

# 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 December 2020
Ref No:	

Head or Main Office:	<b>Harkin House</b> <b>54-56 Wellington Park</b> <b>Belfast</b> <b>BT9 6DP</b>
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Has the address changed during the year to which the return relates?  Yes  No (Tick as appropriate)

General Secretary:	Mrs Alison Millar
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Telephone Number and e-mail address:	028 9066 1831 alison.millar@nipsa.org.uk
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Contact name for queries regarding the completion of this return:	Ms Mechelle Law
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Telephone Number and e-mail address:	028 9066 1831 mlaw@nipsa.org.uk
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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 Certification Office for Trade Unions and Employers' Associations  
10 - 16 Gordon Street, Belfast BT1 2LG. Telephone: 028 9023 7773 Fax: 028 9023 2271

## 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	12,837				12,837
Female	28,758				28,758
<b>TOTAL</b>	41,595				41,595

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	H. McSherry	B. Smyth	June 2020
Vice President	P. Lawlor	F. O'Neill	June 2020
Treasurer	J. Toal	P. Boyle	June 2020

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:

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

	£	£
<b>INCOME</b>		
Members:		
Contributions and Subscriptions	4,243,338	4,243,338
Other income from members (specify)		
Federations and other bodies (as at page 7)		
Total of other income (as at page 7)	12,930	
Total Investment income (as at page 19)	19,657	32,587
<b>TOTAL INCOME</b>		<b>4,275,925</b>
<b>EXPENDITURE</b>		
Benefits to members (as at page 9)	376,467	
Administrative expenses (as at page 16)	3,404,006	
Fair value Losses/(gains) on investments	-	
Pension Scheme (gain)/Loss	1,689,000	
Federations and other bodies - Affiliation fees, grants etc. (specify)		
<b>TOTAL EXPENDITURE</b>		<b>5,469,473</b>

\*- General Fund at 31 Dec 2020 is shown after transfers to fighting fund of (£45,365) & transfers from Fee Fund of £9,130

<b>SURPLUS (DEFICIT) FOR YEAR</b>	(1,193,548)
Amount of fund at beginning of year	£3,458,604
Amount of fund at end of year	£2,228,821*
Total number of members (including Northern Ireland members) contributing to the general fund at end of year	41,595
Number of Northern Ireland members contributing to the General Fund at the end of the year	41,595
General Fund subscription income from Northern Ireland members	£4,243,338

**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 – Transfers from Fee Fund		2,930
Rates Rebate		10,000
	<b>TOTAL</b>	12,930

**ANALYSIS OF BENEFIT EXPENDITURE  
SHOWN AT GENERAL FUND**

(see Notes 19 to 21)

£		£	
Representation - Employment		<b>brought forward</b>	264,632
Related Issues		Education and Training Services	10,085
Professional & Legal fees	232,119	Negotiated Discount Services	
Representation - Non Employment		Members Discount Scheme	88,315
Related Issues			
Communications		Salary Costs	
NIPSA News/Reports	32,513	Other Benefits and Grants (specify)	
Advisory Services		Welfare Costs	13,435
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>	<b>264,632</b>	<b>Total (should agree with figure in General Fund)</b>	<b>376,467</b>

FUND 2		Fund Account	
Name: Fighting Fund		£	£
<b>Income</b>			
From members			
Other income (specify)			
Transfers from General Fund			
Investment income (as at page 19)		45,365	
		<b>Total Income</b>	45,365
<b>Expenditure</b>			
Benefits to members			
Administrative expenses and other expenditure (as at page 15)		45,365	
		<b>Total Expenditure</b>	45,365
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			41,595

FUND 3		Fund Account	
Name: Contingency Fund		£	£
<b>Income</b>			
From members			
Other income (specify) - rounding		0	
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)		0	
		<b>Total Expenditure</b>	0
Surplus (Deficit) for the year			0
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			41,595

FUND 4	Fund Account	
	£	£
<b>Name: Fee Fund</b>		
<b>Income</b>		
From members		
Other income (specify) –		
Board Fees – Transfers to General Fund	2,930	
Investment income (as at page 19)		
	<b>Total Income</b>	2,930
<b>Expenditure</b>		
Donations – Transfer to General Fund	11,760	
Benefits to members		
Administrative expenses and other expenditure (as at page 15)		
	<b>Total Expenditure</b>	11,760
Surplus (Deficit) for the year		(8,830)
Add amount of fund at beginning of year		32,047
Amount of fund at end of year (as Balance Sheet)		23,217
Number of members contributing at end of year		41,595

**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	2,703,794
Salaries and Wages included in above	£1,647,368
Auditors' fees & Accountancy fees	15,000
Legal and Professional fees	
Occupancy costs (Premises & Insurance)	169,835
Stationery, printing, postage, telephone etc.	74,677
Expenses of Executive Committee (Head Office) HQ Travel	12,165
Expenses of conferences	0
Other administrative expenses (specify)	
Travel & Subsistence	27,187
Maintenance of Office Equipment	110,800
Publications	23,378
Branch Costs	1,440
Ballot Costs	31,353
General Costs	17,660
Bank Charges/ Finance Costs	3,328
Net interest of defined benefit liability	(27,000)
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Depreciation	74,060
Taxation	5,432
Outgoings on land and buildings (specify)	
Other outgoings (specify) Departmental Committees & Panels	293
Liaison & Affiliation	148,544
Donations	<u>12,060</u>
Charged to:	
General Fund (Account )	3,404,006
(page 5)	
Fund (Account )	
Fund (Account )	



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

Office Held	Gross Salary	Pension Contributions
	£	£
General Secretary Alison Millar January 2020 to December 2020	67,201	30,371

**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 (£)	£	£
Alison Millar Jan 2020 to Dec 2020		97,572	8,066

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.

