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# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

POA

Year ended:

31<sup>st</sup> DECEMBER 2012

List no:

264 T

Head or Main Office:

CRONIN HOUSE  
245 CHURCH STREET  
EDMONTON  
LONDON N9 9HW

Website address (if available)

www.poa.uk.org.uk

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

Yes

No

(Click the appropriate box)

General Secretary:

STEPHEN GILLAN

Telephone Number:

0208 803 0255

Contact name for queries  
regarding

RS BUTTERFIELD

Telephone Number:

01689 827 505

E-mail:

bob.butterfield@wilkinskennedy.com

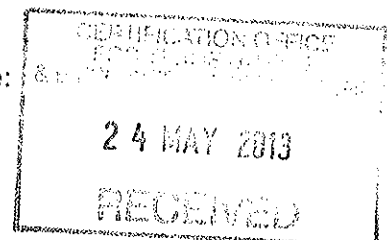
PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

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  
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)

**OFFICERS OF THE UNION**

**NATIONAL CHAIRMAN**

PETE McPARLIN (HMP WANDSWORTH)

**GENERAL SECRETARY**

STEVE GILLAN

**DEPUTY GENERAL SECRETARY**

MARK FREEMAN

**VICE CHAIR**

TOM ROBSON (HMP PRESTON)

**VICE CHAIR**

STEVE BOSTOCK (HMP BRINSFORD)

**FINANCE OFFICER**

PETER CHAPPLE (HMP WINCHESTER)

**NATIONAL EXECUTIVE COMMITTEE**

BRIAN TRAYNOR (HMP LIVERPOOL)  
STEVE BAINES (HMP LIVERPOOL)  
JOHN HANCOCK (HMP WORMWOOD SCRUBS)  
TONY MERRICKS (HMP STAFFORD)  
RALPH VALERIO (HMP ELMLEY)  
TERRY FULLERTON (HMP HOLME HOUSE)  
GLEN BIRCHALL (HMP MANCHESTER)  
DEAN ACASTER (HMP GARTH)

# RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				TOTALS
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	
MALE	22723	1135			23858
FEMALE	8542	363			8905
TOTAL	31265	1498			A 32763

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

23
----

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

32763
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## 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)

	£	£
<b>INCOME</b>		
From Members: Contributions and Subscriptions		4 893 625
From Members: Other income from members (specify)	—	
Total other income from members		—
Total of all income from members		4 893 625
Investment income (as at page 12)		
Other Income		2 335 85
CONTRIBUTION FROM RELIEF FUND		19 977
CONTRIBUTION FROM POLITICAL FUND		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	2 5179	
Total of other income (as at page 4)		2 5179
	<b>TOTAL INCOME</b>	<b>5 172 366</b>
<b>EXPENDITURE</b>		
Benefits to members (as at page 5)		1 716 850
Administrative expenses (as at page 10)		3 332 284
Federation and other bodies (specify)		14 807
EUROFEDOP		—
CCSU		88 328
TUC		17 582
OTHER		
Total expenditure Federation and other bodies		5 169 851
Taxation		—
	<b>TOTAL EXPENDITURE</b>	<b>5 169 851</b>
Surplus (deficit) for year		2 515
Amount of general fund at beginning of year		3 106 480
Amount of general fund at end of year		3 108 995

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

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		---
<b>TOTAL FEDERATION AND OTHER BODIES</b>		<b>—</b>
Other income		
SALE OF MAGAZINE		110
ADVERTISING		16868
ENDORSEMENT COMMISSIONS		8201
<b>TOTAL OTHER INCOME</b>		<b>25179</b>
<b>TOTAL OF ALL OTHER INCOME</b>		<b>25179</b>

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	1 482 962	<b>brought forward</b>	1 639 787
		Education and Training services	77063
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications MAGAZINE	101917		
DIARY	54908	Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>	1 639 787	<b>Total (should agree with figure in General Fund)</b>	1 716 850

