

- DO NOT STAPLE  
- PRINT ON ONE SIDE ONLY

# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Musicians' Union

Year ended:

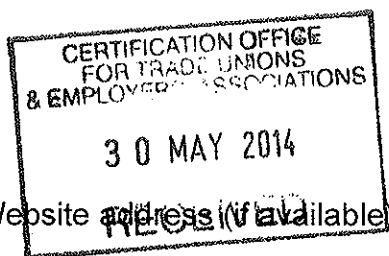
31 December 2013

List no:

154T

Head or Main Office:

60/62 Clapham Road  
London  
SW9 0JJ



Website address (if available)

www.musiciansunion.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:

John Smith

Telephone Number:

020 7582 5566

Contact name for queries regarding

Sailesh P Mehta

Telephone Number:

020 7388 7000

E-mail:

smehta@hwfisher.co.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: 020 7210 3734

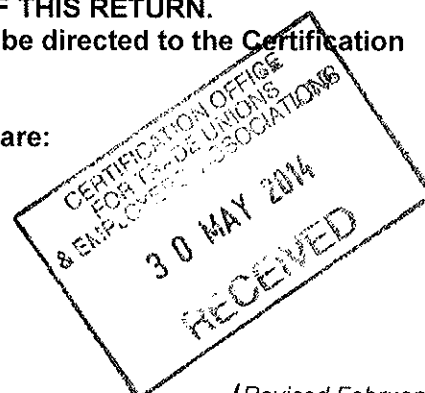
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations  
22<sup>nd</sup> 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)

**Appendix A**

**MUSICIANS' UNION**

**OFFICERS IN POST AS AT 31 DECEMBER 2013**

<b><u>Region</u></b>	<b><u>Member</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Scotland & Northern Ireland	A Gascoine	01-Jan-12	31-Dec-13
Scotland & Northern Ireland	R Noakes	01-Jan-13	31-Dec-14
North of England	K Dyson	01-Jan-12	31-Dec-13
North of England	E Spencer	01-Jan-13	31-Dec-14
North of England	D Pigott	18-Feb-13	31-Dec-13
Midlands	P Hartley	01-Jan-12	31-Dec-13
Midlands	D Longstaff	01-Jan-13	07-Mar-13
Midlands	A Seabrook	13-May-13	31-Dec-14
East & South East England	B Heywood	01-Jan-12	31-Dec-13
East & South East England	A Hopgood	01-Jan-12	31-Dec-13
East & South East England	H Bennett	01-Jan-12	31-Dec-13
East & South East England	J Pullman	01-Jan-12	31-Dec-13
Wales & South West England	A Gleadhill	01-Jan-12	31-Dec-13
Wales & South West England	T Edwards	01-Jan-12	31-Dec-13
London	D Lee	01-Jan-13	31-Dec-14
London	R Finlay	01-Jan-12	31-Dec-13
London	G Newson	01-Jan-13	31-Dec-14
London	J Edney	01-Jan-12	31-Dec-13
London	S Levine	01-Jan-12	31-Dec-13
London	L Worsley	01-Jan-13	31-Dec-14
London	B White	01/01/2013	31-Dec-14



# 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	21,622	168	15	110	<b>21,915</b>
FEMALE	8,688	80	8	27	<b>8,803</b>
TOTAL	30,310	248	23	137	<b>30,718</b>

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

0
28,892

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
See Appendix A			

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)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		4,764,651
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		4,764,651
<b>Investment income (as at page 12)</b>		571,937
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)	2,143,321	
Income from any other sources (as at page 4)	155,400	
<b>Total of other income (as at page 4)</b>		2,298,721
	<b>TOTAL INCOME</b>	<b>7,635,309</b>
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		1,075,644
<b>Administrative expenses (as at page 10)</b>		5,906,605
<b>Federation and other bodies (specify)</b>		
Trade Unions	80,070	
Other Affiliations	132,419	
<b>Total expenditure Federation and other bodies</b>		212,489
<b>Taxation</b>		194,158
	<b>TOTAL EXPENDITURE</b>	<b>7,388,896</b>
		246,413
Surplus (deficit) for year		246,413
		13,768,590
Amount of general fund at beginning of year		13,768,590
		(209,000)
Actuarial loss arising from pension		(209,000)
		13,806,003
Amount of general fund at end of year		13,806,003

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
<b>Other income</b>		
Collection and Distribution Collection Fee	138,634	
Services, Sound and Vision Corporation	26,116	
Dubbing agreements	162,400	
BBC	916,460	
ITV	97,431	
Employment Creation Fund	37,346	
The Educational Recording Agency Limited	659,477	
Commission and other income	17,991	
Undistributable monies from C&D account	87,466	
Landsbank settlement	155,400	
<b>TOTAL OTHER INCOME</b>		2,298,721
<b>TOTAL OF ALL OTHER INCOME</b>		2,298,721

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	201,409	<b>brought forward</b>	692,901
		Education and Training services	42,246
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications	402,140	Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
		Instrument Insurance	184,000
Dispute Benefits		Public Liability Insurance	46,894
		Internet development	23,531
		Tax protection insurance	86,072
		Music Supported Here Campaign	
		Contribution towards benevolent fund	
Other Cash Payments			
Personal Accident Insurance	89,352		
<b>carried forward</b>	692,901	<b>Total (should agree with figure in General Fund)</b>	1,075,644

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	Benevolent Fund	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		1,513
	Other income (specify)		
	Donations	14,904	
	<b>Total other income as specified</b>		14,904
	<b>Total Income</b>		16,417
<b>Expenditure</b>			
	Benefits to members	129,471	
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		129,471
	<b>Surplus (Deficit) for the year</b>		(113,054)
	<b>Amount of fund at beginning of year</b>		504,157
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		391,103
	<b>Number of members contributing at end of year</b>		N/A

FUND 3		Fund Account	
Name:	Collection & Distribution	£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Funds Received	1,392,530	
	<b>Total other income as specified</b>		1,392,530
	<b>Total Income</b>		1,392,530
<b>Expenditure</b>			
	Benefits to members	1,285,998	
	Administrative expenses and other expenditure (as at page 10)	226,100	
	<b>Total Expenditure</b>		1,512,098
	<b>Surplus (Deficit) for the year</b>		(119,568)
	<b>Amount of fund at beginning of year</b>		1,119,267
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		999,699
	<b>Number of members contributing at end of year</b>		N/A

(See notes 24 and 25)

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

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



(See notes 24 and 25)

<b>FUND 6</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		<b>Total other income as specified</b>	
		<b>Total Income</b>	
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		<b>Total Expenditure</b>	
		<b>Surplus (Deficit) for the year</b>	
		<b>Amount of fund at beginning of year</b>	
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	
		<b>Number of members contributing at end of year</b>	

<b>FUND 7</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		<b>Total other income as specified</b>	
		<b>Total Income</b>	
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
		<b>Total Expenditure</b>	
		<b>Surplus (Deficit) for the year</b>	
		<b>Amount of fund at beginning of year</b>	
		<b>Amount of fund at the end of year (as Balance Sheet)</b>	
		<b>Number of members contributing at end of year</b>	

(see notes 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	Members contributions and levies		87,598	
	Investment income (as at page 12)			
	Other income (specify)			
	Total other income as specified		87,598	
	Total income		87,598	
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		23,213	
	Administration expenses in connection with political objects (specify)		23,131	
	Non-political expenditure		14,789	
		Total expenditure		61,133
		Surplus (deficit) for year		26,465
		Amount of political fund at beginning of year		61,178
		Amount of political fund at the end of year (as Balance Sheet)		87,643
		Number of members at end of year contributing to the political fund		26,538
		Number of members at end of the year not contributing to the political fund		4,180
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		3,932	

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	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			
<b>Expenditure</b>	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)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		3,816,547
Salaries and Wages included in above	£2,950,864	
Auditors' fees		37,007
Legal and Professional fees		67,336
Occupancy costs		357,422
Stationery, printing, postage, telephone, etc.		177,245
Expenses of Executive Committee (Head Office)		105,546
Expenses of conferences		107,483
Other administrative expenses (specify)		
Regional committee expenses		68,320
Appendix B		867,967
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		301,732
Taxation		
Outgoings on land and buildings (specify)		
Grants and Benefits		129,471
Collection and Distribution Administration Fees		138,634
Collection and Distribution Undistributable Monies to the Main Fund		87,466
	<b>Total</b>	6,262,176
Charged to:	General Fund (Page 3)	5,906,605
	Collection and Distribution Fund (Account 3)	226,100
	Fund (Account 2)	129,471
	<b>Total</b>	6,262,176

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contributions £	Other Benefits		
				Description	Value £	
General Secretary	109,866	14,107	26,291	Car	5,074	155,338

# 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)			271,022
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			29,799
Other investment income (specify)			
Profit or (loss) on Sale of Investments			143,825
Profit or (loss) on Exchange Rates			128,804
		Total investment income	573,450
		Credited to:	
		General Fund (Page 3)	571,937
		Fund (Account 2)	1,513
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	573,450

# BALANCE SHEET as at 31 DECEMBER 2013

(see notes 47 to 50)

Previous Year		£	£
1,209,204	<b>Fixed Assets</b> (at page 14)		1,388,088
	<b>Investments</b> (as per analysis on page 15)		
9,086,766	Quoted (Market value £ 11,891,624)	10,358,137	
65,085	Unquoted	65,085	
9,151,851	<b>Total Investments</b>		10,423,222
	<b>Other Assets</b>		
	Loans to other trade unions		
1,488,259	Sundry debtors		1,486,150
4,589,886	Cash at bank and in hand		2,999,152
	Income tax to be recovered		
468,059	Stocks of goods		411,337
	Others (specify)		
6,546,204	<b>Total of other assets</b>		4,896,639
16,907,259	<b>TOTAL ASSETS</b>		16,707,949
13,785,763	Main Fund (Account 1)		13,806,003
374,510	Benevolent Fund (Account 2)		391,103
1,237,094	Collection and Distribution Fund (Account 3)		999,699
	Superannuation Fund (Account )		
55,825	Political Fund (Account )		87,643
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
220,737	Tax payable		179,164
1,074,624	Sundry creditors		1,280,353
	Accrued expenses		
(295,596)	Provisions		(433,596)
454,302	Other liabilities		397,580
16,907,259	<b>TOTAL LIABILITIES</b>		<del>16,707,949</del> 14,231,501
16,907,259	<b>TOTAL ASSETS</b>		16,707,949

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
<b>Cost or Valuation</b>						
At start of year	1,821,933		282,328	369,228		2,473,489
Additions	233,212		47,572	205,774		486,558
Disposals			(15,593)	(113,043)		(128,636)
Revaluation/Transfer s						
At end of year	2,055,145		314,307	461,959		2,831,411
<b>Accumulated Depreciation</b>						
At start of year	836,999		234,281	193,005		1,264,285
Charges for year	144,676		24,870	132,186		301,732
Disposals			(15,593)	(107,101)		(122,694)
Revaluation/Transfer s						
At end of year	981,675		243,558	218,090		1,443,323
<b>Net book value at end of year</b>	1,073,470		70,749	243,869		1,388,088
<b>Net book value at end of previous year</b>	984,934		48,047	176,223		1,209,204

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)	10,358,137	
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	10,358,137	
Market Value of Quoted Investment	11,891,624	
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
Unity Trust and Performing Rights	65,085	
TOTAL UNQUOTED (as Balance Sheet)	65,085	
Market Value of Unquoted Investments	65,085	



# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME  MU Nominee Company Ltd.	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)  3243018		
<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS  Held in trust by John Smith, General Secretary, MU		

# SUMMARY SHEET

(see notes 60 to 71)

	<b>All funds except Political Funds £</b>	<b>Political Funds £</b>	<b>Total Funds £</b>
<b>INCOME</b>			
From Members	4,764,651	87,598	4,852,249
From Investments	573,450		573,450
Other Income (including increases by revaluation of assets)	3,706,155		3,706,155
<b>Total Income</b>	<b>9,044,256</b>	<b>87,598</b>	<b>9,131,854</b>
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	<b>9,239,465</b>	<b>61,133</b>	<b>9,300,598</b>
<b>Funds at beginning of year</b> (including reserves)	<b>15,392,014</b>	<b>61,178</b>	<b>15,453,192</b>
<b>Funds at end of year</b> (including reserves)	<b>15,196,805</b>	<b>87,643</b>	<b>15,284,448</b>
<b>ASSETS</b>			
Fixed Assets			1,388,088
Investment Assets			10,423,222
Other Assets			4,896,639
		<b>Total Assets</b>	<b>16,707,949</b>
<b>LIABILITIES</b>		<b>Total Liabilities</b>	<b>1,423,501</b>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>15,284,448</b>

# 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.

See attached.

