

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Prison Governors Association

Year ended:

31 December 2012

List no:

693T

Head or Main Office:

Room 1.15
Clive House
70 Petty France
LONDON
SW1H 9HD

Website address (if available)

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

Yes

No

(Click the appropriate box)

General Secretary:

Miss P G Scriven

Telephone Number:

0300 047 5780

Contact name for queries
regarding

Miss P G Scriven

Telephone Number:

0300 047 5780

E-mail:

paddy.scriven@hmps.gsi.gov.uk

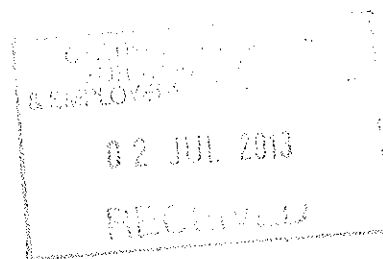
PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

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)

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	830	19		3	852
FEMALE	301	1		1	303
TOTAL	1131	20		4	1155

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

	0
Number of members at end of year contributing to the General Fund	1155

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
National Executive	E Lawrence	Not replaced	1 May 2012

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:

Prison Governors Association

Officers and National Executive December 2011

Officers

Eoin McLennan-Murray	-	President
Andrea Albutt	-	Vice President
Duncan Scales	-	Vice President
Shaun Williamson	-	Finance Officer
Paddy Scriven	-	General Secretary

National Executive

John Attard	-	National Executive
Andy Bell	-	National Executive
Bob Benson	-	National Executive
Kevin Billson	-	National Executive
Carl Davies	-	National Executive
Helen Dickinson	-	National Executive
Dave Foot	-	National Executive
Eoin Lawrence	-	National Executive
Pat Maguire	-	NI Representative
Angus MacVicar	-	Scotland Representative

Trustees

Andy Lattimore
Dave Taylor

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		190,848
From Members: Other income from members (specify)		
 Total other income from members		-
Total of all income from members		190,848
Investment income (as at page 12)		102
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
 Total of other income (as at page 4)		
	TOTAL INCOME	190,950
EXPENDITURE		
Benefits to members (as at page 5)		109,059
Administrative expenses (as at page 10)		142,596
Federation and other bodies (specify)		
 Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	251,655
Surplus (deficit) for year		(60,705)
Amount of general fund at beginning of year		190,502
Amount of general fund at end of year		129,797

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION AND OTHER BODIES		
Other income		
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 Legal Fees	99,262	brought forward Education and Training services	106,554
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Membership survey	1,517		
Diaries	5,682		
Memorabilia	93	Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
		Membership Insurance Scheme	2,505
Dispute Benefits			
Other Cash Payments			
carried forward	106,554	Total (should agree with figure in General Fund)	109,059

(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 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		23,341
Salaries and Wages included in above	£23,341	
Auditors' fees		3,240
Legal and Professional fees		31,486
Occupancy costs		-
Stationery, printing, postage, telephone, etc.		1,156
Expenses of Executive Committee (Head Office)		28,374
Expenses of conferences		52,795
Other administrative expenses (specify)		
Website development costs		982
Bank charges		733
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		489
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	Total	142,596
Charged to:	General Fund (Page 3)	142,596
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	142,596

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		102
Other investment income (specify)		
Total investment income		102
Credited to:		
General Fund (Page 3)		102
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Political Fund		
Total Investment Income		102

BALANCE SHEET as at 31 December 2012

(see notes 47 to 50)

Previous Year		£	£
578	Fixed Assets (at page 14)		889
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
195,977	Unquoted		140,068
195,997	Total Investments		140,068
	Other Assets		
	Loans to other trade unions		
1,753	Sundry debtors		1,801
6,481	Cash at bank and in hand		7,561
	Income tax to be recovered		
2,087	Stocks of goods		2,414
	Others (specify)		
10,321	Total of other assets		11,779
206,876	TOTAL ASSETS		152,733
	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		
1,447	Sundry creditors		1,504
14,927	Accrued expenses		21,432
	Provisions		
	Other liabilities		
16,374	TOTAL LIABILITIES		22,936
190,502	TOTAL ASSETS		129,797

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			5,897			5,897
Additions			800			800
Disposals						
Revaluation/Transfers						
At end of year			6,697			
Accumulated Depreciation						
At start of year			5,319			5,319
Charges for year			489			489
Disposals						
Revaluation/Transfers						
At end of year			5808			5,808
Net book value at end of year			889			889
Net book value at end of previous year			578			578

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		
Barclays Business Premium Account	140,068	
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	140,068	
Market Value of Unquoted Investments	140,068	

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 £
INCOME			
From Members	190,848		190,848
From Investments	102		102
Other Income (including increases by revaluation of assets)			
Total Income	190,950		190,950
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	251,655		251,655
Funds at beginning of year (including reserves)	190,502		190,502
Funds at end of year (including reserves)	129,797		129,797
ASSETS			
Fixed Assets			889
Investment Assets			140,068
Other Assets			11,776
Total Assets			152,733
LIABILITIES			
Total Liabilities			22,936
NET ASSETS (Total Assets less Total Liabilities)			129,797

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

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

See attached

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the year ended 31 December 2012

NOTES TO THE ACCOUNTS

1. TRADE UNION STATUS

The Association is registered as the 'Prison Governors Association' under the Trade Union and Labour Relations (Consolidation) Act 1992 and accordingly has full Trade Union Status. Registration has also been effected under the Employment Protection Act 1975.

