

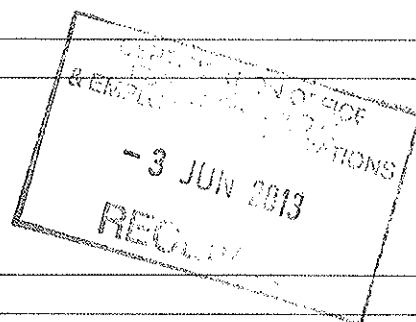
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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Union of Democratic Mineworkers Clerical & Supervisory Staff Section		
Year ended:	31 st December 2012		
List no:	682T		
Head or Main Office:	The Barn Budby Road Cuckney Mansfield NG20 9JT		
Website address (if available)			
Has the address changed during the year to which the return relates?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/> No
			(Click the appropriate box)
General Secretary:	Geoffrey Benson		
Telephone Number:	07730 569 498		
Contact name for queries regarding	Sutton McGrath Limited		
Telephone Number:	01246 277266		
E-mail:	geof.benson@sky.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	26				26
FEMALE	2				2
TOTAL	28				A 28

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

--

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

28

OFFICERS IN POST

(see note 12)

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

RETURN OF CHANGE OF OFFICERS

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

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date

State whether the union is:

a. A branch of another trade union?

Yes	√
-----	---

No	
----	--

If yes, state the name of that other union:

Union of Democratic Mineworkers

b. A federation of trade unions?

Yes	
-----	--

No	√
----	---

If yes, state the number of affiliated unions:

--

and names:

--

Union of Democratic Mineworkers
CLERICAL & SUPERVISORY
STAFF SECTION

The Barn
Budby Road
Cuckney
Mansfield
Notts
NG20 9JT

Tel : 01623 616937
Mobile : 07730 569498
E-mail : geof.benson@sky.com

Officers for the Year Ending 31st December 2012

General Secretary Geof Benson

President Mick Warner

Trustee's Paul Bennett

Tony Barton

(All to be contacted at the above address.)

General Secretary
Geof Benson

President
Mick Warner

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		4569
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	22	
Total of other income (as at page 4)		22
		4755
		TOTAL INCOME
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		3029
Federation and other bodies (specify)		
Political Fund	6	
Welfare Fund	146	
Total expenditure Federation and other bodies		152
Taxation		
		3181
		TOTAL EXPENDITURE
Surplus (deficit) for year		1410
Amount of general fund at beginning of year		(1214)
Amount of general fund at end of year		196

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 Administrative charge	22	
TOTAL OTHER INCOME		22
TOTAL OF ALL OTHER INCOME		22

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

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

(See notes 24 and 25)

FUND 2		Fund Account	
Name:	Welfare, Retirement & Convalescent Fund	£	£
Income			
	From members	145	
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		145
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	22	22
	Total Expenditure		22
	Surplus (Deficit) for the year		123
	Amount of fund at beginning of year		3882
	Amount of fund at the end of year (as Balance Sheet)		4005
	Number of members contributing at end of year		28

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	6	
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total income	6
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	0
		Surplus (deficit) for year	6
		Amount of political fund at beginning of year	441
		Amount of political fund at the end of year (as Balance Sheet)	447
		Number of members at end of year contributing to the political fund	28
		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		675
Salaries and Wages included in above	£675	
Auditors' fees		1104
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		660
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Travel Expenses		334
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		256
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	Total	3029
Charged to:	General Fund (Page 3)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	

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

BALANCE SHEET as at 31st December 2012

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)	1025	
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		1025
	Other Assets		
	Loans to other trade unions		
	Sundry debtors	3068	
	Cash at bank and in hand	5928	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		8996
	TOTAL ASSETS		10021
	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		5373
	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL LIABILITIES		5373
	TOTAL ASSETS		4648

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			7609			
Additions						
Disposals						
Revaluation/Transfer s						
At end of year			7609			
Accumulated Depreciation						
At start of year			6328			
Charges for year			256			
Disposals						
Revaluation/Transfer s						
At end of year			6584			
Net book value at end of year			1025			
Net book value at end of previous year			1281			

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	4714	6	4720
From Members			
From Investments			
Other Income (including increases by revaluation of assets)	22		22
Total Income	4736	6	4742
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	3203	0	3203
Funds at beginning of year (including reserves)	2697	441	3108
Funds at end of year (including reserves)	4201	447	4648
ASSETS			
Fixed Assets			1025
Investment Assets			0
Other Assets			8996
Total Assets			10021
LIABILITIES			
Total Liabilities			5373
NET ASSETS (Total Assets less Total Liabilities)			4648

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.