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	PROVIDENT BENEFIT	£	£
Income	From members		
	Investment income (as at page 12)		23335
	Other income (specify)		
	CONTRIBUTION FROM GENERAL FUND	145984	
	Total other income as specified		14598
	Total Income		169319
Expenditure	Benefits to members		
	INDUSTRIAL INJURY CLAIMS		34278
	Administrative expenses and other expenditure (as at page 10)		
	DEATH BENEFITS		142967
	Total Expenditure		177245
	Surplus (Deficit) for the year		(7926)
	Amount of fund at beginning of year		700
	Amount of fund at the end of year (as Balance Sheet)		(7226)
	Number of members contributing at end of year		32763

FUND 3		Fund Account	
Name:	RELIEF	£	£
Income	From members		145038
	Investment income (as at page 12)		-
	Other income (specify)		-
	Total other income as specified		
	Total Income		145038
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	CONTRIBUTION TO GENERAL FUND		233585
	Total Expenditure		233585
		Surplus (Deficit) for the year	
	Amount of fund at beginning of year		186256
	Amount of fund at the end of year (as Balance Sheet)		97709
	Number of members contributing at end of year		32763

(See notes 24 and 25)

FUND 4		Fund Account	
Name:		£	£
Name: NATIONAL LEVY			
<b>Income</b>			
	From members		
	Investment income (as at page 12)		3105
	Other income (specify)		
	<b>Total other income as specified</b>		-
	<b>Total Income</b>		3105
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10) EUROPEAN LEGAL COSTS		76408
	<b>Total Expenditure</b>		76408
	<b>Surplus (Deficit) for the year</b>		(73303)
	<b>Amount of fund at beginning of year</b>		318277
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		244974
	<b>Number of members contributing at end of year</b>		

FUND 5		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 24 and 25)

FUND 6		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
Expenditure	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 7		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
Expenditure	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)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund		
		£	£	
Income	Members contributions and levies		53498	
	Investment income (as at page 12)			
	Other income (specify)			
		Total other income as specified	-	
		Total income	53498	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)	19977		
	CONTRIBUTION TO INCOME & EXPENDITURE ACCOUNT			
	Administration expenses in connection with political objects (specify)		23561	
	Non-political expenditure		19977	
			Total expenditure	43538
			Surplus (deficit) for year	9960
			Amount of political fund at beginning of year	9459
		Amount of political fund at the end of year (as Balance Sheet)	19419	
		Number of members at end of year contributing to the political fund	32295	
		Number of members at end of the year not contributing to the political fund	468	
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			4	

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)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		
Salaries and Wages included in above	122752.5	1489218
Auditors' fees		
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
MEMORABILIA		6063
BRANCH REFUNDS		57052
INSURANCE		34949
DONATIONS AND HONORARIUM		17236
TRAVEL AND MEETING EXPENSES		313962
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
CONTRIBUTION TO PROVIDENT BENEFIT FUND		145984
<b>Total</b>		<b>3332284</b>
Charged to:		
General Fund (Page 3)		3332284
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
<b>Total</b>		<b>3332284</b>



# 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)		
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		26440
Other investment income (specify)		
		26440
Total investment income		26440
Credited to:		
	General Fund (Page 3)	
PROVIDENT BENEFIT	Fund (Account 2)	23335
NATIONAL LEVY	Fund (Account 4)	3105
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Political Fund	
Total Investment Income		26440

**BALANCE SHEET as at** 31<sup>st</sup> DECEMBER 2012

(see notes 47 to 50)

Previous Year		£	£
1757914	<b>Fixed Assets</b> (at page 14)		1719881
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £ )		
	Unquoted		
	<b>Total Investments</b>		-
	<b>Other Assets</b>		
	Loans to other trade unions		
1456647	Sundry debtors	1436674	
2365098	Cash at bank and in hand	2258693	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		3695367
	<b>TOTAL ASSETS</b>		5415248
5579659			
3106480	GENERAL Fund (Account )		3108995
700	PROVIDENT BENEFIT Fund (Account )		( 7226 )
186256	RELIEF Fund (Account )		97709
318277	NATIONAL LEVY Fund (Account )		244974
9459	Political Fund (Account )		19419
1204556	Revaluation Reserve		1204556
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
753931	Sundry creditors	746821	
	Accrued expenses		
	Provisions		
	Other liabilities		
	<b>TOTAL LIABILITIES</b>		746821
	<b>TOTAL ASSETS</b>		5415248
5579659			

