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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

UNION OF GENERAL & VOLUNTEER
WORKERS UNION

Year ended:

31 DECEMBER 2012

List no:

C0/764T

Head or Main Office:

11 AYRSOME ROAD
STOKE NEWINGTON
LONDON
N16 0RH

Website address (if available)

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

Yes

No

X

(Click the appropriate box)

General Secretary:

MRS C T SOSANYA

Telephone Number:

0207 249 6637

Contact name for queries
regarding

MR T ALLI-BALOGUN

Telephone Number:

0207 923 9756

E-mail:

abcollins@totmail.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

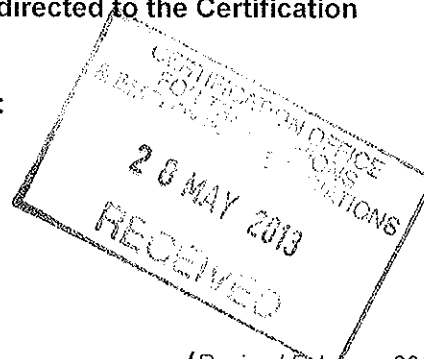
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
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					TOTALS
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)		
MALE	150	NIL	NIL	NONE		150
FEMALE	77	NIL	NIL	NONE		77
TOTAL	227	NIL	NIL	NONE	A	227

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

	1
Number of members at end of year contributing to the General Fund	71

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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, state the name of that other union:

b. A federation of trade unions?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		4,356
From Members: Other income from members (specify)		
Total other income from members		4,356
Total of all income from members		
Investment income (as at page 12) GROSS	25	
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4) DONATIONS	678	
Total of other income (as at page 4)		703
	TOTAL INCOME	5,059
EXPENDITURE		
Benefits to members (as at page 5)	245	
Administrative expenses (as at page 10)	2,641	
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		2,886
Taxation		4
	TOTAL EXPENDITURE	2,890
Surplus (deficit) for year		2,169
Amount of general fund at beginning of year		19,264
Amount of general fund at end of year		21,433

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies	N/A	
TOTAL FEDERATION AND OTHER BODIES		
Other income	N/A	
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		Education and Training services	246
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	246

FUND 2		Fund Account	
Name:		£	£
Income	From members	N/A	
	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	N/A	
	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 4		Fund Account		
Name:		£	£	
Income	From members	N/A		
	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	N/A		
	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 6		Fund Account	
Name:		£	£
Income	From members	N/A	
	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	N/A	
	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	N/A		
	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	N/A		
	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		
Salaries and Wages included in above	£	
Auditors' fees	300	
Legal and Professional fees		
Occupancy costs	48	
Stationery, printing, postage, telephone, etc.	2,014	
Expenses of Executive Committee (Head Office) – HONOURARIUM	524	
Expenses of conferences		
Other administrative expenses (specify)		
 Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		4
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		2,890
Charged to:	General Fund (Page 3)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
Total		2,890

BALANCE SHEET as at 31 DECEMBER 2012

(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		
	Cash at bank and in hand	24,812	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		
	TOTAL ASSETS		24,812
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses	2,951	
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		2,951
	TOTAL ASSETS		24,812

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	N/A					
At start of year						
Additions						
Disposals						
Revaluation/Transfers						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfers						
At end of year						
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)	N/A	
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	4,356		4,356
From Investments	25		25
Other Income (including increases by revaluation of assets) DONATIONS	678		678
Total Income	5,059		5,059
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	2,890		2,890
Funds at beginning of year (including reserves)	19,264		19,264
Funds at end of year (including reserves)	21,433		21,433
ASSETS			
CASH AT BANK			24,812
CASH IN HAND			35
Other Assets			
		Total Assets	24,847
LIABILITIES		Total Liabilities	(3,414)
NET ASSETS (Total Assets less Total Liabilities)			21,433

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.

INCOME:

Income represents subscriptions received from union members generated in the United Kingdom.

