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# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

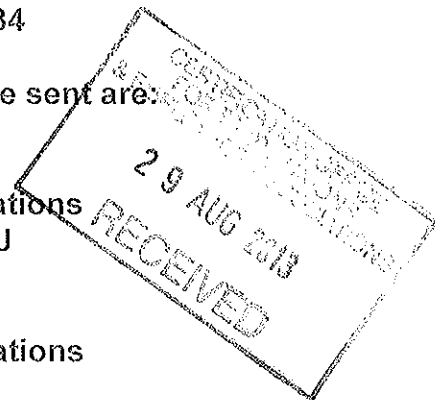
Name of Employers' Association:	British Printing Industries Federation
Year ended:	31 March 2013
List No:	CO/101/E
Head or Main Office:	Unit 2 Villiers Court Meriden Business Park Copse Drive Coventry CV5 9RN
Website address (if available)	www.britishprint.com
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
Chief Executive:	Kathleen Woodward
Contact name for queries regarding the completion of this return:	Stephen Oldham ACCA
Telephone Number:	01676 526048
e-mail:	steve.oldham@bpif.org.uk

**PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.**  
Any difficulties or problems in the completion of this return should be directed to the Certification Office as below or by telephone to: 020 7210 3734

The address to which returns and other documents should be sent are:

For Employers' Associations based in England and Wales:  
Certification Office for Trade Unions and Employers' Associations  
22<sup>nd</sup> Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Employers' Associations based in Scotland:  
Certification Office for Trade Unions and Employers' Associations  
Melrose House, 69a George Street, Edinburgh EH2 2JG



# RETURN OF MEMBERS

(see note 9)

NUMBER OF MEMBERS AT THE END OF THE YEAR				
Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
2	0	0	0	2

## OFFICERS IN POST

(see note 10)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

## CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of Change
Past President	Rupert Middleton	N/A	11/7/2012
Non-Executive Director	Roger Severn	N/A	11/7/2012
Non-Executive Director	Gerald White	N/A	30/11/2012
Non-Executive Director	Yolanda Noble	N/A	30/11/2012
Non-Executive Director	N/A	Darren Coxon	11/12/2012

# GENERAL FUND

(see notes 11 to 16)

Previous Year			£'000	£'000
	<b>INCOME</b>			
2,471	From Members	Management charges receivable		2,262
1	Investment income	Interest and dividends (gross)	-	
23		Investment income	30	
24				30
2,495				2,292
8	Other income	Rents received	6	
199		Commission insurance	170	
1,480		Consultancy fees	1,235	
296		Conferences & events	513	
137		Project income	53	
53		Other income	26	
2,173				2,003
4,668				4,295
		<b>TOTAL INCOME</b>		
	<b>EXPENDITURE</b>			
	Administrative expenses			
(2,494)		Indirect staff remuneration and expenses	(2,244)	
(281)		Occupancy costs	(167)	
(99)		Printing, stationery, post, telephone	(91)	
(103)		Legal and professional fees	(101)	
(270)		Miscellaneous (marketing, IT, publications)	(237)	
(838)		Cost of sales (commercial)	(959)	
1		Redundancy costs	(99)	
(4,084)				(3,898)
(14)	Other charges	Bank charges	(14)	
(65)		Depreciation	(64)	
31		Sums written off	8	
(166)		Affiliation fees (INTERGRAF, subs, SIGs)	(205)	
(9)		Donations	-	
(10)		Conference and meeting fees	(7)	
(1)		Interest payable	(2)	
(69)		Net return on final salary pension scheme	(49)	
(308)		Net actuarial gain/(loss) on pension scheme	(776)	
(252)		Relocation costs	-	
(863)				(1,109)
-	Taxation			-
(4,947)		<b>TOTAL EXPENDITURE</b>		(5,007)
(279)		Surplus/Deficit for year		(712)
(1,058)		Amount of fund at beginning of year		(1,337)
(1,337)		Amount of fund at end of year		(2,049)

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 2		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
Surplus (Deficit) for the year			
Amount of fund at beginning of year			
Amount of fund at the end of year (as Balance Sheet)			

ACCOUNT 3		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
Surplus (Deficit) for the year			
Amount of fund at beginning of year			
Amount of fund at the end of year (as Balance Sheet)			