## 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	14,784,53	3,000,000	4,799,26	—	1	22,583,80
Additions	—	—	647	—	—	647
Disposals	—	—	—	—	—	—
Revaluation/Transfer s	—	—	—	—	—	—
At end of year	14,784,53	3,000,000	4,805,73	—	1	22,590,27
<b>Accumulated Depreciation</b>						
At start of year	2,9500	6,000	4,643,19	—	—	4,998,19
Charges for year	2,8104	6,000	4,576	—	—	3,8680
Disposals	—	—	—	—	—	—
Revaluation/Transfer s	—	—	—	—	—	—
At end of year	5,7604	12,000	4,688,95	—	—	5,384,99
<b>Net book value at end of year</b>						
Net book value at end of year	14,208,49	2,880,000	1,1678	—	1	17,205,28
<b>Net book value at end of previous year</b>						
Net book value at end of previous year	16,489,53	2,940,000	14,960	—	1	17,579,14

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

		All Funds Except Political Funds £	Political Fund  £
	<b>QUOTED</b>		
	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)		—
	Market Value of Quoted Investment		—
	<b>UNQUOTED</b>		
	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 checked="" 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 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		

# SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	5038663	53498	5092161
From Investments	26440	—	26440
Other Income (including increases by revaluation of assets)	424725	—	424725
<b>Total Income</b>	<b>5489828</b>	<b>53498</b>	<b>5543326</b>
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	<b>5657089</b>	<b>43538</b>	<b>5700627</b>
<b>Funds at beginning of year</b> (including reserves)	4816269	9459	4825728
<b>Funds at end of year</b> (including reserves)	4649008	19419	4668427
<b>ASSETS</b>			
Fixed Assets			1719881
Investment Assets			—
Other Assets			3695367
		<b>Total Assets</b>	<b>5415248</b>
<b>LIABILITIES</b>		<b>Total Liabilities</b>	<b>746821</b>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>4668427</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.

FINANCIAL STATEMENTS ATTACHED

# ACCOUNTING POLICIES


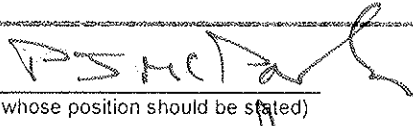
(see notes 74 and 75)

FINANCIAL STATEMENTS 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></u> Name: <u>Stephen Gillan</u>  Date: <u>23-5-13</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>Peter McParland</u>  Date: <u>23-5-13</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 checked="" 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"/>

# 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)

ATTACHED 

# AUDITOR'S REPORT (continued)

ATTACHED

Signature(s) of auditor or auditors:	Wilks Kelly LLP	
Name(s):	WILKINS KENNEDY LLP	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS STATUTORY AUDITOR	
Address(es):	BRIDGE HOUSE LONDON BRIDGE LONDON SE1 9QR	
Date:	13 <sup>th</sup> MARCH 2013	
Contact name and telephone number:	RS BUTTERFIELD 01689 827505	

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

## TRADE UNION REFORM AND EMPLOYMENT RIGHTS ACT 1993

We are required to return to the Certification Office an Annual Return form (AR21) which details the financial transactions of the Union in the previous year. This Annual Return has now been completed with the assistance of our Accountants and Auditors, Wilkins Kennedy, Bridge House, London Bridge, London SE1 9QR and has been lodged with the Certification Office. The Act, however, does specify the requirement to make a further statement to members with regard to various details contained in the Annual Return.

We are obliged to inform you of the total income and expenditure for the period to which the return relates. The period referred to is the year to 31 December 2012. The income for that period was £5,172,366 and the expenditure over that same period was £5,169,851. We are also required to inform members of the amount of income generated over that period as a result of membership subscriptions. This, in fact, amounted to £4,893,625. Two other areas that we are required to notify include the income and expenditure with regard to any political fund to the Union. The income from Members to the Political Fund in the year to 31 December 2012, amounted to £53,498 and there was expenditure of £43,538 in that year. We are also required to detail the salary and benefits provided by the Union during that period to the office holders that the law required to be elected. This, according to our Accountants, refers to the General Secretary post and all National Executive Committee Members.

With regard to the General Secretary, the gross salary for the period concerned was £77,401 with employer's National Insurance contributions of £9,662. Further benefits described are Pension contribution of £18,432 and provision of a Vauxhall Insignia (benefit - £8,180).

