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- 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: Council Staff

Year ended:

List no:

Head or Main Office:

Website address (if available)

Has the address changed during the year to which the return relates?  
Yes  No  (Click the appropriate box)

General Secretary:

Telephone Number:

Contact name for queries regarding

Telephone Number:

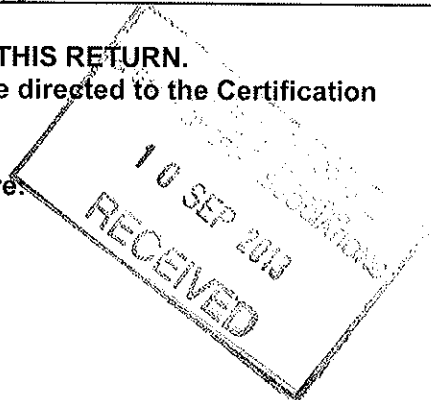
E-mail:

**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)

## **CONSULTANCY SERVICES**

James Jewess      Sustainability Services

## **MILTON KEYNES OFFICE - GENERAL**

Tom Howard      Corporate Communications

## **EXECUTIVE GROUP**

Peter Branch

Mark Donlon

Pam Walker

Peter Wright

Sharon Brosnan

Chair

Deputy Chair

Secretary

Treasurer

Communications Officer

# 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	418	15			433
FEMALE	138	5			143
TOTAL	556	20			A 576

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

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

576

## 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
VICE CHAIR	PAM WALKER	TOM HOWARD	APRIL 2012
CHAIR	PETER BRANCH	PAM WALKER	APRIL 2012
STAFF REP	NON ART	MARTIN PEARSON	AUGUST 2012
— " —	— " —	STEVEN GREENLY	— " —
— " —	— " —	SUE TYRELL	— " —
SECRETARY	PAM WALKER	KARIE CLAY	— " —

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	15,924	
<b>From Members:</b> Other income from members (specify)		
 <b>Total other income from members</b>		
<b>Total of all income from members</b>		
<b>Investment income (as at page 12)</b>	2,287	
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
 <b>Total of other income (as at page 4)</b>		
	<b>TOTAL INCOME</b>	16,211
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		
<b>Administrative expenses (as at page 10)</b>		
<b>Federation and other bodies (specify)</b>		
 <b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	11,899
Surplus (deficit) for year		
Amount of general fund at beginning of year		81,143 <sup>031</sup>
Amount of general fund at end of year		91,343

# 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>		
<b>TOTAL OTHER INCOME</b>		
<b>TOTAL OF ALL OTHER INCOME</b>		

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits		GROUP LEGAL COSTS	4710
		LEGAL FEES	96
		CONFERENCE/TRAVEL	6103
		AUDIT/ACCOUNTANCY	990
Other Cash Payments			
<b>carried forward</b>		<b>Total (should agree with figure in General Fund)</b>	<b>11,899</b>

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
<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>		

FUND 3		Fund Account	
Name:		£	£
<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		
	Investment income (as at page 12)		
	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 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	

<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		
Salaries and Wages included in above	£	
Auditors' fees		
Legal and Professional fees		990
Occupancy costs		4710
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		6103
Other administrative expenses (specify)		
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Charged to:		<b>Total</b>
General Fund (Page 3)		11,899
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
<b>Total</b>		







# 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						
Additions						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Accumulated Depreciation</b>						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Net book value at end of year</b>						
<b>Net book value at end of previous year</b>						

# SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	13,924		
From Investments	2,287		
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	16,211		
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	11,899		
<b>Total Expenditure</b>			
<b>Funds at beginning of year</b> (including reserves)	87,031		87,031
<b>Funds at end of year</b> (including reserves)	91,343		91,343
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			
<b>Total Assets</b>			
<b>LIABILITIES</b>			
<b>Total Liabilities</b>			
<b>NET ASSETS (Total Assets less Total Liabilities)</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.

A large, empty rectangular box with a black border, intended for the user to enter or attach notes to the accounts. The box occupies most of the page below the instruction text.


