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

FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:

Year ended:

List No:

Head or Main Office:

Website address (if available)

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

General Secretary:

Contact name for queries regarding the completion of this return:

Telephone Number:

e-mail:

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
22nd 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

(Revised February 2011)

Certified a True Copy
of the Original

M. Cullis



Certification Office for Trade Unions &
Employers' Associations
Melrose House
69a George Street
Edinburgh EH2 2JG

5 July 2013

Dear Sir / Madam

I believe you have requested a list of our National Council members.

Listed below are the members, and where appropriate, their designation.

Derek J Clark	President	Mark Johnston
Kevin Shutt	Senior Vice President	Archie Paterson
Barrie Nicolson	Junior Vice President	Adrian Scott
Ralph Skene	Treasurer	David MacDonald
Kate Henderson		Malcolm McDonald
Andrew Orr		Dave Torry
James Mitchell		Eric Rasmussen
Murray Stewart		Brian Milne
Brendan Keenan		Donald McDonald
Geoff Mackison		Ewan Bannerman

Please do not hesitate to contact the office should you require any further information.

Yours faithfully

Elizabeth McGown
Administrative Assistant

Setting the Professional Standard Since 1878

Ian H. Rogers Chief Executive
Castlecraig Business Park, Players Road, Stirling, FK7 7SH
Tel 01786 448838 Fax 01786 450541 Email info@scottishdecorators.co.uk Website www.scottishdecorators.co.uk

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
252				252

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
PRESIDENT	RALPH SKENE	DEREK J CLARK	14/3/13
SENIOR VICE PRESIDENT	DEREK J CLARK	KEVIN SHUTT	14/3/13
JUNIOR VICE PRESIDENT	KEVIN SHUTT	BARRIE NICOLSON	14/3/13

REVENUE ACCOUNT/GENERAL FUND

(See notes 11 to 16)

Previous Year			£	£
	INCOME			
196,528	From Members	Subscriptions, levies, etc	184,360	
5,147	Investment income	Interest and dividends (gross)	4,543	
8,357		Bank interest (gross)	8,899	
82,985		Other (specify)	24,849	
				222,651
18,091	Other income	Rents received	20,614	
		Insurance commission		
		Consultancy fees		
6,598		Publications/Seminars		
		Miscellaneous receipts (specify)Sundry	5,662	
				26,276
317,706		TOTAL INCOME		248,927
	EXPENDITURE			
	Administrative expenses			
103,971		Remuneration and expenses of staff	104,475	
19,794		Occupancy costs	20,183	
19,042		Printing, Stationery, Post, Telephone	13,839	
1,039		National Training Group	931	
5,523		Legal and Professional fees	9,355	
4,729		Miscellaneous (specify) Computer Costs	8,681	
6,000		Subscriptions	6,000	
		Advertising	1,088	
566		Training	-	
				164,552
126	Other charges	Bank charges	111	
32,821		Depreciation	23,524	
5,368		Motor expenses	5,677	
1,155		Hire purchase interest	1,155	
2,748		Leasing	3,306	
560		Donations	5,973	
8,990		Conference and meeting fees	2,580	
7,327		Expenses	4,702	
4,210		Miscellaneous (specify)Sundries	3,148	
(56)		Gain on fixed asset investment	(23,850)	
				26,326
4,663	Taxation			5,557
		TOTAL EXPENDITURE		196,435
		Surplus/Deficit for year		52,492
		Amount of fund at beginning of year		1,031,040
		Amount of fund at end of year		1,083,532

ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(See notes 17 to 18)

