- DO NOT STAPLE
- PRINT ON ONE SIDE ONLY

# **FORM AR21**

# To be used for reporting years starting on or after 6 April 2015

Trade Union and Labour Relations (Consolidation) Act 1992

### ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Professional Footballers' Association Scotland
Year ended:	30 June 2016
List no:	50837
Head or Main Office:	2 Woodside Place Glasgow G3 7QF
Website address (if available)	www.pfascotland.co.uk
Has the address changed during the year to which the return relates?	Yes
General Secretary:	Fraser Wishart
Telephone Number:	0141 353 0199
Contact name for queries regarding	Fraser Wishart
Telephone Number:	0141 353 0199
E-mail:	fraser@pfascotland.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 Officer as below or by telephone to: 020 7210 3734

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

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



(Revised June 2016)

### INFORMATION FOR THE YEAR ENDED 30 JUNE 2016

**CHAIRMAN:** 

John Rankin

**MANAGEMENT COMMITTEE:** 

John Rankin (Chairman)
Richie Foran
James McPake
David Gray
Liam Craig
David van Zanten
Josh Falkingham
Derek Young
Scott Chaplain
Michael Devlin

### RETURN OF MEMBERS

(see notes 10 and 11)

		NUMBER OF MEM	BERS AT THE	END OF TH	HE YEA	AR .
	Great Britain	Northern Ireland	Irish Republic	Elsewhere (includ Channel Is	ing	TOTALS
MALE					6	
EMALE						
TOTAL					8,	A 1151
s held: Number of membe	ers at end of ye		RS IN POS	ST		1151
lease complete turn.		JRN OF CHA to record any change				covered by this
Title of Offi		Name of Officer easing to hold office	Name Officer Ap			Date
lanagement committee	Ma	nuel Pascali	David Gray		02/12	2/2015
lanagement ommittee	And	drew Barrowman	Derek Young	. 11	02/12	2/2015
			* ' _		,	N 2
11			)+		-	
Х.						ii
tate whether the	e union is;	3 40	e e			
A branch of	another trade t	union? Yes	No	X		*
If yes, state	the name of th	at other union:			i G	
A federation	of trade union	s? Yes	No No	X		
If yes, state tunions:	the number of	affiliated				

and names:	

# GENERAL FUND (see notes 13 to 18)

	£	£
INCOME From Members: Contributions and Subscriptions		69,159
From Members: Other income from members (specify)	, v	
		3
Total other income from members	a)	
Total of all income from members		
Investment income (as at page 12)		`
Other Income		
Income from Federations and other bodies (as at page 4)	150,000	:*
Income from any other sources (as at page 4)	130,000	
, (as suppose		
Total of other income (as at page 4)	1 1 1	
1 out of other moonie (as at page 4)		150,000
EXPENDITURE	TOTAL INCOME	219,159
Benefits to members (as at page 5)	i ii	
		62,811
Administrative expenses (as at page 10)		148,485
Federation and other bodies (specify)	-	
	>	
	1	
Total expenditure Federation and other bodies	1.0	211,296
Taxation		0
TOTA	L EXPENDITURE	211,296
Surplus (deficit) for year		7,863
Carpiao (acinoity for year	L	7,000
Amount of general fund at beginning of year		222,279
Amount of general fund at end of year		230,142

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME (see notes 19 and 20)

DESCRIPTION	* *	£		£
Federation and other bodies PFA Scotland Enterprises Limited	1) II	150,000	. 1	
TOTAL F	EDERATION AND	OTHER BODIES	1 a	150,000
		Y		
		* ·	ě	r
9	TOTAL	OTHER INCOME		0
	TOTAL OF ALL	OTHER INCOME	17	150,000