In respect of the Finance Officer, he was paid £6,495 to cover taxable benefits with Employer's National Insurance Contributions thereon of £51. He was also provided with a Vauxhall Insignia and fuel allowance (benefit - £14,038).

With regard to the National Chairman, he was paid £7,721 to cover taxable benefits with Employer's National Insurance contributions of £112 thereon. He was also provided with a Vauxhall Insignia (benefit - £8,180).

All other members of the NEC were provided with Vauxhall Insignias (total benefits - £93,635). Additionally, they were paid £82,044 to cover taxable benefits on which there was a total of £636 Employer's National Insurance contributions.

There is a mandatory obligation by the Association to publish a copy of the Auditors' Report for the period involved. This was circulated with the April 2013 edition of The Gatelodge magazine.

Finally, we are required to direct members as to what steps they may take where they are concerned that some irregularity has occurred or is occurring with regard to the Union finances.

A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the Union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with one or more of the following as it seems appropriate to raise it with: the officials of the Union, the trustees of the property of the Union, the auditor or auditors of the Union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police. Where a member believes that the financial affairs of the Union have been or are being conducted in breach of the law or in breach of the rules of the Union and contemplates bringing civil proceedings against the Union or responsible officials or trustees, he/she should consider obtaining independent legal advice.

POA

THE PROFESSIONAL TRADES UNION FOR PRISON, CORRECTIONAL AND SECURE  
PSYCHIATRIC WORKERS

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2012



**WILKINS KENNEDY LLP**  
Chartered Accountants  
Bridge House  
London Bridge  
London SE1 9QR



**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE POA**

We have audited the financial statements of the POA for the year ended 31 December 2012, which comprise the income and expenditure account, balance sheet, statement of total recognised gains and losses and the related notes. 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 POA's members, as a body. Our audit work has been undertaken so that we might state to the POA's 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 POA and the POA's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective Responsibilities of the Committee of Management and Auditor**

As explained in Note 19, the POA'S National Executive Committee is responsible for preparing 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 (APB'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 POA's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the National Executive Committee and the overall presentation of the financial statements.

**Opinion on Financial Statements**

In our opinion, the financial statements:

- give a true and fair view, in accordance with UK Generally Accepted Accounting Practice of the state of the POA's affairs as at 31 December 2012 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

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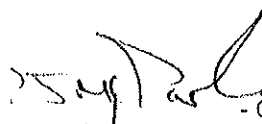


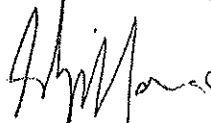
Chartered Accountants  
Statutory Auditor

Date: 13<sup>th</sup> March 2013

POABALANCE SHEETAS AT 31 DECEMBER 2012

	Notes	2012		2011	
		£	£	£	£
<b>FIXED ASSETS</b>	2		1,719,881		1,757,914
<b>CURRENT ASSETS</b>					
Debtors	3	1,436,674		1,456,647	
Cash at bank		2,258,693		2,365,098	
		<u>3,695,367</u>		<u>3,821,745</u>	
<b>CREDITORS: Amounts falling due within one year</b>	4	746,821		753,931	
<b>NET CURRENT ASSETS</b>			<u>2,948,546</u>		<u>3,067,814</u>
<b>NET ASSETS</b>			<u><b>£4,668,427</b></u>		<u><b>£ 4,825,728</b></u>
<b>PROVIDENT BENEFIT FUND</b>	7		(7,226)		700
<b>RELIEF FUND</b>	8		97,709		186,256
<b>POLITICAL FUND</b>	9		19,419		9,459
<b>NATIONAL LEVY FUND</b>	10		244,974		318,277
<b>ACCUMULATED FUND</b>	11		3,108,995		3,106,480
<b>REVALUATION RESERVE</b>	12		1,204,556		1,204,556
<b>MEMBERS' FUNDS</b>	13		<u><b>4,668,427</b></u>		<u><b>£ 4,825,728</b></u>

 - Chairman

 - General Secretary

 - Finance Officer

Approved on:

13/3/13.

The attached notes form part of these financial statements.