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

ACCOUNT 3		Fund Account	
Name of account:		£	£
Income	From members Investment income Other income (specify)		
		Total Income	
Expenditure	Administrative expenses Other expenditure (specify)		
		Total Expenditure	
		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:		£	£
Income	From members		
	Investment income		
	Other income (specify)		
	Total Income		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	Total Expenditure		
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:		£	£
Income	From members		
	Investment income		
	Other income (specify)		
	Total Income		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	Total Expenditure		
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)		
	Total Income		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	Total Expenditure		
	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)		
	Total Income		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	Total Expenditure		
	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		£	£
465,431	Fixed Assets (as at page 11)		443,360
	Investments (as per analysis on page 13)		
346,389	Quoted (Market value £443,565)	443,565	
	Unquoted		
	Total Investments		443,565
	Other Assets		
13,259	Sundry debtors		14,672
253,432	Cash at bank and in hand		245,433
2,526	Stocks of goods		1,263
	Others (specify)		
269,217	Total of other		261,368
	assets		
1,081,037		TOTAL ASSETS	1,148,293
741,687	Fund (General)		773,979
148,493	Fund (Apprentice Registration)		158,593
119,430	Fund (Training)		124,480
21,430	Fund (Training Certification)		26,480
	Liabilities		
19,850	Loans	11,911	
	Bank overdraft		
12,632	Tax payable	9,139	
3,372	Sundry creditors	15,471	
14,143	Accrued expenses	28,240	
	Provisions		
	Other liabilities		
49,997		TOTAL LIABILITIES	64,761
1,081,037		TOTAL ASSETS	1,148,293

FIXED ASSETS ACCOUNT

(See note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
COST OR VALUATION				
At start of period	486,945	56,032	57,204	600,181
Additions during period			1,452	1,452
Less: Disposals during period				
Less: DEPRECIATION:				
At Start of period	48,695	54,488	31,567	134,750
Charge for period	9,739	1,544	12,240	23,523
Total to end of period	58,434	56,032	43,807	158,273
BOOK AMOUNT at end of period				
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
AS BALANCE SHEET	428,511	0	14,849	443,360

ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £	
QUOTED	British Government & British Government Guaranteed Securities	171,413	
	British Municipal and County Securities		
	Other quoted securities (to be specified)		
	Aberforth Smaller Companies	10,085	
	Alliance Monthly Income	52,626	
	BNY Mellon BGI Higher Inc	10,245	
	Banker Investment Trust	10,904	
	City of London	10,781	
	Henderson Far East Income	10,214	
	Murray Income Trust	23,940	
	Sarasin Intl Equity	9,470	
	Standard Life Corp Bond	55,154	
	Blackrock Commodities	7,367	
	HICL Infrastructure Co	10,044	
	JP Morgan American IT	9,966	
	Murray International Trust	10,480	
	RIT Capital Partner	9,048	
	F&C Commercial Property Trust	7,259	
		TOTAL QUOTED (as Balance Sheet)	443,565
		*Market Value of Quoted Investments	443,565
UNQUOTED	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)

association,
or any
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• Does the
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part of the
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SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	184,360		184,360
From Investments	38,291		38,291
Other Income (including increases by revaluation of assets)	26,276		26,276
Total Income	248,927		248,927
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	196,435		196,435
Funds at beginning of year (including reserves)	1,031,040		1,031,040
Funds at end of year (including reserves)	1,083,532		1,083,532
ASSETS			
Fixed Assets			443,360
Investment Assets			443,565
Other Assets			261,368
		Total Assets	1,148,293
LIABILITIES		Total Liabilities	64,761
NET ASSETS (Total Assets less Total Liabilities)			1,083,532

NOTES TO THE ACCOUNTS

(see note 36)

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

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008).

- Subscriptions

Subscription income represents the amounts received for membership of the federation from individual members and branches excluding VAT.

- Investments

Listed investments are included at market value based on the closing middle market prices at the balance sheet date.

- Operating Leases

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.

- Hire Purchase Agreements

Assets held under hire purchase agreements are capitalised and disclosed under tangible fixed assets at their fair value. The capital element of the future payments is treated as a liability and the interest is charged to the profit and loss account on a straight line basis.

- Pensions

The association operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the association. The annual contributions payable are charged to the profit and loss account.

- Tangible fixed assets

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

Freehold Property	-2% on cost
Fixture and fittings	-20% on cost
Motor vehicles	-25% on cost
Computer equipment	-20% on cost

2. SUNDRY INCOME

	2012	2011
	£	£
Donations	-	-
Publications	1469	5
SCORE receipts	2489	3,407
Online filing incentive	-	-
SPADAC registration fees	-	-
ID cards	38	80
Social events	-	312
Retail of T shirts	-	127
Speirs & Jeffrey equalisation proceeds	-	543
Room hire	-	2,124
Sponsorship of Board meetings	<u>1666</u>	<u>-</u>
	<u><u>5,662</u></u>	<u><u>6,598</u></u>

3. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST					
At 1 January 2012	486,945	56,032	37,354	19,850	600,181
Additions	-	-	-	1,452	1,452
31 December 2012	<u>486,945</u>	<u>56,032</u>	<u>37,354</u>	<u>21,302</u>	<u>601,633</u>
DEPRECIATION					
At 1 January 2012	48,695	54,488	18,941	12,626	134,750
Charge for year	<u>9,739</u>	<u>1,544</u>	<u>9,250</u>	<u>2,990</u>	<u>23,523</u>
At 31 December 2012	<u>58,434</u>	<u>56,032</u>	<u>28,191</u>	<u>15,616</u>	<u>158,273</u>
NET BOOK VALUE					
At 31 December 2012	<u>428,511</u>	<u>-</u>	<u>9,163</u>	<u>5,686</u>	<u>443,360</u>
At 31 December 2011	<u>447,989</u>	<u>1,544</u>	<u>28,191</u>	<u>7,224</u>	<u>465,431</u>

Hire Purchase agreements

Included within the net book value of £443,360 is £9,251 (2011 - £18,502) relating to assets held under hire purchase agreements. The depreciation charged to the financial statements in the year in respect of these assets amounted to £9,251 (2011 - £9,251).

4. MOVEMENT IN FUNDS

	At 1/1/12	Net movement in funds	At 31/12/12
	£	£	£
Unrestricted funds			
General Fund	741,687	32,292	773,979
Apprentice Registration Fund	148,493	10,100	158,593
Training Fund	119,430	5,050	124,480
Training Certification Fund	<u>21,430</u>	<u>5,050</u>	<u>26,480</u>
TOTAL FUNDS	<u>1,031,040</u>	<u>52,492</u>	<u>1,083,532</u>

5. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 January 2012	346,389
Additions	73,326
Disposals	-
Revaluations	<u>23,850</u>
At 31 December 2012	<u>443,565</u>
 NET BOOK VALUE	
At 31 December 2012	<u>443,565</u>
At 31 December 2011	<u>346,389</u>

Investments are at market value as at 31 December 2012 as valued by Speirs and Jeffrey Stockbrokers.

6. STOCKS

	2012	2011
	£	£
Stocks	<u>1,263</u>	<u>2,526</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Trade debtors	6,106	11,424
Other debtors	<u>8,566</u>	<u>1,835</u>
	<u>14,672</u>	<u>13,259</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Hire purchase	7,941	7,941
Trade creditors	15,471	3,372
Taxation and social security	9,139	12,632
Other creditors	<u>28,240</u>	<u>14,143</u>
	60,791	38,087

9. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2012	2011
	£	£
Hire purchase	<u>3,970</u>	<u>11,91</u>

10. DONATIONS

Donations totalling £5,973 were made during the year. £60 was donated to The Scottish Construction Operatives Registration Executive. £720 was donated to Scottish Painting Apprenticeship Training Council. A total of £1200 was donated to McMillan Cancer and Artex Golf.

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></u> Name: <u>IAN ROBB</u> _____ Date: _____ _____	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>RALPH SHENE</u> _____ Date: _____ _____
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CHECK LIST

(see note 41)

(please tick as appropriate)

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

AUDITOR'S REPORT

(see notes 42 to 47)

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

We have audited the financial statements of Scottish Decorators' Federation for the year ended 31 December 2012 on pages five to twelve. The financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the members of the association, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 2004. 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 auditors' 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, for this report, or for the opinions we have formed.

Respective responsibilities of the National Council and auditors

The management committee's responsibilities for preparing the Report of the National Council and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page two.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 2004. We also report to you if, in our opinion, the information given in the Report of the National Council is not consistent with those financial statements, if the association has not kept proper accounting records, if the financial statements are not in agreement with these accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Report of the National Council and consider the implications for our report if we become aware of any apparent misstatements within it.

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 association in the preparation of the financial statements, and of 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 financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the association's affairs as at 31 December 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- The financial statements have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 2004.

Signature(s) of auditor or auditors:	<i>Ellen Watts</i>	
Name(s):	French Duncan LLP	
Profession(s) or Calling(s):	Chartered Accountant and Registered Auditors	
Address(es):	Macfarlane Gray House Castlecraig Business Park Springbank Road, Stirling FK7 7WT	
Date:	10 th May 2013	
Contact name and telephone number:	01786 451745	

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