

# 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:

Northern Ireland Public Service Alliance

Year ended:

31<sup>st</sup> December 2014

Ref No:

Head or Main Office:

Harkin House

54 Wellington Park

Belfast

BT9 6DP

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

Yes

No

(Tick as appropriate)

General Secretary:

Mr Brian Campfield

Telephone Number:

02890661831

Contact name for queries regarding the completion of this return:

Martin Murphy

Telephone Number:

02890661831

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)

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(b)

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

Northern Ireland Certification Office for Trade Unions and Employers' Associations  
10 - 16 Gordon Street, Belfast BT1 2LG. Telephone: 028 9023 7773 Fax: 028 9023 2271  
E-mail, [info@nicertoffice.org.uk](mailto:info@nicertoffice.org.uk)

**EVERY TRADE UNION IS REQUIRED BY LAW TO COMPLETE THIS RETURN. THE REFUSAL OR WILFUL NEGLIGENCE TO PERFORM THIS DUTY IS A CRIMINAL OFFENCE.**

## **GUIDANCE ON COMPLETION**

GUIDANCE ON COMPLETING EACH SECTION IS GIVEN ALONGSIDE THE RELEVANT PAGE

### **General:**

1. Unless the Certification Officer has authorised the union to make its annual return to another date, this return must be made to 31 December and sent to the Certification Officer as soon as possible, and in any event before 1 June.
2. As long as the period is the same and there is no reduction in the amount of information supplied, a union incorporated under Company Law it may submit with the return a copy of its accounts prepared under that law providing pages 1, 3, 13, 16, 17, 27, 29, 30 and 32 of the return are completed. Where the return under Company law does not provide all the information sought in this return the additional information should be provided as appropriate. A separate Auditor's Report must always nevertheless be provided on pages 32 and 33 of the return. The consolidation summary on page 34 must be completed in every case.
3. The accounts must, in accordance with the Order, give a true and fair view of the matters to which they relate.
4. The accounts and AR(NI)21 of a trade union working through branches (ie not a federation of autonomous bodies) should include the transactions, assets and liabilities **of all the branches**.
5. Any negative values should be clearly indicated by placing the entry in brackets.
6. Where the space in any account of analysis is insufficient a separate sheet of paper should be attached to the appropriate page to provide the additional space.

### **Trade Union Rules:**

7. **A COPY OF THE RULES IN FORCE AT THE END OF THE YEAR TO WHICH THIS RETURN RELATES MUST BE SUBMITTED WITH THIS FORM EVEN IF THE RULES HAVE NOT YET BEEN ALTERED SINCE THE PREVIOUS RULE BOOK WAS SUBMITTED. THIS IS A STATUTORY REQUIREMENT WHICH THE CERTIFICATION OFFICER HAS NO AUTHORITY TO WAIVE.**

### **Return of members:**

8. In the first column figures are required for **all members**; the second column relates specifically to Northern Ireland members and, in each case, includes classes of members who may not pay contributions but who are members under the rules.
9. Authorised address means the members home address or any other address which the member has requested the trade union in writing to treat as his/her postal address.

### **Officers:**

10. The Order defines officer as including any member of the governing body of the union and any trustee of any fund applicable for the purposes of the union.

## 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
<b>Male</b>	14,529				14,529
<b>Female</b>	30,483				30,483
<b>TOTAL</b>	45,012				45,012

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

0
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Number of Northern Ireland members for whom no home or authorised address is held.

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## 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	P. Mulholland	P. Mulholland	June 2014
Vice President	L. Collins	L. Collins	June 2014
Treasurer	D. Maguire	D. Maguire	June 2014

State whether the union is:

a. A branch of another trade union?

Yes	
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No	√
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If yes, state the name:

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b. A federation of trade unions?