**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)			1,000
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			18,657
Other investment income (specify)			
		+	
Total investment income		=	19,657
Credited to:		General Fund (Account 1) (page 5)	19,657
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund (Account 4/5)	
			19,657

## BALANCE SHEET

as at 31 December 2020

(see Notes 44-46)

Previous Year		£	£
725,204	Fixed Assets (as at page 23)	781,722	
	Investments (as per analysis on page 25)		
	Quoted (Market value £ )		
10,000	Unquoted	10,000	
	Loans to other trade unions		
186,234	Sundry debtors	238,547	
223,105	Prepayments	168,726	
	Other Assets		
3,049,646	Cash at bank and in hand	3,681,546	
	Income tax to be recovered		
	Stocks of goods		
1,325,000	Others (specify) Pension Scheme		
<b>5,519,189</b>			<b>4,880,541</b>
3,458,604	Fund (Account 1 )	2,228,821	
500,000	Fund (Account 2 )	500,000	
817,513	Fund (Account 3 )	817,513	
32,047	Fund (Account 4 )	23,217	
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		
4,169	Tax payable	9,474	
105,195	Sundry creditors	179,962	
446,661	Accrued expenses	652,554	
	Provisions		
	Other Liabilities (specify) Pension Scheme	314,000	
<b>5,519,189</b>	<b>TOTAL</b>		<b>4,880,541</b>

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

	Land & Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold				
	£	£	£	£	£	£
<b>Cost or Valuation</b>						
At start of year	2,336,825		927,654			3,264,479
Additions			130,578			130,578
Disposals						
Revaluation/Transfers						
At end of year	2,336,825		1,058,232			3,395,057
<b>Accumulated Depreciation</b>						
At start of year	1,644,159		895,116			2,539,275
Charges for year	58,381		15,679			74,060
Disposals						
Revaluation/Transfers						
At end of year	1,702,540		910,795			2,613,335
Net book value at end of year	634,285		147,437			781,722
Net book value at end of previous year	692,666		32,538			725,204

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

QUOTED		Political Fund £	Other Funds £
	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified) Henderson Fixed Interest		
	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) Unity Trust		10,000
	TOTAL UNQUOTED (as Balance Sheet)		10,000
	Market Value of Unquoted Investments		10,000

**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 refer to the audited financial accounts for the year ended 31 December 2020 pages 10 – 19 and notes to the accounts numbered from 1 to 27

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

Please refer to the audited financial accounts for the year ended 31 December 2020 pages 10 – 11 the accounting policies are detailed under notes numbers 4 to 5



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

Secretary's Signature: <u>Alison Millar</u>	TREASURER Chairman's Signature: <u>Peter Boyle</u> (or other official whose position she)
Name: <u>AUSON MILLAR</u>	Name: <u>PETER BOYLE</u>
Date: <u>31 MAY 2021</u>	Date: <u>31 MAY 2021</u>

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

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 Cathy Hechelle Law  
MS G HEHELLE LAW

07734140170  
Contact Telephone Number





AUDITOR'S REPORT continued

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Signature(s):



Name(s):

Mr John McVeigh

Profession(s) or Calling(s):

Statutory Auditor

Address(es):

c/o John McVeigh & Co  
61 Malone Road  
BELFAST  
BT9 6SA

  
  
  

Date:

1 June 2021

Contact name and telephone number:

John McVeigh  
02890 381217

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

**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 4-7)

## SUMMARY SHEET

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	4,243,338		4,243,338
From Investments	19,657		19,657
Other Income (including increases by revaluation of assets)	12,930		12,930
<b>Total Income</b>	<b>4,275,925</b>		<b>4,275,925</b>
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	<b>5,469,473</b>		<b>5,469,473</b>
<b>Funds at beginning of year</b> (including reserves)			
T'fer to Fighting Fund	4,963,164		4,963,164
Chq written back to Fee Fund	(45,365)		(45,365)
	300		300
<b>Funds at end of year</b> (including reserves)	<b>3,724,551</b>		<b>3,724,551</b>
<b>ASSETS</b>			
Fixed Assets			781,722
Investment Assets			10,000
Cash			3,681,546
Debtors & Prepayments			407,273
Pension Fund			-
		<b>Total Assets</b>	<b>4,880,541</b>
<b>LIABILITIES = Creditors + Pension Fund</b>		<b>Total Liabilities</b>	<b>1,155,990</b>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>3,724,551</b>