POAINCOME AND EXPENDITURE ACCOUNTFOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	2012		2011	
		£	£	£	£
<b>INCOME</b>					
Subscriptions receivable			4,893,625		5,184,660
Endorsement receipts			8,201		10,199
Contribution from Relief Fund	8		233,585		5,939
Contribution from Political Fund	9		19,977		-
			<hr/>		<hr/>
			5,155,388		5,200,798
<b>OVERHEAD EXPENDITURE</b>					
Magazine net costs	6	84,939		79,289	
Cost of diary		54,908		48,522	
Refunds to branches		57,052		59,178	
Salaries and superannuation		1,489,218		1,566,985	
Expenses to Annual Conference		302,155		301,212	
Expenses to regional meetings and special conferences		43,765		49,347	
Travelling and meeting expenses		594,881		595,206	
Printing, stationery, miscellaneous, postage and telephone expenses		395,479		393,683	
Audit		11,750		11,750	
Cost of Eurofedop:					
Affiliation fee		14,807		14,958	
Travel, subsistence and accommodation		4,266		4,042	
TUC – Affiliation fee		88,328		87,850	
Other affiliation fees		17,582		11,762	
CCSU - Group Seat		-		(9,648)	
Freehold properties:					
Rates and water		41,867		39,994	
Fuel and cleaning		25,767		20,177	
Insurance		48,949		48,866	
Repairs and renewals		28,884		35,479	
Contribution to Provident Benefit Fund	7	145,984		239,692	
Contribution to Political Fund	9	-		505	
Legal and professional charges		1,569,313		1,384,873	
Donations		16,736		17,581	
Honorarium		500		500	
Training and courses		77,063		71,836	
Depreciation		38,680		37,604	
			<hr/>	<hr/>	
			5,152,873		5,111,243
<b>SURPLUS OF INCOME OVER EXPENDITURE FOR THE YEAR</b>			<hr/>		<hr/>
			<b>£ 2,515</b>		<b>£ 89,555</b>

None of the above POA's activities were acquired or discontinued in either of the above two financial years.

The attached notes form part of these financial statements.

POASTATEMENT OF TOTAL RECOGNISED GAINS AND LOSSESFOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	2012 £	2011 £
Surplus of income over expenditure for the year		2,515	89,555
Provident Benefit Fund net movement for the year	7	(7,925)	(300)
Relief Fund net movement for the year	8	(88,547)	102,322
Political Fund net movement for the year	9	9,959	545
National Levy Fund net movement for the year	10	(73,303)	-
Revaluation reserve	12	-	-
<b>TOTAL RECOGNISED GAINS AND (LOSSES) RELATING TO THE YEAR</b>	13	<b>£(157,301)</b>	<b>£192,122</b>

The attached notes form part of these financial statements.

## POA

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 DECEMBER 2012

#### 1. ACCOUNTING POLICIES

- a) The financial statements have been prepared under the historical cost convention, subject to the revaluation of certain assets and in accordance with applicable accounting standards.

The financial statements incorporate the results of the POA, the activities of which are continuing.

b) **Subscriptions**

Members' subscriptions are accrued so that the amount disclosed in the Income and Expenditure Account relates to the year under review.

c) **Depreciation**

Tangible fixed assets are written off by equal annual instalments over their expected useful lives as follows:

Computer equipment	-	over 3 years
Office equipment	-	over 4-5 years
Fixtures and fittings	-	over 5 years
Freehold property and improvements to freehold property	-	over 50 years
Leasehold property	-	over 50 years

Freehold and leasehold properties were re-valued at 31 December 2010.

d) **Cash Flow Statement**

The POA has taken advantage of the exemptions available under FRS 1 to small entities not to prepare a cash flow statement and associated notes.

e) **Provident Benefit Fund**

This Fund was established to receive all income and chargeable gains derived from the POA's investments, loans and bank interest. From the Fund are paid all provident benefits as defined under Section 467 ICTA 1988. Any shortfall is covered by a contribution from the Accumulated Fund and is separately disclosed in the Income and Expenditure Account.

f) **Relief Fund**

This Fund was established to make financial contributions to any member or branch of the POA who or which has suffered or is likely to suffer hardship in carrying out POA policy. The Fund is directly financed by monthly contributions from the Membership, as shown under Note 8 and any unused funds are separately shown in the Income and Expenditure account.