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation –		brought forward	
Employment Related Issues			
		Education and Training services	
		- *	
		11	
		,	
Ponrocentation	1		
Representation –	±.	P ,	-
Non Employment Related Issues		*	
	2	Negotiated Discount Services	
		Tregellated Bloodark Colvices	
Communications	1	* -, *	
			9.5
		* *	
			17
X 2		Salary Costs	
		Directors Salarie, NI & Pension	62,811
Advisory Services	-84	# # # # # # # # # # # # # # # # # # #	
		·	
v		Other Benefits and Grants (specify)	
w ·		in in the second	
Dispute Benefits			
	× .		
		e .	
Athen Cook Daymonts			
Other Cash Payments	= 4		
	2	· · · · · · · · · · · · · · · · · · ·	
-	3		
		8 4	
carried forward		Total (should agree with figure in	00.044
× = =		General Fund)	62,811

(See notes 24 and 25)

FUND 2	(edd Heidd 2 Faira 20)		Fund Account
Name:		£	£
Income	4		
	From members		
	Investment income (as at page 12)		13
	Other income (specify)		
E.			
	Total other inco	me as specified	
		Total Income	
Expenditure		-	
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	То	tal Expenditure	
		Я	
		cit) for the year	
	Amount of fund at be	1	
	Amount of fund at the end of year (as	Balance Sheet)	
	Number of members contributing	g at end of year	

FUND 3		Fund Account
Name:	£	£
Income		
From members		
Investment income (as at page 12)		14
Other income (specify)		
Tota	al other income as specified	
ž:	Total Income	
Expenditure		
Benefits to members Administrative expenses and other expenditure 10)	(as at page	
	Total Expenditure	
	Surplus (Deficit) for the year	
	of fund at beginning of year	
Amount of fund at the end	d of year (as Balance Sheet)	

Number of members contributing at end of year	

(See notes 24 and 25)

FUND 4			Fund Account
Name:	· ·	£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inco	me as specified	
		Total Income	
		90	
Expenditure	_		
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	То	tal Expenditure	
	Surplus (Defi	cit) for the year	
	Amount of fund at be	ginning of year	
	Amount of fund at the end of year (as	Balance Sheet)	
	Number of members contributing	g at end of year	

FUND 5			Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
		-	
	Total other inco	me as specified	
		Total Income	
Expenditure	<i>∞</i>		
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		-
	То	tal Expenditure	
		cit) for the year	
	Amount of fund at be		
	Amount of fund at the end of year (as	Balance Sheet)	^
2=			

Number of members	contributing at end of year	
	continue and grant of judge	

(See notes 24 and 25)

FUND 6	D 6 Fund Account		
Name:		£	£
Income	e		
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
÷		2	8
	Total other inco	me as specified	
		Total Income	
Expenditure	Benefits to members  Administrative expenses and other expenditure (as at page		4
	10) To	tal Expenditure	
		tai Experiditure	
	Surplus (Defi	cit) for the year	
	Amount of fund at be		
	Amount of fund at the end of year (as	Balance Sheet)	
	Number of members contributing	g at end of year	

FUND 7			<b>Fund Account</b>
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		â
	Other income (specify)		
			=
	Total other inco	me as specified	
		Total Income	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	То	tal Expenditure	
	Surplus (Defi	cit) for the year	
	Amount of fund at be	ginning of year	
	Amount of fund at the end of year (as	Balance Sheet)	
_			

Number	Ωf	members	contributing	af	and	of.	VOSE	
Number	UI	members	Contributing	aı	ena	OI 1	vear i	

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1 To be completed by trade unions which maintain their own fund			own fund
	(A)	t	t
Income	Members contributions and levies		
	Investment income (as at page 12) Other income (specify)		-
		T .	~
	Total other i	ncome as specified	
Expenditure		Total income	
ZAPONICIC	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)	-	
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
		Total expenditure	
	Surp	us (deficit) for year	
	Amount of political fund a	t beginning of year	
	Amount of political fund at the end of year	(as Balance Sheet)	
	Number of members at end of year contributing	to the political fund	
	Number of members at end of the year not contributing		
Number of mem political fund	bers at end of year who have completed an exemption notice and do not therefore		