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 4		Fund Account	
Name of account:		£	£
<b>Income</b>	From members Investment income Other income (specify)		
		<b>Total Income</b>	
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
		<b>Total Expenditure</b>	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

ACCOUNT 5		Fund Account	
Name of account:		£	£
<b>Income</b>	From members Investment income Other income (specify)		
		<b>Total Income</b>	
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
		<b>Total Expenditure</b>	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 6		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	Surplus (Deficit) for the year		
Amount of fund at beginning of year			
Amount of fund at the end of year (as Balance Sheet)			

ACCOUNT 7		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	Surplus (Deficit) for the year		
Amount of fund at beginning of year			
Amount of fund at the end of year (as Balance Sheet)			

## BALANCE SHEET AS AT 31 MARCH 2013

(see notes 19 and 20)

Previous Year		£'000	£'000
601	<b>Fixed Assets</b> (as at page 11)		544
	<b>Investments</b> (as per analysis on page 13)		
-	Quoted (Market value £ )	-	
1	Unquoted	-	
1			-
602	<b>Total Investments</b>		544
	<b>Other Assets</b>		
745	Sundry debtors	575	
301	Cash at bank and in hand	187	
-	Stocks of goods	-	
-	Others (specify)	-	
1,046	<b>Total of other assets</b>		762
1,648	<b>TOTAL ASSETS</b>		1,306
(1,337)	General Fund		(2,049)
	<b>Liabilities</b>		
77	Other creditors due in more than one year	88	
1,131	Pension liability	1,819 ✓	
217	Tax payable	206 ✓	
91	Other creditors due in less than one year	159 ✓	
329	Accruals & deferred income	290 ✓	
440	Trade creditors	271 ✓	
700	Intercompany creditors	522	
2,985	<b>TOTAL LIABILITIES</b>		3,355
1,648	<b>TOTAL ASSETS</b>		1,306

## FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Computer Equipment	Total
	£'000	£'000	£'000	£'000
<b>COST OR VALUATION</b>				
At start of period	529	250	611	1,390
Additions during period	-	3	5	8
Less: Disposals during period	-	-	-	-
Less: DEPRECIATION:	(78)	(187)	(589)	(854)
Total to end of period				
<b>BOOK AMOUNT</b> at end of period	451	66	27	544
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>	451	66	27	544



# ANALYSIS OF INVESTMENTS

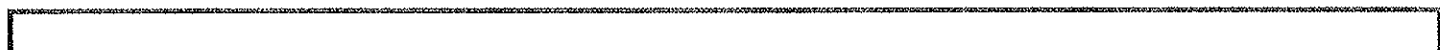
(see note 22)

QUOTED		Other Funds £
-	British Government & British Government Guaranteed Securities	-
-	British Municipal and County Securities	-
-	Other quoted securities (to be specified)	-
-	TOTAL QUOTED (as Balance Sheet)	-
-	*Market Value of Quoted Investments	-
UNQUOTED		
-	British Government Securities	-
-	British Municipal and County Securities	-
-	Mortgages	-
1	Other unquoted securities (In Print & Packaging Industry Forum Ltd)	-
-	TOTAL QUOTED (as Balance Sheet)	-
-	*Market Value of Unquoted Investments	-

\* Market value of investments to be stated where these are different from the figures quoted in the balance sheet

# **ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)**

(see notes 23 to 25)



Does the association, or any constituent part of the association, have a controlling interest in any limited company?

YES	
-----	--

If YES name the relevant companies:

COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)
BPIF Training Limited	06875770
BPIF Pension Trustees Limited	06679809
BPIF Limited	04331622
BPIF Legal Limited	07600485

**INCORPORATED EMPLOYERS' ASSOCIATIONS**

Are the shares which are controlled by the association registered in the association's name

	NO
--	----

If NO, please state the names of the persons in whom the shares controlled by the association are registered.

COMPANY NAME	NAMES OF SHAREHOLDERS

**UNINCORPORATED EMPLOYERS ASSOCIATIONS**

Are the shares which are controlled by the association registered in the names of the association's trustees?

	NO
--	----

If NO, state the names of the persons in whom the shares controlled by the association are registered.

