## The Registry of Friendly Societies

## **TRADE UNION ACTS, 1871 - 1990**

# **FORM A.R. 21**

# ANNUAL RETURN PRESCRIBED BY THE REGISTRAR OF FRIENDLY SOCIETIES FOR A REGISTERED TRADE UNION

#### FOR THE YEAR ENDED 31 DECEMBER 20\_

This Return is to be sent to the Registrar before 1 June 20\_ together with a copy of the Rules of the Trade Union as they exist at the 31 December 20\_ and all new Rules and alterations of Rules made during the year. The Return should be accompanied by:

- (1) A copy of the Audited Accounts
- (2) A copy of the Auditor's Special Report (if any)
- (3) A copy of the current rules
- (4) The appropriate filing fee

#### PLEASE COMPLETE IN BLOCK CAPITALS IN BLUE OR BLACK INK

Name of Union:
Registered Number:
Registered Office:
Name of Auditors for the year:
appointed by: under Rule No.
Date of last alteration of rules:
POLITICAL FUND
Has the Union had Rules approved under the Trade Union Act, 1913, authorising the establishment of
a Political Fund? Yes
OR, has the Union as part of a Federation or as part of another Trade Union, adopted such Political Fund
Rules under the Act? Yes No If Yes, state name (and Reg. No. if any) of the Union or
Federation
PRESENTER DETAILS
Name
Address
Tel No.
Email
Ref. No.

	DESCRIPTION	N OF TRADE UNION	
State whe	ther the Trade Union is:		
(1)	A Trade union with branches?	Yes	No
	If Yes, do the Accounts include the Includes?	come and Expenditure, Funds ar	nd Effects of all
	Number of Branches		
(2)	A branch of another Trade Union/	Yes	No
	Name (and Reg. No. if any)		
(3)	An Association of Employers?	Yes	No
(4)	Affiliated to a Federation or Federation	ns Yes	No
	Name(s) of Federation(s)		
	A C TO A MUNICIPALITY	VEAD TO WHICH DETUDN	EIGURES EDOM PREVIOUS
	AS TO MEMBERS*	YEAR TO WHICH RETURN REFERS ( )**	FIGURES FROM PREVIOUS YEAR'S RETURN ( )**
	members at beginning of year		
	members admitted during year members whose membership ng the year		
Number of 1	members at end of year		
BREAKDO	OWN OF MEMBERSHIP*	YEAR TO WHICH RETURN REFERS ( )**	FIGURES FROM PREVIOUS YEAR'S RETURN ( )**
Number of 1	males at end of year		
Number of t	females at end of year		
Number of 1	members contributing to Political Fund		
Number of 1	members over 65 years of age		
Number of v Funeral Ben	widows/widowers contributing for		

<sup>\*</sup> In the Republic of Ireland only \*\* Insert year

OFFICERS IN RECEIPT OR CHARGE OF MONEY*		SECURITY			
NAME (BLOCK CAPITALS)	POSITION	ADDRE	SS (BLOCK CAPITALS)	MAXIMUM CASH HELD	BOND/GUARANTEE
Do the Rules of the Union p					No
COMMITTEE OF MAN	AGEMENT AN	ND TRUS	TEES* ON	(the date	on which the return is signed)
NAME (BLOCK CAPITALS)	OFFICE I	HELD		ADDRESS (BLOCK CAPITAL	LS)
	PRESIDI	ENT			
	VICE-PRES	IDENT			
	GENER SECRETA				
	TREASU	RER			
	MEMBI	ER			
	MEMBI	ER			
	MEMBI	ER			
	MEMBI	ER			
	MEMBI	ER			
	MEMBI	ER			
	MEMBI	ER			
	MEMBI	ER			
	MEMBI	ER			
	MEMB	ER			
	MEMB	ER			
	MEMBI	ER			
	MEMBI	ER			
	MEMBI	ER			
	MEMBI	ER			
	MEMB	ER			
	MEMBI	ER			
	MEMBI	ER			
	TRUST	EE			
	TRUST	EE			
	TRUST	EE			
	TRUST	EE			
	TRUST	EE			

#### DONATIONS FOR POLITICAL PURPOSES

The Electoral Act, 1997 (as amended) requires Trade Unions, among other bodies, to declare in their Annual Returns certain donations made for policital purposes (see note below). Detail of donations, as defined in the note, made during the year ended 31 December 20\_\_\_\_\_ should be entered in the table below. If no such donations were made please state 'NONE'.

