

- 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:

National Union of Mineworkers (Colliery Officials and Staff Area) Region No. 4

Year ended:

31 December 2013

List no:

205

Head or Main Office:

58 Station Road
Sutton in Ashfield
Nottinghamshire
NG17 1AS

Website address (if available)

Has the address changed during the year to which the return relates?

Yes

No

(Click the appropriate box)

General Secretary:

Ken Hollingsworth

Telephone Number:

01623 882694

Contact name for queries regarding

Stephen Allcock

Telephone Number:

0115 9608412

E-mail:

Stephen@rogers-spencer.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
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)

**NATIONAL UNION OF MINeworkERS
(COLLIERY OFFICIALS AND STAFFS AREA)
REGION NO.4**

**STATEMENT TO MEMBERS ISSUED IN CONNECTION WITH THE UNION'S
ANNUAL RETURN FOR YEAR ENDED 31 DECEMBER 2013
AS REQUIRED BY SECTION 32A OF TRADE UNION AND LABOUR RELATIONS
(CONSOLIDATION) ACT 1992**

List of officers imposed during the year ended 31 December 2013

Mr Ken Hollingsworth
Mrs Pat Brown

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					
FEMALE					
TOTAL	61				A 61

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

61

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

61

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

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		19,421
From Members: Other income from members (specify)		
 Total other income from members		
Total of all income from members		19,421
Investment income (as at page 12)		2
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Contribution from Midland Counties Colliery Officials F/S	30,000	
Total of other income (as at page 4)		30,000
		TOTAL INCOME
		49,423
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		44,184
Federation and other bodies (specify)		
Contributions to NUM	7,907	
Total expenditure Federation and other bodies		7,907
Taxation		
		TOTAL EXPENDITURE
		52,091
		Surplus (deficit) for year
		(2,668)
		Amount of general fund at beginning of year
		53,219
		Amount of general fund at end of year
		50,551

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies Contribution from Friendly Society re salary costs	30,000	
TOTAL FEDERATION AND OTHER BODIES		30,000
Other income		
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	

(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 24 and 25)

FUND 6		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 7		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		33,384
Salaries and Wages included in above	£26,319	
Auditors' fees		3,840
Legal and Professional fees		
Occupancy costs		698
Stationery, printing, postage, telephone, etc.		1,346
Expenses of Executive Committee (Head Office)		1,196
Expenses of conferences		131
Other administrative expenses (specify)		
Motor and travelling		2,921
Bank charges and interest		183
Sundry expenses		485
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	Total	44,184
Charged to:	General Fund (Page 3)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	44,182

BALANCE SHEET as at

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
73,243	Sundry debtors		73,363
33,859	Cash at bank and in hand		30,995
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
107,102	Total of other assets		104,358
107,102	TOTAL ASSETS		104,358
	Fund (Account)		
	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		
	Sundry creditors		
3,840	Accrued expenses		3,840
	Provisions		
50,043	Other liabilities		49,967
53,883	TOTAL LIABILITIES		53,807
53,219	TOTAL ASSETS		50,551

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			11,350			11,350
Additions						
Disposals						
Revaluation/Transfer s						
At end of year			11,350			11,350
Accumulated Depreciation						
At start of year			11,350			11,350
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year			11,350			11,350
Net book value at end of year			0			0
Net book value at end of previous year			0			0

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

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

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
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 <input type="checkbox"/>	NO <input 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		

