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- PRINT ON ONE SIDE ONLY

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

RETAINED FIREFIGHTERS UNION

Year ended:

31 DECEMBER 2012

List no:

5297

Head or Main Office:

FIREFIGHTER HOUSE
STATION ROAD
ATTLEBOROUGH
NORFOLK
NR17 2AS

Website address (if available)

www.rfuonline.co.uk

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

Yes

No

(Click the appropriate box)

General Secretary:

JOHN BARTON

Telephone Number:

01953 455005

Contact name for queries regarding

JENNIFER AMOS

Telephone Number:

01953 455433

E-mail:

jenay-amos@the rfu.org

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)

List of Retained Firefighters Union Officers in post at the end of December 2012

National General Secretary	John Barton
Assistant National General Secretary	Tristan Ashby
National Finance Officer	Jennifer Amos
President	Anthony Morgan
Vice President	Adam Moore
Honorary Vice President	Tom Radford
National Executive Committee	Adrian Hughes Phillip Grimes Rikki Noble Steve Whitcut Jim Kilpatrick Richard Fryer

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	2639	30			2669
FEMALE	73	1			74
TOTAL	2712	31			A 2743

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

0
2743

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

OFFICERS IN POST

(see note 12)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

RETURN OF CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
No Change			

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		269,012
From Members: Other income from members (specify)		
Sale of Insignia	3	
Donations	10	
Total other income from members		269,022
Total of all income from members		
Investment income (as at page 12)	30	
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	2,622	
Total of other income (as at page 4)		2,652
	TOTAL INCOME	267,674
EXPENDITURE		
Benefits to members (as at page 5)	96,173	
Administrative expenses (as at page 10)	194,628	
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	290,801
Surplus (deficit) for year		(23,127)
Amount of general fund at beginning of year		121,890
Amount of general fund at end of year		98,763

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		
ASSET CO MANAGEMENT SERVICE	2,622	
TOTAL OTHER INCOME		2,622
TOTAL OF ALL OTHER INCOME		2,622

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	96,173	brought forward	96,173
		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	96,173	Total (should agree with figure in General Fund)	96,173

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)		5	
Other income (specify)			
	Total other income as specified		
	Total Income		5
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		5
	Amount of fund at beginning of year		11,188
	Amount of fund at the end of year (as Balance Sheet)		11,193
	Number of members contributing at end of year		n/a

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	140,527
Remuneration and expenses of staff	
Salaries and Wages included in above	134,293 £
Auditors' fees	1,260
Legal and Professional fees	-
Occupancy costs	12,067
Stationery, printing, postage, telephone, etc.	34,629
Expenses of Executive Committee (Head Office)	682
Expenses of conferences	4,345
Other administrative expenses (specify)	
PURCHASE OF INSIGNIA	1
BANK CHARGES	1,117
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Total	194,628
Charged to:	
General Fund (Page 3)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Total	194,628

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			35
Other investment income (specify)			
			35
		Total investment income	35
		Credited to:	
		MUTUAL AID	
		General Fund (Page 3)	30
		Fund (Account)	5
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	

BALANCE SHEET as at 31 DECEMBER 2011

(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		
	Sundry debtors		
90,687	Cash at bank and in hand	85,732	
	Income tax to be recovered	—	
718	Stocks of goods	717	
49,920	Others (specify): <i>PREPAYMENTS</i>	40,126	
	Total of other assets		126,575
141,325	TOTAL ASSETS		126,575
121,889	<i>GENERAL</i> Fund (Account)	98,766	
11,188	<i>MUTUAL AID</i> Fund (Account)	11,193	
	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		
8,248	Sundry creditors	16,616	
	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		126,575
141,325	TOTAL ASSETS		—

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			42,955			42,955
Additions						
Disposals						
Revaluation/Transfer s						
At end of year			42,955			42,955
Accumulated Depreciation						
At start of year			42,955			42,955
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year			42,955			42,955
Net book value at end of year			—			—
Net book value at end of previous year			—			—

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 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 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			265,025
From Investments			35
Other Income (including increases by revaluation of assets)			2,622
Total Income			267,682
EXPENDITURE (including decreases by revaluation of			290,801
Total Expenditure			290,801
Funds at beginning of year (including reserves)			133,078
Funds at end of year (including reserves)			109,959
ASSETS			
Fixed Assets			-
Investment Assets			-
Other Assets			-
Total Assets			126,575
LIABILITIES			
Total Liabilities			16,616
NET ASSETS (Total Assets less Total Liabilities)			109,959

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 notes to the accounts. The box occupies most of the page below the instruction text.

