

**NOTICE REGARDING INCORPORATED**  
**EMPLOYERS' ASSOCIATIONS**  
**ANNUAL RETURNS**

It has long been the custom of the Certification Officer to allow incorporated employers' associations to submit to him a copy of their accounts (financial statements) prepared under the Companies Act, in lieu of completing certain parts of the AR27 form. This has been allowed in order to ease the administrative burden on such organisations, as far as is consistent with the law.

The return which you are viewing is that of an incorporated employers' association, and therefore, comprises of both a partially completed AR27 form and financial statements. With regard to the AR27 form itself, the Certification Officer has only required the mandatory completion of pages 1,2, 10,11,12,13,14 and 15 and it is these pages which you will find included in this document: the pages which the Certification Officer has not required the completion of (i.e. those left blank) have not been included.

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:

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  X (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  
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



*Clare McIlwain*  
(Revised February 2011)  
Certified a True Copy  
of the Original

**EMPLOYERS IN VOLUNTARY HOUSING LIMITED**  
**ANNUAL RETURN – AR27**  
**APPENDIX B**

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**The Board of Directors**

A S A'Hara (appointed 7 April 2013)  
M Alcorn  
H Cameron (resigned 7 April 2013)  
J Ferguson MBE JP ret  
N Rennie Finlayson  
M Fountain  
C Lunn  
G R Mason  
P A McGinlay MBE  
G H McGuinness MBE  
J Michael  
C A Newton  
L Paterson  
A Ramsay  
N Reid BEM  
D Rose  
J Weir

**Company Secretary**

E Connolly

## 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
149	-	-	-	149

## 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
Director	Hugh Cameron		7/4/2013
Director		Alison A'Hara	7/4/13

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
454,839	From Members	Subscriptions, levies, etc	473,854	
-	Investment income	Interest and dividends (gross)	-	
324		Bank interest (gross)	524	
-		Other (specify)	-	
-	Other income	Rents received	-	474,378
-		Insurance commission	-	
45,846		Consultancy fees	31,407	
220,865		Publications/Seminars	180,429	
240,535		Miscellaneous receipts (specify)		
9,154		Recruitment and advertising	242,668	
		Other income	25,893	
				480,397
971,563	<b>TOTAL INCOME</b>			954,775
	<b>EXPENDITURE</b>			
	Administrative expenses			
459,912		Remuneration and expenses of staff	465,042	
-		Occupancy costs	-	
31,853		Printing, Stationery, Post	24,971	
5,963		Telephones	5,728	
5,464		Legal and Professional fees	14,431	
204,334		Miscellaneous (specify)		
		See Appendix A	204,262	
934	Other charges	Bank charges	931	714,434
40,036		Depreciation	28,088	
-		Sums written off	-	
-		Affiliation fees	-	
-		Donations	-	
153,612		Conference and meeting fees	147,833	
-		Expenses	-	
6,085		Miscellaneous (specify)		
		Bank interest	5,691	
634	Taxation			182,543
				3,217
908,827	<b>TOTAL EXPENDITURE</b>			900,194
62,736	Surplus/Deficit for year			54,581
648,914	Amount of fund at beginning of year			711,650
711,650	Amount of fund at end of year			766,231

**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)

ACCOUNT 4		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 5		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)

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 31 DECEMBER 2013

(see notes 19 and 20)

Previous Year		£	£
520,395	<b>Fixed Assets</b> (as at page 11)		494,909
	<b>Investments</b> (as per analysis on page 13)		
-	Quoted (Market value £ )	-	
-	Unquoted	85,000	
	<b>Total Investments</b>		85,000
	<b>Other Assets</b>		
46,134	Sundry debtors	38,170	
322,669	Cash at bank and in hand	321,430	
-	Stocks of goods	-	
-	Others (specify)	-	
	<b>Total of other</b>		359,600
	<b>assets</b>		
889,198		<b>TOTAL ASSETS</b>	939,509
711,650	Fund (Account)	766,231	766,231
	Fund (Account)	-	
	Fund (Account)	-	
	Revaluation Reserve	-	
	<b>Liabilities</b>		
167,914	Loans	156,448	
-	Bank overdraft	-	
5,184	Tax payable	10,064	
-	Sundry creditors	-	
4,450	Accrued expenses	6,766	
-	Provisions	-	
-	Other liabilities	-	
889,198		<b>TOTAL LIABILITIES</b>	173,278
		<b>TOTAL ASSETS</b>	939,509

## FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	520,376	119,535	-	639,930
Additions during period	-	2,602	-	2,602
Less: Disposals during period	-	-	-	-
Less: DEPRECIATION:	(10,408)	(17,680)	-	(28,088)
Total to end of period	(41,632)	(105,991)	-	(147,623)
<b>BOOK AMOUNT at end of period</b>	478,744	16,165	-	494,909
Freehold	478,744			
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>	478,744	16,165		494,909

## 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)	
	Investment deposit with Pollock Credit Union	85,000
	TOTAL UNQUOTED (as Balance Sheet)	85,000
	*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	473,854	-	473,854
From Investments	524	-	524
Other Income (including increases by revaluation of assets)	480,397	-	480,397
<b>Total Income</b>	954,775	-	954,775
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	900,194		900,194
<b>Funds at beginning of year</b> (including reserves)	711,650		711,650
<b>Funds at end of year</b> (including reserves)	766,231		766,231
<b>ASSETS</b>			
Fixed Assets			494,909
Investment Assets			85,000
Other Assets			359,600
		<b>Total Assets</b>	939,509
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	173,278
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			766,231

# NOTES TO THE ACCOUNTS

(see note 36)

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

## 2. Operating surplus

Operating surplus is stated after charging:

	2013	2012
	£	£
Directors' remuneration	—	—
Staff pension contributions	69,674	67,056
Depreciation of owned fixed assets	28,088	40,036
Auditor's fees	<u>4,065</u>	<u>3,925</u>

## 3. Taxation on ordinary activities

Analysis of charge in the year

	2013	2012
	£	£
Current tax:		
UK Corporation tax based on the results for the year	3,217	634
Total current tax	<u>3,217</u>	<u>634</u>

The company's taxable income for the year ended 31 December 2013 is bank interest received and profit arising on room hire to non members.

## 4. Tangible fixed assets

	Heritable Property £	Computers & Printers £	Furniture & Fittings £	Office improvements £	Total £
<b>Cost</b>					
At 1 January 2013	520,376	29,815	26,268	63,471	639,930
Additions	—	—	2,602	—	2,602
<b>At 31 December 2013</b>	<u>520,376</u>	<u>29,815</u>	<u>28,870</u>	<u>63,471</u>	<u>642,532</u>
<b>Depreciation</b>					
At 1 January 2013	31,224	26,220	24,740	37,351	119,535
Charge for the year	10,408	1,983	1,745	13,952	28,088
<b>At 31 December 2013</b>	<u>41,632</u>	<u>28,203</u>	<u>26,485</u>	<u>51,303</u>	<u>147,623</u>
<b>Net book value</b>					
At 31 December 2013	<u>478,744</u>	<u>1,612</u>	<u>2,385</u>	<u>12,168</u>	<u>494,909</u>
At 31 December 2012	<u>489,152</u>	<u>3,595</u>	<u>1,528</u>	<u>26,120</u>	<u>520,395</u>

## 5. Debtors

	2013	2012
	£	£
Trade debtors	26,040	21,767
Prepayments and accrued income	12,130	24,367
	<u>38,170</u>	<u>46,134</u>

6. Investments

	2013	2012
	£	£
Investment deposit with Pollock Credit Union	<u>85,000</u>	<u>—</u>

7. Creditors: amounts falling due within one year

	2013	2012
	£	£
Bank loans	11,874	11,466
Other creditors including taxation:		
Taxation	10,064	5,184
Accruals and deferred income	<u>6,766</u>	<u>4,450</u>
	<u>28,704</u>	<u>21,100</u>

The following liabilities disclosed under creditors falling due within one year are secured by the company:

	2013	2012
	£	£
Bank loans	<u>11,874</u>	<u>11,466</u>

8. Creditors: amounts falling due after more than one year

	2013	2012
	£	£
Bank loans and overdrafts	<u>144,574</u>	<u>156,448</u>

The bank loan is secured by standard security over the company's heritable property. In addition, Triodos Bank holds a right of set-off for any other accounts held with them by the company.

