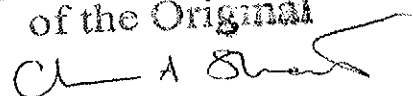


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FORM AR27

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

Certification Office
for Scotland
24 AUG 2012

Received

(Revised February 2010)

CERTIFICATION OFFICE
FOR TRADE UNIONS
& EMPLOYERS' ASSOCIATIONS
28 AUG 2012
RECEIVED

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
32				32

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
TREASURER	ALAN DEMPSEY	ROBERT C TURNER	6 MARCH 2012

REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	INCOME		
104,122	From Members	Subscriptions, levies, etc	75,050
5,482	Investment income	Interest and dividends (gross)	5,271
31		Bank interest (gross)	11
		Other (specify) Gain on Sale of Investments	23,460
			28,742
41,890	Other income	Rents received	46,616
1,682		Insurance commission	
0		Consultancy fees	6,147
2,289		Publications/Seminars	975
72,852		Miscellaneous receipts (specify)	
2,669		Grant Income	56,937
		Sundry Income/Gain on Sale of Assets	4,721
			115,396
276,582	TOTAL INCOME		219,188
	EXPENDITURE		
	Administrative expenses		
112,429		Remuneration and expenses of staff	109,904
9,299		Occupancy costs	17,965
		Printing, Stationery, Post	
13,403		Telephones	5,271
18,982		Legal and Professional fees	16,375
10,610		Miscellaneous (specify) Insurance	9,417
237		Maintenance and Sundry Expenses	5,420
			164,352
429	Other charges	Bank charges	326
4,759		Depreciation	1,531
0		Sums written off	0
122		Affiliation fees	5,270
0		Donations	0
12,013		Conference and meeting fees	8,907
8,289		Expenses	3,512
25,860		Miscellaneous (specify) Training Costs	22,852
38,329		Payment to Employers	21,390
			63,788
	Taxation		(36)
254,761	TOTAL EXPENDITURE		228,104
(23,744)	Surplus/Deficit for year		(8,916)
690,650	Amount of fund at beginning of year		666,906
666,906	Amount of fund at end of year		657,990

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 MARCH 2012
(see notes 19 and 20)

Previous Year		£	£
754,102	Fixed Assets (as at page 11)	753,062	
	Investments (as per analysis on page 13)		
143,940	Quoted (Market value £ 183,306)	130,118	
	Unquoted		
	Total Investments	130,118	883,180
	Other Assets		
89,688	Sundry debtors	80,180	
31,380	Cash at bank and in hand	18,042	
	Stocks of goods		
	Others (specify)		
	Total of other assets	98,222	98,222
1,019,110	TOTAL ASSETS		981,402
666,906	Fund (Account)		657,990
	Fund (Account)		
	Fund (Account)		
293,219	Revaluation Reserve		293,219
	Liabilities		
	Loans		
	Bank overdraft		
	Tax payable		
54,295	Sundry creditors	24,150	
4,690	Accrued expenses	6,043	
	Provisions		
	Other liabilities		30,193
1,019,110	TOTAL LIABILITIES		981,402
1,019,110	TOTAL ASSETS		981,402

FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
COST OR VALUATION				
At start of period	750,000	32,492		782,492
Additions during period		491		491
Less: Disposals during period				
Less: DEPRECIATION:		28,390		28,390
Total to end of period		1,531		1,531
On Disposals				
BOOK AMOUNT at end of period	750,000	3,062		753,062
Freehold	750,000			
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
AS BALANCE SHEET	750,000	3,062		753,062

ANALYSIS OF INVESTMENTS

(see note 22)

QUOTED		Other Funds £
	British Government & British Government Guaranteed Securities	5,104
	British Municipal and County Securities	
	Other quoted securities (to be specified) See attached	125,014
	TOTAL QUOTED (as Balance Sheet)	130,118
	*Market Value of Quoted Investments	183,306
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)