COMPANY NAME	NAMES OF SHAREHOLDERS

# SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £'000	Political Funds £'000	Total Funds £'000
<b>INCOME</b>			
From Members	2,262	-	2,262
From Investments	30	-	30
Other Income (including increases by revaluation of assets)	2,003	-	2,003
<b>Total Income</b>	4,295	-	4,295
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	(5,007)	-	(5,007)
<b>Funds at beginning of year</b> (including reserves)	(1,337)	-	(1,337)
<b>Funds at end of year</b> (including reserves)	(2,049)	-	(2,049)
<b>ASSETS</b>			
Fixed Assets			544
Investment Assets			-
Other Assets			762
		<b>Total Assets</b>	1,306
<b>LIABILITIES</b>		<b>Total Liabilities</b>	3,355
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			(2,049)

# NOTES TO THE ACCOUNTS

(see note 36)

All notes to the accounts must be entered on or attached to this part of the return.

## 1. ACCOUNTING POLICIES

### Basis of accounting and consolidation

The financial statements have been prepared under the historical cost convention and on the going concern basis as disclosed in the Directors' statement of going concern set out in the directors' report, and in accordance with applicable accounting standards, as modified to include the revaluation of investments.

### Basis of consolidation

The consolidated financial statements incorporate the financial statements of the Federation for the year ended 31 March 2013 and of its subsidiary companies for the same period.

The Federation has taken advantage of the exemptions not to prepare an individual income and expenditure account for the parent company. The deficit for the year dealt with in the financial statements of the Federation was £712,000, after an actuarial loss on the pension scheme of £776,000 (2012: a deficit of £308,000).

### Income

Income is reported excluding VAT.

Training income, along with the associated costs, is recognised over the duration of the training course. Accrued income relating to completion bonuses from government funded training programmes is recognised to the extent that the BPIF expect to be entitled to receive them.

Subscription income is recognised when a member renews their annual membership and is spread over the annual life of the membership term. All other income represents amounts invoiced or accrued during the year, following the provision of services.

### Operating leases

Rentals payable under operating leases are charged to the income and expenditure account evenly over the period the asset is in use. Where an incentive has been provided to enter into the lease, its value is taken to reduce the rental payable under the lease evenly over the period from the asset being brought into use to the rental payable reverting to a market rental.

### Tangible fixed assets

Depreciation is provided on the cost of tangible fixed assets, to write them down to their estimated residual values over their expected useful lives. Where there is evidence of impairment, fixed assets are written down to their recoverable amount.

The principal annual rates and bases of depreciation used for other assets are:

Freehold buildings	2%	Straight line
Computer equipment	20-33%	Straight line
Office equipment & furniture and fittings	10-20%	Straight line

## 1. ACCOUNTING POLICIES (continued)

### Investments

Investments in subsidiaries are held at cost.

### Pension costs

#### Defined benefit schemes

The BPIF operates two defined benefit pension schemes. The Trustees administer the schemes and the assets of the schemes are managed independently of the finances of the BPIF. Neither scheme is open to future accrual.

Pension scheme assets are measured using market value. Pension scheme liabilities are measured using a projected unit method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liability. The increase in the present value of the liabilities of the scheme expected to arise from employee service in the period is charged to the income and expenditure account. The expected return of the scheme's assets and the increase during the period in the present value of the scheme's liabilities arising from the passage of time are included in the 'Net return on final salary pension scheme' within the income and expenditure account. Actuarial gains or losses are recognised in the Statement of Total Recognised Gains and Losses.

The schemes' surpluses, to the extent that they are considered recoverable, or deficits, are recognised in full and presented on the face of the balance sheet.

#### Defined contribution arrangements

The BPIF also operates a defined contribution pension scheme, which is available to all employees. The assets of the scheme are managed independently of the finances of the BPIF. Contributions to defined contribution pension arrangements are charged to the income and expenditure account as they are incurred.

### Deferred taxation

The payment of taxation is deferred or accelerated because of timing differences between the treatment of certain items for accounting and taxation purposes. Full provision for deferred taxation is made under the liability method, without discounting, on all timing differences that have arisen, but not reversed by the balance sheet date, unless such provision is not permitted by FRS19.

In accordance with FRS 19 deferred tax is not provided for:

- a) revaluation gains on fixed asset investments, unless there is a binding agreement to sell them at the balance sheet date;
- b) gains on the sale of non-monetary assets, if the taxable gain will probably be rolled over.

