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# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

CERTIFICATION OFFICE  
FOR TRADE UNIONS  
& EMPLOYERS' ASSOCIATIONS  
18 JUL 2013  
RECEIVED

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association: SNIPER - Glasgow and West of Scotland - Ayr  
e District Branch.

Year ended: 31 December 2012

List No: 66E

Head or Main Office: 110 Craibraith Pritchards  
20 Burns Street  
Ayr.

Website address (if available)

Has the address changed during the year to which the return relates? Yes  No  (Tick as appropriate)

General Secretary: Craibraith Pritchards

Contact name for queries regarding the completion of this return: Alastair Campbell

Telephone Number: 01292 267354

e-mail: acampbell@gpca.co.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

17 JUL 2013

Certified a True Copy (Revised February 2011)  
of the Original

*Shirley A. Shaw*

# 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
15				15

## 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

**NAMES AND ADDRESSES OF COMMITTEE OF AYR &  
DISTRICT BRANCH**

Mr J Telfer  
11 Holmston Road  
AYR  
Ayrshire

Tel : 268582

[info@johntelferplumbers.co.uk](mailto:info@johntelferplumbers.co.uk)

Mr W Kennedy  
Wm Kennedy Plumbers Limited  
7 Waggon Road  
AYR  
Ayrshire

Tel: 289522

Mob : 07810 487200

[willie@williamkenedyplumbers.co.uk](mailto:willie@williamkenedyplumbers.co.uk)

Mr R Johnston (Vice President)  
24 Maple Drive  
AYR  
Ayrshire  
KA7 3QP

Tel: 262900 (w)

[ronnie.johnston@btinternet.com](mailto:ronnie.johnston@btinternet.com)

Mr C Johnston (President)  
Messrs Johnston & Graham  
21 Back Peebles Street  
AYR  
Ayrshire

Tel : 262900

[charlie@ayrborn.com](mailto:charlie@ayrborn.com)

Mr W Turnbull  
Hugh Turnbull & Sons  
75 Connel Park  
NEW CUMNOCK  
KA18 4QF

Tel : 01290 338483

Mob : 07768654000

[connel.park@btconnect.com](mailto:connel.park@btconnect.com)

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	<b>INCOME</b>		
894	From Members                      Subscriptions, levies, etc		1124
	Investment income    Interest and dividends (gross) Bank interest (gross) Other (specify)		
	Other income            Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)		1124
894			-
	<b>TOTAL INCOME</b>		1124
	<b>EXPENDITURE</b>		
	Administrative expenses		
	Remuneration and expenses of staff		
	Occupancy costs		
	Printing, Stationery, Post		
	Telephones		
120	Legal and Professional fees		120
	Miscellaneous (specify)		
	Other charges		
	Bank charges		120
	Depreciation		3
	Sums written off		
	Affiliation fees		
	Donations		
	Conference and meeting fees		
	Expenses		
	Miscellaneous (specify) SOCIAL EVENTS		436
	Taxation		-
121			
778			
1850			
2628			
	<b>TOTAL EXPENDITURE</b>		559
	Surplus/Deficit for year		565
	Amount of fund at beginning of year		2628
	Amount of fund at end of year		3193

## 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>	
<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 3		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 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 [ 31st December 2012. ]**  
(see notes 19 and 20)

Previous Year		£	£
	<b>Fixed Assets</b> (as at page 11)		
	<b>Investments</b> (as per analysis on page 13)		
	Quoted (Market value £            )		
	Unquoted		
	<b>Total Investments</b>		-
	<b>Other Assets</b>		
	Sundry debtors		
	Cash at bank and in hand		3313
	Stocks of goods		
	Others (specify)		
	<b>Total of other</b>		3313
2868	<b>assets</b>		
2868		<b>TOTAL ASSETS</b>	3313
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Revaluation Reserve	
	<b>Liabilities</b>		
	Loans		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses		120
	Provisions		
	Other liabilities		
240		<b>TOTAL LIABILITIES</b>	120
240		<b>TOTAL ASSETS</b>	3193
2628			





# 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)	
	<b>TOTAL QUOTED (as Balance Sheet)</b>	
	<b>*Market Value of Quoted Investments</b>	
<b>UNQUOTED</b>	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted securities (to be specified)	
	<b>TOTAL QUOTED (as Balance Sheet)</b>	
	<b>*Market Value of Unquoted Investments</b>	

\* 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	NO
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
<b>INCORPORATED EMPLOYERS' ASSOCIATIONS</b>			
Are the shares which are controlled by the association registered in the association's name		YES	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  <div style="text-align: center; font-size: 1.2em;">N/A.</div>		
<b>UNINCORPORATED EMPLOYERS ASSOCIATIONS</b>			
Are the shares which are controlled by the association registered in the names of the association's trustees?		YES	NO
If NO, state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS  <div style="text-align: center; font-size: 1.2em;">N/A.</div>		

# SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	1124		1124
From Investments			
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	1124		1124
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	559		559
<b>Funds at beginning of year</b> (including reserves)	2628		2628
<b>Funds at end of year</b> (including reserves)	3193		3193
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			3313
		<b>Total Assets</b>	3313
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	120
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			3193

# NOTES TO THE ACCOUNTS

(see note 36)

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

A large, empty rectangular box with a black border, intended for the user to enter or attach notes to the accounts. The box is currently blank.

## 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.

Secretary's Signature: <u>GALBRAITH PRITCHARDS</u> Name: <u>GALBRAITH PRITCHARDS</u> Date: <u>12th July 2013</u>	Chairman's Signature: <u>[Signature]</u> (or other official whose position should be stated) Name: <u>WILLIAM KENNEDY COMMITTEE MEMBER</u> Date: <u>12th July 2013</u>
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## CHECK LIST

(see note 41)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)	<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3) <u>NO (MANGES)</u>	<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
HAS THE RETURN BEEN SIGNED? (see Note 38)	<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
IS A RULE BOOK ENCLOSED? (see Note 40)	<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)	<input checked="" type="checkbox"/> YES		<input type="checkbox"/> 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)

We certify that the Accounts contained within the return constitute a true and fair view of the SNIPEF - Glasgow and West of Scotland - Ayr and District Branch as at 31st December 2012.

Signature(s) of auditor or auditors:	Galbraith Pritchards.	
Name(s):	GALBRAITH PRITCHARDS	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS	
Address(es):	20 BRANK STREET AYR KA7 1XB	
Date:	12th July 2013	
Contact name and telephone number:	AUSTAIR CAMPBELL 01292 267354.	

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