

# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association: SOUTH EAST EMPLOYERS

Year ended: 31 MARCH 2013

List No: 237E

Head or Main Office: NEWFRITH HOUSE  
21 HYDE STREET  
WINCHESTER  
HANTS  
SO23

Website address (if available) <http://www.seemp.co.uk>

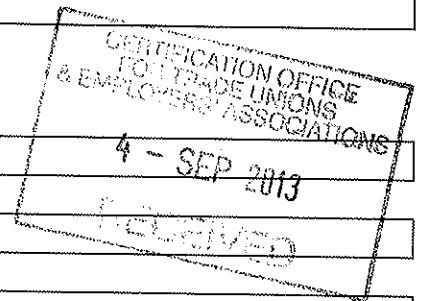
Has the address changed during the year to which the return relates? Yes  No  (Tick as appropriate)

General Secretary: JENNIFER MCNEILL

Contact name for queries regarding the completion of this return: SALLY LAWRENCE

Telephone Number: 01962 848103

e-mail: slawrence@winchester.gov.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
56	-	-	-	56

## OFFICERS IN POST

**Regional Director**

Jennifer McNeill

**Treasurer**

Alexis Garlick

**Executive Committee**

Cllr Ian Leake	re-elected 6 July 2012
Cllr Ron Flaherty	re-elected 6 July 2012
Cllr Richard Burrett	re-elected 6 July 2012
Cllr Tony Reid	re-elected 6 July 2012
Cllr Dr Ray Ellis	re-elected 6 July 2012
Cllr Marjorie Smallcorn	re-elected 6 July 2012
Cllr Trevor Webb	re-elected 6 July 2012
Cllr Reg Edwards	re-elected 6 July 2012
Cllr Rory Love	re-elected 6 July 2012
Cllr Neville Whiteley	re-elected 6 July 2012
Cllr Maureen Holding	re-elected 6 July 2012
Cllr Morwen Millson	resigned 6 July 2012
Cllr Reg Barry	elected 6 July 2012
Cllr Barbara Cowin	elected 6 July 2012
Cllr Claire Dowling	elected 6 July 2012
Cllr Mo Marsh	elected 6 July 2012
Cllr Paul Taylor	elected 6 July 2012
Cllr Ian Ward	elected 6 July 2012
Cllr Stanley Ward	elected 6 July 2012

## 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
Executive Committee Member	Cllr Morwen Millson	Cllr Reg Barry	06/07/2012
Executive Committee Member	n/a	Cllr Barbara Cowin	06/07/2012
Executive Committee Member	n/a	Cllr Claire Dowling	06/07/2012
Executive Committee Member	n/a	Cllr Mo Marsh	06/07/2012
Executive Committee Member	n/a	Cllr Paul Taylor	06/07/2012
Executive Committee Member	n/a	Cllr Ian Ward	06/07/2012
Executive Committee Member	n/a	Cllr Stanley Ward	06/07/2012

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	<b>INCOME</b>		
499,796	From Members                      Subscriptions, levies, etc	430,746	
12,004 (40,000)	Investment income      Bank interest (gross) Defined Benefit Pension Scheme	6,169 (50,000)	386,915
269,612 132,682	Other income Consultancy fees Other project funding	301,348 15,676	317,024
874,094	<b>TOTAL INCOME</b>		703,939
	<b>EXPENDITURE</b>		
743,916	Administrative expenses		
83,811	Remuneration and expenses of staff	458,373	
13,224	Occupancy costs	77,010	
6,299	Printing, Stationery, Post	5,778	
8,375	Telephones	6,354	
9,914	Legal and Professional fees	5,075	
9,875	Insurance	7,212	
50,340	Equipment Leases & Maintenance	9,598	
2,330	Finance/IT Contract	47,000	
1,372	Website	1,323	
	Other IT costs	1,081	
3,150	Other charges	3,150	
17,751	Affiliation fees		
90,632	Conference and meeting fees	11,321	
53,119	External Consultancy and Other Training	79,027	
	Other project expenditure	11,957	
1,094,108	<b>TOTAL EXPENDITURE</b>		724,259
(220,014)	Surplus/(Deficit) for year		(20,320)
(640,000)	Actuarial gain/(loss) in respect of defined benefit pension scheme		(230,000)
(764,448)	Amount of fund at beginning of year		(1,624,462)
(1,624,462)	Amount of fund at end of year		(1,874,782)

# 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)

<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>		
<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)		

<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>		
<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:		£	£
<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 7		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)	