POLITICAL I	FUND ACCOUNT 2 To be co	ompleted by trade unions which act as components of a c	entral trade union
		£	£
Income	Contributions and levies collected from men	nbers on behalf of central political fund	
	Funds received back from central political Other income (specify)	l fund	
		Total other income as specified	
		Total income	
Expenditure			
	Expenditure under section 82 of the Tra (Consolidation) Act 1992 (specify)	de Union and Labour Relations	
	Administration expenses in connection v	with political objects (specify)	
	Non-political expenditure		n
		Total expenditure	
		Surplus (deficit) for year	
	Amount hel	d on behalf of trade union political fund at beginning of year	
		Amount remitted to central political fund	
	Α.	Amount held on behalf of central political fund at end of year	
		r of members at end of year contributing to the political fund	
		0.0000000000000000000000000000000000000	
Ni wahaa af		nbers at end of the year not contributing to the political fund	
political fund	mbers at end or year who have completed an	n exemption notice and do not therefore contribute to the	

# ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

(See fibles 32 and 33)	£
Administrative	~
Expenses	
Remuneration and expenses of staff	
Salaries and Wages included in above	83,966
Auditors' fees	3,600
Legal and Professional fees	4,781
Occupancy costs	0
Stationery, printing, postage, telephone, etc.	1,122
Expenses of Executive Committee (Head Office)	17.998
Expenses of conferences	
Other administrative expenses (specify)	
Travel & Accommodation	25,028
Donations	6,000
Sundry	3,690
Other Outgoings	
Interest payable:	all .
Bank loans (including overdrafts)	9
Mortgages	
Bank charges	2,300
Depreciation	0
Taxation	
Outgoings on land and buildings (specify)	
	, .
Other outgoings (specify)	
Total	148,485
Charged to: General Fund (Page 3)	
Fund (Account )	
Total	148,485

### FORM AR21 - YEAR ENDED 30 JUNE 2016

### **ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS**

	2016 £
Wages	77,734
Social security	6,043
Pension	189
Telephone	225
Post and stationery	897
Travel and accommodation	25,028
Repairs and renewals	
Education grants	17,998
Sundry expenses	3,690
Donations	6,000
Bank charges	2,300
Legal and professional fees	4,781
Auditor's remuneration	3,600
×	,
	148,485

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS (see notes 34 to 44 below)

Office held	Gross Salary	Employers		Benefits		Total
		N.I. contributions				
		E	Pension Contribution	Other Benefits	fits	
	ભ	ч	S G	Description	Value £	સ
Chief Executive	57,515	5,154	142			62,811
		-	ā			
*						
	-					
		),5	=			
					A.	
					2-	

# **ANALYSIS OF INVESTMENT INCOME**

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings		V	
Dividends (gross) from:			
Equities (e.g. shares)			·
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
			5
,			
Other investment income (specify)			
		ā	
W			
			343
	Total in	vestment income	
Credited to:			
	Gener	al Fund (Page 3)	
		und (Account )	
	F	und (Account )	
		Political Fund	
		Ĺ	
	Total In	vestment Income	

# BALANCE SHEET as at

30 June 2016

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £ )		
1,000	Unquoted	1,000	
	Total Investments Other Assets		1,000
8	Loans to other trade unions		
161,466	Sundry debtors		140,162
72,942	Cash at bank and in hand		99,165
	Income tax to be recovered		
0	Stocks of goods		
	Others (specify)		
234,408	Total of other assets	5	239,327
235,408	TOT	TAL ASSETS	240,327
	Fund (Account )		
	Fund (Account )		
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund	s	
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
8,788	Tax payable		2,952
4,340	Sundry creditors		7,232
	Accrued expenses		
	Provisions		
	Other liabilities		
	TOTAL	LIABILITIES	10,184
13,128	тот	AL ASSETS	230,143

# **FIXED ASSETS ACCOUNT**

(see notes 51 to 55)