Name of person, political party or third party to whom donation was made (BLOCK CAPITALS)	Address (BLOCK CAPITALS)	Value of donation €

#### Note

Returns made up to 7th November 2013 or later: S26 Electoral Act 1997, as amended by S17 Electoral (Amendment) (Political Funding) Act 2012, requires details of contributions for political purposes, in excess of €200 in the aggregate, to any political party, member of the Dáil or Seanad, MEP or candidate in any Dáil, Seanad or European election or to any third party (a 'third party' is a person who accepts a contribution for political purposes which exceeds €100 in the year concerned), made by the Union in the year to which the annual return relates (i.e. the period since the effective date of the previous year's annual return, up to and including the effective date of the current return), in respect of that year.

Returns made up to 6th November 2013 or earlier: S26 Electoral Act 1997 requires details of contributions for political purposes, in excess of €5,079 in the aggregate, to any political party, member of the Dáil or Seanad, MEP or candidate in any Dáil, Seanad or European election or to any third party (a 'third party' is a person who accepts a contribution for political purposes which exceeds €100 in the year concerned), made by the Union in the year to which the annual return relates (i.e. the period since the effective date of the previous year's annual return, up to and including the effective date of the current return), in respect of that year.

The particulars in the Annual Return must be sufficient to identify the value of each political donation and to whom the donation was made. A wide definition of "donation" is set out in s.22 of the Electoral Act 1997 (as amended by s.49 Electoral (Amendment Act) 2001 and s7 Electoral (Amendment)(Political Funding) Act 2012) and s.46 Electoral Act 1997 and includes, **in addition to donations of money**, services supplied without charge, a donation of property or goods or the free use of same.

# RETURN OF CHANGE OF OFFICERS (INCLUDING TRUSTEES) DURING YEAR UNDER REPORT \*

DATE OF CHANGE	NAME OF OFFICER RETIRING (BLOCK CAPITALS)	TITLE HELD	CAUSE OF RETIREMENT	NAME OF APPOINTED OFFICER (BLOCK CAPITALS)	ADDRESS (BLOCK CAPITALS)

belief corre	ect and in accordance with the law.	
Signed:		
Gene	eral Secretary:	Block Capitals:
Trea	surer:	Block Capitals:
Dat	e:	

Block Capitals: .....

Block Capitals: .....

(all signatures must be in blue or black ink)

**DECLARATION** 

The information contained in this Annual Return and appended pages is to the best of our knowledge and

Date:

Signature of Trustees\*\*:

Trustee:

Trustee:

<sup>\*</sup>Use a separate sheet if necessary

<sup>\*\*</sup> It is sufficient for two trustees to sign the declaration

## CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT

YEAR TO WHICH

FIGURES FROM

### FOR THE YEAR ENDED 31 DECEMBER 20\_\_\_\_

INCOME		RETURN REFERS ( )* €	PREVIOUS YEAR'S RETURN ( )* €
MEMBERS' CONTRIBUTION	(A)	Ü	Ū.
INVESTMENT INCOME			
PROFIT/(LOSS) ON DISPOSAL OF INVE	STMENTS		
OTHER INCOME			
	TOTAL (B)		
TOTAL INCOME	TOTAL (A+B)		
EXPENDITURE			
SALARIES AND WAGES			
OTHER ADMINISTRATION COSTS			
UNEMPLOYMENT PAY			
DISPUTE PAY			
OTHER BENEFIT PAYMENTS	_		
PAYMENTS TO FEDERATIONS AND SIM	IILAR BODIES		
OTHER EXPENSES			
TOTAL EXPENDITURE			
SURPLUS/(DEFICIT) FOR YEAR			
TRANSFER TO POLITICAL FUND		( )	( )
TRANSFER TO OTHER FUNDS		( )	( )
TRANSFER TO RESERVES		( )	( )
OTHER TRANSFERS		( )	( )
TOTAL TRANSFERS		( )	( )