# BALANCE SHEET AS AT 31<sup>st</sup> March 2013

(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>			
127,628	Sundry debtors & Prepayments	177,387		
1,212,445	Reserve Deposits & Bank Accounts	830,059		
1,340,073	<b>Total of other assets</b>	1,007,446		
1,340,073		<b>TOTAL ASSETS</b>		1,007,446
795,538	General Fund			815,218
(2,420,000)	Defined Benefit Pension Scheme Liability			(2,690,000)
(1,624,462)	<b>TOTAL FUNDS</b>			(1,874,782)
	<b>Liabilities</b>			
93,857	VAT payable			82,959
54,642	Sundry creditors			14,111
93,339	Accrued expenses			34,559
302,697	Other liabilities – Deferred Grant/Income			60,599
2,420,000	Defined Benefit Pension Scheme Liability			2,690,000
2,964,535		<b>TOTAL LIABILITIES</b>		2,882,228
1,340,073		<b>TOTAL ASSETS</b>		1,007,446



# FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period				
Additions during period				
Less: Disposals during period				
Less: DEPRECIATION:				
Total to end of period				
 <b>BOOK AMOUNT at end of period</b>				
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>				

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

<b>Does the association, or any constituent part of the association, have a controlling interest in any limited company?</b>		YES	NO X
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>			
<b>Are the shares which are controlled by the association registered in the association's name</b>		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		
<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	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	430,746		430,746
From Investments	6,169		6,169
Defined Benefit Pension Scheme	(50,000)		(50,000)
Other Income (including increases by revaluation of assets)	317,024		317,024
<b>Total Income</b>	703,939		703,939
<b>EXPENDITURE</b>			
	724,259		724,259
Pension Scheme Deficit	230,000		230,000
<b>Total Expenditure</b>	954,259		954,259
<b>Funds at beginning of year</b> (including reserves)	(1,624,462)		(1,624,462)
<b>Funds at end of year</b> (including reserves)	(1,874,782)		(1,874,782)
<b>ASSETS</b>			
Other Assets			1,007,446
		<b>Total Assets</b>	1,007,446
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	(2,882,228)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			(1,874,782)

# NOTES TO THE ACCOUNTS

## SOUTH EAST EMPLOYERS

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

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#### 1. Accounting policies

##### **Basis of accounting**

The accounts have been prepared on the basis of the historical cost convention and incorporate the results of the principal activity which is that of an employers' association.

The financial statements are prepared in accordance with applicable UK accounting standards and with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992.

The pension liability uses the Consumer Price Index (CPI) as the inflation measure for determining the minimum pension increase to be applied to the statutory index-linked features of retirement benefits. There is no expectation that the pension fund will need to be distributed in full during the next twelve months and therefore there will be no requirement to make good the pension fund liability. The net asset position of the organisation excluding the pension scheme deficit is £815,000, with the majority of this being cash reserves. On this basis, the executive committee considers it appropriate to prepare the financial statements on the going concern basis.

##### **Income**

Subscription income is recognised in the year to which the subscriptions relate.

Courses and seminars income represents the amount receivable by the organisation for training services and information provided in the normal course of business, after making due allowance for deferred amounts, exclusive of Value Added Tax. Amounts receivable for courses and seminars are recognised in the period in which the course or seminar is delivered.

Grants towards revenue expenditure are released to the income and expenditure account as the related expenditure is incurred and when conditions for receipt have been met.

##### **Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

##### **Financial instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

# NOTES TO THE ACCOUNTS

## SOUTH EAST EMPLOYERS

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

#### 1. Accounting policies (continued)

##### Pension costs and other post-retirement benefits

The organisation operates a defined benefit pension scheme for certain employees. The assets of the scheme are held separately from those of the organisation. Contributions to the scheme are charged to the Income and Expenditure account so as to spread the cost of pensions over the employees' working lives. The contributions are determined by a qualified actuary on the basis of triennial valuations.

Pension scheme liabilities are measured on an actuarial basis using a projected unit method and are discounted to their present value using an AA corporate bond rate.

Pension scheme assets are valued at market value at the Balance Sheet date.

The pension scheme deficit is recognised in full on the Balance Sheet.

#### 2. Operating surplus

Operating (deficit)/surplus is stated after charging:

	2013	2012
	£	£
Auditors remuneration	4,000	4,000

#### 3 Exceptional item

	2013	2012
	£	£
Onerous licence obligation	-	17,000
Termination costs	-	78,561
	-	95,561

During 2012, redundancy costs and onerous licence costs were incurred due to the ceasing of the North East Improvement and Efficiency Partnership (NEIEP) recruitment portal. These have been shown separately as exceptional items with any unpaid expenses at the year end being included within accruals.