Deferred tax assets are recognised to the extent that it is regarded as more likely than not that they will be recovered.

Deferred tax is measured at the tax rates that are expected to apply in the periods when timing differences are expected to reverse, based on tax rates and the law enacted at the balance sheet date. Deferred tax assets and liabilities are not discounted.

Where the law or accounting standards require gains and losses to be recognised in the statement of total recognised gains and losses, the related taxation is also taken directly to the statement of total recognised gains and losses in due course.

2. DEFICIT FOR THE YEAR BEFORE TAXATION

The surplus/(deficit) for the year before taxation is stated after charging/(crediting):	<b>2013</b> <b>£'000</b>	<b>2012</b> <b>£'000</b>
Auditors' remuneration		
- Audit services	21	23
- Corporation tax compliance	4	8
- Other taxation services	20	29
Depreciation of tangible fixed assets	64	64
Operating lease charges		
- Land and buildings	51	119
- Plant and machinery	5	12
Rental income	-	(2)
	<hr/>	<hr/>

3. TAXATION

	<b>2013</b> <b>£'000</b>	<b>2012</b> <b>£'000</b>
<b>Corporation tax</b>		
Current tax on income for the year	-	-
	<hr/>	<hr/>
<b>Current tax reconciliation</b>		
Deficit before taxation	(759)	(306)
	<hr/>	<hr/>
Theoretical tax charge at UK rate 20% (2012: 20%)	(152)	(61)
Effects of:		
(Utilisation)/creation of tax losses	-	(63)
Accelerated capital allowances	(4)	14
Short term timing differences	6	9
Non-deductible expenses	4	52
FRS17 adjustment	138	49
Loss carried forward	8	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>

The Federation has tax losses carried forward of approximately £4.8 million (2012: £4.7 million).

4. EMPLOYEES

	Group		Federation	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Staff costs (including directors' emoluments):				
Wages and salaries	2,385	2,520	1,724	1,956
Social security costs	268	296	194	220
Other pension costs (contributions into defined benefit and defined contribution schemes)	223	126	160	101
	<hr/>	<hr/>	<hr/>	<hr/>
Total	2,876	2,942	2,078	2,277
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>No.</b>	<b>No.</b>	<b>No.</b>	<b>No.</b>
Average monthly number of employees	59	58	44	45
	<hr/>	<hr/>	<hr/>	<hr/>

5. DIRECTORS

	2013 £'000	2012 £'000
Aggregate emoluments	253	390
Federation's contributions to pension schemes	90	21
Highest paid director – aggregate emoluments	67	108
Highest paid director – pension contribution to pension scheme	76	5
Number of directors accruing benefits under defined contribution schemes	3	5

Non-executive directors do not receive any emoluments from the BPIF.

6. STAFF RETIREMENT BENEFITS

The British Printing Industries Federation Pension and Life Assurance scheme, which provided benefits based on final pensionable pay was closed to future accrual on 31 March 2004. A new final salary scheme (British Printing Industries Pension and Life Assurance Scheme 2004) was made available to staff who had been in the old scheme, which had reduced benefits and higher employee contributions. Alternatively, these staff were offered the option to join the defined contribution scheme already offered to all staff. The 2004 Scheme closed with effect from 31 March 2006 and has no assets or liabilities. The BPIF now contributes to defined contribution schemes for staff.

BPIF fully adopted the accounting requirements of Financial Reporting Standard 17 with effect from the year ended 31 March 2004.

**The British Printing Industries Federation Pension and Life Assurance Scheme**

The date of the last full actuarial valuation was 30 June 2010. The results of this valuation, on the basis used to determine the Scheme's Technical Provision, were liabilities of £5.6 million (30 June 2007: £5.8 million) and a market value of assets of £3.6 million (30 June 2007: £4.9 million) with a deficit of £2 million (30 June 2007: £0.9 million) and a funding level of 64.1% (30 June 2007: 85.5%).

A qualified independent actuary has reviewed the actuarial valuations as at 31 March 2012 and 31 March 2013. The assumptions used, in accordance with the instructions of the directors were:

To develop the expected long term rate on asset assumption, the Federation considered the current level of returns on risk free investments (primarily government bonds), the historical level of the risk premium associated with the other asset classes in which the portfolio is invested and the expectations for future returns of each asset class. The expected return for each asset class was then weighted based on the target asset allocation to develop the long-term rate of return on assets assumptions for the portfolio. This resulted in the selection of the 5% assumption used to determine the pension cost to 31 March 2013 (2012: 5.1%).