	Land and Freehold Leasehold	Buildings £ £	Furniture and Equipment £	Motor Vehicles £	Not used for union business	Total £
Cost or Valuation						
At start of year			4,209			4,209
Additions						·
Disposals			× '	1		
Revaluation/Transfer						
s	8	_		II 25		
At end of year			4,209			4,209
Accumulated Depreciation At start of year			4,209			4,209
Charges for year						
Disposals					1.0	
Revaluation/Transfer				-		
s						
At end of year			4,209		621	4,209
E 824						
Net book value at end of year			0			0
-						
Net book value at end of previous year			0			0

### FORM AR21 - YEAR ENDED 30 JUNE 2016

### **FIXED ASSETS ACCOUNT**

	Fixtures & Fittings	Computer Equipment £	Total
Cost As at 1 July 2015	282	3,927	4,209
Additions			
Disposals			946
As at 30 June 2016	282	3,927	4,209
<b>Depreciation</b> As at 1 July 2015	282	3,927	4,209
Charge For year	·=		<b>3</b> 0
Disposals		i K	2 -
As at 30 June 2016	282	3,927	4,209
Net Book Value:- As at 30 June 2016	3.		
As at 1 July 2015			9

# **ANALYSIS OF INVESTMENTS**

(see notes 56 and 57)

QUOTED		All Funds	Political Fund
		Except Political Funds £	£
	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
,	TOTAL QUOTED (as Balance Sheet)		
	Market Value of Quoted Investment	1	
		ja:	
UNQUOTED	Equities		
	PFA Scotland Enterprises Ltd	1,000	
	Government Securities (Gilts)		
	Mortgages	, i	=
	Bank and Building Societies		
5			
	Other unquoted investments (to be specified)		
	TOTAL UNQUOTED (as Balance Sheet)	1,000	
ν	Market Value of Unquoted Investments		

### FORM AR21 - YEAR ENDED 30 JUNE 2016

### **INVESTMENTS**

I la lista d Obarra	2016
Unlisted Shares At 1 July 2015	1,000
Additions	<del>-</del> :
Disposals	≥0 20
At 30 June 2016	1,000

The Association holds 100% of the shares in PFA Scotland Enterprises Limited, an unlisted company registered in Scotland.

# **ANALYSIS OF INVESTMENT INCOME** (CONTROLLING INTERESTS) (see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES	NO.
If YES name the relevant companies:			
COMPANY NAME		STRATION NUMB and & Wales, state	
PFA Scotland Enterprises Limited	SC 332556 (Regi	stered in Scotland)	
	φ.		
4		E .	
	* c		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES	NO
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAP	REHOLDERS	
PFA Scotland Enterprises Limited	PFA Scotland		
			3:
	T.		
			2

# **SUMMARY SHEET**

(see notes 60 to 71)

•	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	69,159		69,159
From Investments			-
Other Income (including increases by revaluation of assets)	150,000		150,000
Total Income	219,159		219,159
<b>EXPENDITURE</b> (including decreases by revaluation of			
Total Expenditure	211,296		211,296
Funds at beginning of year (including reserves)	222,280		222,280
Funds at end of year (including reserves)	230,143		230,143
ASSETS			
	Fixed Assets		0
	Investment Assets		1,000
	Other Assets		239,327
8		Total Assets	240,327
		F	
LIABILITIES		Total Liabilities	10,18 <b>4</b> 5

# **NOTES TO THE ACCOUNTS**

(see notes 72 and 73)

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

Attached	
×I	

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

### 1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

### Turnover

Turnover represents net invoiced sales of services, excluding value added tax.

Members' subscriptions are accounted for on a receipts basis.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings

- 25% on cost

Computer equipment

- 33% on cost

### Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

### Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

### 2. **NET SURPLUS**

The net surplus is stated after charging:

	30.6.16	30.6.15
Depreciation - owned assets	-	70
Auditors' remuneration	3,600	3,600
Pension costs	<u> 189</u>	
Director's remuneration and other benefits etc.	57,515	62,018

### 3. TAXATION

### Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year ended 30 June 2016 nor for the year ended 30 June 2015.