#### 4. Interest payable and similar charges

	2013	2012
	£	£
Net finance expense in respect of defined benefit pension schemes (note 7)	50,000	40,000

# NOTES TO THE ACCOUNTS

## SOUTH EAST EMPLOYERS NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

### 5. Debtors

	2013	2012
	£	£
Trade debtors	124,104	96,020
Other debtors	53,283	31,608
	<u>177,387</u>	<u>127,628</u>

### 6. Creditors: Amounts falling due within one year

	2013	2012
	£	£
Trade creditors	4,989	43,083
Other taxation and social security	92,081	105,416
Other creditors	95,158	396,036
	<u>192,228</u>	<u>544,535</u>

### 7. Pension commitments

The organisation contributes to a Local Government Pension Scheme providing benefits based on final pensionable pay. The LGPS is a funded defined-benefit scheme, with the assets of the scheme held separately from those of the organisation and are administered under an Admission agreement with Hampshire County Council Pension Fund.

The contributions are determined annually by the administrators of the Hampshire County Council Pension Fund based on a triennial actuarial valuation using the projected unit method and determined by a qualified actuary. The last valuation was carried out on 31 March 2010.

#### Principal Actuarial Assumptions

The organisation has applied the following financial assumptions in assessing the defined benefit liabilities:

	2013	2012	2011	2010
	%	%	%	%
Rate of increase in salaries	4.6	5.0	5.2	5.4
Rate of increase in pensions in payment	2.7	2.5	2.8	3.9
Discount rate	4.3	4.7	5.5	5.5
RPI Inflation assumption	3.6	3.5	3.7	3.9
CPI Inflation assumption	2.7	2.5	2.8	

Effective from 1 April 2011, the organisation switched to use the Consumer Price Index (CPI) rather than the Retail Price Index (RPI) as the inflation measure for determining the minimum pension increase to be applied to the statutory index-linked features of retirement benefits.

# NOTES TO THE ACCOUNTS

## SOUTH EAST EMPLOYERS NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

### 7. Pension commitments (continued)

The fair value of the scheme assets, the present value of the scheme liabilities and the resulting deficit are:

	2013	2012	2011	2010
	£	£	£	£
Total market value of assets	4,690,000	4,150,000	4,010,000	3,770,000
Present value of scheme liabilities	(7,380,000)	(6,570,000)	(5,770,000)	(6,250,000)
Net pension liability	(2,690,000)	(2,420,000)	(1,760,000)	(2,480,000)

	Long-term rate of return expected at 31 March 2013	Value at 31 March 2013	Long-term rate of return expected at 31 March 2012	Value at 31 March 2012
	%	£	%	£
Equities	7.8	2,701,440	8.1	2,286,650
Property	7.3	365,820	7.6	319,550
Bonds	2.8	1,228,780	3.1	1,182,750
Cash	0.9	107,870	1.8	170,150
Other	7.8	286,090	8.1	190,900
<b>Total market value of assets</b>		<b>4,690,000</b>		<b>4,150,000</b>
Present value of scheme liabilities: - funded		(7,380,000)		(6,570,000)
<b>Deficit in the scheme</b>		<b>(2,690,000)</b>		<b>(2,420,000)</b>

An analysis of the defined benefit cost follows:

Analysis of the amount charged to operating surplus:

	2013	2012
	£	£
Current service cost	(60,000)	(70,000)
Total operating (charge)/credit	(60,000)	(70,000)

Analysis of the amount charged to finance costs:

	2013	2012
	£	£
Other finance costs: Interest on pension scheme liabilities	(310,000)	(320,000)
Other finance costs: Expected return on assets of the scheme	260,000	280,000
Total finance costs	(50,000)	(40,000)



# NOTES TO THE ACCOUNTS

## SOUTH EAST EMPLOYERS

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

#### 7. Pension commitments (continued)

An analysis of the amount recognised in the statement of total recognised gains and losses is shown below:

	2013 £	2012 £
Total actuarial losses	(230,000)	(640,000)

An analysis of the movements in deficit during the year are shown below:

	2013 £	2012 £
At 1 April	(2,420,000)	(1,760,000)
Total operating charge	(60,000)	(70,000)
Total other finance costs	(50,000)	(40,000)
Actuarial (loss)/gain	(230,000)	(640,000)
Contributions	70,000	90,000
At 31 March	(2,690,000)	(2,420,000)

#### Asset and Liability Reconciliation

	2013 £	2012 £
Reconciliation of liabilities		
At 1 April	6,570,000	5,770,000
Current service cost	60,000	70,000
Interest cost	310,000	320,000
Employee contributions	20,000	30,000
Actuarial loss/(gain)	600,000	550,000
Net benefits paid out	(180,000)	(170,000)
At 31 March	7,380,000	6,570,000

During 2012 there were redundancy costs that were not taken into account when producing the actuarial report. This led to a higher liability balance than would be expected if the assumptions were to be updated. This will be reviewed by the actuary upon the triennial valuation to be issued in 2013.

