600</u>
 CURRENT LIABILITIES			
Creditors due within one year	6	<u>(19,506)</u>	<u>(14,137)</u>
 NET CURRENT ASSETS		<u>140,737</u>	<u>155,463</u>
 TOTAL ASSETS LESS CURRENT LIABILITIES		<u>141,067</u>	<u>156,057</u>
 CAPITAL AND RESERVES			
Balance brought forward		156,057	218,718
Transfer to reserves:			
Income and expenditure		(14,990)	(70,578)
Legal Fund	7	<u>-</u>	<u>7,917</u>
 ACCUMULATED FUND		<u>141,067</u>	<u>156,057</u>

These accounts were approved by the National Executive Committee on : 8 May 2024



President (T Wheatley)



Finance Officer (S Williamson)

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the year ended 31 December 2023

NOTES TO THE ACCOUNTS

1. TRADE UNION STATUS

The Association is registered as the 'Prison Governors Association' under the Trade Union and Labour Relations (Consolidation) Act 1992 and accordingly has full Trade Union Status. Registration has also been effected under the Employment Protection Act 1975.

2. FIXED ASSETS

Tangible Fixed Assets	Office Equipment £
COST	
At 1 January 2023	7,762
Additions	-
At 31 December 2023	<u>7,762</u>
DEPRECIATION	
At 1 January 2023	7,762
Charge for the year	-
At 31 December 2023	<u>7,762</u>
NET BOOK VALUE	
At 31 December 2023	<u>-</u>
At 31 December 2022	<u>-</u>
Intangible Fixed Assets	Website £
COST	
At 1 January 2023	1,320
Additions	-
At 31 December 2023	<u>1,320</u>
AMORTISATION	
At 1 January 2023	726
Charge for the year	264
At 31 December 2023	<u>990</u>
NET BOOK VALUE	
At 31 December 2023	<u>330</u>
At 31 December 2022	<u>594</u>

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the year ended 31 December 2023

	2023 £	2022 £
3. STOCKS		
Ties and scarves	<u>255</u>	<u>255</u>
	<u>255</u>	<u>255</u>
	2023 £	2022 £
4. DEBTORS		
Amounts due within one year:		
Membership debtors	-	893
Prepaid expenses	<u>6,682</u>	<u>6,990</u>
	<u>6,682</u>	<u>7,883</u>
	2023 £	2022 £
5. CASH AT BANK		
Bank deposit account	145,819	155,268
Bank current account	4,176	5,047
Bank treasurers account	<u>3,311</u>	<u>1,147</u>
	<u>153,306</u>	<u>161,462</u>
	2023 £	2022 £
6. CREDITORS		
Amounts due within one year:		
Taxation & social security	1,806	1,596
Accruals	<u>17,700</u>	<u>12,541</u>
	<u>19,506</u>	<u>14,137</u>

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the year ended 31 December 2023

NOTES TO THE ACCOUNTS (CONTINUED)

7. LEGAL FUND

The National Executive Committee received approval from the members at the 2009 conference to collect monies in addition to the standard membership subscription. The monies are ear marked to meet future legal costs and the Legal Fund totalled £nil at the end of the year (2022: £111,416) following a transfer to general accumulated funds.

8. LEGAL AND PROFESSIONAL FEES

	2023 £	2022 £
Subscription collection and accountancy	7,594	6,660
Information Commissioner	35	35
Legal expenses	10,508	17,032
Trade Association membership	65	115
Transcription costs	<u>2,000</u>	<u>600</u>
	<u>20,202</u>	<u>24,442</u>

9. DEATH IN SERVICE

	2023 £	2022 £
Death benefits paid	<u>5,000</u>	<u>5,000</u>
	<u>5,000</u>	<u>5,000</u>

The Association provides death in service benefit of £5,000 per death payable to member's dependants.

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the year ended 31 December 2023

NOTES TO THE ACCOUNTS (CONTINUED)

10. RETIRED PRISON GOVERNORS ASSOCIATION

The assets of the Retired Prison Governors Association are held separately and at 31 December amounted to:

	2023 £	2022 £
Barclays Community bank account	<u>14,982</u>	<u>15,542</u>
	<u>14,982</u>	<u>15,542</u>

11. RELATED PARTY TRANSACTIONS

The Association reimburses the Officers of the National Executive Committee with expenditure incurred by them on travel on behalf of the Association.

The Association provides indemnity insurance on behalf of the Officers of the National Executive Committee.

12. ULTIMATE CONTROLLING PARTY

The Association is ultimately controlled by the National Executive Committee.