

FIRST SCHEDULE

FORM M

Regulations 17 and 19

TRADE UNIONS ACT
(CHAPTER 333)

TRADE UNIONS REGULATIONS

ANNUAL RETURN FOR THE YEAR ENDING _____

Name of registered Trade Union : _____
Registration number : _____
Registered address of head office : _____

PART I - UNION MEMBERSHIP

Employer Trade Unions/Federation of Employee Trade Unions		
A	Number of Institutional Members/Affiliates/Branches at the beginning of the Financial Year	
B	Number of Institutional Members/Affiliates/Branches admitted during the Financial Year	
C	Number of Institutional Members/Affiliates/Branches left during the Financial Year	
D	Net total of Institutional Members/Affiliates/Branches at the end of the Financial Year (A + B - C = D)	

Trade Union of Employees				
		Male	Female	Total
A	Number of Union Members at the beginning of the Financial Year			
B	Number of Union Members admitted during the Financial Year			
C	Number of Union Members left during the Financial Year			
D	Net total of Union Members at the end of the Financial Year (A + B - C = D)			

FIRST SCHEDULE

FORM M - *continued*

PART II - STATEMENT BY THE SECRETARY OF THE
TRADE UNION

I, the secretary of the _____
(Name of the Trade Union)

_____ hereby submit the audited statements of the
Trade Union for the financial year ending _____ together with the relevant reports
and statements as listed below:

- (a) auditor's report;
- (b) balance-sheet showing assets and liabilities;
- (c) statement of receipts and payments; and
- (d) statement of income and expenditure.

Date

Signature of secretary

PART III - STATEMENT BY THE TREASURER OF THE
TRADE UNION

I, the * treasurer/officer in charge of the accounts of the Trade Union, hereby certify that the
accounts as listed above are true and correct to the best of my knowledge and belief.

Date

Signature of treasurer/
officer in charge of the Trade Union's accounts

* Delete whichever is inapplicable.

FIRST SCHEDULE

FORM M - *continued*

PART IV - AUDITOR'S DECLARATION

I, _____ of _____
(Name of auditor) *(Name and address of auditor's firm)*
being the auditor of _____
(Registered name of the Trade Union)
hereby report that —

- 1 I have audited the accounts of the Trade Union for the period from _____ to _____ in accordance with the Statements of Auditing Guidelines and Statements of Auditing Practice and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered appropriate in the circumstances.
- 2 In our opinion —
 - (a) proper accounting records have been kept by the Trade Union in accordance with the requirements of regulation 16A of the Trade Unions Regulations (Rg 1);
 - (b) the accounts set out on pages _____ to _____ of the annual report are properly drawn up in accordance with the accounting records and Statements of Accounting Standard, and so as to give a true and fair view of the state of affairs of the Trade Union at _____ and of the results for the year ended on that date.
- 3 During the course of our audit, except for those matters referred to in our detailed report dated _____ nothing material came to our notice that caused us to believe that —
 - (a) the Trade Union has not maintained a satisfactory system of control over its assets and transactions in accordance with regulation 16A of the Trade Unions Regulations;
 - (b) the Trade Union's funds were not invested in the manner prescribed in the Trade Unions Act or the rules of the Trade Union; and
 - (c) there were payments made by the Trade Union during the period under review that were not authorised by the Trade Unions Act or the Trade Unions Regulations or the rules of the Trade Union.

Date

Signature of auditor