An adjustment was made in the income and expenditure statement for subscriptions received in the Current year, relating to a subsequent year. This is reflected as income prepayment which is stated as part of the closing creditors.

ACCOUNTING POLICIES

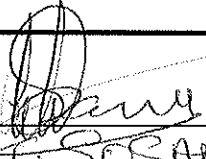
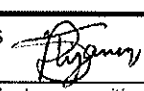
(see notes 74 and 75)

1. THESE ACCOUNTS HAVE BEEN PREPARED UNDER HISTORIC COST
2. BANK INTEREST IS STATED AS GROSS AND RECOGNISED IN THE ACCOUNTS AS AND WHEN RECEIVED
3. THE UNION FOLLOWS THE ACCRUAL CONCEPT OF ACCOUNTING PROCEDURES
4. THE UNION HAS TAKEN ADVANTAGE OF THE EXEMPTION IN FRS 1 FROM THE REQUIREMENT TO PRODUCE A CASH FLOW STATEMENT ON THE GROUND THAT IT IS A SMALL ENTITY

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>C. SORANTA</u> Date: <u>23/05/2013</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>OLUSEYI TIJANI</u> Date: <u>23/05/13</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	X	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	X	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	X	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	X	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	X	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	X		<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	X	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)

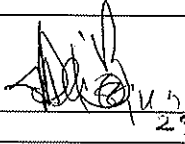
YES
If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
 - (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records?
(See section 36(3) of the 1992 Act, set out in note 83)
YES
If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
 - (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
(See section 36(4) of the 1992 Act set out in rule 83)
YES
If "No" please explain below.

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

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	 Ally Boatman Collins (Accountants) 62 Beechwood Road London E8 3DY	
Name(s):	T ALLI-BALOGUN <small>23/5/13</small>	
Profession(s) or Calling(s):	ACMA, ACA, ACIS	
Address(es):	62 BEECHWOOD ROAD LONDON E8 3DY	
Date:	22 MAY 2013	
Contact name and telephone number:	0207 923 9756	

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

AUDITOR'S REPORT

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

Independent Examiner's Report to the Members of Union of General and Volunteer Workers

We have examined the financial statements of the above Industrial and Provident Society Limited for the year ended 31 December 2012, which comprise the income & expenditure account, balance sheet and related notes.

The financial statements have been prepared under the historic costs convention (as modified by revaluation of certain fixed assets) and the accounting policies set out therein.

The report is made solely to the society's members as a body, in accordance with section 9 of the Friendly and Industrial and Provident Society Act 1968.

Our audit work has been undertaken so that we might state to the society's members those matters we are required to state to them in 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 society and the society's member as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of the society and the auditors

As described in the statement of the society responsibilities, the society is responsible for the preparation of the financial statements in accordance with the applicable law and the United Kingdom accounting standards.

Our responsibility is to examine the financial statement in accordance with the relevant legal and regulatory requirements and the United Kingdom accounting standards.

We report to you our opinion as to whether the financial statements give true and fair view and comply with the Friendly and Industrial and Provident Society Act 1968 and the Industrial and Provident Societies Act 1965 to 1978. We also report to you if, in our opinion, the society has not kept proper books of accounts and maintained a satisfactory system of control over transactions, or if we have not received all the information and explanation we require for the audit.

Basis of Independent examiners' opinion

We conduct our examination in accordance with the United Kingdom accounting standards issued by the A.C.C.A. An examination includes examination, on a test basis, evidence relevant to the amount and disclosures in the financial statements,

and of whether the accounting policies are appropriate to the society's circumstances applied and adequately disclosed.

We planned and perform our audit so as to obtain all the information and explanation 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 irregularities 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 statement give a true and fair view of the society's state of affairs as at 31 December 2012 and of its results for the year then ended and comply with the Friendly and Industrial and Provident Societies Act 1968 and Provident Society Act 1965 to 1978.



Ally Boatman Collins
(Accountants)
62 Beechwood Road
London E8 3DY

23/5/13.