Yes	
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No	√
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If yes, state the number of affiliated unions:

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and names:


### GUIDANCE ON COMPLETION OF GENERAL FUND

11. If separate funds are maintained in respect of particular benefits or objects of the union (including any political fund) accounts 2-5 should be completed in respect of those funds and the contributions, benefits, etc. appropriate to those funds excluded from General Fund (page 5).
12. Please give details of income from "Federations" and other bodies and "other income" on page 7.
13. The figure for investment income must be the total of income from investments listed on page 19 and credited to this fund.
14. Expenditure on benefits to members must include all monies paid under the expenditure headings listed at page 9.
15. Expenditure on administrative expenses must include all expenditure not included under "benefit expenditure" or expenditure on "Federation and other bodies".
16. Amount of fund at beginning of year: In all cases if this figure is not identical to the "end of year" figure given on the previous year's return an explanation must be provided.

**GENERAL FUND**  
(see Notes 11 to 16)

	£	£
<b>INCOME</b>		
Members:		
Contributions and Subscriptions	4,427,199	
Other income from members (specify)	_____	
Federations and other bodies (as at page 7)	_____	
Total of other income (as at page 7)	4,068	
<i>Pension Scheme Gain</i>	_____	
Total Investment income (as at page 19)	9,228	
	_____	
	13,296	
	<b>TOTAL INCOME</b>	4,440,495
<b>EXPENDITURE</b>		
Benefits to members (as at page 9)	357,524	
Administrative expenses (as at page 15)	3,499,106	
<i>Pension Scheme Loss</i>	833,000	
Federations and other bodies - Affiliation fees, grants etc. (specify) Transfer to Fighting Fund (Fund 2)	33,757	
Transfer to Fee Fund (Fund 4)	3,573	
	_____	
	<b>TOTAL EXPENDITURE</b>	4,726,960

**SURPLUS (DEFICIT) FOR YEAR** (286,465)

Amount of fund at beginning of year £ 3,636,694

Amount of fund at end of year £ 3,350,229

Total number of members (including Northern Ireland members) contributing to the general fund  
at end of year 45,012

Number of Northern Ireland members contributing to the General Fund at the end of the year 45,012

General Fund subscription income from Northern Ireland members £4,427,199

**GUIDANCE ON COMPLETION OF FEDERATION AND OTHER BODIES  
AND "OTHER INCOME" ANALYSIS**

17. Please list here details and amounts of any income included as "Federation and other bodies" at page 5 - General Fund.
18. Please list here details and amounts of any income included as "other income" at page 5 - General Fund.

Examples of other income which may be listed here are:

- Profit on sale of fixed assets/investments.
- Transfer from other funds
- Refunds of tax/VAT
- Commission and income from sales of publications, etc.

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

DESCRIPTION	AMOUNT	£
<b>FEDERATION AND OTHER BODIES</b>		
<b>OTHER INCOME</b>	<b>TOTAL</b>	
Board Fees		4,068
	<b>TOTAL</b>	4,068

## GUIDANCE ON COMPLETION OF ANALYSIS OF BENEFIT EXPENDITURE

19. Total should agree with figure quoted in General Fund (page 5) and exclude those funds shown on page 11.

20. The benefit expenditure should be allocated to the following headings:

### **Representation - Employment Related Issues**

This heading covers the costs incurred in the provision of professional, medical and legal advice in the representation of **individual** cases.

### **Representation - Non Employment Related Issues**

This heading covers the costs incurred in the provision of professional, medical and legal advice in the representation of **individual** cases.

### **Communications**

This heading covers the costs incurred in the provision of such items as Magazines, Journals, Newsletters, Internet, Diaries, Publications.

### **Advisory Services**

This heading includes Telephone Help Lines, Financial, Superannuation and Tax Advice, Stress Counselling.

### ***Dispute Benefits***

### **Other Cash Payments**

This heading includes welfare, hardship, educational grants where entitlement is determined at the discretion of a committee/individual within set guidelines. The heading also includes unemployment, sickness, accident benefits, etc, and related insurance premiums where entitlement is established by a set of pre-determined and published conditions.

### ***Education and Training Services***

### **Negotiated Discount Schemes**

This heading includes any costs involved in the provision of discount services e.g. Countdown, Motor Services, Holiday/Travel Schemes, Loans, Mortgages, Wills.

### **Salary Costs**

This heading includes the salary costs, where they can be identified, of staff involved in the provision of benefits to members but where not included in above.