g) **Political Fund**

This fund was set up for the furtherance of the political objects to which Section 72 of the Trade Union & Labour Relations (Consolidation) Act 1992 applies. Unused funds are separately shown in the Income and Expenditure account.

h) **Levy Fund**

This fund was set up for one year only running from June 2007 to May 2008. Its main purpose is to assist in covering the costs of the POA going to the European Court to regain trade union rights.

i) **Pensions**

The POA operates a defined contribution pension scheme for its senior employees and support staff. The assets of the scheme are held separately from those of the POA in an independently administered fund.

j) **Branches**

Subscription income and expenditure relating to branches has been included in the income and expenditure account on an accruals basis.

POANOTES TO THE FINANCIAL STATEMENTS  
(Continued)

2. FIXED ASSETS	TOTAL	Freehold Property and Improvements	Leasehold Property	Fixtures and Fittings	Office Equipment	Computer Equipment	Goodwill POA Magazine
	£	£	£	£	£	£	£
<b>COST OR VALUATION</b>							
Brought forward at 1 January 2012	2,257,733	1,478,453	300,000	157,509	222,768	99,002	1
Additions	647	-	-	647	-	-	-
Carried forward at 31 December 2012 - Cost	483,380	3,453	-	158,156	222,768	99,002	1
- Valuation	1,775,000	1,475,000	300,000	-	-	-	-
	<u>2,258,380</u>	<u>1,478,453</u>	<u>300,000</u>	<u>158,156</u>	<u>222,768</u>	<u>99,002</u>	<u>1</u>
<b>DEPRECIATION</b>							
Brought forward at 1 January 2012	499,819	29,500	6,000	145,265	220,706	98,348	-
Charge for year	38,680	28,104	6,000	3,536	648	392	-
Carried forward at 31 December 2012	538,499	57,604	12,000	148,801	221,354	38,740	-
<b>Net book value at 31 December 2012</b>	<b>£1,719,881</b>	<b>£1,420,849</b>	<b>£288,000</b>	<b>£9,355</b>	<b>£1,414</b>	<b>£60,262</b>	<b>£ 1</b>
<b>Net book value at 31 December 2011</b>	<b>£ 1,757,914</b>	<b>£ 1,448,953</b>	<b>£ 294,000</b>	<b>£ 12,244</b>	<b>£ 2,062</b>	<b>£ 654</b>	<b>£ 1</b>

Freehold and leasehold properties were revalued as at 31 December 2010 by Mehdi & Ward (Chartered Surveyors); Dacre Son & Hartley (Chartered Surveyors); Stephen Bailie (Estate Agents) and Allied Surveyors (Chartered Surveyors), all of whom are external to the POA, on an open market basis. Had these assets been carried at historical cost less depreciation, their net book values would have been £572,084 (2011: £617,516).

**POA****NOTES TO THE FINANCIAL STATEMENTS**

(Continued)

3. DEBTORS	2012	2011
	£	£
SPOA	11,847	11,620
Northern Ireland	83	3,099
Staff loans	3,481	5,775
Subscriptions	410,705	431,862
Other debtors	369,031	302,680
Rates and water	9,980	9,470
Insurance	52,560	41,344
Repairs	4,607	3,834
VAT recoverable	17,098	22,456
Commission income	1,810	1,859
Fuel and cleaning services	199	3,626
Printing, postage and stationery	26,563	20,240
Lease rentals in advance	36,508	38,234
Travelling and meeting expenses	14,901	33,056
ULF/WULF/NIULF recoverable costs	3,144	2,076
Learning funds (Note 5)	325,969	389,961
Northern Ireland area and life assurance funds (Note 5)	38,800	30,071
Branch funds (Note 5)	109,388	109,010
	<u>£ 1,436,674</u>	<u>£ 1,460,273</u>
Due after more than one year £nil (2011: £3,037 )		
<b>4. CREDITORS: AMOUNTS DUE WITHIN ONE YEAR</b>		
	2012	2011
	£	£
Legal and professional	49,810	80,047
Branch refunds	56,699	59,178
Travelling and meeting expenses	44,436	14,475
Salaries and pensions	26,728	7,389
Sundry creditors	94,991	67,427
Learning funds (Note 5)	325,969	389,960
Northern Ireland area and life assurance funds (Note 5)	38,800	30,071
Branch funds (Note 5)	109,388	109,010
	<u>£ 746,821</u>	<u>£ 757,557</u>

**POA**  
**NOTES TO THE FINANCIAL STATEMENTS**

(Continued)

5. NATIONAL POA SECTIONS AND BRANCHES

Following discussions with the Certification Office for Trade Unions and Employers' Associations, it has been agreed that all funds in the name of the POA must be incorporated in the POA's financial statements. Accordingly the following funds have been included:-

- All Branch funds including:-
  - Broadmoor Hospital POA Fund
  - POA Ashworth Branch Fund
  - POA Rampton Hospital Branch Fund
  - The State Hospital Carstairs
- POA Union Learning Fund in England and Wales
- POA Northern Ireland Area Fund
- POA Northern Ireland Life Assurance Fund

The amounts involved have been shown both as assets of the POA within Debtors (Note 3) and as liabilities within Creditors (Note 4)

6. MAGAZINE	2012	2011
	£	£
Sales	110	90
Advertising	16,868	17,619
	<hr/>	<hr/>
	16,978	17,709
Less: Magazine expenditure	(101,917)	(96,998)
	<hr/>	<hr/>
Net expenditure	<b>£(84,939)</b>	<b>£ (79,289)</b>
	<hr/>	<hr/>
<b>7. MOVEMENT ON PROVIDENT BENEFIT FUND</b>	<b>2012</b>	<b>2011</b>
<i>Income</i>	<b>£</b>	<b>£</b>
Bank deposit interest	23,335	20,225
Deduct: Provident Benefits:		
Industrial Injury claims	(34,277)	(102,363)
Death Benefits	(142,967)	(157,854)
	<hr/>	<hr/>
Contribution to Income and Expenditure Account	(153,509)	(239,992)
	145,984	239,692
	<hr/>	<hr/>
Net movement for the year	(7,925)	(300)
At 1 January 2012	700	1,000
	<hr/>	<hr/>
At 31 December 2012	<b>£(7,226)</b>	<b>£700</b>
	<hr/>	<hr/>



POANOTES TO THE FINANCIAL STATEMENTS

(Continued)

	2012	2011
	£	£
<b>8. MOVEMENT ON RELIEF FUND</b>		
Member contributions	145,038	132,189
Deduct: Branch Support	-	(23,928)
	<hr/> 145,038	<hr/> 108,261
Contribution to Income & Expenditure Account	(233,585)	(5,939)
Net movement for the year	(88,547)	102,322
At 1 January 2012	186,256	83,934
<b>At 31 December 2012</b>	<hr/> <b>£ 97,709</b> <hr/>	<hr/> <b>£ 186,256</b> <hr/>
<b>9. MOVEMENT ON POLITICAL FUND</b>		
Member contributions	53,498	58,235
Political Fund expenditure	(23,561)	(58,195)
Contribution (to)/ from Income & Expenditure Account	(19,977)	505
	<hr/> 9,969	<hr/> 545
Net movement for the year	9,969	545
At 1 January 2012	9,460	8,914
<b>At 31 December 2012</b>	<hr/> <b>£ 19,419</b> <hr/>	<hr/> <b>£ 9,459</b> <hr/>
<b>10. MOVEMENT ON NATIONAL LEVY FUND</b>		
Interest Earned	3,105	-
Deduct: European Legal costs	(76,408)	-
	<hr/> (73,303)	<hr/> -
Net movements for the year	(73,303)	-
At 1 January 2012	318,277	318,277
<b>At 31 December 2012</b>	<hr/> <b>£ 244,974</b> <hr/>	<hr/> <b>£ 318,277</b> <hr/>
<b>11. MOVEMENT ON ACCUMULATED FUND</b>		
At 1 January 2012	3,106,480	3,016,925
Surplus of income over expenditure for the year	2,515	89,555
<b>At 31 December 2012</b>	<hr/> <b>£3,108,995</b> <hr/>	<hr/> <b>£ 3,106,480</b> <hr/>

**POA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
(Continued)

	2012 £	2011 £
<b>12. REVALUATION RESERVE</b>		
At 1 January 2012	1,204,556	1,204,556
	<hr/>	<hr/>
At 31 December 2012	<b>£1,204,556</b>	<b>£ 1,204,556</b>
	<hr/>	<hr/>
The revaluation reserve relates to an unrealised surplus on the revaluation of freehold and leasehold properties (Note 2).		
<b>13. RECONCILIATION OF MOVEMENT IN MEMBERS' FUNDS</b>		
	2012 £	2011 £
Surplus of income over expenditure for the year	2,515	89,555
Other recognised gains and losses	(159,816)	102,567
	<hr/>	<hr/>
Net addition in the year	(157,301)	192,122
Members' Funds at 1 January 2012	4,825,728	4,633,606
	<hr/>	<hr/>
Members' Funds at 31 December 2012	<b>£4,668,427</b>	<b>£4,825,728</b>
	<hr/>	<hr/>

**14. TAXATION**

The POA is assessable to UK Corporation Tax on all investment income and capital gains arising on the sale of investments. Under Section 467 ICTA 1988 the POA obtains exemption from income tax and corporation tax in respect of its income and chargeable gains which is not trading income and which is applicable and applied for the purpose of Provident Benefits.

**15. PENSION CONTRIBUTIONS**

The POA's contribution to its defined contribution pension schemes was £261,673 (2011: £255,598) in the year including a one off payment of £nil (2011: £44,084).

**16. OPERATING LEASES**

	2012 £
Net Obligations repayable:	
Within one year	107,725
Between one and five years	97,785
	<hr/>
	<b>£ 205,510</b>
	<hr/>

**17. CONTINGENT LIABILITIES**

Throughout the year the POA was involved in several matters of litigation. At the year end much of this litigation was still outstanding. All known costs incurred to date have been fully provided for within the accounts. However, no provision has been made in respect of outstanding cases in the event of adverse judgements and costs being awarded against the POA.

In September 2009 Lees Lloyd Whitley, the POA's national solicitor, went into administration. During 2010, the POA received notification from the joint administrators of a potential claim for additional monies that may or may not be due by the POA for services rendered by Lees Lloyd Whitley. At this stage the potential amount of any claim continues to not be quantifiable.

**POA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
(Continued)

**18. RELATED PARTY TRANSACTIONS**

The POA is under the control of its members.

P McParlin, S P Gillan, P Chapple, M Freeman, T Robson and S Bostock are all members of the National Executive Committee. At the 31 December 2012 they were also all trustees of the POA Welfare Fund. During the year member contributions to the POA Welfare Fund amounted to £185,615 (2011: £197,369) and at the balance sheet date, an amount was due to the fund of £15,063 (2011: £15,863).

**19. NATIONAL EXECUTIVE COMMITTEE'S RESPONSIBILITIES**

The National Executive Committee is responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Trade Union law requires the members of the National Executive Committee to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Trade Union and of its income and expenditure for the year. In preparing the financial statements the members of the National Executive Committee are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trade Union will continue in operation.

The National Executive Committee is responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Trade Union and enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the Trade Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the members of the National Executive Committee are aware:

- there is no relevant audit information of which the Trade Union's auditor is unaware; and
- they have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE POA**

We have audited the financial statements of the POA for the year ended 31 December 2012, which comprise the income and expenditure account, balance sheet, statement of total recognised gains and losses and the related notes. 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 POA's members, as a body. Our audit work has been undertaken so that we might state to the POA's 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 POA and the POA's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective Responsibilities of the Committee of Management and Auditor**

As explained in Note 19, the POA'S National Executive Committee is responsible for preparing 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 (APB's) Ethical Standards for Auditors.

**Scope of the Audit of the Financial Statements**

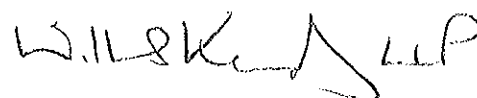
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**Opinion on Financial Statements**

In our opinion, the financial statements:

- give a true and fair view, in accordance with UK Generally Accepted Accounting Practice of the state of the POA's affairs as at 31 December 2012 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

Bridge House  
London Bridge  
LONDON  
SE1 9QR



Chartered Accountants  
Statutory Auditor

Date: 13<sup>th</sup> March 2013