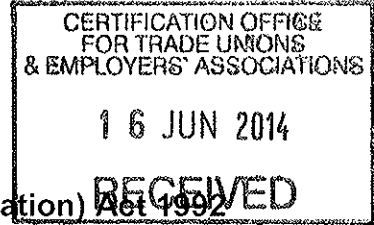


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- PRINT ON ONE SIDE ONLY

# FORM AR21



Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

YORKSHIRE INDEPENDENT STAFF ASSOCIATION

Year ended:

31 DECEMBER 2013

List no:

SIAT

Head or Main Office:

C/O SERVICE QUALITY DEPT.  
YORKSHIRE BUILDING SOCIETY  
YORKSHIRE HOUSE, YORKSHIRE DRIVE.  
BRADFORD  
WEST YORKSHIRE  
BD5 8LJ

Website address (if available)

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

Yes

No

(Click the appropriate box)

General Secretary:

ANNA GROTA

Telephone Number:

01274 472629

Contact name for queries  
regarding

KAREN WATSON

Telephone Number:

01274 472453

E-mail:

K.WATSON@CBS.CO.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  
22<sup>nd</sup> 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	668				668
FEMALE	1,463				1,463
TOTAL	2,131				A 2,131

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

2,131

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
CHAIR	K. WATSON	P. HINCHCLIFFE	SEPTEMBER 2013
VICE CHAIR	P. HINCHCLIFFE	L. ADAMSON	SEPTEMBER 2013
POLICY OFFICER	P. COOK	A. SHACKLETON	SEPTEMBER 2013
TREASURER	J. CURWEN	K. WATSON	SEPTEMBER 2013

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)

	£	£
<b>INCOME</b>		
From Members: Contributions and Subscriptions		79,401
From Members: Other income from members (specify) <i>LOTTERY SURPLUS</i>		2,841
<b>Total other income from members</b>		
<b>Total of all income from members</b>		82,242
<b>Investment income (as at page 12)</b>		1,320
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		
	<b>TOTAL INCOME</b>	83,562
<b>EXPENDITURE</b>		
Benefits to members (as at page 5)		82,431
Administrative expenses (as at page 10)		
Federation and other bodies (specify)		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		264
	<b>TOTAL EXPENDITURE</b>	82,695
Surplus (deficit) for year		867
Amount of general fund at beginning of year		311,981
Amount of general fund at end of year		312,848

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
<b>Other income</b>		
<b>TOTAL OTHER INCOME</b>		
<b>TOTAL OF ALL OTHER INCOME</b>		

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	
		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			
<b>carried forward</b>		<b>Total (should agree with figure in General Fund)</b>	

(See notes 24 and 25)

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

FUND 3		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

FUND 4		Fund Account	
<b>Name:</b>		£	£
<b>Income</b>			
From members			
Investment income (as at page 12)			
Other income (specify)			
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

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

<b>FUND 6</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

<b>FUND 7</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		



(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund		
		£	£	
<b>Income</b>	Members contributions and levies			
	Investment income (as at page 12)			
	Other income (specify)			
	Total other income as specified			
	Total income			
<b>Expenditure</b>	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		
		£	£	
<b>Income</b>	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			
<b>Expenditure</b>	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	£ 0	
Auditors' fees		1,200
Legal and Professional fees		28,888
Occupancy costs <i>insurance</i>		1,610
Stationery, printing, postage, telephone, etc.		4,886
Expenses of Executive Committee (Head Office)		16,485
Expenses of conferences		
Other administrative expenses (specify)		
<i>Training</i>		8,990
<i>Case worked</i>		3,268
<i>Recruitment costs</i>		7,499
<i>Motor expenses</i>		1,079
<i>Appeals and disciplinary expenses</i>		1,815
<i>Affiliation fees</i>		5,028
<b>Other Outgoings</b>		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
		1,683
Depreciation		
Taxation		264
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
<b>Total</b>		82,695
Charged to:		
General Fund (Page 3)		82,695
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
<b>Total</b>		82,695

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary	Employers N.I. contributions	Benefits				Total	
			£	£	Pension Contributions £	Other Benefits		
						Description		Value £
<i>GENERAL SECRETARY</i>		£		£		<i>CAR BENEFIT</i>	2,804	2,804

# 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			1.320
Other investment income (specify)			
Total investment income			1.320
Credited to:			
Total Investment Income			1.320