Does the association, or any constituent part of the association, have a controlling interest in any limited company?		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)		
INCORPORATED EMPLOYERS' ASSOCIATIONS			
Are the shares which are controlled by the association registered in the association's name		YES	NO <input checked="" type="checkbox"/>
If NO, please state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		
UNINCORPORATED EMPLOYERS ASSOCIATIONS			
Are the shares which are controlled by the association registered in the names of the association's trustees?		YES	NO <input checked="" type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

**Graphic Enterprise Scotland
Notes on the Financial Statements
For the year ended 31 March 2012**

5. Investments	Cost £	Market Value £
715 GlaxoSmithKline	4,619	9,985
1,400 Prudential Corporation	6,090	10,465
5,945 The Royal Bank of Scotland Group	5,458	1,643
1,400 National Grid	7,444	8,827
740 Scottish & Southern Energy	6,062	9,835
1,440 Templeton Emerging Markets	1,543	8,474
330 Unilever	2,562	6,811
830 WPP Group	4,462	7,092
1,090 RIT Capital Partners	2,532	13,298
380 BHP Billiton	3,470	7,249
4,000 Blackrock AM UK	4,988	4,918
1,620 Neptune INV Management	5,151	4,913
5,100 Threadneedle INV	5,158	6,822
1,700 2.5% Government Stock	5,104	5,861
12,000 M&G Securities Corporate	3,976	4,361
377 Traditional Funds Thames River	5,179	5,284
2,100 Polar Capital Tech Trust	4,999	8,327
420 Polar Capital Tech Trust Subsidiary shares	65	54
550 Pimco Global Investors	5,042	5,297
400 Royal Dutch Shell	5,187	8,798
750 Pearson	12,640	8,738
320 Johnson Matthey	3,075	7,549
5,031 Vodafone Group	12,409	8,663
2,100 Monks Investment Trust	5,905	7,012
1,150 Tesco	4,988	3,795
1,750 Allianz GBL	2,010	9,235
	<u>130,118</u>	<u>183,306</u>
	2012	2011
	£	£
Cost		
Cost brought forward	143,940	142,304
Additions	30	1,636
Disposals	<u>(13,852)</u>	<u>-</u>
	130,118	143,940
Provision for impairment in value	<u>-</u>	<u>-</u>
	<u>130,118</u>	<u>143,940</u>

SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	75,050		75,050
From Investments	28,731		28,731
Other Income (including increases by revaluation of assets)	115,407		115,407
Total Income	219,188		219,188
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	228,104		228,104
Funds at beginning of year (including reserves)	960,125		960,125
Funds at end of year (including reserves)	951,209		951,209
ASSETS			
Fixed Assets			753,062
Investment Assets			130,118
Other Assets			98,222
		Total Assets	981,402
LIABILITIES		Total Liabilities	30,193
NET ASSETS (Total Assets less Total Liabilities)			951,209

**Graphic Enterprise Scotland
Notes on the Financial Statements
For the year ended 31 March 2012**

1. Accounting policies

Basis of accounting

The financial statements are prepared under the historical cost convention, modified by the revaluation of investment property.

Subscription income and Scottish Print Training Scheme income and expenditure are accounted for on a cash basis. Other income and expenditure are accounted for on an accruals basis.

Fixed assets

Provision is made for the depreciation of fixed assets in order to write off the cost of these assets over their expected useful lives.

Tangible fixed assets are stated at cost or valuation less depreciation. Cost represents purchase price together with any incidental costs of acquisition.

The annual depreciation rates and methods are as follows:

Investment property	-	Nil
Office furniture	-	20% straight line
Computer & office equipment	-	20% - 33 1/3% straight line

Investment property, which was previously classified as heritable property, is shown at open market value. The surplus or deficit arising from the annual revaluation is transferred to the revaluation reserve unless a deficit, or its reversal is expected to be permanent, in which case it is recognised in the income and expenditure account for the year.

