

**NOTICE REGARDING INCORPORATED**  
**EMPLOYERS' ASSOCIATIONS**  
**ANNUAL RETURNS**

It has long been the custom of the Certification Officer to allow incorporated employers' associations to submit to him a copy of their accounts (financial statements) prepared under the Companies Act, in lieu of completing certain parts of the AR27 form. This has been allowed in order to ease the administrative burden on such organisations, as far as is consistent with the law.

The return which you are viewing is that of an incorporated employers' association, and therefore, comprises of both a partially completed AR27 form and financial statements. With regard to the AR27 form itself, the Certification Officer has only required the mandatory completion of pages 1,2, 10,11,12,13,14 and 15 and it is these pages which you will find included in this document: the pages which the Certification Officer has not required the completion of (i.e. those left blank) have not been included.

DO NOT STAPLE  
PRINT ON ONE SIDE ONLY

# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

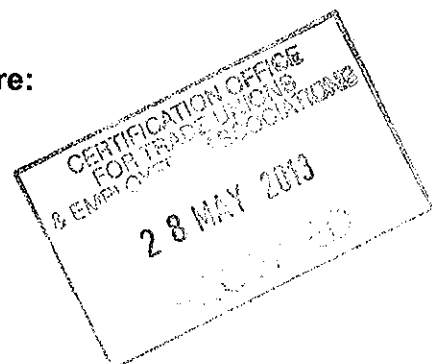
Name of Employers' Association:	Confederation of Paper Industries Limited
Year ended:	31 December 2012
List No:	1589E
Head or Main Office:	1 Rivenhall Road Swindon Wiltshire SN5 7BD
Website address (if available)	www.paper.org.uk
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
General Secretary:	Des Fogerty
Contact name for queries regarding the completion of this return:	Des Fogerty
Telephone Number:	01793 889621
e-mail:	dfogerty@paper.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



## **Confederation of Paper Industries Limited**

### **Officers in Post at 31<sup>st</sup> December 2012**

Directors	Mr D Workman Mr D Fogerty	Director General Financial Director
Secretary	Mr D Fogerty	Company Secretary

# 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
67				67

## 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
Director	Mr R McLellan		21 May 2012

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
1,111,031	From Members	Subscriptions, levies, etc		1,145,766
12,620	Investment income	Interest and dividends (gross) Bank interest (gross) Other (specify)		300,000 12,908
169,100 3,750 23,333 330	Other income	Service Fees Statistics Sales Sale of Interest in Company Publications/Seminars Other Income	226,600 3,750  4,903	312,908
196,513				235,253
1,320,164		<b>TOTAL INCOME</b>		1,693,927
	<b>EXPENDITURE</b>			
	Administrative expenses			
768,405 72,575 15,171 18,267 10,240 9,350 (45)		Remuneration, Consultants and expenses Occupancy costs Legal and Professional fees IT expenses Telephones Printing, Stationery, Post General Office expenses	842,991 46,223 14,587 18,542 10,408 9,746 1,778	
893,963 3,492 4,629 9,223 271,861 31,147 63,098 37,201	Other charges	Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Projects & Campaigns Communications Profit on disposal of fixed assets	2,987 7,554 310,000 264,623  23,309 40,185 38,763 (26)	944,275
420,651 (2,300)	Taxation			687,395 12,181
1,312,314		<b>TOTAL EXPENDITURE</b>		1,643,851
7,850		Surplus/Deficit for year		50,076
230,415		Amount of fund at beginning of year		238,265
238,265		Amount of fund at end of year		288,341

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 2		Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
		<b>Total Income</b>	0
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
			<b>Total Expenditure</b>
		Surplus (Deficit) for the year	0
		Amount of fund at beginning of year	0
		Amount of fund at the end of year (as Balance Sheet)	0

ACCOUNT 3		Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
		<b>Total Income</b>	0
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
			<b>Total Expenditure</b>
		Surplus (Deficit) for the year	0
		Amount of fund at beginning of year	0
		Amount of fund at the end of year (as Balance Sheet)	0

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

<b>ACCOUNT 4</b>		<b>Fund Account</b>	
Name of account:		£	£
<b>Income</b>	From members Investment income Other income (specify)		
	<b>Total Income</b>		0
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
	<b>Total Expenditure</b>		0
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		0
	Amount of fund at the end of year (as Balance Sheet)		0

<b>ACCOUNT 5</b>		<b>Fund Account</b>	
Name of account:		£	£
<b>Income</b>	From members Investment income Other income (specify)		
	<b>Total Income</b>		0
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
	<b>Total Expenditure</b>		0
	Surplus (Deficit) for the year		0
	Amount of fund at beginning of year		0
	Amount of fund at the end of year (as Balance Sheet)		0

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 6		Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
		<b>Total Income</b>	0
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
			<b>Total Expenditure</b>
		Surplus (Deficit) for the year	0
		Amount of fund at beginning of year	0
		Amount of fund at the end of year (as Balance Sheet)	0

ACCOUNT 7		Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
		<b>Total Income</b>	0
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
			<b>Total Expenditure</b>
		Surplus (Deficit) for the year	0
		Amount of fund at beginning of year	0
		Amount of fund at the end of year (as Balance Sheet)	0



