

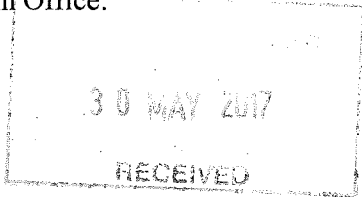
# ANNUAL RETURNS TO THE CERTIFICATION OFFICER

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 2016
Ref No:	

Head or Main Office:	<b>Harkin House</b> <b>54 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:	02890661831
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Contact name for queries regarding the completion of this return:	Martin Murphy
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Telephone Number:	02890661831
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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  
E-mail, [info@nicertooffice.org.uk](mailto:info@nicertooffice.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
<b>Male</b>	13,150				13,150
<b>Female</b>	28,866				28,866
<b>TOTAL</b>	42,016				42,016

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	C.Gates	C.Gates	June 2016
Vice President	J.Murdock	H.McSherry	June 2016
Treasurer	T.Killen	J.Toal	June 2016

State whether the union is:

a. A branch of another trade union?




If yes, state the name:

b. A federation of trade unions?




If yes, state the number of affiliated unions:

and names:

## GENERAL FUND

(see Notes 11 to 16)

	£	£
<b>INCOME</b>		
Members:		
Contributions and Subscriptions	4,167,570	
Other income from members (specify)	_____	
Federations and other bodies (as at page 7)	_____	
Total of other income (as at page 7)	3,547	
Total Investment income (as at page 19)	13,070	
	<b>TOTAL INCOME</b>	4,184,187
<b>EXPENDITURE</b>		
Benefits to members (as at page 9)	295,026	
Administrative expenses (as at page 16)	3,352,743	
<i>Fair Value Losses/(gains) on investments</i>	(161)	
<i>Pension Scheme (gain)/loss</i>	4,426,000	
Federations and other bodies - Affiliation fees, grants etc. (specify) Transfer to Fighting Fund (Fund 2)	3,465	
Transfer to Fee Fund (Fund 4)	7,595	
	<b>TOTAL EXPENDITURE</b>	8,084,668

**SURPLUS (DEFICIT) FOR YEAR** (3,900,481)

Amount of fund at beginning of year £4,742,649

Amount of fund at end of year £ 842,168

Total number of members (including Northern Ireland members) contributing to the general fund  
at end of year 42,016

Number of Northern Ireland members contributing to the General Fund at the end of the year 42,016

General Fund subscription income from Northern Ireland members £4,167,570

**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		3,547
	<b>TOTAL</b>	3,547

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

(see Notes 19 to 21)

£

£

Representation - Employment Related Issues		<b>brought forward</b>	206,165
Professional and legal fees	127,511	Education and Training Services	14,289
Representation - Non Employment Related Issues		Negotiated Discount Services	
		Members Discount Scheme	52,127
Communications			
NIPSA News/Reports	78,654	Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits		Welfare Costs	22,445
Other Cash Payments			
<b>carried forward</b>	<b>206,165</b>	<b>Total (should agree with figure in General Fund)</b>	<b>295,026</b>

<b>FUND 2</b>		<b>Fund Account</b>	
<b>Name: Fighting Fund</b>		<b>£</b>	<b>£</b>
<b>Income</b>			
From members			
Other income (specify)			
Investment income (as at page 19)			
Transfer from General Fund		7,595	
	<b>Total Income</b>		7,595
<b>Expenditure</b>			
Benefits to members Dispute Costs		7,595	
Administrative expenses and other expenditure (as at page 15)			
	<b>Total Expenditure</b>		7,595
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			42,016

<b>FUND 3</b>		<b>Fund Account</b>	
<b>Name: Contingency Fund</b>		<b>£</b>	<b>£</b>
<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			42,016

<b>FUND 4</b>		<b>Fund Account</b>	
<b>Name: Fee Fund</b>		£	£
<b>Income</b>			
From members			
Other income (specify) Board Fees			
Investment income (as at page 19)			
Transfer from General Fund		3,465	
	<b>Total Income</b>		3,465
<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			3,465
Add amount of fund at beginning of year			55,505
Amount of fund at end of year (as Balance Sheet)			58,970
Number of members contributing at end of year			42,016

<b>FUND 5</b>		<b>Fund Account</b>	
<b>Name: Personal Accident Fund</b>		£	£
<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			42,016

(see Notes 24 to 28)

<b>4. POLITICAL FUND ACCOUNT</b>		To be completed by trade unions which maintain their own fund	
		£	£
<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>		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 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			