The following liabilities disclosed under creditors falling due after more than one year are secured by the company:

	2013	2012
	£	£
Bank loans and overdrafts	<u>144,574</u>	<u>156,448</u>

Included within creditors falling due after more than one year is an amount of £92,701 (2012 - £106,357) in respect of liabilities which fall due for payment after more than five years from the balance sheet date.

## 9. Pensions

Employers in Voluntary Housing Limited participates in the Career Average Revalued Earnings (CARE) 120th benefit option within the SHAPS Pension Scheme ('the Scheme'). The Scheme is funded and is contracted-out of the State Pension scheme. The CARE 120 option calls for a total contribution of 10.0%, which the directors have agreed the company will fund through to March 2014. In addition the company is required to pay towards past service deficit as part of the Pension trust recovery plan. The directors have agreed that from 1 April 2014 the company will cease to participate in the CARE 120 option and will participate in a defined contribution option within the scheme. With effect from 1 April 2014 the company will be required to make annual deficit funding contributions amounting to £73,252.

It is not possible in the normal course of events to identify the share of underlying assets and liabilities belonging to an individual participating employer as the Scheme is a multi-employer arrangement where the assets are co-mingled for investment purposes, benefits are paid from the total Scheme assets, and the contribution rate for all employers is set by reference to the overall financial position of the Scheme rather than by reference to individual employer experience. Accordingly, due to the nature of the Scheme, the accounting charge for the period under FRS17 represents the employer contribution payable.

The Trustee commissions an actuarial valuation of the Scheme every three years. The main purpose of the valuation is to determine the financial position of the Scheme in order to determine the level of future contributions required, so that the Scheme can meet its pension obligations as they fall due.

The last formal valuation of the Scheme was performed as at 30 September 2009 by a professionally qualified Actuary using the Projected Unit Credit method. The market value of the Scheme's assets at the valuation date was £294.6 million. The valuation revealed a shortfall of assets compared with the value of liabilities of £160.1 million, equivalent to a past service funding level of 64.8%.

The Scheme Actuary has prepared an Actuarial Report that provides an approximate update on the funding position of the Scheme as at 30 September 2011. Such a report is required by legislation for years in which a full actuarial valuation is not carried out. The funding update revealed an increase in the assets of the Scheme to £341 million and indicated an increase in the shortfall of assets compared to liabilities to approximately £207 million, equivalent to a past service funding level of 62.2%.

Following a change in legislation in September 2005 there is a potential debt on the employer that could be levied by the Trustee of the Scheme. The debt is due in the event of the employer ceasing to participate in the Scheme or the Scheme winding up.

The debt for the Scheme as a whole is calculated by comparing the liabilities for the Scheme (calculated on a buy-out basis, i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Scheme. If the liabilities exceed assets there is a buy-out debt.

The leaving employer's share of the buy-out debt is the proportion of the Scheme's liability attributable to employment with the leaving employer compared to the total amount of the Scheme's liabilities (relating to employment with all the employers). The leaving employer's debt therefore includes a share of any 'orphan' liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Scheme liabilities, Scheme investment performance, the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. The amounts of debt can therefore be volatile over time.

Employers in Voluntary Housing Limited has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the SHAPS Pension Scheme based on the financial position of the Scheme as at 30 September 2012. As of this date the estimated employer debt for Employers in Voluntary Housing Limited was £1,937,564.

## 10. Commitments under operating leases

At 31 December 2013 the company had aggregate annual commitments under non-cancellable operating leases as set out below.

	2013 £	2012 £
Operating leases which expire: Within 2 to 5 years	9,117	9,117



**11. Related party transactions**

The Directors of the company are also Board Members of member Housing Associations with which the company transacts. All transactions with the Housing Associations are made on a normal arms length basis.

No other transactions with related parties were undertaken such as are required to be disclosed under the Financial Reporting Standard for Smaller Entities (effective April 2008).

**12. Company limited by guarantee**

The company is limited by guarantee and does not have a share capital. As such no director has a beneficial interest in the company. The liability of the members is limited to one pound sterling each.