2. TANGIBLE FIXED ASSETS

	Office Equipment £
COST	
At 1 January 2012	5,897
Additions	800
At 31 December 2012	<u>6,697</u>
DEPRECIATION	
At 1 January 2012	5,319
Charge for the year	<u>489</u>
At 31 December 2012	<u>5,808</u>
NET BOOK VALUE	
At 31 December 2012	<u>889</u>
At 31 December 2011	<u>578</u>

	2012 £	2011 £
3. INVESTMENTS		
Barclays business premium account	<u>140,068</u>	<u>195,977</u>
4. STOCKS		
Ties and scarves	135	715
Presentation ties	70	75
Badges, shields and mugs	1,617	131
Cufflinks	280	770
Medals	<u>312</u>	<u>396</u>
	<u>2,414</u>	<u>2,087</u>

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the year ended 31 December 2012

NOTES TO THE ACCOUNTS (CONTINUED)

	2012	2011
	£	£
5. DEBTORS		
Amounts due within one year		
Membership debtors	369	301
Conference folders bought in advance	375	455
Employee travel loan	<u>1,057</u>	<u>997</u>
	<u>1,801</u>	<u>1,753</u>
6. CREDITORS		
Amounts due within one year		
Taxation & Social Security	1,504	1,447
Accruals	<u>21,432</u>	<u>14,927</u>
	<u>22,936</u>	<u>16,374</u>
7. LEGAL FUND		
<p>The National Executive Committee received approval from the members at the 2009 conference to collect monies in addition to the standard membership subscription. The monies are ear marked to meet future legal costs and the Legal Fund totalled £30,684 at the end of the year.</p>		
8. LEGAL AND PROFESSIONAL FEES		
JW Hinks – accounting for payroll	600	600
Subscription collection	5,076	5,076
Pensions advice	-	1,798
Secretarial support	400	459
Information Commissioner	35	35
HR consultancy	840	4,830
Legal fees	<u>24,535</u>	<u>4,789</u>
	<u>31,486</u>	<u>17,587</u>
9. DEATH IN SERVICE		
<p>The Association provides death in service benefit of £3,000 per death payable to member's dependants.</p>		
10. RETIRED PRISON GOVERNORS ASSOCIATION		
<p>The assets of the Retired Prison Governors Association are held separately and at 31 December amounted to:</p>		
	2012	2011
	£	£
Lloyds TSB bank account	1,068	1,577
Barclays community bank account	9,204	2,327
Halifax bank account	<u>-</u>	<u>4,879</u>
	<u>10,272</u>	<u>8,783</u>

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the year ended 31 December 2012

NOTES TO THE ACCOUNTS (CONTINUED)

11. RELATED PARTY TRANSACTIONS

The Association reimburses the Officers of the National Executive Committee with expenditure incurred by them on travel on behalf of the Association.

The Association provides indemnity insurance on behalf of the Officers of the National Executive Committee.

12. ULTIMATE CONTROLLING PARTY

The Association is ultimately controlled by the National Executive Committee.

ACCOUNTING POLICIES


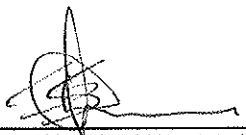
(see notes 74 and 75)

See attached

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: _____  Name: Miss P G Scriven Date: 22 May 2013	Finance Officer Signature: _____ (or other official whose position should be stated)  Name: Mr S S Williamson Date: 22 May 2013
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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 type="checkbox"/>	TO FOLLOW	<input checked="" type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the year ended 31 December 2012

ACCOUNTING POLICIES

BASIS OF ACCOUNTING

The accounts are drawn up under the historical cost convention in accordance with applicable accounting standards.

MEMBERSHIP

Joining fees and membership subscriptions are credited in the period in which they are receivable.

DEPRECIATION

Depreciation of fixed assets is provided at the rate shown to write off the cost of fixed assets over their estimated useful lives.

Office equipment	25% straight line
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STOCKS

Stocks are valued at the lower of cost and estimated net realisable value.

Net realisable value is the estimated proceeds of disposal.

MEMBERS' INSURANCE SCHEME

The Association operates a members' insurance scheme providing legal expenses cover. Premiums are charged to the income and expenditure account as they are incurred.

MEMBERS' DIARIES

Costs in relation to members' diaries are charged to the income and expenditure account as incurred.

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)

See attached

Signature(s) of auditor or auditors:	J.W. Hinks LLP	
Name(s):	J W Hinks LLP	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	19 Highfield Road Edgbaston Birmingham B15 3BH	
Date:	20th May 2013	
Contact name and telephone number:	0121 456 0190	

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

PRISON GOVERNORS ASSOCIATION

Report and Accounts for the year ended 31 December 2012

AUDITOR'S REPORT TO THE MEMBERS OF THE PRISON GOVERNORS ASSOCIATION

We have audited the Financial Statements of the Prison Governors Association for the year ended 31 December 2012 set out on pages 6 to 11. These financial statements have been prepared under the historical cost convention and the accounting policies set out on page 6.

RESPECTIVE RESPONSIBILITIES OF MEMBERS AND THE AUDITOR

As described in the National Executive Committee Report, the Members of the Committee are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 show 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 kept proper accounting records in accordance with section 28 of the Act, whether it has maintained a satisfactory system of control over its transactions and whether the financial statements to which this report relates agree with the accounting records.

BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards 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 in the preparation of the financial statements and of whether the accounting policies are appropriate to the Association's 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.

OPINION

In our opinion:

- the financial statements give a true and fair view of the state of the Association's affairs at 31 December 2012 and of its excess of expenditure over income for the year then ended and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992;
- the Association has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section, and;
- the financial statements to which the report relates agree with the accounting records.

JW Hinks LLP
Statutory Auditor
19 Highfield Road
Edgbaston
Birmingham
B15 3BH