ACCOUNTING POLICIES

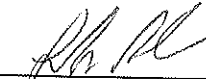
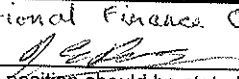
(see notes 74 and 75)

NORMAL ACCOUNTING POLICIES

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>JOHN BAZTON</u> Date: <u>22nd May 2013</u>	Chairman's National Finance Officer Signature: <u></u> (or other official whose position should be stated) Name: <u>JENNIFER ELIZABETH AMOS</u> Date: <u>22nd May, 2013</u>
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CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input 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)	ENCLOSE D	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/ NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records?
(See section 36(3) of the 1992 Act, set out in note 83)

YES/ NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
(See section 36(4) of the 1992 Act set out in rule 83)

YES/ NO


If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.
(See note 85)

AUDITOR'S REPORT (continued)

WE HAVE AUDITED THE FOREGOING ACCOUNTS IN ACCORDANCE WITH AUDITING STANDARDS.

IN OUR OPINION THEY GIVE A TRUE AND FAIR VIEW OF THE STATE OF AFFAIRS AT 31 DECEMBER 2012 AND OF THE DEFICIT FOR THE YEAR ENDED THAT DATE AND ARE IN ACCORDANCE WITH THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATED) ACT 1992.

Signature(s) of auditor or auditors:		
Name(s):		
Profession(s) or Calling(s):	NAYLOR WINTERSGILL	
Address(es):	CHARTERED ACCOUNTANTS Canton House, Grammar School Street Bradford, BD1 4NS	
Date:	15/5/2013	
Contact name and telephone number:	01274 733184	

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

RFU NATIONAL GENERAL SECRETARY'S STATEMENT

DATED 22ND May 2013 (Amended 3RD June 2013)

The following Statement is given by the RFU to Members to ensure all who cannot attend Annual Conference (when this information has traditionally always been provided), will still be fully aware of the audited strength of the RFU in financial terms and what the Auditors' comments were. The Statement also gives advice to any Member who is concerned about any possible irregularity in the conduct of the financial affairs of your Union.

Every year the National General Secretary is required under the terms of the Trade Union and Labour Relations (Consolidation) Act 1992 as amended, to provide full details of all income and expenditure and membership as at 31st December to the RFU's Chartered Accountants, Messrs. Naylor Wintersgill of Carlton House, Grammar School Street, Bradford, BD1 4NS. The Chartered Accountants then conduct a detailed audit of this information and agree the Union's Final Accounts, which our National Finance Officer has prepared. I am also required by law to send to the Certification Office for Trade Unions and Employers' Associations an 'Annual Return for a Trade Union' known as Form AR21, again in accordance with the TULR(C) Act 1992. The details of the accounts contained in this Form AR21 were audited by our Chartered Accountants and sent to the Certification Office by the due date.

Copies of the full financial accounts of the RFU for the year to 31st December 2012 are distributed to Delegates at Annual Conference, but for those Members who will be unable to attend, the essential details of our Union's financial affairs for the year ending 31st December 2012 are as follows:

Total income was £267,677 of which £265,012 consisted of membership fees. Total expenditure was £290,801 and there was no income to or expenditure from the political fund. My salary for the year ended 31st December 2012, was £45,542 and an employer's pension contribution of £3,960. No member of the National Executive Council, or the President or Vice-Presidents, or other RFU officials receives any remuneration or benefits. It is obvious that most of our resources were and always will be spent on legal and other services for the benefit of our Members.

The Chartered Accountants reported on the RFU's Accounts for the year to 31st December 2012 as follows:

"We have audited the foregoing accounts in accordance with Auditing Standards. In our opinion, they give a true and fair view of the state of affairs at 31st December 2012 and of the deficit for the year ended on that date and are in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992".

We have satisfied ourselves that there were 2,743 names of the Union's current paid-up Membership Register as at 31st December 2012, each one of which was accompanied by an address which was the Member's address for the purpose of the TURER(C) Act 1992 as amended.

The RFU has had enshrined in its Constitution since its foundation on the 15th September 1976 democratic principles of inspection of accounting records and the register of Members, consultation and ballot of the Membership, comprehensive appeals and complaints procedures, and clear confirmation that the Union is non-political.

Nevertheless, I am required to draw to Members' attention the following statement:

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 rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice.

John Barton National General Secretary