	2013 £	2012 £
Reconciliation of assets		
At 1 April	4,150,000	4,010,000
Expected return on assets	260,000	280,000
Actuarial (loss)/gain on assets	370,000	(90,000)
Employer contributions	70,000	90,000
Employee contributions	20,000	30,000
Net benefits paid out	(180,000)	(170,000)
At 31 March	4,690,000	4,150,000

# NOTES TO THE ACCOUNTS

## SOUTH EAST EMPLOYERS

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

#### 7. Pension commitments (continued)

Amounts for the current and previous three periods are as follows:

	2013	2012	2011	2010
	£'000	£'000	£'000	£'000
Fair value of scheme assets	4,690	4,150	4,010	3,770
Present value of scheme liabilities	(7,380)	(6,570)	(5,770)	(6,250)
Deficit in scheme	(2,690)	(2,420)	(1,760)	(2,480)
Experience adjustment on scheme assets	370	(90)	10	790
Experience adjustment on scheme liabilities	10	(70)	(60)	90

#### 8. Commitments under operating leases

At 31 March 2013 the organisation had aggregate annual commitments under non-cancellable operating leases as set out below:

	2013	2012
	£	£
Operating leases which expire:		
Within 1 year	-	8,379
Within 2 to 5 years	54,386	59,386
	<u>54,386</u>	<u>67,765</u>

The lease for Newfrith House was re-negotiated and renewed with effect from the 1 February 2011, for a period of 10 years with a break clause and rent review after 5 years. The costs for the new lease are £50,000 per annum, with an initial rent free period of six months, which has been aggregated over the initial 5 year lease period.

#### 9. Related party transactions

During the year the organisation incurred consultancy charges from Silkstead Consultancy Ltd of £5,476 (2012 - £4,356). Keith Field is the director of Silkstead Consultancy Ltd and partner of Jennifer McNeill. At the year end, a balance of £nil (2012 - £3,210) was outstanding in trade creditors.

# NOTES TO THE ACCOUNTS

## SOUTH EAST EMPLOYERS

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

#### 10. Higher paid employees

The number of employees whose emoluments (excluding employer's pension contributions) exceeded £50,000 was:

	2013	2012
£60,000 - £64,999	1	2
£85,000 - £89,999	1	1

During the year the following amounts were paid to higher paid employees as shown above:

	2013		2012		
	Regional Director £'000	Development Director £'000	Regional Director £'000	Development Director £'000	Development Consultant £'000
Salary	85	56	83	56	50
Other remuneration	5	4	5	4	2
Employers pension contributions	13	9	13	9	6
Loss of office	-	-	-	-	12
	103	69	101	69	70

#### 11. Income and expenditure account

	2013	2012
	£	£
Balance brought forward	(1,624,462)	(764,448)
Deficit for the financial year	(20,320)	(220,014)
Defined pension benefit scheme	(230,000)	(640,000)
Balance carried forward	(1,874,782)	(1,624,462)

#### 12. Control

The organisation is controlled by the executive committee on behalf of the members of the organisation.

# NOTES TO THE ACCOUNTS

## ACCOUNTING POLICIES

(see notes 37 and 38)

PLEASE REFER TO PAGES 13 TO 14 OF THE AR27

## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's  
Signature: J\_McNeill

Treasurer's  
Signature A Garlick

Name: Jennifer McNeill

Name: Alexis Garlick

Date: 02/09/13

Date: 02/09/13

## CHECK LIST

(see note 41)

(please tick as appropriate)

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

Signature(s) of auditor or auditors:	SIGNED BY CW FELLOWES LIMITED	
Name(s):	CW FELLOWES LIMITED	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS - REGISTERED AUDITORS	
Address(es):	TEMPLARS HOUSE  LULWORTH CLOSE  CHANDLERS FORD  S053 3TL	
Date:	16 <sup>th</sup> AUGUST 2013	
Contact name and telephone number:	O ROWE 02380 247070	

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

**EVERY EMPLOYER'S ASSOCIATION IS REQUIRED BY LAW TO COMPLETE THIS RETURN.**