### **Other Benefits and Grants**

This heading includes any other benefits and grants not listed above.

21. The cost of overheads, other than identifiable staff costs, should not be included in this analysis.



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

£

£

Representation - Employment Related Issues			<b>brought forward</b>	216,492
Professional and legal fees	136,685	Education and Training Services		44,273
Representation - Non Employment Related Issues		Negotiated Discount Services		
		Members Discount Scheme		76,214
Communications				
NIPSA News/Reports	79,807	Salary Costs		
Advisory Services				
		Other Benefits and Grants (specify)		2,645
		Personal Accident Insurance		17,900
Dispute Benefits		Welfare Costs		
Other Cash Payments				
<b>carried forward</b>	<b>216,492</b>	<b>Total (should agree with figure in General Fund)</b>		<b>357,524</b>

#### **GUIDANCE ON COMPLETION OF FUNDS OTHER THAN GENERAL FUND**

22. If separate funds are maintained in respect of particular benefits or objects of the union (excluding any political fund) funds 2 and 3 should be completed in respect of those funds and the contributions, benefits, etc. appropriate to those funds excluded from the General Fund (page 5).
23. If enough space has not been allocated please complete and attach a separate sheet.

FUND 2		Fund Account	
Name: Fighting Fund		£	£
<b>Income</b>			
From members		500	
Other income (specify)			
Investment income (as at page 19)		33,757	
Transfer from General Fund			
	<b>Total Income</b>		34,257
<b>Expenditure</b>			
Benefits to members Dispute Costs		34,257	
Administrative expenses and other expenditure (as at page 15)			
	<b>Total Expenditure</b>		34,257
Surplus (Deficit) for the year			
Add amount of fund at beginning of year			500,000
Amount of fund at end of year (as Balance Sheet)			500,000
Number of members contributing at end of year			45,012

FUND 3		Fund Account	
Name: Contingency Fund		£	£
<b>Income</b>			
From members			
Other income (specify)			
Investment income (as at page 19)			
	<b>Total Income</b>		0
<b>Expenditure</b>			
Benefits to members			
Administrative expenses and other expenditure (as at page 15)			
	<b>Total Expenditure</b>		0
Surplus (Deficit) for the year			
Add amount of fund at beginning of year			817,513
Amount of fund at end of year (as Balance Sheet)			817,513
Number of members contributing at end of year			45,012

FUND 4		Fund Account	
Name: Fee Fund		£	£
<b>Income</b>			
From members			
Other income (specify) Board Fees		3,573	
Investment income (as at page 19)			
		<b>Total Income</b>	3,573
<b>Expenditure</b>			
Benefits to members			
Administrative expenses and other expenditure (as at page 15)			
		<b>Total Expenditure</b>	0
Surplus (Deficit) for the year			
Add amount of fund at beginning of year			48,686
Amount of fund at end of year (as Balance Sheet)			52,259
Number of members contributing at end of year			45,012

FUND 5		Fund Account	
Name: Personal Accident Fund		£	£
<b>Income</b>			
From members			
Other income (specify)			
Investment income (as at page 19)			
		<b>Total Income</b>	0
<b>Expenditure</b>			
Benefits to members			
Administrative expenses and other expenditure (as at page 15)			
		<b>Total Expenditure</b>	0
Surplus (Deficit) for the year			
Add amount of fund at beginning of year			155,000
Amount of fund at end of year (as Balance Sheet)			155,000
Number of members contributing at end of year			45,012

## GUIDANCE ON COMPLETING POLITICAL FUND ACCOUNTS

24. A trade union can include the furtherance of political objects among its objects providing it has adopted political fund rules through a ballot approving a resolution allowing expenditure on such objects. **Those rules (and amendments) must be approved by the Certification Officer, as must the rules governing ballots approving these objects.**
25. Where a union has expenditure or income which relate to its Political Fund the amounts should be itemised here and excluded from **all** other accounts including analysis of administrative expenses at page 15.
26. Most unions will only need to complete section 4. However, where a union is affiliated to another trade union and collects political fund contributions on behalf of that union section 5 will have to be completed.
27. Expenditure can be made from the political fund account on non-political objects and to other funds of the union.
- 28a. Figures are required for the number of Northern Ireland members\* who have completed a “contracting-in” notice and therefore contribute to the political fund;
- 28b. Figures are required for the number of Northern Ireland members who are statutorily exempt from contributing to the political fund; and
- 28c. Figures are required for the number of members outside Northern Ireland who have completed an exemption notice and therefore do not contribute to the political fund.

