

ANNUAL RETURNS TO THE CERTIFICATION OFFICER

Industrial Relations (Northern Ireland) Order 1992 (as amended)

FORM AR(NI)21 - ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Year ended:

Ref No:

Head or Main Office:

N. IRELAND
CERTIFICATION OFFICER
28 MAY 2010
RECEIVED

Has the address changed during the year to which the return relates? Yes No (Tick as appropriate)

General Secretary:

Telephone Number and Email Address

Contact name for queries regarding the completion of this return:

Telephone Number and Email Address

Every trade union having its head of main office outside Northern Ireland has a statutory obligation to provide the Certification Officer with names and addresses of one or more persons resident in Northern Ireland authorised to accept on its behalf service of process and any notices required to be served on it. The Certification Officer has no authority to waive this provision.

NAME OF AUTHORISED PERSON:

NORTHERN IRELAND ADDRESS:

- (a) _____
- _____
- _____
- (b) _____
- _____
- _____

The address to which enquiries, returns and other documents should be sent is:

Northern Ireland Certificate Office for Trade Unions and Employers' Associations
10 - 12 Gordon Street Belfast BT1 2LG. Telephone: 028 9023 7773 Fax: 028 9023 2271
E-mail: info@nicertoffice.org.uk

RETURN OF MEMBERS

(see Notes 8 and 9)

NUMBER OF MEMBERS AT THE END OF THE YEAR					
	Northern Ireland	Great Britain	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
Male	946		13		959
Female	5391		79		5470
TOTAL	6337		92		6429

Total number of members (including Northern Ireland members) above for whom no home or authorised address is held.

Number of Northern Ireland members for whom no home or authorised address is held.

RETURN OF CHANGE OF OFFICERS

(see Note 10)

Please complete the following to record any changes of officers during the twelve months covered by this return and attach as an annex to this form a complete list of all officers in post at the end of the year to which this form relates.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
PRESIDENT	MELANIE HOUSTON	HEXIE SCOTT	27 th MARCH 2009
EX-PRESIDENT	STANLEY ROOTS	MELANIE HOUSTON	27 th MARCH 2009
VICE PRESIDENT	HEXIE SCOTT	LEWIS LOVE	27 th MARCH 2009

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

GENERAL FUND
(see Notes 11 to 16)

	£	£
INCOME		
Members:		
Contributions and Subscriptions	627731	
Other income from members (specify)	_____	
Federations and other bodies (as at page 7)	_____	
Total of other income (as at page 7)	51073	
Total Investment income (as at page 19)	896	

TOTAL INCOME		679,700
EXPENDITURE		
Benefits to members (as at page 9)	246,180	
Administrative expenses (as at page 15)	393739	
Federations and other bodies - Affiliation fees, grants etc. (specify)		
TOTAL EXPENDITURE		639919

SURPLUS (DEFICIT) FOR YEAR 39,781

Amount of fund at beginning of year £ 877,808

Amount of fund at end of year £ 917,589

Total number of members (including Northern Ireland members) contributing to the general fund at end of year

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

General Fund subscription income from Northern Ireland members £ 627,731

**ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND
OTHER INCOME**
(see Notes 17 and 18)

DESCRIPTION	AMOUNT	£
FEDERATION AND OTHER BODIES		
OTHER INCOME	TOTAL	
Advertising UTU News	2,100	
Sundry Income	34,259	
Conference Income	10,036	
Recruitment Income	2,479	
Other conferences Income	2,199	
	TOTAL	51,073

**ANALYSIS OF BENEFIT EXPENDITURE
SHOWN AT GENERAL FUND
(see Notes 19 to 21)**

£

£

Representation - Employment Related Issues <i>Legal Fees</i>			brought forward	25556
	<i>10244</i>	Education and Training Services		
Representation - Non Employment Related Issues <i>Diaries</i> <i>JTV news Publications</i>	<i>10,120</i> <i>5,192</i>	Negotiated Discount Services		
Communications		Salary Costs <i>Estimated at 60% of total salary costs</i>		<i>211903</i>
Advisory Services		Other Benefits and Grants (specify) <i>BRANCHES ALLOCATION</i> <i>INSURANCE CLAIM</i>		<i>7951</i> <i>770</i>
Dispute Benefits				
Other Cash Payments				
carried forward	25556	Total (should agree with figure in General Fund)		246,180

FUND 2		Fund Account	
Name:	BENEVOLENT FUND	£	£
Income			
From members		2677	
Other income (specify) OTHER DONORS		928	
Investment income (as at page 19)		530	
Total Income			4135
Expenditure			
Benefits to members		NIL	
Administrative expenses and other expenditure (as at page 15)			
Total Expenditure			NIL
Surplus (Deficit) for the year			4135
Add amount of fund at beginning of year			45299
Amount of fund at end of year (as Balance Sheet)			49434
Number of members contributing at end of year			

