

DO NOT STAPLE  
PRINT ON ONE SIDE ONLY

# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association: GLASGOW WEST SCOTLAND SOUTHERN COUNTIES BRANCH

Year ended: 31ST DECEMBER 2013

List No:

Head or Main Office: THE GARAGE  
CROCKETFORD  
DUMFRIES  
DG2 8RA

Website address (if available) info@johnstone-plumbing.co.uk

Has the address changed during  
the  
year to which the return relates?

Yes

No

(Tick as appropriate)

General Secretary: KAY JOHNSTONE

Contact name for queries  
regarding  
the completion of this return: KAY JOHNSTONE

Telephone Number: 01556 690242

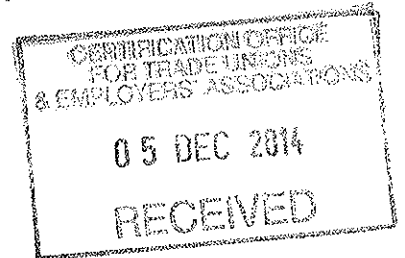
e-mail: info@johnstone-plumbing.co.uk

**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



## 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
30				30

## 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

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	<b>INCOME</b>		
	From Members                      Subscriptions, levies, etc	2323	14
	Investment income    Interest and dividends (gross) Bank interest (gross) Other (specify)		
	Other income                      Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)	3482	50
		5805	64
	<b>TOTAL INCOME</b>		
	<b>EXPENDITURE</b>		
	Administrative expenses		
	Remuneration and expenses of staff	<del>600</del>	<del>60</del>
	Occupancy costs		
	Printing, Stationery, Post	100	00
	Telephones		
	Legal and Professional fees		
	Miscellaneous (specify)		
	Other charges		
	Bank charges		
	Depreciation		
	Sums written off		
	Affiliation fees		
	Donations		
	Conference and meeting fees	596	10
	Expenses		
	Miscellaneous (specify)		
	TRADES WEEKEND / DANIC / SOCIAL DAY	4929	70
	Taxation	5625	80
	<b>TOTAL EXPENDITURE</b>		
	Surplus/Deficit for year		179.84
	Amount of fund at beginning of year		2678.28
	Amount of fund at end of year		2858.12

**ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND**  
(see notes 17 to 18)

ACCOUNT 2		Fund Account	
		£	£
<b>Name of account:</b>			
<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	
		£	£
<b>Name of account:</b>			
<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	
		£	£
<b>Name of account:</b>			
<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	
		£	£
<b>Name of account:</b>			
<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 [**

(see notes 19 and 20)

**]**

Previous Year		£	£
2678.28	<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>		
2678.28	<b>Other Assets</b>		
	Sundry debtors		
	Cash at bank and in hand	2858.12	<del>12</del>
	Stocks of goods		
	Others (specify)		
	<b>Total of other</b>	2858.12	
	<b>assets</b>		
2678.28		<b>TOTAL ASSETS</b>	2858.12
2678.28			
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Revaluation Reserve	
	<b>Liabilities</b>		
	Loans		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
Accrued expenses			
Provisions			
Other liabilities			
		<b>TOTAL LIABILITIES</b>	
2678.28		<b>TOTAL ASSETS</b>	2858.12

# 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)

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		
<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		

# SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members			
From Investments			
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	5805.64		5805.64
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	5625.80		
<b>Funds at beginning of year</b> (including reserves)	2678.28		2678.28
<b>Funds at end of year</b> (including reserves)	2858.12		2858.12
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			
		<b>Total Assets</b>	2858.12
<b>LIABILITIES</b>		<b>Total Liabilities</b>	
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			2858.12

## NOTES TO THE ACCOUNTS

(see note 36)

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

# 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>Kay Dolston</u> Name: <u>KAY JOHNSTONE</u> Date: <u>19/11/2014</u>	Chairman's Signature: <u>Jan Duff</u> (or other official whose position should be stated) Name: <u>Jan Duff</u> Date: <u>19/11/2014</u>
---	---

## 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 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

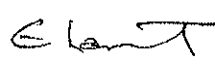
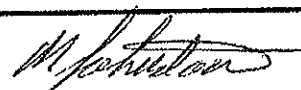
If "No" please explain below.

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)

In our opinion this gives a true and fair view of the financial position of the southern counties branch of Snipef Glasgow & West of Scotland.

Signature(s) of auditor or auditors:		
Name(s):	ELIZABETH LAMONT	MARK JOHNSTONE
Profession(s) or Calling(s):	ACCOUNTS ASSISTANT	PLUMBER
Address(es):	BLACKPARK CROCKETFORD DUMFRIES DG2 8QH	BARNCALZIE HALL SPRINGHOLM CASTLE - DOUGLAS DG7 3LS
Date:	18/11/14	
Contact name and telephone number:	07824484341	07775690616

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

**SNIPEF – GLASGOW AND WEST OF SCOTLAND**  
**PLUMBING EMPLOYERS ASSOCIATION**

The Garage, Crocketford, Dumfries, DG2 8RA  
Telephone 07968 405013

**LIST OF COMMITTEE MEMBERS**

President – Ian Dunlop

Vice President – Stephen Thomson

Junior Vice President – Craig McRobert

Secretary – Kay Johnstone

Committee – Mark Johnstone, Ian Lewis, Steven Livingstone, Paula Livingstone, Walter McRobert.