SUMMARY SHEET

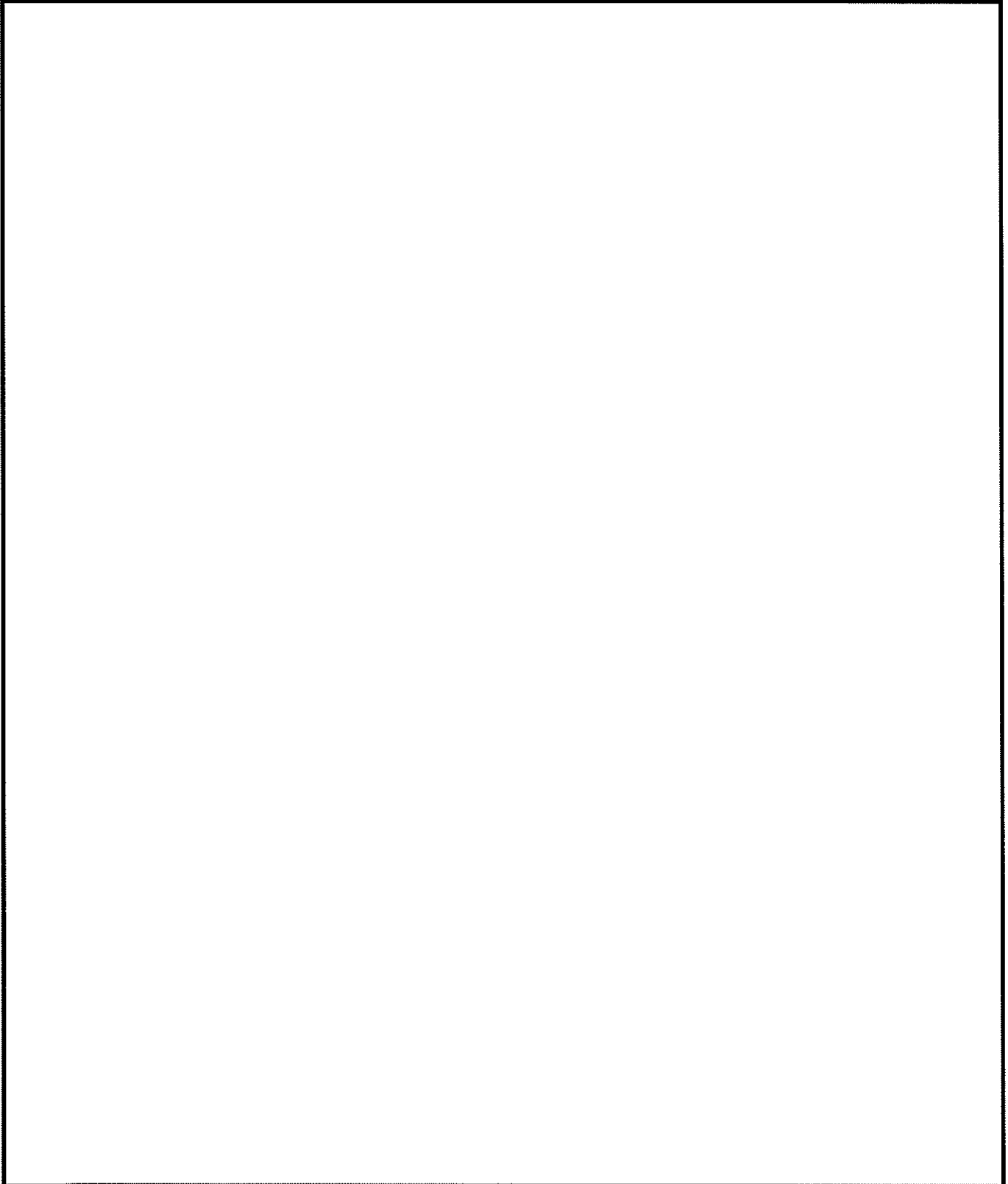
(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members			19,421
From Investments			2
Other Income (including increases by revaluation of assets)			
Total Income			49,423
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure			52,091
Funds at beginning of year (including reserves)			53,219
Funds at end of year (including reserves)			50,551
ASSETS			
Fixed Assets			0
Investment Assets			
Other Assets			104,358
Total Assets			104,358
LIABILITIES			
Total Liabilities			53,807
NET ASSETS (Total Assets less Total Liabilities)			50,551

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 instructions.

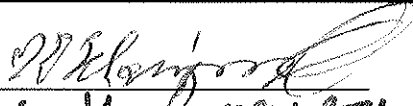
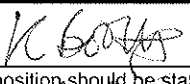
ACCOUNTING POLICIES

(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>KEN HAWKINSWORTH</u> Date: <u>20th May 2014</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>KELVIN BOOTH</u> Date: <u>20th May 2014</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 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)	ENCLOSED	<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"/>

National Union of Mineworkers (COSA) Region Number 4

**Notes to the Financial Statements
for the year ended 31 December 2013**

1. Accounting Policies

1.1. Accounting convention

The financial statements are prepared under the historical cost basis of accounting.