FUND 3		Fund Account	
Name:		£	£
Income			
From members			
Other income (specify)			
Investment income (as at page 19)			
Total Income			
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 15)			
Total Expenditure			
Surplus (Deficit) for the year			
Add amount of fund at beginning of year			
Amount of fund at end of year (as Balance Sheet)			
Number of members contributing at end of year			

(see Notes 24 to 28)

4. POLITICAL FUND ACCOUNT		To be completed by trade unions which maintain their own fund	
		£	£
Income			
	Members contributions & levies		
	Investment income (as at page 19)		
	Other income (specify)		
Deduct expenditure			
	Expenditure under Article 57 of the Trade Union and Labour Relations (NI) Order 1995 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
	Amount of political fund at beginning of year		
	Amount of political fund at end of year (as Balance Sheet)		
	Number of Northern Ireland members contributing at end of year		
	Political Fund Contribution from Northern Ireland members		£
	Number of Northern Ireland members at the end of the year who are exempt from contributing to the political fund		
	Number of members outside Northern Ireland who have completed an exemption notice and therefore do not contribute to the political fund		

5. POLITICAL FUND ACCOUNT		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 the political fund of the central trade union		
	Amount received back from central trade union political fund		
	Other income (specify)		
Deduct expenditure			
	Expenditure under Article 57 of the Trade Union and Labour Relations (NI) Order 1995 (specify)		
	Administrative expenses in connection with political objects (specify)		
	Non-political expenditure		
	Amount held on behalf of central trade union political fund at beginning of year		£
	Deduct amount remitted to central trade union political fund		£
	Amount held on behalf of central trade union political fund (as Balance Sheet)		
	Total Number of Northern Ireland members contributing at end of year		
	Political Fund Contribution from Northern Ireland members		£
	Number of Northern Ireland members at the end of the year who are exempt from contributing to the political fund		
	Number of Northern Ireland members at the end of the year who are under Northern Ireland law exempt from contributing to the political fund		

ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS 4 OR 5
(see Notes 29 and 30)

		£
Administrative Expenses		
Remuneration and expenses of staff		
Salaries and Wages included in above	£ 141269	156418
Auditors' fees		3760
Legal and Professional fees		898
Occupancy costs		33113
Stationery, printing, postage, telephone etc.		29399
Expenses of Executive Committee (Head Office)		11136
Expenses of conferences		75393
Other administrative expenses (specify)	TRAINING	2537
	Recruitment	7606
	Computer and Equipment Maintenance	6554
	PUBLICATIONS	1068
	DATA Protection	3686
Interest payable:	BANK FEES	699
Bank loans (including overdrafts)	PUBLIC Relations & Campaigns	9660
Mortgages	Union Elections	65
Other loans		
Depreciation		17945
Taxation		2400
Outgoings on land and buildings (specify)		
Other outgoings (specify)	EI SUBSCRIPTIONS	9518
	OTHER FEES & SUBSCRIPTIONS	18847
	SPONSORSHIP & INTERNATIONAL CHARITY	3037
Charged to:	General Fund (Account) (page 5)	393739
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	

ANALYSIS OF OFFICIALS' SALARIES AND BENEFITS
(see Notes 31 to 41 below)

Office Held	Gross Salary	Pension Contributions
	£	£
General Secretary	56,665.36	

OFFICIALS' SALARIES AND BENEFITS

31. The positions concerned are those of president, general secretary and each member of the executive.
32. Details are to be provided of salary and all other benefits paid from trade union funds.
33. The legislation does not define what constitutes a benefit. For the purpose of this return benefits are:
 - a. those designated as "taxable" benefits by the Inland Revenue.
 - b. pension/superannuation arrangements (see Notes 36-40).
 - c. redundancy and other termination payments (see Note 41).
34. Information is required of individual benefits with a value in excess of £100 in one accounting period. In addition to the information required above, details are also required on any loans paid from union funds.
35. If salaries and benefits (including loans) are not paid in respect of the president, general secretary or member of the executive committee a **nil** return is required.

PENSION CONTRIBUTIONS

36. Where contributions are paid from union funds into a **defined contributions scheme** in relation to officials identified at Note 31, the amounts must be declared.
37. If the union operates a **defined benefits scheme** in relation to the officials at Note 31 please contact the Certification Office for advice on how such benefits should be recorded.