6. STAFF RETIREMENT BENEFITS (continued)

Weighted average assumptions used to determine the benefit obligation at:

	2013 %	2012 %	2011 %
Discount rate	4.5	5.0	5.9
Rate of increase in salaries	Nil	Nil	Nil
Rate of Price Inflation	2.4	2.2	3.0

Weighted average assumptions used to determine net pension cost for year ended 31 March

	2013 %	2012 %
Discount rate	4.5	5.0
Expected long-term return on scheme assets	5.0	5.1
Rate of salary inflation	Nil	Nil
Rate of Price Inflation	2.4	2.2

Weighted average life expectancy for mortality tables used to determine benefit obligations at

31 March 2013

	Male	Female
Member age 65 (current life expectancy)	21 yrs 1 mth	23 yrs 2 mths
Member age 45 (life expectancy at age 65)	21 yrs 2 mths	23 yrs 3 mths

The assets held in the scheme were, at the start of the year, partly held in the Global Equity Fund managed by Neptune Investment Management and partly in cash. The value of the Global Equity Fund has been taken as the value of the units invested at bid price on 31 March 2013.

Amount recognised in the Balance Sheet	2013 £'000	2012 £'000
Managed fund	2,310	2,252
Cash	1,390	1,396
	<hr/>	<hr/>
Fair value of assets	3,700	3,648
Present value of scheme liabilities	(5,519)	(4,779)
	<hr/>	<hr/>
Scheme deficit	(1,819)	(1,131)
	<hr/>	<hr/>
Net pension liability	(1,819)	(1,131)
	<hr/>	<hr/>

A deferred tax asset is not recognised in relation to the net pension liability on the balance sheet due to the uncertainty of recoverability.

Components of Pension Cost	2013 £'000	2012 £'000
Amount charged to staff costs within operating profit		
Current service cost	-	-
Past service cost	-	-
Total Operating Charge	-	-
	<hr/>	<hr/>

<b>6. STAFF RETIREMENT BENEFITS (continued)</b>	<b>2013 £'000</b>	<b>2012 £'000</b>
<b>Amount (charged)/credited to other financial income</b>		
Expected return on pension scheme assets	186	212
Interest cost	(235)	(280)
Net return	(49)	(68)
Total charge to profit on ordinary activities before tax	(49)	(68)
<b>Amount recognised in statement of total recognised gains and losses</b>	<b>2013 £'000</b>	<b>2012 £'000</b>
Actual return less expected return on assets	(127)	(438)
Experience gains and losses on liabilities	(237)	(9)
Effect of changes in assumptions on present value of scheme liabilities	(412)	139
Total pension cost recognised in STRGL	(776)	(308)
<b>Reconciliation of scheme liabilities</b>	<b>2013 £'000</b>	<b>2012 £'000</b>
Benefit obligation at beginning of year	(4,779)	(4,875)
Interest cost	(235)	(280)
Actuarial (losses)/gains	(649)	130
Benefits paid	144	246
Benefit obligation at end of year	(5,519)	(4,779)
<b>Reconciliation of fair value of employer assets</b>	<b>2013 £'000</b>	<b>2012 £'000</b>
Fair value of plan assets at beginning of year	3,648	3,991
Expected return on plan assets	186	212
Actuarial (losses)/gains	(127)	(438)
Employer contribution	137	129
Benefits paid	(144)	(246)
Market value of assets at end of year	3,700	3,648

6. STAFF RETIREMENT BENEFITS (continued)

Movement in deficit during the year	2013 £'000	2012 £'000
Deficit in scheme at beginning of the year	(1,131)	(884)
Interest cost	(235)	(280)
Actuarial losses	(776)	(308)
Expected return on plan assets	186	212
Employer contribution	137	129
Deficit in scheme at end of the year	(1,819)	(1,131)