\* Unlike members in Great Britain, it is a statutory requirement that Northern Ireland trade union members must “contract-in” to a political fund in their union. Where a Northern Ireland trade union member does not “contract-in” or, having “contracted-in” subsequently decides to “contract-out” he is exempt under Northern Ireland law from contributing to the political fund. In the case of Great Britain unions completing this return the words “Article 57 of the Trade Union and Labour Relations (Northern Ireland) Order 1995 should be replaced by the words “section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992”.

(see Notes 24 to 28)

<b>4. POLITICAL FUND ACCOUNT</b>		<b>To be completed by trade unions which maintain their own fund</b>	
		£	£
<b>Income</b>			
	Members contributions & levies		
	Investment income (as at page 19)		
	Other income (specify)		
<b>Deduct expenditure</b>			
	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			

<b>5. POLITICAL FUND ACCOUNT</b>		<b>To be completed by trade unions which act as components of a central trade union</b>	
		£	£
<b>Income</b>			
	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)		
<b>Deduct expenditure</b>			
	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 members outside Northern Ireland who have completed an exemption notice and therefore do not contribute to the political fund			

#### **GUIDANCE ON COMPLETION OF ANALYSIS OF ADMINISTRATION EXPENSES**

29. "Remuneration and Expenses of Staff" should include salaries and wages, expenses, accrued holiday pay, redundancy pay, other termination payments, national insurance, and all pensions/superannuation contributions.
30. "Occupancy Costs" should include rents paid, rates, insurance, gas, electricity, water, fuel, general repairs and renewals.

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

	£
<b>Administrative Expenses</b>	
Remuneration and expenses of staff	2,280,250
Salaries and Wages included in above	£ 1,654,652
Auditors' fees	15,706
Legal and Professional fees	
Occupancy costs	211,587
Stationery, printing, postage, telephone etc.	223,047
Expenses of Executive Committee (Head Office) HQ Travel	60,508
Expenses of conferences	187,756
Other administrative expenses (specify) Travel and Subsistence	116,052
Maintenance Office Equipment	132,204
Publications	37,126
Branch Costs	12,932
Ballot Costs	48,436
General Costs	34,581
Bank Charges/ Finance Costs	<168,278>
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	105,005
Taxation	78
Outgoings on land and buildings (specify)	
Other outgoings (specify) Departmental committees & Panels	9,389
Liaison & Affiliation	178,412
Donations	14,315
Charged to:	
General Fund (Account 1 )	3,499,106
(page 5)	
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	62,718.96	24,648.55

**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 the 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 OFFICIALS SALARIES AND BENEFITS

Benefits		Total	Employers NI-Contributions
Description	Value (£)	£	£
		87,367.51	6,399.48

38. Where life assurance protection is included in the pension scheme the figure inserted in the pension column should include any additional contribution paid in respect of this cover.
39. Where life assurance protection is provided through an arrangement separate from the pension scheme the figure paid in respect of this cover should be included in the "Benefits" column and the description column should be annotated to this effect.
40. Some pension schemes operate an opt out clause from the State Earnings Related Pension Scheme (SERPS). The level of employer's national insurance contributions reflects whether the scheme provides a benefit in place of part of the state benefit scheme or are paid a benefit in addition to the state benefit. It is important therefore that the correct figure for employer's national insurance contribution is provided.

### REDUNDANCY AND TERMINATION PAYMENTS

41. These are payments or other benefits (including payments of salary, or in lieu of salary) made to an officer mentioned in Note 31 in connection with the termination of his/her office. Where the payment or other benefit is provided at or about the same time as the termination, or in the financial year covered by the return, the full value should be shown. If the payment or other benefit is not fully provided in that year, a description of the payment or other benefit to be provided in future years should also be shown. The cost associated with such commitments need not be shown in subsequent years in this table.