ANALYSIS OF INVESTMENT INCOME
(see Notes 42 and 43)

Income	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			1426
Other investment income (specify)			
		+	
Total investment income		=	1426
Credited to:			
	General Fund (Account 1) (page 5)		896
	Benevolent Fund (Account)		530
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Political Fund (Account 4/5)		
			1426

BALANCE SHEET

as at 31st December 2009

(see Notes 44-46)

Previous Year		£	£
650997	Fixed Assets (as at page 23)	634959	
	Investments (as per analysis on page 25)		
	Quoted (Market value £)		
	Unquoted		
	Loans to other trade unions		
134499	Sundry debtors	80632	
	Other Assets		
169794	Cash at bank and in hand	268056	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
955290			983647
877808	<i>GENERAL</i> Fund (Account)	917589	
45299	<i>BENEVOLENT</i> Fund (Account)	49434	
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Other loans		
	Bank overdraft		
	Tax payable		
32183	Sundry creditors	16624	
	Accrued expenses		
	Provisions		
	Other Liabilities (specify)		
955290	TOTAL		983647

FIXED ASSETS ACCOUNT
(see Notes 47 to 51)

	Land & Buildings Freehold Leasehold		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	£	£	£	£	£	£
Cost or Valuation						
At start of year	692242		72160			764402
Additions	-		1908			1908
Disposals	-		-			-
Revaluation/Transfers						
At end of year	692242		74068			766310
Accumulated Depreciation						
At start of year	59014		54391			113405
Charges for year	13845		4101			17946
Disposals	-		-			-
Revaluation/Transfers						
At end of year	72859		58492			131351
Net book value at end of year	619383		15576			634959
Net book value at end of previous year	633228		17769			650997

ANALYSIS OF INVESTMENTS
(see Note 52)

		Political Fund £	Other Funds £
QUOTED	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)		
	Market Value of Quoted Investments		
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			

NOTES TO THE ACCOUNTS
(see Notes 53 and 54)

All notes to the accounts must be entered on or attached to this part of the return.

Please see attached

SIGNATURES TO THE ANNUAL RETURN
(see Notes 57 and 58)
including the accounts and balance sheet contained in the return.

Secretary's Signature: <u>Aveil Hall-Carraghan</u>	Chairman's Signature: <u>J.R. Love</u> (or other official whose position should be stated)
Name: <u>Aveil Hall-Carraghan</u>	Name: <u>JOHN LEWIS LOVE</u>
Date: <u>27. 5. 10</u>	Date: <u>27 May 2010</u>

CHECK LIST
(see Notes 59 and 60)
(please tick as appropriate)

HAVE THE ACCOUNTING POLICIES BEEN EXPLAINED (see Note 56)	YES ✓	NO
HAS THE RETURN BEEN SIGNED? (see Note 57)	YES ✓	NO
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 58)	YES	NO
IS A RULE BOOK ENCLOSED? (see Note 59)	YES	NO
A MEMBER'S STATEMENT IS: (see Note 60)	ENCLOSED	<u>TO FOLLOW</u>
IS THE RETURN OF OFFICERS ATTACHED (see page 3)	YES	NO
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED (see page 3)	YES ✓	NO
HAS THE CONSOLIDATION SUMMARY BEEN COMPLETED (see page 34).	YES ✓	NO

For trade unions with their head or main office outside Northern Ireland

Has the Northern Ireland Resident name and address been provided - only for trade unions with their head or main office outside Northern Ireland - Page 1 and note 60b.	YES	NO
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If any of the answers given in the Checklist is no, or if the member's statement is not enclosed, please comment?

member's statement will be published in next issue of UTU NEWS
mid-June.

Aveil Hall-Carraghan
Signed

9066 2216
Contact Telephone Number

AUDITOR'S REPORT continued

[Empty box for auditor's report content]

Signature(s):

[Empty signature box]

[Empty signature box]

Name(s):

DNT Chartered Accountants

[Empty name box]

Profession(s) or Calling(s):

Chartered Accountants &
Registered Auditors

[Empty profession box]

Address(es):

ORMEAU HOUSE
41-47 ORMEAU ROAD
BELFAST
BT7 1SH

[Empty address box]

Date:

[Empty date box]

[Empty date box]

Contact name and telephone number:

02890320039
LISA McCAFFREY

[Empty contact box]

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

SUMMARY SHEET

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	630408		630408
From Investments	1426		1426
Other Income (including increases by revaluation of assets)	54678		54678
Total Income	686512		686512
EXPENDITURE (including decreases by revaluation of assets)	639919		639919
Total Expenditure	639919		639919
Funds at beginning of year (including reserves)	923107		
Funds at end of year (including reserves)	967023		
ASSETS			
Fixed Assets			634959
Investment Assets			
Other Assets			348688
		Total Assets	983647
LIABILITIES		Total Liabilities	16624
NET ASSETS (Total Assets less Total Liabilities)			967023