

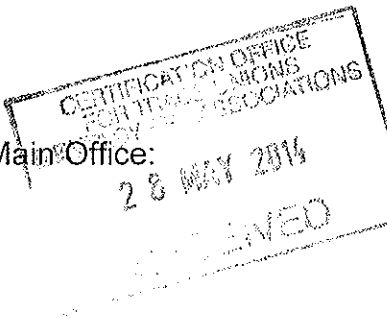
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FORM AR21

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 2013
List no:	CO/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 <input type="checkbox"/> No <input checked="" type="checkbox"/> (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@hotmail.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				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	151	—	—	—	151
FEMALE	92	—	—	—	92
TOTAL	243				A 243

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

NONE
57

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
N/A	N/A	N/A	N/A

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		2,694
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		2,694
Investment income (as at page 12) GROSS	44	
Other Income	1	
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4) DONATIONS	679	
Total of other income (as at page 4)		724
		TOTAL INCOME
		3,418
EXPENDITURE		
Benefits to members (as at page 5)	100	
Administrative expenses (as at page 10) NET	380	
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		480
Taxation		9
		TOTAL EXPENDITURE
		489
Surplus (deficit) for year		2,929
Amount of general fund at beginning of year		21,433
Amount of general fund at end of year		24,362

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		
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	100
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)	100

(See notes 24 and 25)

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		
	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		NA	
	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			NA
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		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		
	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.	1,478	
Expenses of Executive Committee (Head Office) Honorarium	554	
Expenses of conferences		
Other administrative expenses (specify)		
Expenses overstated in previous years	(1,900)	
 Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		9
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		489
Charged to:		
General Fund (Page 3)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Total		489

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary	Employers contributions	Pension Contribution	Benefits		Total
				Description	Value	
	£	£		GENERAL SECRETARY HONORARIUM	554	554

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		44
Other investment income (specify)		
Total investment income		44
Credited to:		
General Fund (Page 3)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Political Fund		
Total Investment Income		44

BALANCE SHEET as at

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14) Investments (as per analysis on page 15) Quoted (Market value £) Unquoted <div style="text-align: right;">Total Investments</div> Other Assets Loans to other trade unions Sundry debtors Cash at bank and in hand Income tax to be recovered Stocks of goods Others (specify) <div style="text-align: right;">Total of other assets</div> <div style="text-align: right;">TOTAL ASSETS</div>	26,899	26,899
	<div style="text-align: right;">Fund (Account) Fund (Account) Fund (Account) Superannuation Fund (Account) Political Fund (Account) Revaluation Reserve</div> 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 Provisions Other liabilities <div style="text-align: right;">TOTAL LIABILITIES</div> <div style="text-align: right;">TOTAL ASSETS</div>	2,537	2,537 24,362

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						NA
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	2,694		2,694
From Investments	44		44
Other Income (including increases by revaluation of assets) DONATIONS	680		680
Total Income	3,418		3,418
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	489		489
Funds at beginning of year (including reserves)	21,433		21,433
Funds at end of year (including reserves)	24,362		24,362
ASSETS			
CASH AT BANK			26,750
CASH IN HAND			149
Other Assets			
		Total Assets	26,899
LIABILITIES		Total Liabilities	(2,537)
NET ASSETS (Total Assets less Total Liabilities)			24,362

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.

ADMINISTRATIVE EXPENSES ADJUSTMENT:

Adjustment was made in the accounts for expenses incorrectly accrued thereby creating liability and creditor which will never be settled.

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>MRS. C. T. SOSANYA</u> Date: <u>23 MAY 2014</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>OLUSEYI RAFIU TIJANI</u> Date: <u>27/05/2014</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	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	X	NO	<input type="checkbox"/>

OFFICERS RETURNS FOR THE YEAR ENDED
31 DECEMBER 2013.

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.

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		
Profession(s) or Calling(s):	ACMA, ACA, ACIS		
Address(es):	62 BEECHWOOD ROAD LONDON E8 3DY		
Date:	23 MAY 2014		
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.

UNION OF GENERAL & VOLUNTEER WORKERS UNION

STATEMENT OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2013

INCOME:	<u>2013</u>	<u>2012</u>
Subscriptions received this year	3,765	3,760
Donations	679	678
Other Income	1	-
Bank Interest (gross)	44	21
	<u>4,489</u>	<u>4,459</u>
Less prepayments	<u>(1,071)</u>	<u>(596)</u>
	<u>3,418</u>	<u>3,863</u>
EXPENDITURE:		
Printing & stationery	330	591
Postage	202	170
Telephone	402	630
Travel	98	2
Honorarium under provision in previous years	-	463
Taxation	9	4
Electricity	210	175
Training	100	246
Audit	300	300
Meeting Room Hire	48	48
Affiliation Subscription	100	200
Honorarium	554	524
Expenses over stated in previous years	(1,900)	-
Repairs	35	-
	<u>489</u>	<u>3,353</u>
	<u>(489)</u>	<u>(3,353)</u>
Net movement in the year	<u>2,929</u>	<u>510</u>

.....
Yinka Alaran
Treasurer

UNION OF GENERAL & VOLUNTEER WORKERS UNION

BALANCE SHEET AS AT 31 DECEMBER 2013

	<u>2013</u>	<u>2012</u>
Current Assets:		
Cash at bank	26,750	24,812
Cash in hand	<u>149</u>	<u>35</u>
	26,899	24,846
Current liabilities/Accruals	<u>(2,537)</u>	<u>(3,414)</u>
	<u>24,362</u>	<u>21,432</u>
Reserve:		
Balance brought forward	21,433	20,923
Transfer into in the year	<u>2,929</u>	<u>510</u>
	<u>24,362</u>	<u>21,433</u>

.....
Yinka Alaran
Treasurer

ANALYSIS OF CURRENT LIABILITIES

	<u>2013</u>	<u>2012</u>
Audit	300	300
Electricity	210	175
Training	100	-
Affiliation Subscription	-	-
Honorarium (35 % net income)	554	524
Subscriptions prepaid	1,071	596
Other creditors	-	1,309
Telephone (BT)	302	510
	<u>2,537</u>	<u>3,414</u>

ANALYSIS OF CLOSING BANK STATEMENTS

	<u>2013</u>	<u>2012</u>
HBOS Saving account no. 1	-	19,271
HBOS Saving account no. 2	-	326
HSBC Account	7,345	5,215
Co-op Community DirectPlus	19,404	-
Total	<u>26,750</u>	<u>24,812</u>