

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: **T**

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 No If Yes, give date of Certificate.....

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	<input type="text"/>
Address	<input type="text"/>
Tel No.	<input type="text"/>
Email	<input type="text"/>
Ref. No.	<input type="text"/>

DESCRIPTION OF TRADE UNION

State whether the Trade Union is:

(1) A Trade union with branches? Yes No

If Yes, do the Accounts include the Income and Expenditure, Funds and Effects of all branches?

Yes No

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 Federations Yes No

Name(s) of Federation(s)

.....

State briefly in what trade or occupation the members are chiefly employed

.....

RETURN AS TO MEMBERS*	YEAR TO WHICH RETURN REFERS ()**	FIGURES FROM PREVIOUS YEAR'S RETURN ()**
Number of members at beginning of year		
Number of members admitted during year		
Number of members whose membership ceased during the year		
Number of members at end of year		

BREAKDOWN OF MEMBERSHIP*	YEAR TO WHICH RETURN REFERS ()**	FIGURES FROM PREVIOUS YEAR'S RETURN ()**
Number of males at end of year		
Number of females at end of year		
Number of members contributing to Political Fund		
Number of members over 65 years of age		
Number of widows/widowers contributing for Funeral Benefits		

* In the Republic of Ireland only

** Insert year

CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 20 ____

INCOME

	YEAR TO WHICH RETURN REFERS ()*	€	FIGURES FROM PREVIOUS YEAR'S RETURN ()*	€
MEMBERS' CONTRIBUTION	(A)			
INVESTMENT INCOME				
PROFIT/(LOSS) ON DISPOSAL OF INVESTMENTS				
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 SIMILAR BODIES				
OTHER EXPENSES				
TOTAL EXPENDITURE				
SURPLUS/(DEFICIT) FOR YEAR				
TRANSFER TO POLITICAL FUND	()		()	
TRANSFER TO OTHER FUNDS	()		()	
TRANSFER TO RESERVES	()		()	
OTHER TRANSFERS	()		()	
TOTAL TRANSFERS	()		()	

* Insert year

BALANCE SHEET

FOR THE YEAR ENDED 31 DECEMBER 20__

ASSETS

TANGIBLE FIXED ASSETS
 INVESTMENTS BANK AND CASH
 DEBTORS AND PREPAYMENTS
 OTHER ASSETS

YEAR TO WHICH RETURN REFERS ()*	FIGURES FROM PREVIOUS YEAR'S RETURN ()*
€	€

TOTAL ASSETS

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LIABILITIES

POLITICAL FUND
 OTHER FUNDS
 RESERVE
 BANK AND OTHER LOANS
 BANK OVERDRAFT
 CREDITORS AND ACCRUALS
 OTHER LIABILITIES

TOTAL LIABILITIES

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POLITICAL FUND

BALANCE AT BEGINNING OF YEAR
 INCOME
 EXPENDITURE
 ADJUSTMENTS
 BALANCE AT END OF YEAR PER BALANCE SHEET

YEAR TO WHICH RETURN REFERS ()*	FIGURES FROM PREVIOUS YEAR'S RETURN ()*
€	€
()	()

OTHER FUNDS

BALANCE AT BEGINNING OF YEAR
 INCOME
 EXPENDITURE
 ADJUSTMENTS
 BALANCE AT END OF YEAR PER BALANCE SHEET

()	()

* Insert year

ACCOUNTANT'S REPORT

In my opinion the information in the consolidated income and expenditure account for the period ended 31 December 20__ on page 6 of this Return and in the balance sheet as at 31 December 20____ on page 7 is in agreement with the books and records of the Trade Union and is consistent with the Audited Accounts.

Name:

Address:

Telephone No.:

I am a member of:

(State which body of Accountants you are a member of)

Membership Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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I hold a valid Practising Certificate

Yes No (tick as appropriate)

SIGNATURE (4)

BLOCK
CAPITALS

DATED:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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NOTES:

- (1) The Reporting Accountant **must** 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 ReturnHe/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**