# ACCOUNTING POLICIES

(see notes 74 and 75)

See attached.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u>          J L F Smith          </u>  Name: <u>          JOHN F. SMITH          </u>  Date: <u>          22/05/14          </u>	Chairman's Signature: <u>          Kathy Dyson          </u> (or other official whose position should be stated)  Name: <u>          KATHY DYSON          </u>  Date: <u>          26/05/14          </u>
---	---

## 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 checked="" 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 checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	<input checked="" type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" 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)

SEE ATTACHED SHEET

Signature(s):

*H W Fisher & Co*

Name(s):

*H W Fisher & Company*

Profession(s) or Calling(s):

*Chartered Accountants  
Statutory Auditor*

Address(es):

*Acre House  
11 - 15 William Road  
London NW1 3ER  
United Kingdom*

Date:

*29 MAY 2014.*

Contact name and telephone number:

*Sailesh P Mehta  
020 7388 7000*

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

## Appendix B

### MUSICIANS' UNION

<b>Schedule of other admin expenses</b>	<b><u>2013</u></b>	<b><u>2012</u></b>
Repairs and maintenance	49,726	52,242
Motor vehicle costs	11,548	10,533
Hire of equipment	34,470	23,299
Computer costs	115,951	123,958
Section Committees	57,316	74,433
Ballot expenses	43,199	19,093
Sundry expenses	43,738	31,946
Bank charges	17,723	18,418
VAT previous periods	(12,779)	13,207
Advertising	60,043	45,176
Member incentive		500
Public relations	5,769	2,049
Leaflets	4,502	5,218
Research	136	12,769
Events, Exhibitions & Seminars	22,154	18,392
Bulk email	9,363	7,151
Marketing		-
Other Promotional	57,936	72,100
Grants and awards	33,076	22,346
Delegates expenses including travel	23,974	12,857
Investment management fees	67,139	55,286
MU Re-branding		-
IT Projects	20,314	9,636
Net finance charge	(153,000)	(108,000)
Provision against investment	199,603	(366,520)
Provision against cash investment		-
Profit on disposal of property	(40,459)	(20,963)
Website development	142,563	66,689
Other Digital Communications	121	9,112
Brand Management	53,841	40,795
	<u>867,967</u>	<u>251,722</u>

## Appendix C

The members of the Executive Committee are reimbursed for any expenditure incurred by them in the performance of their duties on behalf of the Union. They are also reimbursed for their loss of earnings whilst on Union business and this is listed below. In certain cases these amounts are reimbursed directly to the employer of the Executive member.

<u>Name</u>	<u>Amount</u> £	<u>Name</u>	<u>Amount</u> £
B Heywood	NIL	A Gascoine	NIL
K Dyson	NIL	G Newson	NIL
J Edney	NIL	R Noakes	1,465
T Edwards	NIL	A Hopgood	NIL
R Finlay	115	E Spencer	152
A Gleadhill	NIL	L Worsley	NIL
D Pigott	NIL	D Longstaff	NIL
P Hartley	600	H Bennett	20.00
A Seabrook	NIL	J Pullman	2,514
S Levine	5,470	D Lee	1,827
B White	NIL		



## MUSICIANS' UNION

### ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2013

#### Accounting Convention

The accounts are prepared under the historical cost convention and are in accordance with applicable accounting standards.

#### Contribution Income

Contribution income is accounted for on an accruals basis.

#### Investment Income

Investment income is accounted for on an accruals basis.

#### Other Income

Certain receipts in the Main Fund are accounted for once received as they are non-contractual and are not received on predetermined dates.

#### Expenditure

All expenditure in the accounts is inclusive of VAT where applicable.