Please see attached

Union of Democratic Mineworkers (CSSS)

Notes to the Financial Statements

Year ended 31st December 2012

1. Principal Accounting Policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the section's accounts.

a) Accounting Convention

The financial statements are prepared under the historical convention. Having reviewed the section's financial resources the executive consider that the section will continue to operate for the foreseeable future and on this basis consider that it is appropriate to prepare the financial statements on a going concern basis.

b) Basis of Accounting

The accounts of the General Fund include all Income and Expenditure of the Clerical & Supervisory Staff Section, including all its branches except that relating to the Welfare, Retirement & Convalescent Fund and the Political Fund where separate accounts were prepared in accordance with the rules of the Union.

c) Depreciation Policy

Depreciation is calculated in order to write off assets through the profit & loss account over the anticipated useful economic life as follows :-

Office Furniture & Equipment	20% on a Reducing Balance Basis
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Union of Democratic Mineworkers (CSSS)

Notes to the Financial Statements

Year ended 31st December 2012

2. Tangible Fixed Assets

	Office Equipment Fixtures & Fittings £
Cost	
As at 1 st January 2012	7609
Additions	<u>0</u>
As at 31 st December 2012	<u>7609</u>
Depreciation	
As at 1 st January 2012	6328
Charge for the Year	<u>256</u>
As at 31 st December 2012	<u>6584</u>
Net Book Value	
As at 31 st December 2012	1025
As at 31 st December 2011	1281

3 Branch Accounts

Opening Balance	1862
Transactions in Year	0

Closing Balance	<u>1862</u>

ACCOUNTING POLICIES

(see notes 74 and 75)

One 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: _____
Date: _____

Chairman's
Signature: _____
(or other official whose position is set forth in the return)
Name: _____
Date: _____

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 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 type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS (see Note 80)	ENCLOSED	<input type="checkbox"/>	TO POLYDA	<input checked="" type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 80)	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
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)

See attached

Union of Democratic Mineworkers (C.S.S.S)

Report of the Independent Auditors for the year ended 31st December 2012

We have audited the financial statements of the Union Of Democratic Mineworkers (C.S.S.S) for the year ended 31 December 2012 on pages 6 to 12. The financial statements have been prepared in accordance with the accounting policies set out on page 11.

This report is made solely to the Union's members as a body. Our audit work has been so that we might state to the Unions members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Union and the Unions members as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of the Committee and Auditors

The Committees responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page 4.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the relevant laws and regulations. We also report to you whether in our opinion the information given in the Report of the Committee is consistent with the financial statements.

In addition, we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding remuneration and other transactions is not disclosed.

We read the Report of the Executive Committee and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of opinion

We conducted our audit in accordance with United Kingdom 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 accounts and of whether the accounting policies are appropriate to the Union'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 accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming an opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the accounts give a true and fair view of the state of affairs of the Union as at 31 December 2012 and of its transactions for the year then ended.

Sutton McGrath Ltd
Chartered Accountants and Registered Auditors
5 Westbrook Court
Sharrowvale Road
Sheffield
S11 8YZ

Sutton McGrath Ltd

Date *29th May 2013*

AUDITOR'S REPORT (continued)

See attached

Signature(s) of auditor or auditors:	<i>Sutton McGrath Ltd</i>	
Name(s):	Jonathan Churm on behalf of Sutton McGrath Ltd	
Profession(s) or Calling(s):	Accountant	
Address(es):	5 Westbrook Court Sharrowvale Road Sheffield S11 8YZ	
Date:	29 th May 2013	
Contact name and telephone number:		

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