

NATIONWIDE GROUP STAFF UNION

ACCOUNTS

YEAR ENDED 31 DECEMBER 2013



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NATIONWIDE GROUP STAFF UNION

ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

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STATEMENT OF RESPONSIBILITIES OF THE NATIONAL EXECUTIVE COMMITTEE

The legislation relating to trade unions requires the Union to submit a return for each calendar year to the Certification Officer. This return contains accounts which must give a true and fair view of the state of affairs of the Union at the year end and of its transactions for the year then ended. The accounts set out on the following pages have been prepared on the same basis and are used to complete the return to the Certification Officer.

In relation to the Nationwide Group Staff Union these requirements to prepare accounts that give a true and fair view is the responsibility of the National Executive Committee. The National Executive Committee is responsible for preparing the accounts in accordance with applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). In so doing the National Executive Committee is required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed.
- Prepare the accounts on the going concern basis unless it is inappropriate to do so.

The National Executive Committee is responsible for keeping proper accounting records and establishing and maintaining a satisfactory system of control over its records and transactions in order to comply with the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended). They are also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REPORT OF THE INDEPENDENT AUDITORS
TO THE MEMBERS OF THE
NATIONWIDE GROUP STAFF UNION



We have audited the financial statements of the Nationwide Group Staff Union for the year ended 31 December 2013, set out on pages 3 to 10. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Union's members, as a body. Our audit work has been undertaken so that we might state to the Union's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Union and the Union's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Union's National Executive Committee and auditors

As explained more fully in the Statement of Responsibilities of the National Executive Committee on page 1, the Union's National Executive Committee is responsible for the preparation of financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Union's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Union's National Executive Committee; and the overall presentation of the financial statements.

Opinion on financial statements

In our opinion the financial statements give a true and fair view of the state of the Union's affairs as at 31 December 2013 and of its income and expenditure for the year then ended.

Matters on which we are required to report by exception

We are required by the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) to report to you by exception in respect of the following matters if, in our opinion:

- A satisfactory system of control over transactions has not been maintained.
- The Union has not kept proper accounting records.
- The financial statements are not in agreement with the books of account.
- We have not received all the information and explanations we need for our audit.

We have nothing to report to you in respect of the above matters.

H W FISHER & COMPANY
Chartered Accountants
Statutory Auditor

Acre House
11 - 15 William Road
London NW1 3ER
United Kingdom

Dated: 19 March 2014

NATIONWIDE GROUP STAFF UNION
INCOME AND EXPENDITURE ACCOUNT
GENERAL FUND
YEAR ENDED 31 DECEMBER 2013

	Note	2013 £	2012 £
INCOME:			
Subscriptions		1,064,975	1,009,680
Other income	1	107,175	120,919
		<u>1,172,150</u>	<u>1,130,599</u>
EXPENDITURE			
Services to members	2	794,319	792,341
Meeting expenses	3	81,025	60,823
Administration expenses	4	125,257	117,087
Premises costs	5	42,045	30,842
Equipment costs	6	73,042	76,664
Depreciation	7	12,641	17,294
VAT recovered		(16,009)	(13,629)
		<u>1,112,320</u>	<u>1,081,422</u>
OPERATING SURPLUS FOR THE YEAR		59,830	49,177
TRANSFER TO CHARITABLE FUND		(5,000)	(5,000)
SURPLUS FOR THE YEAR		<u>54,830</u>	<u>44,177</u>
ACCUMULATED SURPLUS BROUGHT FORWARD		846,589	802,412
ACCUMULATED SURPLUS CARRIED FORWARD		<u><u>901,419</u></u>	<u><u>846,589</u></u>

NATIONWIDE GROUP STAFF UNION
 INCOME AND EXPENDITURE ACCOUNT
 CHARITABLE FUND
 (INCLUDING DAVID HOPKINS TRUST)
 YEAR ENDED 31 DECEMBER 2013

	2013 £	2012 £
INCOME:		
Other Donations	613	-
Transfer from General Fund	5,000	5,000
	5,613	5,000
EXPENDITURE		
Donations	2,088	7,055
	2,088	7,055
SURPLUS/(DEFICIT) FOR THE YEAR	3,525	(2,055)
ACCUMULATED SURPLUS BROUGHT FORWARD	18,622	20,677
ACCUMULATED SURPLUS CARRIED FORWARD	22,147	18,622

NATIONWIDE GROUP STAFF UNION

BALANCE SHEET

YEAR ENDED 31 DECEMBER 2013

	Note	2013		2012	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	7		358,446		343,726
Fixed Asset Investments	8		150		150
CURRENT ASSETS					
Debtors and prepayments	9	28,834		30,023	
Cash at bank and in hand		671,865		635,708	
		<u>700,699</u>		<u>665,731</u>	
CURRENT LIABILITIES					
Creditors and accruals	10	(135,729)		(144,396)	
NET CURRENT ASSETS					
			<u>564,970</u>		<u>521,335</u>
			<u>923,566</u>		<u>865,211</u>
Represented by:					
ACCUMULATED SURPLUS					
General Fund			901,419		846,589
Charitable Fund			22,147		18,622
			<u>923,566</u>		<u>865,211</u>

 T R POIL

GENERAL SECRETARY

 S BARNES

TREASURER

Approved: 19 March 2014

NATIONWIDE GROUP STAFF UNION

ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2013

Accounting Convention

The accounts have been prepared under the historical cost convention and follow all applicable Accounting Standards.