TAlli-balogun
(ACMA, ACA, ACIS)
62 Beechwood Road
London
E8 3DY

STATEMENT TO MEMBERS

UNION OF GENERAL & VOLUNTEER WORKERS

STATEMENT TO MEMBERS ISSUED IN CONNECTION WITH THE UNION'S ANNUAL RETURN FOR PERIOD ENDED 31 DECEMBER 2011 AS REQUIRED BY SECTION 32A OF TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992

Income and Expenditure

The total income of the union for the period was £4459. This amount included payments of £3760 in respect of membership income of the union. The union's total expenditure for the period was £2890.

Political Fund

In respect of the union's political fund, its total income was £NIL and total expenditure was £NIL.

Salary paid to and other benefits provided to the General Secretary

The General Secretary of the union was paid £524 in respect of honorarium and £NIL in respect of benefits/The General Secretary was not paid any amount in respect of salary or benefits/The General Secretary was not paid a salary, but was paid benefits of £NIL].

Irregularity 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 such 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 should consider obtaining independent legal advice.

Auditor's report

UNION OF GENERAL & VOLUNTEER WORKERS UNION

STATEMENT OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2012

INCOME:	<u>2012</u>	<u>2011</u>
Subscriptions	3,760	3,812
Donations	678	432
Bank Interest (net)	21	20
	<u>4,459</u>	<u>4,264</u>
Less prepayments	<u>-596</u>	<u>(719)</u>
	<u>3,863</u>	<u>3,545</u>
EXPENDITURE:		
Printing	483	342
Stationery	108	
Postage	170	113
Telephone	630	160
Travel	2	12
Taxation	4	4
Honorarium overprovision in previous years	-	-494
Electricity	175	250
Training	246	326
Audit	300	300
Meeting Room Hire	48	48
Affiliation Subscription	200	200
Honorarium	524	625
	<u>2,890</u>	<u>1,886</u>
	<u>-2,890</u>	<u>(1,886)</u>
Net movement in the year	<u>973</u>	<u>1,659</u>

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Yinka Alaran

Treasurer

April 2013

UNION OF GENERAL & VOLUNTEER WORKERS UNION

BALANCE SHEET AS AT 31 DECEMBER 2012

<u>Current Assets:</u>	<u>2012</u>	<u>2011</u>
Cash at bank	24,812	22,785
Cash in hand	35	32
	<u>24,847</u>	<u>22,817</u>
Current liabilities/Accruals	<u>(2,951)</u>	<u>(1,894)</u>
	<u>21,896</u>	<u>20,923</u>
 <u>Reserve:</u>		
Balance brought forward	20,923	19,264
Transfer into in the year	973	1,659
	<u>21,896</u>	<u>20,923</u>

Yinka Alaran
.....
Treasurer
March 2013

ANALYSIS OF CURRENT LIABILITIES (2012)

Accruals and other creditors:

Audit	300	300
Electricity	175	250
Affiliation Subscription	-	-
Honorarium (35 % net income)	524	625
Subscriptions prepaid	596	719
Other creditors	846	-
Telephone	510	-
	<u>2,951</u>	<u>1,894</u>

ANALYSIS OF CLOSING BANK BALANCES

Halifax savings account no. 1	19,271	19,254
Halifax savings account no. 2	326	266
HSBC Account	5,215	3,265
	<u>24,812</u>	<u>22,785</u>

OFFICERS RETURNS FOR THE YEAR ENDED
31 DECEMBER 2012.

TITLE OF OFFICE	NAMES OF OFFICERS	DATE ELECTED
General Secretary	Christina T. Sosanya	17 December 2010.
Chairman	Oluseyi Tijani	17 December 2010.
Treasurer	Yinka Alaran	17 December 2010.
Health & Safety Officer	Christine Williams	17 December 2010.
President	Christina T. Sosanya	17 December 2010.
Membership/Minutes Secretary	Joseph Adio Gbadebo	24 June 2011.