**13. Reconciliation of shareholders' funds and movement on reserves**

	Income and expenditure account £
Balance brought forward	711,650
Surplus for the year	54,581
Balance carried forward	<u>766,231</u>

# ACCOUNTING POLICIES

(see notes 37 and 38)

## 1. Accounting policies

### Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

### Going concern

The financial statements have been prepared on a going concern basis. The directors have assessed the Company's ability to continue as a going concern and have reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing these financial statements.

### Turnover

The turnover shown in the Income and Expenditure Account represents amounts earned during the year, exclusive of Value Added Tax.

### Fixed assets

All fixed assets are initially recorded at cost.

### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Heritable Property	-	2% Straight Line
Computers & Printers	-	33.3% Straight Line
Furniture & Fittings	-	33.3% Straight Line
Office Improvements	-	33.3% Straight Line

### 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 income on a straight line basis over the period of the lease.

### Pension costs

The company participates in the centralised, multi-employer, Scottish Housing Associations' defined benefits pension scheme. Retirement benefits to employees of the company are funded by contributions from all participating employers and employees. Contributions are made in accordance with periodic calculations by consulting actuaries and are based on pension costs applicable across all participants taken as a whole, thus the scheme qualifies for exemption from the full requirements of FRS 17 "Retirement Benefits" and accounts for the scheme as if it were a defined contribution scheme. The charge to the Income and Expenditure Account therefore represents the contributions payable in the period.

### Deferred taxation

Deferred tax is provided on the liability method to take account of timing differences between the treatment for certain items for financial statements purposes and the treatment for tax purposes. Tax deferred is accounted for in respect of all material timing differences. Deferred tax assets are only recognised to the extent that they are regarded as recoverable.


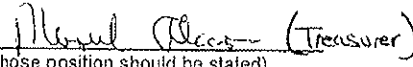
### Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either 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.

## 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>EAMONN CONNOLLY</u> Date: <u>14 April 2014</u>	Chairman's Signature: <u> (Secretary (Treasurer))</u> (or other official whose position should be stated) Name: <u>MURIEL ACCORN</u> Date: <u>14 April 2014</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 of Employers in Voluntary Housing Limited for the year ended 31 December 2013 which comprise the Income and Expenditure Account, Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company'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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of directors and auditor

As explained more fully in the Directors' Responsibilities Statement set out on page **Error! Bookmark not defined.**, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### Scope of the audit of the financial statements

A description of the scope of an audit of financial statements isAn audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2013 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities;
- have been properly prepared in accordance with the Trade Unions and Labour Relations (Consolidation) Act 1992; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report or from the requirement to prepare a strategic report.

MALCOLM BEVERIDGE BA CA (Senior Statutory Auditor)  
For and on behalf of  
CHIENE + TAIT  
Chartered Accountants & Statutory Auditor

61 Dublin Street  
Edinburgh  
EH3 6NL

14 April 2014

Signature(s) of auditor or auditors:	<i>Malcolm Beveridge</i>	
Name(s):	Malcolm Beveridge BA CA (Chiene + Tait)	
Profession(s) or Calling(s):	Senior Statutory Auditor	
Address(es):	61 Dublin Street Edinburgh EH3 6NL	
Date:	<i>14 April 2014</i>	
Contact name and telephone number:	Malcolm Beveridge 0131 558 5800	

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

EMPLOYERS IN VOLUNTARY HOUSING LIMITED  
ANNUAL RETURN – AR27  
APPENDIX A

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	2013	2012
	£	£
<b>Miscellaneous Expenditure</b>		
Rent, rates and insurance	40,090	36,236
Light and heat	6,440	10,180
Office maintenance and computer costs	18,605	11,591
Travel and subsistence	12,212	10,728
Committee costs	4,004	5,846
Recruitment costs	-	3,612
JNC costs	3,718	4,608
Consultancy costs	1,490	350
Staff training	5,736	4,390
Laundry and cleaning	3,461	3,219
Sundry expenses	13,822	18,319
Health and safety consultancy	12,552	18,810
Subscriptions	1,556	2,383
Grant aid expenditure	-	-
Irrecoverable VAT	37,748	39,788
Publication and advertising costs	33,390	25,054
Diaries and manuals	1,475	1,591
Accountancy fees	3,898	3,704
Auditor's remuneration	4,065	3,925
	<u>204,262</u>	<u>204,334</u>