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# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:	FEDERATION OF WINDOW CLEANERS
Year ended:	31 <sup>ST</sup> DECEMBER 2013
List No:	FTU69
Head or Main Office:	SUMMERFIELD HOUSE HARROGATE ROAD REDDISH STOCKPORT CHESHIRE SK5 6HQ
Website address (if available)	www.f-w-c.co.uk
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
General Secretary:	BERYL MURRAY
Contact name for queries regarding the completion of this return:	BERYL MURRAY
Telephone Number:	0161 432 8754
e-mail:	beryl@f-w-c.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
948	23	1	2	974

## 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
VICE-CHAIRMAN	MELVYN BAXTER	<i>MICHAEL LAMONT</i>	10 <sup>TH</sup> DECEMBER 2013

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
103204	From Members	Subscriptions, levies, etc		101520
1940	Investment income	Interest and dividends (gross)		1899
46		Bank interest (gross)		56
(26319)		Other - Profit / (Loss) on sale of		1106
0		- British Cleaning Council Funding		5000
	Other income	Rents received		
		Insurance commission		
		Consultancy fees		
		Publications/Seminars		
10761		Miscellaneous receipts - Commission		17188
29124		- Sale of goods		21883
118756		<b>TOTAL INCOME</b>		148652
	<b>EXPENDITURE</b>			
	Administrative expenses			
79203		Remuneration and expenses of staff		79901
13650		Occupancy costs		13017
11631		Printing, Stationery, Post		11036
1530		Telephones		1809
2575		Legal and Professional fees		2575
2213		Miscellaneous - Legal Aid		2673
1216		- Sundry		1611
3905		- Advertising		5695
4030	Other charges	Bank charges		3980
2860		Depreciation		2795
		Sums written off		
463		Affiliation fees		483
		Donations		
428		Conference and meeting fees		693
1064		Computer Expenses		2300
2634		Miscellaneous - Loan Interest		2483
3	Taxation			3
127405		<b>TOTAL EXPENDITURE</b>		131054
(8649)		Surplus/Deficit for year		17598
277309		Amount of fund at beginning of year		268660
268660		Amount of fund at end of year		286258

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

<b>ACCOUNT 2</b>		<b>Fund Account</b>	
<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)		

<b>ACCOUNT 3</b>		<b>Fund Account</b>	
<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)

<b>ACCOUNT 4</b>		<b>Fund Account</b>	
<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)		

<b>ACCOUNT 5</b>		<b>Fund Account</b>	
<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)

<b>ACCOUNT 6</b>		<b>Fund Account</b>	
<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)		

<b>ACCOUNT 7</b>		<b>Fund Account</b>	
<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)		

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

(see notes 19 and 20)

Previous Year		£	£
208484	<b>Fixed Assets</b> (as at page 11)		211369
44125	<b>Investments</b> (as per analysis on page 13)		48996
	Quoted (Market value £ 53478 )		
	Unquoted		
44125	<b>Total Investments</b>		48996
	<b>Other Assets</b>		
19491	Sundry debtors		21093
79699	Cash at bank and in hand		84148
24296	Stocks of goods		27216
	Others (specify)		
123486	<b>Total of other assets</b>		132457
379775	<b>TOTAL ASSETS</b>		392822
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	<b>Liabilities</b>		
102758	Loans		96582
	Bank overdraft		
	Tax payable		
8357	Sundry creditors		9982
	Accrued expenses		
	Provisions		
	Other liabilities		
111115	<b>TOTAL LIABILITIES</b>		106564
268660	<b>TOTAL ASSETS</b>		286258

# FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	203584	60238	-	263822
Additions during period	-	2000	-	2000
Less: Disposals during period	-	-	-	-
Less: DEPRECIATION:	-	2795	-	2795
Total to end of period	-	54453	-	54453
<b>BOOK AMOUNT</b> at end of period	203584	7785	-	211369
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>	203584	7795		211369



# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £	
<b>QUOTED</b>	British Government & British Government Guaranteed Securities		
	British Municipal and County Securities		
	44125	Other quoted securities (to be specified)	48996
	44125	TOTAL QUOTED (as Balance Sheet)	48996
	40805	*Market Value of Quoted Investments	53478
<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 <input checked="" type="checkbox"/>
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 <input checked="" type="checkbox"/>	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	101520		101520
From Investments	8061		8061
Other Income (including increases by revaluation of assets)	39071		39071
<b>Total Income</b>	148652		148652
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	131054		131054
<b>Total Expenditure</b>	131054		131054
<b>Funds at beginning of year</b> (including reserves)	268660		268660
<b>Funds at end of year</b> (including reserves)	286258		286258
<b>ASSETS</b>			
Fixed Assets			211369
Investment Assets			48996
Other Assets			132457
		<b>Total Assets</b>	392822
<b>LIABILITIES</b>		<b>Total Liabilities</b>	106564
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			286258

# 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>B Murray</u> Name: <u>BERYL MURRAY</u> Date: <u>21.5.2014</u>	Chairman's Signature: <u>[Signature]</u> (or other official whose position should be stated) Name: <u>JOSEPH ANDREW LEE</u> Date: <u>22-5-14</u>
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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.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?  
(See section 36(1) and (2) of the 1992 Act and notes 43 and 44)

YES/NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
  - (c) whether the accounts to which the report relates agree with the accounting records?  
(See section 36(3) of the 1992 Act, set out in note 43)

YES/NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.  
(See section 36(4) of the 1992 Act set out in note 43)

YES/NO

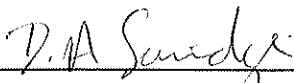
If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR27 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 45)

## AUDITOR'S REPORT (continued)

WE HAVE AUDITED THE FINANCIAL STATEMENTS IN ACCORDANCE WITH THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992.

IN OUR OPINION THE FINANCIAL STATEMENTS GIVE A TRUE AND FAIR VIEW OF THE FEDERATION'S FINANCIAL AFFAIRS AT 31<sup>ST</sup> DECEMBER 2012 AND OF ITS TRANSACTIONS OF THE YEAR THEN ENDED.

Signature(s) of auditor or auditors:		
Name(s):	<b>David Savidge</b>	
Profession(s) or Calling(s):	<b>F.C.C.A.</b>	
Address(es):	<b>Allen Mills Howard &amp; 23 Stockport Road Ashton-Under-Lyne OL7 0LA</b>	
Date:		
Contact name and telephone number:	<b>0161 339 6140</b>	