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2016

4.	TANGIBLE FIXED ASSETS			
		Fixtures		
		and	Computer	
		fittings	equipment	Totals
		£	£	£
	COST	J.	2	£
	At 1 July 2015			
	and 30 June 2016	282	3,927	4,209
	DEPRECIATION			
	At 1 July 2015			
	and 30 June 2016	202	2.027	4 200
	and 30 June 2016	282	3,927	4,209
	NET BOOK VALUE			
	At 30 June 2016		-	1=1
	At 30 June 2015	-		-
-	PINELS A COMP INITED CONTINUES			
5.	FIXED ASSET INVESTMENTS			
				Shares in
				group
				undertakings
				£
	COST			a.
	COST			
	At 1 July 2015			
	and 30 June 2016			1,000
				( <del></del>
	NET BOOK VALUE			
				1 000
	At 30 June 2016			1,000
	At 30 June 2015			1,000
				-,000
	The company's investments at the Balance Sheet date in the	share capital of com	panies include th	e following:
		-		-
	PFA Scotland Enterprises Limited (SC332556)			
		n		
	Nature of business: Commercial and financial representatio			
		%		
	Class of shares:	holding		
	Ordinary	100.00		
	= == <del>*</del>		30.6.16	30.6.15
			£	£
	A gayagata conital and account			
	Aggregate capital and reserves		(166,870)	(167,093)
	Profit for the year		223	2,246
			*	
	DEDTODO			
6.	DEBTORS			
			30.6.16	30.6.15
			£	£
	Amounts falling due within one year:			
	Prepayments and accrued income			10,387
	repayments and accided medine			10,507

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2016

6. <b>DEBTO</b>	RS - continued
-----------------	----------------

	30.6.16 £	30.6.15 £
Amounts falling due after more than one year: PFA Scotland Enterprises Ltd	140,162	151,080
Aggregate amounts	140,162	161,467

PFA Scotland Enterprises Limited is due to receive royalties from FIFPro in the year to 30 June 2017, and on this basis the Management Committee consider that the debt is recoverable.

### 7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.6.16	30.6.15
	£	£
Social security and other taxes	2,952	8,788
Credit card	2,923	175
Accruals and deferred income	4,309	4,166
-	10,184	13,129

### 8. RESERVES

			Income and expenditure account £
At 1 July 2015 Profit for the year			222,280 
At 30 June 2016			230,143

### 9. **RELATED PARTY DISCLOSURES**

### **PFA Scotland Enterprises Limited**

A company wholly owned by PFA Scotland

In the year to 30 June 2016 management fees of £150,000 (2015: £140,000) were payable to PFA Scotland from PFA Scotland Enterprises Limited.

The balance due from PFA Enterprises Limited as at 30 June 2016 was £140,162 (2015: £151,080).

# **ACCOUNTING POLICIES**

(see notes 74 and 75)

	×		_
12.7			
			Ω.
		E:	
	*		, 1

# SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature:\_\_

Name:\_Fraser Wishart Date: 20/02/2017

Chairman's

Signature: (or other official whose position should be stated)

Name: John Rankin Date: 20/02/2017

# **CHECK LIST**

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES		NO	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED?	YES		NO	
(see Page 2 and Note 12)	-			
HAS THE RETURN BEEN SIGNED?	YES		NO	
(see Pages 19 and 21 and Notes 76 and 77) HAS THE AUDITOR'S REPORT BEEN COMPLETED?	YES	X	NO	$\Box$
(see Pages 20 and 21 and Notes 2 and 77)				
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	$\boxtimes$	NO	
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED		TO FOLLOW	
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	$\boxtimes$	NO	
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED (See Pages 23 and 24 and Notes 88 to 94)	YES	Х	NO	

### **AUDITOR'S REPORT**

(see notes 81 to 86)

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 83 and 84)

### **YES**

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 83)

### YES

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 rule 83)

### YES

If "No" please explain below.

Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 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 85)

# AUDITOR'S REPORT (section one)

Signature(s) of auditor or auditors:  Name(s):  Profession(s) or Calling(s):  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	1			
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number:  Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	-			
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	Pr.			
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	**			
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany			8	
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	_			
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	· · ·			
Name(s):  F L Walker  Profession(s) or Calling(s):  Senior Statutory Auditor  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Profession(s) or Calling(s):  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	Signature(s) of auditor or auditors:	ho o C		
Profession(s) or Calling(s):  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany		4-10		_
Profession(s) or Calling(s):  Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	Name(s):	F L Walker		
Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	4			
Address(es):  2 Woodside Place Glasgow G3 7QF  Date:  20/02/2017  Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	Profession(s) or Calling(s):	Senior Statutory Auditor		
Date:  Contact name and telephone number:  Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	1 Tolosoloti(s) of Gailing(s).	Corner Ctatatory / tautor		
Date:  Contact name and telephone number:  Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	Address (ca).	2 Mandaida Placa		4
Date:  Contact name and telephone number:  Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	Address(es):	l .		
Date:  Contact name and telephone number:  Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany				
Contact name and telephone number: Frank Walker 0141 353 1799  N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	Date:	20/02/2017		-
N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany	34.0.	20/02/2011		
	Contact name and telephone number:	Frank Walker 0141 353 1799	4	
this return.	N.B. When notes to the accounts are referr	ed to in the auditor's report a co	ppy of those notes must accompany	T
	this return.			

### MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

made in accordance with section 24ZD of the Trade Union and Labour Relations (Consolidation) Act 1992.

At the end of the reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

NO

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21.

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21.

# MEMBERSHIP AUDIT CERTIFICATE SECTION ONE

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

YES/NO

6. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

YES/NO

If the answer to either questions 5 or 6 is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.

### **MEMBERSHIP AUDIT CERTIFICATE**

### **SECTION TWO**

For a trade union with no more than 10,000 members at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

YES

If "NO" Please explain below:

Signature	March Marlag.
	That I was
Name	Fraser Wishart
A	
Office held	Secretary
Date	20/02/2017

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF PFA SCOTLAND

We have audited the financial statements on pages 7 to 11 which comprise the Income and Expenditure account and Balance Sheet and related notes.

This report is made solely to the Association's members, as a body in accordance with Section 36 of the Trade Union & Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Association'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 Association and the Association's members as a body, for our audit work, or for the opinions we have formed.

### Respective responsibilities of Management Committee and Auditors

The board members' responsibilities for preparing the Annual Report and 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 their Responsibilities. Our responsibility is to audit the financial statements in accordance with the relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). We report to you if in our opinion the report is not consistent with the financial statements, if the Association has not kept proper accounting accounting records, or maintained a satisfactory system of control over its transactions in accordance with Section 28 of the Trade Union and Labour Relations (Consolidation) Act 1992, if the accounts do not agree with the accounting records or if we have not received all the information and explanations we require for our audit. We read other information contained in the Annual report, and consider whether it is consistent with the audited financial statements. We consider the implications on our report if we become aware of any apparent inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

### Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the board in the preparation of the financial statements whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

CERTIFICATION OFFICE
FOR TRADE UNIONS
& EMPLOYERS' ASSOC:

2 8 FEB 2017

RECEIV

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF PFA SCOTLAND

### **Opinion**

In our opinion financial statements give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the Association's affairs as at 30 June 2016 and of its results for the year then ended and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. The information in the Annual Return is consistent with the financial statements.

F L Walker (Senior Statutory Auditor)

for and on behalf of F L Walker and Company Limited

Chartered Accountants and Registered Auditors

2 Woodside Place

Glasgow

**G3 7QF** 

Date: 20 February 2017