### **GUIDANCE ON COMPLETION OF ANALYSIS OF INVESTMENT INCOME**

42. Income from Unit Trusts and Investment Trusts should be included as dividends from equities.
43. Income from Government Securities includes interest paid on Government Stock and money deposited in Government Securities.

**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)			1,809
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			7,419
Other investment income (specify)			
		+	
Total investment income		=	9,228
Credited to:			
		General Fund (Account 1) (page 5)	9,228
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund (Account 4/5)	
			9,228

## GUIDANCE ON COMPLETION OF BALANCE SHEET

44. Fixed assets should be included as at page 23.
45. Investments should be quoted as at page 25.
46. The following should be shown as a note to the accounts, if not otherwise indicated:
  - a. particulars of any monies owing to the union in respect of loans (including overdrafts) which are secured on the assets of the union;
  - b. the general nature of any contingent liability not provided for and, where practicable, the estimated amount of the contingent liability, if it is material;\*
  - c. where practicable, the aggregate amount or estimated amount if it is material, of;
    - (i) contracts for capital expenditure, so far as not provided for; and
    - (ii) capital expenditure authorised by the governing body of the union which has not been contracted for;
  - d. if the amounts at which any fixed assets are shown are arrived at by reference to valuation;
    - (i) the years (so far as they are known to the governing body of the union) in which the assets were separately valued and the separate values, and
    - (ii) in the case of assets that have been valued during the financial year, the names of the persons who valued them and particulars of their qualifications for doing so and (whichever is stated) the basis of valuation used by them.

\*'MATERIALITY' is an expression of the relative significance or importance of a particular matter in the context of financial statements as a whole. A matter is material if its omission would reasonably influence the decisions of an addressee of the auditors' report; likewise a misstatement is material if it would have similar influence. Materiality may also be considered in the context of any individual primary statement within the financial statements or of individual items included in them. Materiality is not capable of general mathematical definition as it has both qualitative and quantitative aspects. The assessment of what is material is a matter of professional judgement and includes consideration of both the amount (quantity) and the nature (quality) of misstatements. Auditors should consider materiality, and its relationship with audit risk when conducting an audit.

## BALANCE SHEET

as at 31 December 2014

(see Notes 44-46)

Previous Year		£	£
1,111,954	Fixed Assets (as at page 23)	1,037,783	
	Investments (as per analysis on page 25)		
10,000	Quoted (Market value £ 33,442 )	10,000	
10,000	Unquoted	10,000	
	Loans to other trade unions		
448,985	Sundry debtors	220,590	
	Other Assets		
2,003,741	Cash at bank and in hand	2,072,266	
	Income tax to be recovered		
	Stocks of goods		
2,016,000	Others (specify) Pension Scheme	1,582,000	
<b>5,600,680</b>			<b>4,932,639</b>
3,636,694	Fund (Account 1 )	3,350,229	
500,000	Fund (Account 2 )	500,000	
817,513	Fund (Account 3 )	817,513	
48,686	Fund (Account 4 )	52,259	
155,000	Fund (Account 5 )	155,000	
	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		
1,389	Tax payable	78	
441,398	Sundry creditors	57,560	
	Accrued expenses		
	Provisions		
	Other Liabilities (specify)		
<b>5,600,680</b>	<b>TOTAL</b>		<b>4,932,639</b>