1.2. Tangible fixed assets and depreciation

All the tangible fixed assets have now been fully depreciated leaving a zero net book value.

National Union of Mineworkers (COSA) Region Number 4

Notes to the Financial Statements
for the year ended 31 December 2013

..... continued

2. Tangible fixed assets

	Fixtures, fittings & equipment
	£
Cost	
At 1 January 2013 and 31 December 2013	11,350
	<hr/>
Depreciation	
At 1 January 2013 and 31 December 2013	11,350
	<hr/>
Net book values	
At 31 December 2013	-
	<hr/>
At 31 December 2012	-
	<hr/> <hr/>

3. Debtors

	2013	2012
	£	£
Contributions receivable	1,600	617
Other debtors	71,068	72,156
Prepayments and accrued income	695	470
	<hr/>	<hr/>
	73,363	73,243
	<hr/> <hr/>	<hr/> <hr/>

4. Creditors: amounts falling due within one year

	2013	2012
	£	£
Other taxes and social security costs	6,038	5,119
Other creditors	43,929	44,924
Accruals and deferred income	3,840	3,840
	<hr/>	<hr/>
	53,807	53,883
	<hr/> <hr/>	<hr/> <hr/>

National Union of Mineworkers (COSA) Region Number 4

Notes to the Financial Statements
for the year ended 31 December 2013

..... continued

5. Contingent Liability

Ken Hollingsworth and Pat Brown have not yet withdrawn their redundancy entitlement and it is anticipated that £20,000 may need to be paid. This provision has not yet been included in the accounts.

6. Related party transactions

NUM (COSA) Region No. 4 is run on a day to day basis by the Secretary, Mr K Hollingsworth. Mr Hollingsworth is also responsible for the day to day running of the Midland Counties Colliery Officials and Staffs Friendly Society.

The following transactions have taken place during the year.

	2013	2012
	£	£
Contribution by Region No. 4 to Friendly Society costs:		
Light and heat	698	721
Telephone	559	469
	<u> </u>	<u> </u>
Contribution from Friendly Society to Region No. 4 costs:		
Salaries	30,000	30,000
	<u> </u>	<u> </u>
Friendly Society costs paid for by Region No. 4:		
Rates	254	-
	<u> </u>	<u> </u>

At 31st December 2013 £71,068 (2012: £72,156) was owed to Region No. 4 by the Friendly Society.

The National Union of Mineworkers (Colliery Officials & Staffs Area) is managed on a day to day basis by NUM (COSA) Region No. 4. No transactions have taken place during the year between the two parties.

7. Auditors' Ethical Standards

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard - Provisions available for Small Entities are:

In common with many organisations of our size and nature we use our auditors to assist with the preparation of the financial statements.

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

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

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

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:	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>Rogers Spencer</i> </div>	
Name(s):	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>Staff of Rogers Spencer</i> </div>	
Profession(s) or Calling(s):	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>CA&A ACCT</i> </div>	
Address(es):	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> ROGERS SPENCER CHARTERED CERTIFIED ACCOUNTANTS NEWSTEAD HOUSE PELHAM ROAD NOTTINGHAM NG5 1AP TEL: 0115 960 8412 FAX: 0115 969 1878 advice@rogers-spencer.co.uk </div>	
Date:	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>27/5/2014</i> </div>	
Contact name and telephone number:		

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 Union of Mineworkers (Colliery Officials and Staffs Area)

**Independent Auditors' Report to the Members of
the National Union of Mineworkers (COSA)**

We have audited the financial statements of National Union of Mineworkers (COSA) for the year ended 31st December 2013 which comprise of the income and expenditure account, the balance sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set therein.

This report is made solely to the Union's 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 National Union of Mineworkers (COSA) and the members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the members and auditors

As described in the Statement of Members Responsibilities, the members are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

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 National Union of Mineworkers (COSA) has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council in the preparation of financial statements, and of whether the accounting policies are appropriate to the Federations' circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Smaller Entities, in the circumstances set out in note 7 to the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the Union's affairs as at 31st December 2013 and of its surplus for the year then ended and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

.....Date.....

Stephen Allcock (FCA) – Senior Statutory Auditor

For and on behalf of Rogers Spencer

Chartered Certified Accounts