#### Depreciation

Depreciation is provided on all tangible fixed assets on a straight line basis, at rates estimated to write off the cost of each asset as follows:

Land & Buildings	-	2% per annum on cost
Fixtures and fittings	-	10/20% per annum on cost
Computer equipment	-	33% per annum on cost
Motor vehicles	-	33% per annum on cost

#### Corporation Tax

Corporation tax is payable on investment income, chargeable gains and certain other income less allowances for provident benefit expenditure.

#### Investments

Investments are stated at cost. Provision is made against investments where there is a permanent diminution in value.

#### Forward Foreign Exchange Contracts

Where the Union uses forward foreign exchange contracts the gains and losses at the end of the contract are taken to the income and expenditure account

#### Pension Costs

From 1 January 2008 the Union contributes into a Group Personal Pension plan on behalf of all permanent officials and staff, including the active (now deferred) members of the defined benefit scheme at 31 December 2007. This is a defined contribution scheme and contributions are charged to the Income and Expenditure Account when payable.

The Union also operates a defined benefit scheme which closed to future accruals from 31 December 2007. All active scheme members at 31 December 2007 became deferred members. Contributions to the scheme are charged to the Income and Expenditure Account in accordance with the advice of a qualified Actuary.

#### Operating Leases

Rental payments in respect of operating leases are charged to the Income and Expenditure Account.

MUSICIANS' UNION

MAIN FUND

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

The notes on pages 14 - 25 relate to the Main Fund.

	2013 £	2012 £
<b>1. OTHER INCOME</b>		
Collection and Distribution Account collection fee	138,634	269,940
Services, Sound and Vision Corporation	26,116	24,628
Dubbing agreements	162,400	160,000
BBC - cable revenue	916,460	1,365,994
ITV & Other cable revenue	97,431	89,798
Employment Creation Fund	37,346	36,407
The Educational Recording Agency Limited	659,477	641,008
Commission and other income	17,991	27,034
Undistributable monies from C & D account	87,466	99,491
	<u>2,143,321</u>	<u>2,714,300</u>
	2013 £	2012 £
<b>2. EMPLOYEE COSTS</b>		
Salaries and national insurance	2,950,864	2,699,073
Pensions to retired officials	9,384	11,707
Pension costs	873,942	825,994
Organising expenses	159,751	157,893
Training and sundry expenses	16,606	42,624
	<u>4,010,547</u>	<u>3,737,291</u>
	2013 £	2012 £
<b>3. PROPERTY AND EQUIPMENT COSTS</b>		
Rent, rates, light, heat and cleaning	297,440	277,525
Repairs and maintenance	49,726	52,242
Motor vehicle costs	11,548	10,533
Hire of equipment	34,470	23,299
Profit on disposal of fixed assets	(40,459)	(20,963)
Depreciation	301,732	258,517
IT costs	115,951	123,958
Insurance	59,982	53,967
	<u>830,390</u>	<u>779,078</u>

MUSICIANS' UNION

MAIN FUND

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

	2013 £	2012 £
<b>4. COMMITTEES, DELEGATES &amp; STEWARDS</b>		
Executive committee	105,546	99,002
Delegates conference	107,483	50,000
Section committees	57,316	74,433
Regional committees	20,301	21,061
Stewards' commission	48,019	37,602
	<u>338,665</u>	<u>282,098</u>
	2013 £	2012 £
<b>5. BENEFITS TO MEMBERS</b>		
Legal defence of members	201,409	126,048
Musician	264,778	251,153
Training and education services	11,516	19,511
Instrument insurance	184,000	184,001
Public liability insurance	46,894	44,924
Personal accident insurance	89,352	88,086
Tax Protection insurance	86,072	95,400
Diaries, publications & loyalty pins	137,362	126,982
Members training	30,730	42,646
Internet development	23,531	6,875
	<u>1,075,644</u>	<u>985,626</u>
	2013 £	2012 £
<b>6. ADMINISTRATIVE EXPENSES</b>		
Printing, postage, stationery and telephone	177,245	186,961
Ballot expenses	43,199	19,093
Magazine/Publication subscriptions	13,429	9,753
Archiving costs	5,420	5,306
Canteen	15,819	14,173
Sundry expenses	9,070	2,714
Bank charges	17,723	18,418
VAT previous periods	(12,779)	13,207
	<u>269,126</u>	<u>269,625</u>