Five Year History

Financial year ending in

	2013 £'000	2012 £'000	2011 £'000	2010 £'000	2009 £'000
Benefit obligation at end of year	5,519	4,779	4,875	4,573	4,645
Fair value of plan assets at end of year	3,700	3,648	3,991	3,479	3,520
Deficit	1,819	1,131	884	1,094	1,125
Difference between the actual and expected return on the scheme assets					
- Amount £'000	(127)	(438)	380	712	(1,141)
%	3.4%	12.0%	9.5%	20.5%	32.4%
Experience gains and losses on scheme liabilities					
- Amount £'000	(237)	(9)	(111)	(340)	(10)
-Amount recognised in Statement of Total Recognised Gains and Losses	6.4%	0.2%	2.3%	7.4%	0.2%
Actuarial gains and losses recognised in STRGL	(776)	(308)	168	15	(121)
Cumulative actuarial gains and losses	(627)	149	457	289	274

**Deficit funding - British Printing Industries Pension and Life Assurance Scheme**

The scheme has been funded by contributions of £137,000 during the year ended 31 March 2013 (2012: £129,000), the amount estimated to clear the deficit over a 16 year 6 month period based on the actuarial valuation as at 30 June 2010 and the basis used in that valuation to determine the technical provisions. The BPIF has agreed to make contributions of £143,000 during the year to 31 March 2014.

**Defined contribution arrangements**

The BPIF also operates defined contribution arrangements for employees. The BPIF makes fixed contributions to schemes invested and managed independently of the BPIF. The total cost of contributions included in operating expenditure is £223,000 (2012: £126,000). At the year end there were outstanding contributions payable of £100,000 (2012: £19,000).

7. TANGIBLE ASSETS (GROUP AND FEDERATION)				
	Freehold land and buildings £'000	Furniture, fittings and equipment £'000	Computer equipment £'000	Total £'000
<b>Cost</b>				
At 1 April 2012	529	250	611	1,390
Additions	-	3	5	8
Disposals	-	-	-	-
At 31 March 2013	529	253	616	1,398
<b>Depreciation</b>				
At 1 April 2012	67	163	559	789
Charged in year	11	24	30	65
Disposals	-	-	-	-
At 31 March 2013	78	187	589	854
<b>Net book value</b>				
At 31 March 2013	451	66	27	544
At 31 March 2012	462	87	52	601

8. INVESTMENTS				
	Group		Federation	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Investments in subsidiaries	-	-	-	1
	-	-	-	1
<b>Investments in subsidiaries</b>				
			Federation	
			2013 £'000	2012 £'000
Cost at 31 March 2012			1	1
Disposals			(1)	-
Cost at 31 March 2013			-	1

8. **INVESTMENTS (continued)**

The consolidated financial statements include the results of the following subsidiary undertakings:

Company name	Country of incorporation	Shareholding
BPIF Training Limited	England and Wales	100%
BPIF Limited	England and Wales	100%
BPIF Legal Limited	England and Wales	100%
BPIF Pension Trustees Limited	England and Wales	100%

The following subsidiary companies were struck off during the year:

Company name	Country of incorporation	Shareholding
Print and Packaging Industry Forum Limited	England and Wales	100%
BPIF Business Limited	England and Wales	100%
VIP222 Limited	England and Wales	100%
Print Yorkshire Limited	England and Wales	100%
Dotgain.org Limited	England and Wales	100%

9. **DEBTORS**

	Group		Federation	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Trade debtors	160	201	153	192
Other debtors	51	50	40	50
Prepayments and accrued income	486	602	382	503
	<u>697</u>	<u>853</u>	<u>575</u>	<u>745</u>

Included in other debtors is an amount of £24,000 (2012: £24,000) due after more than one year which relates to a rent deposit.

10. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	Group		Federation	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Trade creditors	302	466	271	440
Other taxation and social security	207	220	206	217
Other creditors	164	91	159	91
Accruals and other deferred income	790	953	290	329
Intercompany creditors	-	-	522	700
	<u>1,463</u>	<u>1,730</u>	<u>1,448</u>	<u>1,777</u>

11. **CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR**

	Group		Federation	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Other creditors	88	77	88	77
	<u>88</u>	<u>77</u>	<u>88</u>	<u>77</u>

## 12. DEFERRED TAXATION

	Group		Federation	
	Unprovided 2013 £'000	Unprovided 2012 £'000	Unprovided 2013 £'000	Unprovided 2012 £'000
Accelerated capital allowances	61	66	61	66
Short term timing differences	20	13	20	13
Losses carried forward	967	936	959	935
FRS 17 pension deficit	364	226	364	226
	<u>1,412</u>	<u>1,241</u>	<u>1,404</u>	<u>1,240</u>

## 13. GUARANTEES AND OTHER FINANCIAL COMMITMENTS

The BPIF has entered into a number of non-cancellable operating leases in respect of property, motor vehicles and office equipment.

