

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:	Monday, March 31, 2025		
List no:			
Head or Main Office address:	RSPB		
	The Lodge, Pottton 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
	1,170	46			1,216
Total	1,170	46	0	0	A 1,216

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

1,216

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

0

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
Vice Chair	Tony Wicks	Amy Easterbrook	Saturday, June 01, 2024
Communications Lead	Amy Easterbrook	Meg McGrath	Saturday, June 01, 2024
EDI Team Leader	Gail Graham	Emma Knight	Wednesday, August 28, 2024
Membership Co-Ordinators	Suzy Mills	Chris Wells	Tuesday, July 16, 2024
Membership Recruitment	Amy Easterbrook	James Wyatt	Monday, April 01, 2024
Minutes Secretary	Jane Nethercoat	Vacant	Thursday, April 18, 2024

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.

[illegible]



Return of Officers

Officers in post at 31st March 2025

Chair	Richard Humpidge
Deputy Chair	Amy Easterbrook
Communications Team Leader	Meg McGrath
Finance & Administration Team Leader	Bethan Forbes
Membership Support Team Leader	Lyndon Parker
Activities & Benefits Team Leader	Heather Mitchell
Policy & Advocacy Team Leader	Jake Zarins
Regional Team Leader	Daniel Pullan
Equality Diversity and Inclusion Team Leader	Emma Knight
Membership Coordinator	Chris Wells
Treasurer	Kate Hucklesby
Minutes Secretary	Helena Schofield
Membership Recruitment	James Waytt
Operational Support Advisor	Philip Manton

General Fund

(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		13,039
From Members: Other income from members (specify)		
Pilates		1,939
Total other income from members		1,939
Total of all income from members		14,978
Investment income (as at page 12)		1,178
Other Income		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	0	
Total of other income (as at page 4)		0
Total income		16,157
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		3,300
Administrative expenses (as at page 10)		1,541
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		0
Taxation		
Total expenditure		4,841
Interfund Transfers OUT		
Surplus (deficit) for year		11,316
Amount of general fund at beginning of year		120,172
Amount of general fund at end of year		131,488

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation – Employment Related Issues Professional Fees		brought forward	0
		Advisory Services Advice on Pay Award	
Representation – Non Employment Related Issues		Other Cash Payments	
		Education and Training services	
Communications			
		Negotiated Discount Services	
Dispute Benefits		Other Benefits and Grants (specify)	
		Club Grants	290
		Pilates	2,070
		Christmas	940
carried forward	0	Total (should agree with figure in General Fund)	3,300

(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			0
Total Income			0
Interfund Transfers IN			
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
Total Expenditure			0
Interfund Transfers OUT			
Surplus (Deficit) for the year			0
Amount of fund at beginning of year			
Amount of fund at the end of year (as Balance Sheet)			0
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			0
Total Income			0
Interfund Transfers IN			
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
Total Expenditure			0
Interfund Transfers OUT			
Surplus (Deficit) for the year			0
Amount of fund at beginning of year			
Amount of fund at the end of year (as Balance Sheet)			0
Number of members contributing at end of year			

(See notes 21 and 23)

Fund 4		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		0
	Total Income		0
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	Number of members contributing at end of year		

Fund 5		Fund Account	
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		0
	Total Income		0
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0

(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		0
	Total Income		0
	Interfund Transfers IN		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	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		0
	Total Income		0
	Interfund Transfers IN		
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		0
	Interfund Transfers OUT		
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		0
	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	0
		Total income	0

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)	0
Expenditure B (as at page ii)	0
Expenditure C (as at page iii)	0
Expenditure D (as at page iv)	0
Expenditure E (as at page v)	0
Expenditure F (as at page vi)	0
Non-political expenditure (as at page vii)	0
Total expenditure	0
Surplus (deficit) for year	0
Amount of political fund at beginning of year	
Amount of political fund at the end of year (as <u>Balance Sheet</u>)	0
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 (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

[illegible]

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

[illegible]

Political fund account expenditure (d)

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

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

Expenditure on the maintenance of any holder of political office	
Name of office holder	£
Total	0

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	0

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

£

Total expenditure

Total of all expenditures

(see notes 34 and 35)

P10

Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

[illegible]

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		1,178
Other investment income (specify)		
	0	1,178
Total investment income		1,178
Credited to:		
General Fund (Page 3)		1,178
Political Fund		
Total Investment Funds		1,178

Monday, March 31, 2025

Monday, March 31, 2025

[illegible]

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						0
Additions						0
Disposals						0
Revaluation/Transfers						0
At end of year	0	0	0	0	0	0
Accumulated Depreciation						
At start of year						0
Charges for year						0
Disposals						0
Revaluation/Transfers						0
At end of year	0	0	0	0	0	0
Net book value at end of year	0	0	0	0	0	0
Net book value at end of previous year						0

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)	0	0
	Market Value of Quoted Investment		
Unquoted			
	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Triodos Bank Fixed Term Deposit Account	60,700	
	Triodos Bank Social Venture Current Account	9	
	Other unquoted investments (to be specified)		
	Total unquoted (as Balance Sheet)	60,708	0
	Market Value of Unquoted Investments		

Analysis of investment income (controlling interests)

(see notes 60 and 61)

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

Yes

☐

No

☒

If YES name the relevant companies:

Company name

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

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

Yes

☐

No

☒

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

Company name

Names of shareholders

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	14,978	0	14,978
From Investments	1,178		1,178
Other Income (including increases by revaluation of assets)	0	0	0
Total Income	16,157	0	16,157
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	4,841	0	4,841
Funds at beginning of year (including reserves)	120,172	0	120,172
Funds at end of year (including reserves)	131,488	0	131,488
Assets			
Fixed Assets			0
Investment Assets			60,708
Other Assets			70,780
Total Assets			131,488
Liabilities			
Total Liabilities			0
Net Assets (Total Assets less Total Liabilities)			131,488

Ballot 4Number 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 ¹Number of individuals answering "No" to the question ²Number of invalid or otherwise spoiled voting papers 0 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 ¹Number of individuals answering "No" to the question ²Number of invalid or otherwise spoiled voting papers 0 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 ¹Number of individuals answering "No" to the question ²Number of invalid or otherwise spoiled voting papers 0 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

***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 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 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 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.

During reconciliation at Year End for 23/24, 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), paid on 02/04/24, and is evident on unity bank statement 247. Enclosed in the subsequent administration. Please also note that the wages paid by the Staff Association were omitted from 24-25 accounts and have been paid in June 2026, subsequently they will show in 25-26 accounts along with 2026's payment, in due course.

Accounting policies

(see notes 84 and 85)

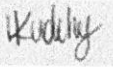

The financial statements have been prepared under the historical cost accounting rules.

It is the policy of the Association to maintain a healthy balance in its General Fund for the purposes of supporting its members through work related disputes.

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:	
Name:	K Hucklesby	Name:	R Humpidge
Date:	Tuesday, May 27, 2025	Date:	Tuesday, May 27, 2025

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)

We have reviewed the financial statements in accordance with the Auditing Standards issued by the Auditing Practices Board and the Trade Union and Labour Relations (Consolidation) Act 1992.

An audit includes an examination of evidence relevant to the accounts and disclosures in the financial statements and of whether the accounting policies are correct and appropriate to the Association's circumstances, consistently applied and adequately disclosed. In our opinion the financial statements give a true and fair view of the matters to which they relate and have been properly prepared in accordance with the requirements of sections 28, 32 and 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

Signature(s) of auditor or auditors:

J. M. Baldwin

Name(s):

J M BALDWIN

Profession(s) or Calling(s):

FCCA CTA

Address(es):

22 Bernard Crescent

Hunstanton

Postcode

PE36 6ER

Date

23/6/25

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

No

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

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

Membership audit certificate

Section one

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

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

Yes / No

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

Yes / No

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

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

Membership audit certificate (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	



Statement of Assets and Liabilities 31st March 2025

	01/04/2024	31/03/2025
Fund balance brought forward	£ 111,569.48	£ 120,172.03
Add surplus (less deficit) for the year	£ 8,602.55	11,315.57
Fund balance carried forward	<u>£ 120,172.03</u>	<u>£ 131,487.60</u>

Represented by

31/03/2025

Bank Current Account - Unity Trust	£ 70,779.55
Bank Current Account – Triodos	£ 8.50
Bank Fixed Term Deposit Account - Triodos	£ 60,699.55
	<u>£ 131,487.60</u>

This financial statement has been prepared by the Treasurer of the Staff Association.
It has been reviewed by John Baldwin of Baldwin & Co. Chartered Certified Accountants.

Kate Hucklesby
Treasurer
RSPB Staff Association

John Baldwin
Baldwin & Co Chartered Certified Accountants

Income and Expenditure Account to 31st March 2025

<u>INCOME</u>	<u>2024/25</u>	<u>2023/24</u>
Subscriptions	£ 13,039.44	13,187.12
Activities		
Pilates	£ 1,939.00	£ 1,917.00
Benefits		
Club Grants	-	-
Other	-	-
	<u>£ 14,978.44</u>	<u>£ 15,104.12</u>
Interest Received (net)	£ 1,178.34	£ 800.82
RSPB Contribution	-	-
	<u>£ 16,156.78</u>	<u>£ 15,904.94</u>
<u>EXPENDITURE</u>	<u>2024/25</u>	<u>2023/24</u>
Benefits to Members	-	
Membership Support	-	£1800.00
Travel & Subsistence		
Wages and Salaries	-	-
Club Grants	£290.00	£ 304.24
Edenred Discount Scheme	-	-
<u>Activities</u>		
Pilates	£ 2,070.00	£ 1,980.00
Christmas	£939.81	60.00
Solicitors Fee		
	<u>£3,009.81</u>	<u>£2,040.00</u>
	<u>£ 3,299.81</u>	<u>£ 4,144.24</u>
Administrative Expenses		
Wages and Salaries	-	£1,500.00
Audit	£1,470.00	£1,560.00
Travel & Subsistence	-	-
Recruitment - Promotion	-	-
Training	-	-
Office Expenses	£ 71.40	£ 98.15
	<u>£1,541.40</u>	<u>£ 3,158.15</u>
	<u>£4,841.21</u>	<u>£7,302.39</u>
Surplus (Deficit) of Income over Expenditure	<u>£11,315.57</u>	<u>£8,602.55</u>

Note:

Statement to Members

Issued in connection with the Annual Return for the Period ended 31 March 2025 as required by Section 32A of the Trade Union and Labour Relations (Consolidation) Act 1992.

Income and Expenditure

The total income for the period was £16,156.78. This amount included payments of £13,039.44 in respect of membership subscriptions. The total expenditure for the period was £4,841.21. We do not maintain a political fund.

Payments to the Chair, Officers and Committee

Chair *	£1,200	Policy and Advocacy Team Leader *	£750
Deputy Chair *	£750	Regional Team Leader *	£750
Communications Team Leader *	£750	Minutes Secretary *	£500
Finance and Admin Team Leader *	£750	Membership Coordinator **	£500
Membership Support Team Leader *	£750	Treasurer ***	£500
Activities and Benefits Team Leader *	£750	Membership Recruitment Team Lead***	£750
Operational Support Advisor*	£500		

* Post funded by RSPB (not included in this statement)

** Post funded 50% by RSPB (included in this statement) / 50% by Staff Association

*** Post funded by Staff Association

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 union 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 officials of the union, the trustees of the property of the union, the auditor or auditors of the union, 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 union have been or are being conducted in breach of the law or in breach of the rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice.

Accountants Report

We have reviewed the financial statements in accordance with the auditing standards issued by the auditing practices board

An audit includes examination of evidence relevant to the amounts and disclosures in the financial statements and of whether the accounting policies are appropriate to the association's circumstances, consistently applied and adequately disclosed

In our opinion the financial statements give a fair and true view of the state of affairs of the association as at 31 March 2025 and of its surplus for the year then ended, and have been prepared properly.

BALDWIN & CO.

CHARTERED CERTIFIED ACCOUNTANTS

DATE: 23 JUNE 2025

The Lodge, Sandy, Bedfordshire SG19 2DL

Membership audit certificate

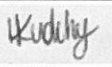
Section two

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:

Signature	
Name	Kate Hucklesby
Office held	Treasurer
Date	27th May 2005