MUSICIANS' UNION

MAIN FUND

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

	2013 £	2012 £
<b>7. COMMUNICATIONS</b>		
Advertising	60,043	45,176
Member incentive	-	500
Public relations	5,769	2,049
Leaflets	4,502	5,218
Market Research	136	12,769
Events, Exhibitions & Seminars	22,154	18,392
Bulk email	9,363	7,151
Other Digital Communications	121	9,112
Website Development	142,563	66,689
Brand Management	53,841	40,795
Other Promotional	57,936	72,100
	<u>356,428</u>	<u>279,951</u>
	2013 £	2012 £
<b>8. GRANTS &amp; AFFILIATION FEES</b>		
Grants and awards	33,076	22,346
Donation to MU Benevolent Fund	-	130,000
Trades Union Congress	80,070	83,797
GFTU	26,356	27,140
Other affiliations	13,648	9,064
	<u>153,150</u>	<u>272,347</u>
	2013 £	2012 £
<b>9. INTERNATIONAL REPRESENTATION</b>		
FIM Affiliation fees	92,415	86,036
Delegates expenses	23,974	12,857
	<u>116,389</u>	<u>98,893</u>

MUSICIANS' UNION

MAIN FUND

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

	2013 £	2012 £
<b>10. PROFESSIONAL COSTS</b>		
Audit fee	37,007	25,000
Legal and professional	63,820	55,588
Investment management fees	67,139	55,286
Property management fees	3,516	20,352
	<u>171,482</u>	<u>156,226</u>
	2013 £	2012 £
<b>11. PROJECT COSTS</b>		
Music Supported Here campaign	-	8,815
IT Projects	20,314	9,636
	<u>20,314</u>	<u>18,451</u>
	2013 £	2012 £
<b>12. INVESTMENT INCOME</b>		
Income from listed investments	270,418	251,483
Bank interest receivable	28,890	56,884
Profit/(Loss) on sale of investments	143,825	(189,049)
Net gains on forward foreign exchange contracts	128,804	64,643
	<u>571,937</u>	<u>183,961</u>
	2013 £	2012 £
<b>13. CORPORATION TAX</b>		
Corporation tax at 23.25% (2012 : 24.5%)	179,164	220,737
Tax on investment interest income	13,606	13,874
WHT Tax Deducted	1,388	-
	<u>194,158</u>	<u>234,611</u>
Tax charge for the year		

MUSICIANS' UNION

MAIN FUND

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

	Land & Buildings £	Fixtures Fittings and Equipment £	Motor Vehicles £	Total £
<b>14. FIXED ASSETS</b>				
<b>Cost</b>				
At 1 January 2013	1,821,933	282,328	369,228	2,473,489
Additions	233,212	47,572	205,774	486,558
Disposals	-	(15,593)	(113,043)	(128,636)
At 31 December 2013	2,055,145	314,307	461,959	2,831,411
<b>Accumulated Depreciation</b>				
At 1 January 2013	836,999	234,281	193,005	1,264,285
Charge for the year	144,676	24,870	132,186	301,732
Relating to disposals	-	(15,593)	(107,101)	(122,694)
At 31 December 2013	981,675	243,558	218,090	1,443,323
<b>Net book value</b>				
At 31 December 2013	1,073,470	70,749	243,869	1,388,088
At 31 December 2012	984,934	48,047	176,223	1,209,204

	Unlisted Investments £	Listed investments £	Total £
<b>15. INVESTMENTS</b>			
<b>Cost</b>			
At 1 January 2013	65,085	9,167,594	9,232,679
Additions	-	2,540,005	2,540,005
Disposals	-	(1,069,031)	(1,069,031)
At 31 December 2013	65,085	10,638,568	10,703,653
<b>Provision for diminution in value</b>			
At 1 January 2013	-	174,607	174,607
Decrease of provision in year	-	199,603	199,603
At 31 December 2013	-	374,210	374,210
<b>Net book value</b>			
At 31 December 2013	65,085	10,264,358	10,329,443
At 31 December 2012	65,085	8,992,987	9,058,072
<b>Market Value</b>			
At 31 December 2013	65,085	11,746,127	11,811,212
At 31 December 2012	65,085	9,514,717	9,579,802

The Union considers the market value of the unlisted investments to be equivalent to cost.

MUSICIANS' UNION

MAIN FUND

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

	2013 £	2012 £
<b>17. NOTES TO THE CASH FLOW STATEMENT</b>		
<b>A. Reconciliation of surplus after investment operations to net cash inflow from operating activities</b>		
Surplus after investment operations	440,571	1,383,312
Bank interest received	(28,890)	(56,884)
Income from listed investments	(270,418)	(251,483)
Depreciation	301,732	258,517
Movement of provision against investments	199,603	(366,520)
Pension costs	(347,000)	(289,000)
Profit on sale of fixed assets	(40,459)	(20,963)
(Profit)/Loss on sale of investments	(143,825)	189,049
Decrease/(Increase) in creditors	61,171	(147,498)
Increase/(Decrease) in debtors	124,054	(87,215)
<b>Net cash inflow from operating activities</b>	<u>296,539</u>	<u>611,315</u>

	Cash at bank and on deposit £
<b>B. Analysis of net funds</b>	
At 1 January 2013	3,481,907
Cashflow	(1,407,190)
<b>At 31 December 2013</b>	<u>2,074,717</u>

**18. OPERATING LEASES**

At 31 December 2013, the Union had the following annual obligations under non-cancellable operating leases:

	2013		2012	
	Plant & Equipment £	Land & Buildings £	Plant & Equipment £	Land & Buildings £
Expiring within one year	-	-	1,382	20,486
Expiring between one to two years	-	-	-	-
Expiring between two to five years	23,795	26,496	24,281	26,496
Expiring in more than 5 years	8,223	18,000	1,032	18,000
	<u>32,018</u>	<u>44,496</u>	<u>26,695</u>	<u>64,982</u>

MUSICIANS' UNION

MAIN FUND

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

19. CAPITAL COMMITMENTS

	2013 £	2012 £
Expenditure contracted for but not provided in the accounts	-	157,604
	<u>-</u>	<u>157,604</u>

The above capital commitment relates to the refurbishment of the leasehold property at 33 Palfrey Place.



MUSICIANS' UNION

MAIN FUND

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

20. STAFF PENSION SCHEMES

The Musicians' Union operates two pension schemes as follows:

(a) Defined Contribution Scheme

The Union operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Union in an independently administered fund. The charge for the year was £573,541 (2012: £513,014). There was a prepaid balance of £16,200 as at 31 December 2013.

(b) Defined Benefit Scheme

The Union operates a funded defined benefit pension scheme. This provided benefits based on final pensionable pay.

A full actuarial valuation of this scheme was carried out by a qualified independent actuary as at 1 January 2012. It showed that the actuarial value of the assets at 1 January 2012 was £13,500,000. The estimated actuarial value of the liabilities was assessed as being £14,132,000, which represents an actuarial deficit of £632,000. This results in a funding level of 96% comparing the assets to the projected liabilities.

FRS 17

The full actuarial valuation carried out as at 1 January 2012, has been updated by the Union's actuaries to take account of FRS 17 in order to assess the liabilities of the scheme as at 31 December 2013. The scheme assets are stated at their market value as at 31 December 2013.

The main financial assumptions, used in preparing the 2013 valuation under FRS 17, were:

	2013	2012	2011
Rate of increase in pensionable salaries	3.65%	3.10%	3.10%
Rate of increase in pensions in payment	3.65%	3.10%	3.10%
Discount rate	4.40%	4.30%	4.90%
Inflation assumption	3.65%	3.10%	3.10%
Revaluation rate for deferred pensioners	3.65%	3.10%	3.60%
Loading for mortality improvements:			
Mortality table	S1PA CMI_2011 [1.5%]	S1PA CMI_2011 [1.5%]	PNA00 YoB 1c 1% p.a min

Net assets of the scheme

The fair value of the net assets in the scheme and the expected rate of return at 31 December 2013 were:

	2013 £'000	2012 £'000	2011 £'000
Total market value of assets	9,841	9,154	8,064
Present value of liabilities	(9,408)	(8,859)	(7,766)
Surplus in the scheme in accordance with FRS 17	433	295	298
Expected long rate of return of insurance policy	5.90%	5.80%	6.00%

This includes the value of the annuities purchased and the corresponding liabilities.