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
<b>Cost or Valuation</b>						
At start of year				11,970		11,970
Additions						
Disposals						
Revaluation/Transfer s						
At end of year				11,970		11,970
<b>Accumulated Depreciation</b>						
At start of year				5,237		5,237
Charges for year				1,683		1,683
Disposals						
Revaluation/Transfer s						
At end of year				6,920		6,920
<b>Net book value at end of year</b>				5,050		5,050
<b>Net book value at end of previous year</b>				6,733		6,733

# 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	308.169	
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	308.169	
Market Value of Unquoted Investments	308.169	

# BALANCE SHEET as at

31 DECEMBER 2013

(see notes 47 to 50)

Previous Year		£	£
6,733	<b>Fixed Assets</b> (at page 14)		5,050
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £ )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		1,573
2,058	Sundry debtors		
305,310	Cash at bank and in hand		308,189
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
307,368	<b>Total of other assets</b>		309,762
314,101	<b>TOTAL ASSETS</b>		314,812
	Fund (Account )		
	Fund (Account )		
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
2,119	Accrued expenses		1,964
	Provisions		
	Other liabilities		
2,119	<b>TOTAL LIABILITIES</b>		1,964
311,982	<b>TOTAL ASSETS</b>		312,848

# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		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)		
<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		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 £
<b>INCOME</b>			
From Members	82,242		82,242
From Investments	1,320		1,320
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	83,562		83,562
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	82,695		82,695
<b>Total Expenditure</b>	82,695		82,695
<b>Funds at beginning of year</b> (including reserves)	311,981		311,981
<b>Funds at end of year</b> (including reserves)	312,848		312,848
<b>ASSETS</b>			
	Fixed Assets		5,050
	Investment Assets		308,189
	Other Assets		1,573
	<b>Total Assets</b>		314,812
<b>LIABILITIES</b>			
	<b>Total Liabilities</b>		1,964
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			312,848

# 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 ACCOUNTS.

# ACCOUNTING POLICIES

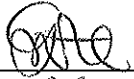
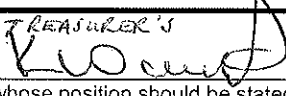
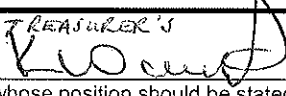
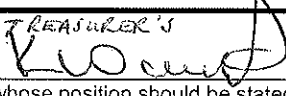
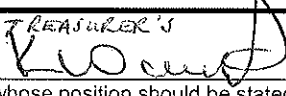
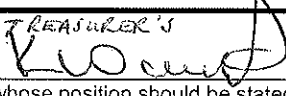
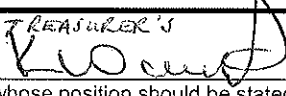
(see notes 74 and 75)

SEE ATTACHED ACCOUNTS

## 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>A. GIORA</u>  Date: <u>22.5.14</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Chairman's</td> <td style="width: 50%; text-align: center;">TREASURER'S</td> </tr> <tr> <td style="text-align: center;">Signature: <u></u></td> <td style="text-align: center;">Signature: <u></u></td> </tr> <tr> <td style="text-align: center;">(or other official whose position should be stated)</td> <td style="text-align: center;">(or other official whose position should be stated)</td> </tr> <tr> <td style="text-align: center;">Name: <u>K. WATSON</u></td> <td style="text-align: center;">Name: <u>K. WATSON</u></td> </tr> <tr> <td style="text-align: center;">Date: <u>22.5.14</u></td> <td style="text-align: center;">Date: <u>22.5.14</u></td> </tr> </table>	Chairman's	TREASURER'S	Signature: <u></u>	Signature: <u></u>	(or other official whose position should be stated)	(or other official whose position should be stated)	Name: <u>K. WATSON</u>	Name: <u>K. WATSON</u>	Date: <u>22.5.14</u>	Date: <u>22.5.14</u>
Chairman's	TREASURER'S										
Signature: <u></u>	Signature: <u></u>										
(or other official whose position should be stated)	(or other official whose position should be stated)										
Name: <u>K. WATSON</u>	Name: <u>K. WATSON</u>										
Date: <u>22.5.14</u>	Date: <u>22.5.14</u>										

## 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)	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)

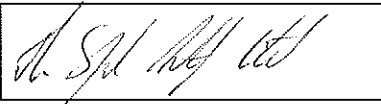
YES/~~NO~~

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)

*SEE ATTACHED ACCOUNTS*

# AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	<i>The Shepherd Partnership Limited</i>	
Profession(s) or Calling(s):	<i>CHARTERED ACCOUNTANTS</i>	
Address(es):	<i>ROBE WALK SKIPTON BD23 1ED</i>	
Date:	<i>8 May 2014</i>	
Contact name and telephone number:	<i>ADAM DUTTON 01756 799823</i>	

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