<sup>\*</sup> Insert year

# **BALANCE SHEET**

#### FOR THE YEAR ENDED 31 DECEMBER 20\_\_\_

YEAR TO WHICH

RETURN REFERS

FIGURES FROM

PREVIOUS YEAR'S

ASSETS	( )*	RETURN ( )* €
TANGIBLE FIXED ASSETS		
INVESTMENTS BANK AND CASH		
DEBTORS AND PREPAYMENTS		
OTHER ASSETS		
TOTAL ASSETS		
LIABILITIES		
POLITICAL FUND		
OTHER FUNDS		
RESERVE		
BANK AND OTHER LOANS		
BANK OVERDRAFT		
CREDITORS AND ACCRUALS		
OTHER LIABILITIES		
TOTAL LIABILITIES		
TOTAL LIABILITIES	YEAR TO WHICH RETURN REFERS	FIGURES FROM PREVIOUS YEAR'S
TOTAL LIABILITIES  POLITICAL FUND	I	
	RETURN REFERS ( )*	PREVIOUS YEAR'S RETURN ( )*
POLITICAL FUND	RETURN REFERS ( )*	PREVIOUS YEAR'S RETURN ( )*
POLITICAL FUND BALANCE AT BEGINNING OF YEAR	RETURN REFERS ( )*	PREVIOUS YEAR'S RETURN ( )*
POLITICAL FUND  BALANCE AT BEGINNING OF YEAR INCOME	RETURN REFERS ( )*	PREVIOUS YEAR'S RETURN ( )*
POLITICAL FUND  BALANCE AT BEGINNING OF YEAR  INCOME  EXPENDITURE	RETURN REFERS ( )*	PREVIOUS YEAR'S RETURN ( )*
POLITICAL FUND  BALANCE AT BEGINNING OF YEAR INCOME EXPENDITURE ADJUSTMENTS	RETURN REFERS ( )*	PREVIOUS YEAR'S RETURN ( )*
POLITICAL FUND  BALANCE AT BEGINNING OF YEAR INCOME EXPENDITURE ADJUSTMENTS BALANCE AT END OF YEAR PER BALANCE SHEET	RETURN REFERS ( )*	PREVIOUS YEAR'S RETURN ( )*
POLITICAL FUND  BALANCE AT BEGINNING OF YEAR INCOME EXPENDITURE ADJUSTMENTS BALANCE AT END OF YEAR PER BALANCE SHEET  OTHER FUNDS	RETURN REFERS ( )*	PREVIOUS YEAR'S RETURN ( )*
POLITICAL FUND  BALANCE AT BEGINNING OF YEAR INCOME EXPENDITURE ADJUSTMENTS BALANCE AT END OF YEAR PER BALANCE SHEET  OTHER FUNDS BALANCE AT BEGINNING OF YEAR	RETURN REFERS ( )*	PREVIOUS YEAR'S RETURN ( )*    ( )
POLITICAL FUND  BALANCE AT BEGINNING OF YEAR INCOME EXPENDITURE ADJUSTMENTS BALANCE AT END OF YEAR PER BALANCE SHEET  OTHER FUNDS BALANCE AT BEGINNING OF YEAR INCOME	RETURN REFERS  ( )*  €  ( )	PREVIOUS YEAR'S RETURN ( )*    ( )
POLITICAL FUND  BALANCE AT BEGINNING OF YEAR INCOME EXPENDITURE ADJUSTMENTS BALANCE AT END OF YEAR PER BALANCE SHEET  OTHER FUNDS BALANCE AT BEGINNING OF YEAR INCOME EXPENDITURE	RETURN REFERS  ( )*  €  ( )	PREVIOUS YEAR'S RETURN ( )*    ( )

\* Insert year

#### ACCOUNTANT'S REPORT

on page 6 of this Return a	and in the balance sheet as at 31 December 20 on page 7 is in agreement with the books and on and is consistent with the Audited Accounts.
Name:	
Address:	
••••••	
Telephone No.:	
I am a member of: (State which body of Acce	ountants you are a member of)
Membership Numbe	er:
I hold a valid Practi	sing Certificate Yes No (tick as appropriate)
SIGNATURE (4)	BLOCK CAPITALS
DATED:	
NOTES:	
(1)	The Reporting Accountant <u>must</u> be the Auditor of the Trade Union.
(2)	Where the Reporting Accountant:
	(a) is unable to form an opinion as to whether pages 6 and 7 of this Return are in agreement with the books and records of the Trade Union and are consistent with the Audited Accounts, or
	(b) is unable to give an unqualified opinion on the information contained in this Annual Return
	He/she should prepare a Special Report to be enclosed with this Annual Return.
(3)	Is a Special Report referred to at note (2) above attached? Yes No
(4)	All signatures must be in blue/black ink.

Every Trade Union is supplied with two copies of the Annual Return Form. Additional copies may be obtained from the Registry of Friendly Societies at the Address below.

The prescribed fee for filing an Annual Return is €40.00

The address to which Returns, Annual Accounts, Rules, Filing Fees and other documents should be sent is:

Registry of Friendly Societies, Bloom House, PO Box 12858 Dublin 1. Telephone: 01~804 5499 Lo-Call: 1890 220225 Email: rfs@dbei.gov.ie