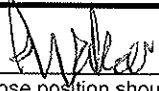
# ACCOUNTING POLICIES

(see notes 74 and 75)

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>KAYTIE CLAY</u> Date: <u>1/6/13</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>PAM WALKER</u> Date: <u>1/6/2013</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 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 type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSE D	<input checked="" type="checkbox"/>	TO FOLLOW	<input 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)

Signature(s) of auditor or auditors:	<u>Barron + Barron</u>	
Name(s):	<u>BARRON &amp; BARRON</u>	
Profession(s) or Calling(s):	<u>CHARTERED ACCOUNTANTS &amp; REGISTERED AUDITORS</u>	
Address(es):	<u>86 MICKLEGATE YORK</u>	
Date:	<u>24 APRIL 2013</u>	
Contact name and telephone number:	<u>G SWARD 01904 628551</u>	

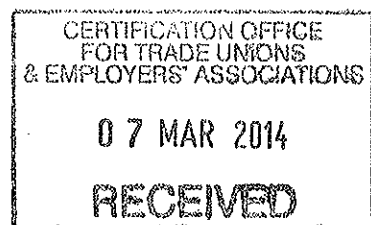
N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.

**NATIONAL HOUSE BUILDING  
COUNCIL STAFF ASSOCIATION**

**FINANCIAL STATEMENTS  
31 December 2012**

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1

**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION  
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION**

**Year ended 31 December 2012**

We have audited the financial statements of the National House Building Council Staff Association for the year ended 31 December 2012. 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 members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the association and the members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of members and auditor**

As described on page 5 the National Treasurer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with Auditing Practices Board (APB's) Ethical Standards for Auditors.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. We also report to you if, in our opinion, the association has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding officials remuneration and transactions with the Association is not disclosed.

**Scope of the audit**

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 association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the treasurer; and the overall presentation of the financial statements.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION (contd.)**

**For the year ended 31 December 2012**

**Opinion**

In our opinion the financial statements give a true and fair view of the state of the affairs of the association as at 31 December 2012 and of the surplus for the year then ended and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

*BHP Barron + Barron*

**BHP BARRON & BARRON**

**Chartered Accountants and Registered Auditor**

Bathurst House,  
86 Micklegate,  
York

23 April 2013

**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION**  
**INCOME AND EXPENDITURE ACCOUNT**  
**Year ended 31 December 2012**

	2012	2011
<b>INCOME</b>		
Subscriptions	13,924	13,432
Bank interest received	2,287	39
	<hr/>	<hr/>
	16,211	13,471
 <b>ADMINISTRATION EXPENDITURE</b>		
Group legal fees insurance policy	4,710	4,431
Conference & travel expenses	6,103	4,047
Audit & accountancy fees	990	1,044
Legal Fees	96	1,584
	<hr/>	<hr/>
	11,899	11,106
 <b>SURPLUS FOR THE FINANCIAL YEAR</b>		
	<hr/> <hr/>	<hr/> <hr/>
	£4,312	£2,365



**NATIONAL HOUSE BUILDING COUNCIL STAFF ASSOCIATION**

**BALANCE SHEET**

**As at 31 December 2012**

	<b>2012</b>	<b>2011</b>
<b>CURRENT ASSETS</b>		
Cash at bank		
- Current Account	10,775	8,770
- Liquidity Deposit Account	80,946	28,659
- Fixed Rate Deposit Account	-	50,000
Insurance prepayment	594	556
	<hr/>	<hr/>
	92,315	87,985
Less: Sundry creditors	(972)	(954)
	<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>	<b>£91,343</b>	<b>£87,031</b>
	<hr/> <hr/>	<hr/> <hr/>
<b>CAPITAL AND RESERVES</b>		
<b>GENERAL FUND</b>		
Balance at 1 January 2012	87,031	84,666
Surplus of income over expenditure for the year	4,312	2,365
	<hr/>	<hr/>
<b>MEMBERS' FUNDS</b>	<b>£91,343</b>	<b>£87,031</b>
	<hr/> <hr/>	<hr/> <hr/>

Approved on behalf of the Association by:

**Mrs P Walker**  
Chairman

23 April 2013

**1. Accounting Policies**

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

**Funds**

General (unrestricted) funds represent the funds of the Association that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Association.

**Income**

Income consists of subscriptions and interest and is accounted for when received.

**Expenditure**

Expenditure is accounted for when incurred.

**2. National Treasurer's Responsibilities**

Law applicable to trade unions in England and Wales requires the national treasurer to prepare financial statements that give a true and fair view of the state of affairs of the Association at the end of the financial year and of its surplus or deficit for the financial year. In doing so the national treasurer is required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgments and estimates that are reasonable and prudent;
- c) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The national treasurer is responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Association and enable him to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. The Treasurer is also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**3. Status**

The Association is a members voluntary organisation that is open to all persons employed by the NHBC. The Executive Committee are involved in the running of the Association in accordance with the Staff Association Constitution.