The minimum annual rentals under the foregoing leases are as follows:

	Group		Federation	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Land and buildings operating leases expiring:				
Within one year	2	2	2	2
Between two and five years	40	40	40	40
Beyond five years	-	-	-	-
	<u>42</u>	<u>42</u>	<u>42</u>	<u>42</u>
Other operating leases expiring:				
Within one year	2	1	2	1
Between two and five years	1	3	1	3
	<u>3</u>	<u>4</u>	<u>3</u>	<u>4</u>

## 14. RECONCILIATION OF MOVEMENT IN MEMBERS' FUNDS

	Group		Federation	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Surplus/(deficit) for the year – general fund	17	3	64	29
Net actuarial loss on pension scheme	(776)	(308)	(776)	(308)
Deficit for the year	<u>(759)</u>	<u>(305)</u>	<u>(712)</u>	<u>(279)</u>
At 1 April	(1,183)	(878)	(1,337)	(1,058)
At 31 March	<u>(1,942)</u>	<u>(1,183)</u>	<u>(2,049)</u>	<u>(1,337)</u>

## 15. RELATED PARTY TRANSACTIONS

The board of the BPIF includes representatives of various companies that pay subscriptions to the BPIF. These subscriptions and other member-related transactions between the companies and the BPIF are on an arms-length basis under the normal terms of trading and are not presented here due to their confidential nature.

The subscription income relates to income received from British Printing Industries Federation Ltd, a company limited by guarantee in England and Wales. This company is one of two members of the British Printing Industries Federation along with BPIF2009 Limited and is the vehicle by which the members of BPIF enjoy limited liability status. At the year end a balance of £484,969 (2012: £593,230) was due to British Printing Industries Federation Ltd from the BPIF.

The BPIF has a management contract with BOSS Federation Limited, a company limited by guarantee in which Michael Gardner is a director, whereby the BPIF receives all membership income from members of BOSS Federation Limited and pays all administrative expenses on behalf of BOSS Federation Limited. At the year end an amount of £8,821 (2012: £9,720) remains due from BOSS Federation Limited. In addition BPIF has provided security to Barclays Bank on a loan taken out by BOSS Federation Limited with that bank.

The board has taken the exemptions available not to disclose transactions between the BPIF and BPIF Training Limited on the grounds that consolidated financial statements have been prepared.

## 16. GOING CONCERN

As disclosed in the Group balance sheet, the net liabilities as at 31 March 2013 amounted to £1,942,000. The directors note that the deficit is principally as a consequence of the inclusion of the pension liability of £1,819,000 as at the year end. The Group continues to meet all payments due in respect of the pension scheme and are confident that they will be able to meet all future payments required in order to extinguish the liability in accordance with the recovery plan set out by the scheme actuary.

The directors have prepared forecasts and projections for the Group which, taking account of reasonably possible changes in trading performance, show that the Group should be able to operate within the level of its current facility and that it will be able to meet all debts as they fall due for a period of at least twelve months.

After making enquiries, the directors have a reasonable expectation that the Federation and the Group have adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and financial statements.

## 17. CHARGES

Barclays bank has a legal charge over the property at 2 Villiers Court, Copse Drive, Meriden Business Park, Coventry.

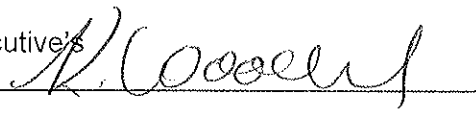
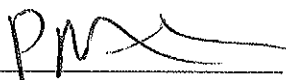
# ACCOUNTING POLICIES

(see notes 37 and 38)

## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Chief Executive's Signature: <u></u>  Name: Kathleen Woodward  Date: <u>23/8/13</u>	Finance Director's Signature: <u></u>  Name: Peter Allen ACA  Date: <u>14 AUG 2012</u>
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## CHECK LIST