## BALANCE SHEET AS AT 31 DECEMBER 2012

(see notes 19 and 20)

Previous Year		£	£
11,934	<b>Fixed Assets</b> (as at page 8)		18,648
	<b>Investments</b> (as per analysis on page 9)		
	Quoted (Market value £ )		
867,231	Unquoted	567,231	
867,231	<b>Total Investments</b>		567,231
	<b>Other Assets</b>		
1,104,655	Sundry debtors	930,131	
561,821	Cash at bank and in hand	1,108,029	
2,300	Tax repayable		
	Others (specify)		
1,668,776	<b>Total of other assets</b>		2,038,160
2,547,941	<b>TOTAL ASSETS</b>		2,624,039
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	<b>Liabilities</b>		
851,069	Loans	851,069	
	Bank overdraft		
	Tax payable	12,192	
292,999	Sundry creditors	252,938	
85,465	Accrued expenses	66,572	
20,000	Provisions	20,000	
1,060,143	Deferred Income	1,132,927	
2,309,676	<b>TOTAL LIABILITIES</b>		2,335,698
238,265	<b>TOTAL ASSETS</b>		288,341

## FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Computer Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	40,404	32,390	60,244	133,038
Additions during period			14,855	14,855
Less: Disposals during period			(803)	(803)
Less: DEPRECIATION:				
Total to end of period	40,404	32,390	55,648	128,442
<b>BOOK AMOUNT</b> at end of period	0	0	18,648	18,648
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)	0			
<b>AS BALANCE SHEET</b>	0	0	18,648	18,648

# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
<b>QUOTED</b>	British Government & British Government Guaranteed Securities	
	British Municipal and County Securities	
	Other quoted securities (to be specified)	
	TOTAL QUOTED (as Balance Sheet)	0
	*Market Value of Quoted Investments	0
<b>UNQUOTED</b>	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted securities (to be specified) Investment in wholly owned subsidiary	567,231
	TOTAL UNQUOTED (as Balance Sheet)	567,231
	*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)

<b>Does the association, or any constituent part of the association, have a controlling interest in any limited company?</b>		YES	<input checked="" type="checkbox"/>	NO
If YES name the relevant companies:				
COMPANY NAME  The Paper Sector Climate Change Management Co. Limited	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)  02863019			
<b>INCORPORATED EMPLOYERS' ASSOCIATIONS</b>				
<b>Are the shares which are controlled by the association registered in the association's name</b>		YES	<input checked="" type="checkbox"/>	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			
<b>UNINCORPORATED EMPLOYERS ASSOCIATIONS</b>				
<b>Are the shares which are controlled by the association registered in the names of the association's trustees?</b>		YES	<input type="checkbox"/>	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 £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	1,145,766		1,145,766
From Investments	312,908		312,908
Other Income (including increases by revaluation of assets)	235,253		235,253
<b>Total Income</b>	1,693,927		1,693,927
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	1,643,851		1,643,851
<b>Funds at beginning of year</b> (including reserves)	238,265		238,265
<b>Funds at end of year</b> (including reserves)	288,341		288,341
<b>ASSETS</b>			
Fixed Assets			18,648
Investment Assets			567,231
Other Assets			2,038,160
		<b>Total Assets</b>	2,624,039
<b>LIABILITIES</b>		<b>Total Liabilities</b>	2,335,698
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			288,341

# NOTES TO THE ACCOUNTS

(see note 36)

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

See the Notes to the Accounts in the attached Financial Statements

# ACCOUNTING POLICIES

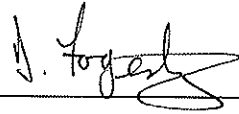

(see notes 37 and 38)

See the Accounting Policies in the attached Financial Statements

## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u>	Chairman's Signature: <u></u> (or other official whose position should be stated)
Name: <u>Desmond Fogerty</u>	Name: <u>David Workman (Director General)</u>
Date: <u>15 May 2013</u>	Date: <u>15 May 2013</u>

## 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)



**Report of the Independent Auditors to the Members of**  
**Confederation of Paper Industries**  
**Limited**

We have audited the financial statements of Confederation of Paper Industries Limited for the year ended 31 December 2012 on pages six to eleven. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As explained more fully in the Statement of Directors' Responsibilities set out on page three, 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 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 company'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.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2012 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Trade Union and Labour Relations (Consolidation) Act 1992.


**Opinion on other matter prescribed by the Companies Act 2006 and the Trade Union and Labour Relations (Consolidation) Act 1992**

In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

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

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:


- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements and the Report of the Directors in accordance with the small companies regime.

  
Steven Fraser (Senior Statutory Auditor)  
for and on behalf of Monahans  
Statutory Auditors  
38-42 Newport Street  
Swindon  
Wiltshire  
SN1 3DR

Date: 22nd May 2013

# AUDITOR'S REPORT (continued)

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Signature(s) of auditor or auditors:		
Name(s):	MONAHANS	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS	
Address(es):	MONAHANS Chartered Accountants 38-42 NEWPORT STREET SWINDON WILTS. SN1 3DR	
Date:	22/1/13	
Contact name and telephone number:	SG FRASER 01793 818300	

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