## GUIDANCE ON COMPLETION OF FIXED ASSETS ACCOUNT

47. Any amount, if material, set aside to provisions other than provisions for depreciation, renewals or diminution in value of assets should be shown separately. Similarly, any amount, if material (see page 20), which had been set aside for such provisions, but which is no longer required for those provisions should also be shown separately.
48. Any amount charged to revenue to provide for renewal of fixed assets should be shown separately, whether or not any amount is also charged to provide for depreciation or diminution in value of those assets.
49. If depreciation or replacement of fixed assets is provided for by some method other than a depreciation charge or provision for renewals, the method by which it is provided should be stated by way of a note, if not otherwise shown. If no provision is made, this should also be shown as a separate note.
50. Under "Costs or Valuation" in the Fixed Assets Account there should be entered the cost of acquisition or, if an asset stands in the union's books at a valuation, the amount of the valuation. If in respect of any asset the figures relating to the period before the end of the financial year covered by the return cannot be obtained without unreasonable expense or delay the net amount at which the asset stood at that date may be entered with an explanatory note. Where assets are entered at a valuation the headings should be amplified or amended as appropriate.
51. The following should be shown as notes to the accounts, if not otherwise indicated. If the amounts at which fixed assets are shown are arrived at by reference to a valuation:
  - a. the years (so far as they are known to the governing body of the union) in which the assets were separately valued and the separate values, and
  - b. in the cases of assets that have been valued during the financial year, the names of the persons who valued them and particulars of their qualifications for doing so and (whichever is stated) the bases of the valuation used by them.

**FIXED ASSETS ACCOUNT**  
(see Notes 47 to 51)

	Land & Buildings Freehold Leasehold		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	£	£	£	£	£	£
<b>Cost or Valuation</b>						
At start of year	2,336,825		853,250			3,190,075
Additions			30,834			30,834
Disposals						
Revaluation/Transfers						
At end of year	2,336,825		884,084			3,220,909
<b>Accumulated Depreciation</b>						
At start of year	1,261,240		816,881			2,078,121
Charges for year	79,454		25,551			105,005
Disposals						
Revaluation/Transfers						
At end of year	1,340,694		842,432			2,183,126
Net book value at end of year	996,131		41,652			1,037,783
Net book value at end of previous year	1,075,585		36,369			1,111,954



## **GUIDANCE ON COMPLETING ANALYSIS OF INVESTMENTS**

52. The market value of investments should be stated where these are different from the figures quoted on the balance sheet.

**ANALYSIS OF INVESTMENTS**  
(see Note 52)

<b>QUOTED</b>		<b>Political Fund £</b>	<b>Other Funds £</b>
	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified) Henderson Fixed Interest		10,000
	TOTAL QUOTED (as Balance Sheet)		10,000
	Market Value of Quoted Investments		33,442
<b>UNQUOTED</b>	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified) Unity Trust		10,000
	TOTAL UNQUOTED (as Balance Sheet)		10,000
	Market Value of Unquoted Investments		10,000

## GUIDANCE ON COMPLETION OF "NOTES TO THE ACCOUNTS"

53. There should, if it is not otherwise shown, be stated by way of note to the accounts every material (see page 20) respect in which items shown in the accounts are affected:
- a. by transactions of an exceptional or non-recurrent nature including any transfer of funds pursuant to an order of the Certification Officer under Article 57 of the Trade Union and Labour Relations (Northern Ireland) Order 1995\*; or arising from, or in consequence of, a complaint made to the Certification Officer under that Article, or
  - b. by any change in the basis of accounting.
54. The following should be shown as a note to the accounts, if not otherwise indicated:
- a. particulars of any monies owing by the union in respect of loans (including overdrafts) which are secured on the assets of the union;
  - b. the general nature of any contingent liability not provided for and, where practicable, the estimated amount of the contingent liability, if it is material (see page 20);
  - c. which practicable, the aggregate amount or estimated amount if it is material (see page 20), of;
    - (i) contracts for capital expenditure, so far as not provided for, and
    - (ii) capital expenditure authorised by the governing body of the union which has not been contracted for;
  - d. if the amounts at which any fixed assets are shown are arrived at by reference to a valuation;
    - (i) the years (so far as they are known to the governing body of the union) in which the assets were separately valued and the separate values; and
    - (ii) in the cases of assets that have been valued during the financial year, the names of the persons who valued them and particulars of their qualifications for doing so and (whichever is stated) the bases of valuation used by them.

\* In the case of Great Britain unions completing this return the words "under Article 57 of the Trade Union and Labour Relations (Northern Ireland) Order" in lines 2 and 3 and the word "Article" in line "4" should be replaced by the words "section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992" and "section" respectively.