(see note 41)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)	YES	✓	NO	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)	YES	✓	NO	
HAS THE RETURN BEEN SIGNED? (see Note 38)	YES		NO	
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	YES	✓	NO	
IS A RULE BOOK ENCLOSED? (see Note 40)	YES	✓	NO	
HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)	YES	✓	NO	



# AUDITOR'S REPORT

(see notes 42 to 47)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?  
(See section 36(1) and (2) of the 1992 Act and notes 43 and 44)

YES/NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
  - (c) whether the accounts to which the report relates agree with the accounting records?  
(See section 36(3) of the 1992 Act, set out in note 43)

YES/NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.  
(See section 36(4) of the 1992 Act set out in note 43)

YES/NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR27 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 45)

# AUDITOR'S REPORT (continued)

## ***Independent Auditor's Report to the Members of British Printing Industries Federation***

We have audited the financial statements of British Printing Industries Federation and its subsidiary undertakings for the year ended 31 March 2013, consisting of the Consolidated Income and Expenditure Account, Statement of Total Recognised Gains and Losses, Other Statements, Group and Federation Balance Sheets, Consolidated Cash Flow Statement and the Notes to the Financial Statements. 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 Federation's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended by the Employment Relations Act 1999). Our audit work has been undertaken so that we might state to the Federation'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 Federation and the Federation's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of directors and auditor**

The directors' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities. As explained more fully in the Statement of Directors' Responsibilities set out on page 3, the directors are responsible for the preparation of the financial statements and for being satisfied that they 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 (APB'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 Federation's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion**

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the group and the Federation as at 31 March 2013 and of the group's income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended by the Employment Relations Act 1999).

### **Emphasis of matter - Going concern**

In forming our opinion on the financial statements, which is not modified, we have considered the adequacy of the disclosures made in note 16 to the financial statements which indicates that the British Printing Industries Federation had net liabilities of £1,942,000 as at 31 March 2013, principally in relation to the inclusion of the defined benefit pension liability of £1,819,000. As disclosed in note 16, the directors have prepared forecasts and projections that indicate that the Group will be able to operate within their existing bank facilities and meet all debts as they fall due for a period of at least twelve months from the approval of the financial statements. The financial statements do not include the adjustments that would result if the British Printing Industries Federation was unable to continue as a going concern.


**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended by the Employment Relations Act 1999) requires us to report to you if, in our opinion:

- proper accounting records have been kept in accordance with the requirements of the legislation; or
- a satisfactory system of control over transactions has been maintained in accordance with the requirements of the legislation; or
- the financial statements to which the report relates are in agreement with the accounting records; and
- to state in our report if, in our opinion, the Federation has not complied with any of the above.

CHIENE + TAIT  
Chartered Accountants and Statutory Auditor  
61 Dublin Street  
Edinburgh  
EH3 6NL

5 June 2013

Signature(s) of auditor or auditors:		
Name(s):	CHIENE + TAIT	
Profession(s) or Calling(s):	Chartered Accountants and Statutory Auditor	
Address(es):	61 Dublin Street Edinburgh EH3 6NL	
Date:	27 August 2013	
Contact name and telephone number:	Malcolm Beveridge 0131 558 5800	

N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.

## Federation Information

Directors	<p><b>Board of Directors</b> <b>Non Executive Directors</b> Anthony Garnish (President) – AGI World Rupert Middleton - Trinity Mirror Group (Resigned July 2012) Yolanda Noble – Innovative Output Solutions (Resigned November 2012) Gerald White – Berforts Group (Resigned November 2012) Roger Severn – Aquatint Bsc (Resigned July 2012) Nigel Stublely – Northend Creative Print Solutions Gary Peeling – Precision Printing Darren Coxon – Pensord (Appointed December 2012)</p> <p><b>Executive Directors</b> Kathleen Woodward – Chief Executive Michael Gardner - Finance Director/Company Secretary Dale Wallis - Membership Director</p>
Auditor	<p>Chiene + Tait Chartered Accountants and Statutory Auditor 61 Dublin Street Edinburgh EH3 6NL</p>
Bankers	<p>Barclays Corporate Bank Dominus Way Meridian Business Park Leicester LE19 1RP</p>
Solicitors	<p>Lee Bolton Monier-Williams 1 The Sanctuary Westminster London SW1P 3JT</p>