**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	2,369,322
Salaries and Wages included in above	£ 1,751,512
Auditors' fees	15,786
Legal and Professional fees	
Occupancy costs	196,856
Stationery, printing, postage, telephone etc.	123,166
Expenses of Executive Committee (Head Office) HQ Travel	51,417
Expenses of conferences	130,907
Other administrative expenses (specify) Travel and Subsistence	98,208
Maintenance Office Equipment	135,656
Publications	25,274
Branch Costs	8,303
Ballot Costs	36,044
General Costs	
Bank Charges/ Finance Costs	31,162
Interest payable:	(110,639)
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	69,225
Taxation	2,408
Outgoings on land and buildings (specify)	
Other outgoings (specify) Departmental committees & Panels	10,141
Liaison & Affiliation	152,235
Donations	<u>7,272</u>
Charged to:	
General Fund (Account 1 )	<u>3,352,743</u>
(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 Brian Campfield <i>January 2016</i>	1,638.79	644.04
General Secretary Alison Millar <i>January 2016 to December 2016</i>	56,213.16	22,091.77

**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 (£)	£	£
		2,282.83	93.90
		78,304.93	6,346.71

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)			1,827
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			11,243
Other investment income (specify)			
		+	
Total investment income		=	13,070
Credited to:			
	General Fund (Account 1) (page 5)		13,070
	Fund (Account )		
	Fund (Account )		
	Fund (Account )		
	Fund (Account )		
	Political Fund (Account 4/5)		
			13,070

## BALANCE SHEET

as at 31 December 2016

(see Notes 44-46)

Previous Year		£	£
961,494	Fixed Assets (as at page 23)	892,269	
	Investments (as per analysis on page 25)		
24,946	Quoted (Market value £ 24,946 )	25,107	
10,000	Unquoted	10,000	
	Loans to other trade unions		
294,751	Sundry debtors	273,633	
	Other Assets		
2,214,800	Cash at bank and in hand	2,635,329	
	Income tax to be recovered		
	Stocks of goods		
2,946,000	Others (specify) Pension Scheme	(1,165,000)	
6,451,991			2,671,338
4,742,649	Fund (Account 1 )	842,168	
500,000	Fund (Account 2 )	500,000	
817,513	Fund (Account 3 )	817,513	
55,505	Fund (Account 4 )	58,970	
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		
285	Tax payable	1,955	
94,912	Sundry creditors	143,422	
51,194	Accrued expenses	74,072	
	Provisions		
34,933	Other Liabilities (specify) – other taxation and social security	78,238	
6,451,991	<b>TOTAL</b>		2,671,338

**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		894,036			3,230,861
Additions						
Disposals						
Revaluation/Transfers						
At end of year	2,336,825		894,036			3,230,861
<b>Accumulated Depreciation</b>						
At start of year	1,410,636		858,731			2,269,367
Charges for year	58,381		10,844			69,225
Disposals						
Revaluation/Transfers						
At end of year	1,469,017		869,575			2,338,592
Net book value at end of year	867,808		24,461			892,269
Net book value at end of previous year	926,189		35,305			961,494

**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		25,107
	<b>TOTAL QUOTED (as Balance Sheet)</b>		25,107
	<b>Market Value of Quoted Investments</b>		25,107
<b>UNQUOTED</b>	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified) Unity Trust		10,000
	<b>TOTAL UNQUOTED (as Balance Sheet)</b>		10,000
	<b>Market Value of Unquoted Investments</b>		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 See attached sheets (Numbered 9 to 20)



**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>          A millar          </u>	Honorary Treasurer Signature: <u>          J. Toal          </u> (or other official whose position should be stated)
Name: <u>          Alison Millar          </u>	Name: <u>          John Toal          </u>
Date: <u>          22/5/17          </u>	Date: <u>          25/05/17          </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	<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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          [Signature]            
 Signed

          028 9066 1831            
 Contact Telephone Number

**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 3 – 4)

AUDITOR'S REPORT continued

[Empty rectangular box for notes or observations]

Signature(s):



[Empty box]

Name(s):

Lisa McCaffrey

[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

[Empty box]

Date:

[Empty box]

[Empty box]

Contact name and telephone number:

Lisa McCaffrey  
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	4,167,570		4,167,570
From Investments	13,070		13,070
Other Income (including increases by revaluation of assets)	3,547		3,547
<b>Total Income</b>	<b>4,184,187</b>		<b>4,184,187</b>
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	<b>8,081,203</b>		<b>8,081,203</b>
<b>Funds at beginning of year</b> (including reserves)	<b>6,270,667</b>		<b>6,270,667</b>
<b>Funds at end of year</b> (including reserves)	<b>2,373,651</b>		<b>2,373,651</b>
<b>ASSETS</b>			
Fixed Assets			892,269
Investment Assets			35,107
Other Assets Cash		Debtors	273,633
			2,635,329
		<b>Total Assets</b>	<b>3,836,338</b>
<b>LIABILITIES</b>		<b>Total Liabilities</b>	<b>1,462,687</b>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>2,373,651</b>