**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 sheets (Numbered 10 to 20)

## GUIDANCE ON ACCOUNTING POLICIES

55. The accounting policies followed for dealing with items which are judged material in determining the surplus or deficit for the year and in stating the financial position must be shown here.
56. Accounting policies mainly comprise of the specific accounting bases selected by the governing body of the union, and consistently followed, for determining the accounting periods in which income and costs shall be recognised in the revenue accounts and for determining the amounts which material items should be stated in the Balance Sheet.

## SIGNATURES TO THE ANNUAL RETURN

57. The return must be signed by two Officers of the Union who normally should be the Secretary and the Chairman. (A person should not sign in more than one capacity).
58. The return must be professionally audited and signed at the bottom of page 33 (see Note 63 for the only cases where lay auditors can be used).

## CHECK LIST NOTES

59. A copy of the rules in force at the end of the period to which the return relates **must** be provided, even where there have been no changes to the rules since the last return was made (Note 7). This is a statutory requirement. The Certification Officer has no power to waive this provision.

## STATEMENT TO MEMBERS

- 60a. The union must provide members with a statement containing certain financial and other information within eight weeks of the submission of the return to this office. As soon as practicable following this a copy of the statement must be forwarded to the Certification Officer. Some unions find it practical to submit the statement at the same time as the return. (Further details regarding what the statement is statutorily required to contain can be obtained from this office – telephone: 02890 237773 Fax No: 02890 232271 and E-mail: nicertoffice.org.uk). The return must be submitted to the Certification Officer by the statutory date whether or not the members statement is available to be submitted at the same time; and
- 60b. **Every trade union having its head or main office outside Northern Ireland** must provide the Certification Officer with the 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 power to waive this provision. The Northern Ireland resident does not have to be a member of the trade union.

**ACCOUNTING POLICIES**  
(see Notes 55 and 56)

Included in notes to accounts

**SIGNATURES TO THE ANNUAL RETURN**

(see Notes 57 and 58)

**including the accounts and balance sheet contained in the return.**

Secretary's Signature: <u>B. Campfield</u>  Name: <u>Brian Campfield</u>  Date: <u>7 May 2015</u>	Honorary Treasurer Signature: <u>Damien Maguire</u> (or other official whose position should be stated)  Name: <u>Damien Maguire</u>  Date: <u>7/5/2015.</u>
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**CHECK LIST**

(see Notes 59 and 60)

(please tick as appropriate)

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

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Signed

028 9066 1831  
Contact Telephone Number

## NOTES TO AUDITORS ON THE COMPLETION OF THEIR REPORT

61. The accounts must, in accordance with the Order, give a true and fair view of the matters to which they relate.
62. The accounting policies followed for dealing with items which are judged material in determining the surplus or deficit for the year and in stating the financial position should be stated on page 29. (Accounting policies mainly comprise the specific accounting bases selected by the governing body of the union, and consistently followed, for determining the accounting periods in which income and costs shall be recognised in the accounts and for determining the amounts at which material items should be stated in the Balance Sheet).

### Audit

63. A trade union shall in respect of each accounting period appoint an auditor or auditors to audit the accounts contained in the annual return. **A person\* is qualified to be the auditor or one of the auditors if he is eligible for appointment as a company auditor under Article 28 of the Companies (Northern Ireland) Order 1990.**

Two or more persons who are not qualified may act as auditors of a trade union in respect of an accounting period if:

- a. the receipts and payments in respect of the union's last preceding accounting period did not in the aggregate exceed £5,000;
- b. the number of its members at the end of that period did not exceed 500;
- c. the value of its assets at the end of that period did not in the aggregate exceed £5,000; and
- d. they are not officers or employees of the union.

### Trade Unions incorporated under the Companies Order

64. As long as the period is the same and there is no reduction in the amount of information supplied a union incorporated under Company law may submit with the return a copy of its accounts prepared under that law providing pages 1, 3, 13, 16, 17, 27, 29, 30 and 32 of the return are completed. Where the Companies Order return does not provide all the information sought in this return the additional information should be provided as appropriate. A separate Auditor's Report must always nevertheless be provided, and signed, on pages 32 and 33 of the return. The consolidation summary on page 34 must always be completed.
65. Auditors are required to sign the form at the place provided and if in their report they state that the accounts meet the provisions of the Companies Order they must also state that the requirements of the Industrial Relations (Northern Ireland) Order 1992 have been met.