Subscriptions

Subscriptions are accounted for on an accruals basis.

Commission Income

Insurance Scheme Commission is accounted for on a cash received basis. Other commissions are accounted for on an accruals basis.

Depreciation

Depreciation is provided on all tangible fixed assets (except freehold land) at rates estimated to write off the cost of each asset on a straight line basis over its expected useful life as follows:

Freehold building	-	2% per annum
Office equipment	-	25% per annum
Computer equipment	-	25% per annum

National Conference

The costs of the biennial National Conference are accounted for over two years by providing for in advance and not solely in the year that the National Conference occurs.

Taxation

Corporation tax is payable on all interest receivable after relief for any expenditure on provident benefits.

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

1	OTHER INCOME	2013	2012
		£	£
	Advertising revenue	1,500	1,800
	Bank interest	2,834	3,228
	Draws and lotteries:		
	Draw income	311,400	308,487
	Prizes awarded	(233,550)	(231,410)
	Insurance commission	15,777	14,821
	Rapport insurance	783	887
	Other commission	3,382	7,382
	Sundry income	5,049	15,724
		<u>107,175</u>	<u>120,919</u>
2	SERVICES TO MEMBERS	2013	2012
		£	£
	Magazine costs	25,151	27,154
	Legal and professional	4,007	40,358
	TUC affiliation fee	30,465	31,933
	Postage	7,832	7,407
	Publications	10,314	9,120
	Staff costs	679,042	631,204
	Telephone	14,265	13,854
	Training	3,658	5,468
	Health and safety costs	-	3,159
	Disciplinary and grievance meetings	12,178	16,965
	Website costs	7,407	5,719
		<u>794,319</u>	<u>792,341</u>

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

3	MEETING EXPENSES	2013	2012
		£	£
	National Conference	37,009	22,979
	Area Council	6,740	4,008
	National Executive	3,599	3,567
	TUC Meetings	1,895	1,741
	Other meetings	31,782	28,528
		<u>81,025</u>	<u>60,823</u>
4	ADMINISTRATION EXPENSES	2013	2012
		£	£
	Audit and accountancy	16,190	11,504
	Ballots	9,005	-
	Accountancy systems	10,272	11,232
	Bank and legal costs	3,628	7,519
	Printing and stationery	2,122	4,937
	Staff costs	84,040	81,895
		<u>125,257</u>	<u>117,087</u>
5	PREMISES COSTS	2013	2012
		£	£
	Cleaning	5,592	5,650
	Insurance	3,603	3,457
	Rent and rates	12,822	8,757
	Repairs	10,532	1,470
	Utilities	5,883	7,596
	Flat expenses	3,613	3,912
		<u>42,045</u>	<u>30,842</u>

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

6	EQUIPMENT COSTS		2013		2012
			£		£
	Maintenance and leasing				
	Motor		55,257		54,078
	Office and computer		17,785		22,586
			<u>73,042</u>		<u>76,664</u>
7	TANGIBLE FIXED ASSETS	Land and buildings	Office equipment	Computer and software	Total
		£	£	£	£
	COST				
	At 1 January 2013	427,203	27,887	102,507	557,597
	Additions	-	4,704	22,657	27,361
	Disposals	-	-	-	-
	At 31 December 2013	<u>427,203</u>	<u>32,591</u>	<u>125,164</u>	<u>584,958</u>
	ACCUMULATED DEPRECIATION				
	At 1 January 2013	92,888	26,305	94,678	213,871
	Charge for the year	6,544	1,204	4,893	12,641
	Relating to disposals	-	-	-	-
	At 31 December 2013	<u>99,432</u>	<u>27,509</u>	<u>99,571</u>	<u>226,512</u>
	NET BOOK VALUE				
	At 31 December 2013	<u>327,771</u>	<u>5,082</u>	<u>25,593</u>	<u>358,446</u>
	At 31 December 2012	<u>334,315</u>	<u>1,582</u>	<u>7,829</u>	<u>343,726</u>

NATIONWIDE GROUP STAFF UNION

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2013

8 INVESTMENTS

(a) Movement in year

COST

Quoted
Securities
£

At 1 January 2013
Movement in year

150

-

At 31 December 2013

150

(b)

MARKET VALUE

2013
£

2012
£

At 31 December 2013

327

257

9 DEBTORS

2013
£

2012
£

Other debtors
Prepayments

900

900

27,934

29,123

28,834

30,023

10 CREDITORS

2013
£

2012
£

Other creditors
Taxes & social security costs
Accruals & deferred income

77,368

42,156

24,772

24,801

33,589

77,439

135,729

144,396



INFORMATION TO BE PROVIDED TO MEMBERS UNDER THE
TRADE UNION AND LABOUR RELATIONS
(CONSOLIDATION) ACT 1992 (AMENDED)

Under the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended), the Union is required to circulate all members with details of the salary and benefits provided to the General Secretary, the President and all members of the National Executive Committee. The President and members of the National Executive Committee do not receive any salary from the Union or any benefits. They are reimbursed for any expenditure incurred by them in the performance of their duties on behalf of the Union as is the General Secretary. The details in respect of the General Secretary are as follows:

Salary	£116,136
Benefits:	
Pension Contributions (The Union makes contributions of 10% of salary on behalf of all staff)	£11,614
Car allowance	£10,020

We are also required by the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) to circulate the following declaration to all members. The wording is as prescribed by the Act.

"A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concerns with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice."