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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	British Association of Journalists
Year ended:	2013
List no:	739T
Head or Main Office:	89 Fleet Street 3 rd Floor London EC4Y 1DH
Website address (if available)	www.bajunion.org.uk
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	Nick Townsend
Telephone Number:	0207 353 3003
Contact name for queries regarding	Nick Townsend
Telephone Number:	0207 353 3006
E-mail:	bajadmin@btconnect.com

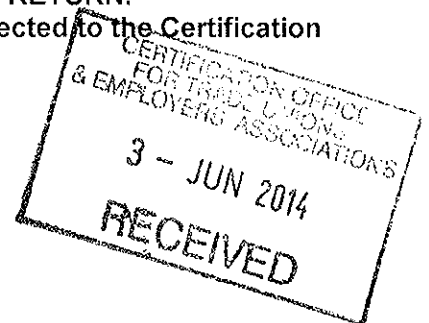
PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

The address to which returns and other documents should be sent are:

For Unions based in England and Wales:
Certification Office for Trade Unions and Employers' Associations
22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:
Certification Office for Trade Unions and Employers' Associations
Melrose House, 69a George Street, Edinburgh EH2 2JG



(Revised February 2011)

BAJ officials at 31st December 2103 were:

Nick Townsend - General Secretary (succeeded Steve Turner who stood down/retired in November 2013)

Crawford McAfee -Chairman National Executive Committee (NEC)

Robert Bayliss - NEC Member

Jean Carr - NEC Member

Tony Stenson - NEC Member

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
MALE	784	2	0	21	807
FEMALE	259	3	0	10	272
TOTAL	1043	5	0	31	A 1079

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

	8

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

OFFICERS IN POST

(see note 12)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

RETURN OF CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
General Secretary	Steve Turner	Nick Townsend	01/01/2014
Membership Secretary	Deborah Thomas		

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		135,720
From Members: Other income from members (specify)		
Donations	6,056	
Total other income from members		6,056
Total of all income from members		141,776
Investment income (as at page 12)		16
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	2,100	
Total of other income (as at page 4)		2,100
	TOTAL INCOME	143,892
EXPENDITURE		
Benefits to members (as at page 5)		44,811
Administrative expenses (as at page 10)		93,075
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		137,886
Taxation		
	TOTAL EXPENDITURE	137,886
		6,006
Surplus (deficit) for year		
		51,477
Amount of general fund at beginning of year		
		57,483
Amount of general fund at end of year		

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		
Other income Income from compromise agreements	2,100	
TOTAL OTHER INCOME		2,100
TOTAL OF ALL OTHER INCOME		2,100

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	4,220
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications BAJ News	4,220	Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
		Members legal cover and helpline	37,054
Dispute Benefits		Other legal fees	2,047
		Members tax helpline	1,440
		Bounty payments to members	50
Other Cash Payments			
carried forward	4,220	Total (should agree with figure in General Fund)	44,811

(See notes 24 and 25)

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

(See notes 24 and 25)

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

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

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund	
		£	£
Income	Members contributions and levies		
	Investment income (as at page 12)		
	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 of political fund at beginning of year	
		Amount of political fund at the end of year (as Balance Sheet)	
		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 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 fund	
		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	

ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

		£
Administrative Expenses		
Remuneration and expenses of staff		56,624
Salaries and Wages included in above	£56,624	
Auditors' fees		3,660
Legal and Professional fees		1,243
Occupancy costs		8,198
Stationery, printing, postage, telephone, etc.		7,969
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Press Cards, Computer expenses		2,960
Secretarial , Bookkeeping, Bank charges, Keyman insurance and incidentals		11,942
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		479
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		93,075
Charged to:	General Fund (Page 3)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		93,075

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £	Other Fund(s) £
Rent from land and buildings		
Dividends (gross) from:		
Equities (e.g. shares)		9
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		7
Other investment income (specify)		
Total investment income		16
Credited to:		
General Fund (Page 3)		16
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Political Fund		
Total Investment Income		16

BALANCE SHEET as at 31 December 2013

(see notes 47 to 50)

Previous Year		£	£
1,911	Fixed Assets (at page 14)		1,432
145	Investments (as per analysis on page 15)		145
	Quoted (Market value £)		
	Unquoted		
2,056	Total Investments		1,577
	Other Assets		
	Loans to other trade unions		
2,835	Sundry debtors		3,433
77,737	Cash at bank and in hand		71,899
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
80,572	Total of other assets		75,332
80,628	TOTAL ASSETS		76,909
51,477	Fund (Account)		57,483
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
31,151	Sundry creditors		19,426
	Accrued expenses		
	Provisions		
	Other liabilities		
82,628	TOTAL LIABILITIES		76,909
82,628	TOTAL ASSETS		76,909

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year			13,268			13,268
Additions						
Disposals						
Revaluation/Transfer s						
At end of year			13,268			13,268
Accumulated Depreciation						
At start of year			11,357			11,357
Charges for year			479			479
Disposals						
Revaluation/Transfer s						
At end of year			11,836			11,836
Net book value at end of year			1,432			1,432
Net book value at end of previous year			1,911			1,911

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Shares	145	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	145	
Market Value of Quoted Investment		
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<p>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</p>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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If YES name the relevant companies:

COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)

<p>Are the shares which are controlled by the union registered in the names of the union's trustees?</p>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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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 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	141,776		141,776
From Investments	16		16
Other Income (including increases by revaluation of assets)	2,100		2,100
Total Income	143,892		143,892
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	137,886		137,886
Funds at beginning of year (including reserves)	51,477		51,477
Funds at end of year (including reserves)	57,483		57,483
ASSETS			
Fixed Assets			1,432
Investment Assets			145
Other Assets			75,332
		Total Assets	76,909
LIABILITIES			Total Liabilities
			19,426
NET ASSETS (Total Assets less Total Liabilities)			57,483

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

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

As per attached accounts

ACCOUNTING POLICIES

(see notes 74 and 75)

As per attached accounts

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u>N. Townsend</u> Name: <u>NICK TOWNSEND</u> Date: <u>30/5/14</u>	Chairman's Signature: <u>R. Bayliss</u> (or other official whose position should be stated) Name: <u>ROBERT BAYLISS</u> Date: <u>31/5/2014</u>
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CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSE D	<input type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

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 relate?
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records?
- (See section 36(3) of the 1992 Act, set out in note 83)

YES NO

If "No" please explain below.

3. 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 rule 83)

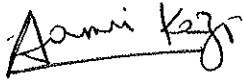
YES NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.
(See note 85)

AUDITOR'S REPORT (continued)

As per attached

Signature(s) of auditor or auditors:		29/5/2014
Name(s):	Civvals Limited	
Profession(s) or Calling(s):	Chartered accountants	
Address(es):	50 Seymour Street London W1H 7JG	
Date:		
Contact name and telephone number:	Aamir Kazi 0207 258 3461	

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