MUSICIANS' UNION

MAIN FUND

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

20 . STAFF PENSION SCHEMES (continued)

Present values of scheme liabilities, fair value of assets and surplus

	2013 £'000	2012 £'000	2011 £'000
Fair value of scheme assets	9,841	9,154	8,064
Present value of scheme liabilities	9,408	8,859	7,766
Surplus in scheme	<u>433</u>	<u>295</u>	<u>298</u>

Reconciliation of opening and closing balances of the present value of the scheme liabilities

	2013 £'000	2012 £'000
Scheme liabilities at start of period	(8,859)	(7,766)
Current service cost		
Interest cost	(374)	(378)
Contributions by scheme participants		
Actuarial loss	(496)	(826)
Change due to settlements or curtailments		
Benefits paid, death in service insurance premiums and expenses	321	111
Scheme liabilities at end of period	<u>(9,408)</u>	<u>(8,859)</u>

Reconciliation of opening and closing balances of the fair value of scheme assets

	2013 £'000	2012 £'000
Fair value of scheme assets at start of period	9,154	8,064
Expected return on scheme assets	527	486
Actuarial gains	287	534
Contributions by employer	194	181
Contributions by scheme participants		
Benefits paid, death in service insurance premiums and expenses	(321)	(111)
Fair value of scheme assets at end of year	<u>9,841</u>	<u>9,154</u>

MUSICIANS' UNION

MAIN FUND

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

20 . STAFF PENSION SCHEMES (continued)

The following is an analysis of the amounts recognised in the income and expenditure account and statement of total recognised gains and losses:

**Movement in the FRS 17 deficit during the year**

	2013	2012
	£'000	£'000
<u>Income and expenditure account</u>		
Current service cost		-
Other finance income		-
Losses on Settlements and Curtailments		-
Expected return on pension scheme assets	(527)	(486)
Interest on pension scheme liabilities	374	378
Total charge to income and expenditure	<u>(153)</u>	<u>(108)</u>

Actuarial loss recognised in the statement of total recognised gains and losses

	2013	2012
Actual return less expected return on pension scheme assets	287	534
- As percentage of year end scheme assets	3%	6%
Experience gains and losses arising on the scheme liabilities	(496)	(826)
- As percentage of present value of year end scheme liabilities	5%	9%
of the		
scheme liabilities	(433)	(295)
- As percentage of present value of year end scheme liabilities	-5%	-3%
Total amount recognised	<u>(642)</u>	<u>(587)</u>
- As percentage of present value of year end scheme liabilities	7%	7%

**Movement in the surplus during the year**

	2013	2012
Surplus in scheme at beginning of year	295	298
Movement in year:		
Net finance charge	153	108
Contributions	194	181
	347	289
Actuarial (loss)	<u>(209)</u>	<u>(292)</u>
Surplus in the scheme at the end of the year	<u>433</u>	<u>295</u>

**REPORT OF THE INDEPENDENT AUDITORS  
TO THE MEMBERS OF THE  
MUSICIANS' UNION**



We have audited the financial statements of the Musicians' Union for the year ended 31 December 2013, set out on pages 3 to 25. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Union's members, as a body. Our audit work has been undertaken so that we might state to the Union's members those matters we are required to state to them in an 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 Union and the Union's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of the Union's Executive Committee and auditors**

As explained more fully in the Statement of Responsibilities of the Executive Committee on page 1, the Union's Executive Committee is responsible for the preparation of financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Union's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Union's Executive Committee; and overall presentation of the financial statements.

**Opinion on financial statements**

In our opinion, the accounts give a true and fair view of the state of the Union's affairs as at 31 December 2013 and of its income and expenditure for the year then ended.

**Matters on which we are required to report by exception**

We are required by the Trade union and Labour Relations (Consolidation) Act 1992 (Amended) to report to you by exception in respect of the following matters if, in our opinion:

- A satisfactory system of control over transactions has not been maintained.
- The Union has not kept proper accounting records.
- The accounts are not in agreement with the books of account.
- We have not received all the information and explanations we need for our audit.

We have nothing to report to you in respect of the above matters

**H W FISHER & COMPANY**  
Chartered Accountants  
Statutory Auditor

Acre House  
11-15 William Road  
London NW1 3ER  
United Kingdom

Dated: 8 May 2014