\* In the case of auditors of Great Britain unions completing this return the words "Companies (Northern Ireland) Order 1990" should be replaced by the words "section 25 of the Companies Act 1989", the words "Articles 18-21 of Schedule 1 to the Industrial Relations (NI) Order 1992" should be replaced by the words "section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992" (Note 63) and the words "Order" and "Industrial Relations (Northern Ireland) Order 1992" should be replaced by the words "Act" and "Trade Union and Labour Relations (Consolidation) Act 1992" (Note 65).



**AUDITORS' REPORT**  
(see Notes 61 to 63)

made in accordance with Articles 18-21 of Schedule 1 to the Industrial Relations (NI) Order 1992.

Please see attached report (page numbered 5 – 6)

AUDITOR'S REPORT continued

[Large empty rectangular box for auditor's report content]

Signature(s):



[Empty box]

Name(s):

Seamus Dawson

[Empty box]

Profession(s) or Calling(s):

Senior Statutory Auditor

[Empty box]

Address(es):

Suite 7 Ormeau House

91-97 Ormeau Road

Belfast

BT7 1SH

[Four stacked empty boxes]

Date:

13/9/2015

[Empty box]

Contact name and telephone number:

Seamus Dawson

028 9033 3058

[Empty 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 £
<b>INCOME</b>			
From Members	4,427,199		4,427,199
From Investments	9,228		9,228
Other Income (including increases by revaluation of assets)	4,068		4,068
<b>Total Income</b>	<b>4,440,495</b>		<b>4,440,495</b>
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	<b>4,726,960</b>		<b>4,726,960</b>
<b>Funds at beginning of year</b> (including reserves)	5,157,893		5,157,893
<b>Funds at end of year</b> (including reserves)	4,875,001		4,875,001
<b>ASSETS</b>			
Fixed Assets			1,037,783
Investment Assets			20,000
Other Assets Cash		Debtors	220,590
Pension Scheme			2,072,266
		<b>Total Assets</b>	<b>4,932,639</b>
<b>LIABILITIES</b>		<b>Total Liabilities</b>	<b>57,638</b>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>4,875,001</b>

## GUIDANCE ON COMPLETION OF SUMMARY SHEET

The summary sheet is intended to assist in providing a simplified overview of the financial position of the organisation. It will primarily be used as the source for the information in the Certification Officer's annual report, and as a source for comparative year-on-year analysis. It does not replace any information required in the annual return which must be completed in full.

The figures in the summary report must agree with the figures presented elsewhere in the annual return.

In order for the figures on the summary sheet to balance the following must be correct.

Funds at beginning of year + Total income – Total expenditure = Funds at end of year

Total Assets – Total Liabilities = Net Assets

Funds at end of year = Net Assets

The "Total Income" figure for each set of funds must be the sum of the sources of income set out on the Summary Sheet. It should incorporate any increase by revaluation of assets, as noted in the Balance Sheet on page 21.

The "Other Income" heading should be used to account for income received from sources other than members and investments, including recognised gains. Recognised gains include revaluation of assets and other changes in the value of assets which are not offset by an equal change in liabilities.

Under "Expenditure" include any decreases noted in the revaluation reserve on page 21 (the balance sheet).

"All Funds Other Than Political Funds" must include the General Fund on page 5 and any other funds referred to on page 11 or any pages supplementary to them. The figures entered in this column must match those on pages 5 and 11.

"Political Funds" figures (if any) must match the figures entered on page 13.

"Funds at Beginning of Year" will be the sum of those funds reported in the previous return to this Office, plus or minus any adjustments made subsequently. For associations for which this is the first return, this figure will be the sum of those funds held by the association at the beginning of the period covered by this return.

The "Funds at End of Year" figure must be the sum of "Total Income" and "Funds at Beginning of Year" less "Total Expenditure".

The "Total Assets" figure must be the total of: "Fixed Assets", "Investment Assets" and "Other Assets" (the figures entered above it).

"Liabilities" must be the total of "Total Assets" less "Funds at End of Year".