This is in accordance with Statement of Standard Accounting Practice No.19 which, does not require depreciation of investment properties. Investment properties are held for their investment potential and not for use by the owner and so their current value is of prime importance.

Investments

Investments held as fixed assets are stated at cost less provision for any permanent diminution in value.

**Graphic Enterprise Scotland
Notes on the Financial Statements
For the year ended 31 March 2012**

3. Taxation (contd.)

The entity has an unrecognised deferred tax asset of £40,429 (2011: £33,198) which has arisen from trading losses net of accelerated capital allowances. Its recoverability is dependent upon future taxable trading profits arising, the likelihood of which cannot be determined with reasonable certainty.

An unrecognised deferred tax asset of £1,114 (2011: £5,068) also exists in relation to capital losses carried forward. These can only be utilised by future capital gains.

No provision has been made for deferred tax on gains recognised on revaluing investment property to its market value. No corporation tax liability would become payable on proceeds equal to the revalued amount, due to the availability of indexation allowances.

4. Fixed Assets

	Investment Property £	Office Equipment £	Computer & Office Equipment £	Total £
COST/VALUATION				
At beginning	750,000	12,753	19,739	782,492
Additions	-	-	491	491
Disposals	-	-	-	-
	<u>750,000</u>	<u>12,753</u>	<u>20,230</u>	<u>782,983</u>
DEPRECIATION				
At beginning	-	12,753	15,637	28,390
Charge for the year	-	-	1,531	1,531
Released on disposal	-	-	-	-
	<u>-</u>	<u>12,753</u>	<u>17,168</u>	<u>29,921</u>
NET BOOK VALUE	<u>750,000</u>	<u>-</u>	<u>3,062</u>	<u>753,062</u>
NET BOOK VALUE AT BEGINNING	<u>750,000</u>	<u>-</u>	<u>4,102</u>	<u>754,102</u>

Investment property was revalued in February 2008 by Ryden, Chartered Surveyors, on an open market value basis. This valuation was prepared in accordance with the Royal Institution of Chartered Surveyors Appraisal and Valuation Standards.

The Executive Board are not aware of any material change in the value of the property and therefore the valuation has not been updated.

For assets which have been revalued, a comparison between the present book values and the book values at which the assets would have been carried if they were held on a historic cost convention is set out below:

	Revalued Amount £	Historic Cost £
Cost or Valuation	750,000	456,781
Depreciation to date	-	-
	<u>750,000</u>	<u>456,781</u>

Graphic Enterprise Scotland
Notes on the Financial Statements
For the year ended 31 March 2012

5. Investments

	Cost	Market
	£	Value
		£
715 GlaxoSmithKline	4,619	9,985
1,400 Prudential Corporation	6,090	10,465
5,945 The Royal Bank of Scotland Group	5,458	1,643
1,400 National Grid	7,444	8,827
740 Scottish & Southern Energy	6,062	9,835
1,440 Templeton Emerging Markets	1,543	8,474
330 Unilever	2,562	6,811
830 WPP Group	4,462	7,092
1,090 RIT Capital Partners	2,532	13,298
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12,000 M&G Securities Corporate	3,976	4,361
377 Traditional Funds Thames River	5,179	5,284
2,100 Polar Capital Tech Trust	4,999	8,327
420 Polar Capital Tech Trust Subsidiary shares	65	54
550 Pimco Global Investors	5,042	5,297
400 Royal Dutch Shell	5,187	8,798
750 Pearson	12,640	8,738
320 Johnson Matthey	3,075	7,549
5,031 Vodafone Group	12,409	8,663
2,100 Monks Investment Trust	5,905	7,012
1,150 Tesco	4,988	3,795
1,750 Allianz GBL	2,010	9,235
	<u>130,118</u>	<u>183,306</u>

	2012	2011
	£	£
Cost		
Cost brought forward	143,940	142,304
Additions	30	1,636
Disposals	<u>(13,852)</u>	<u>-</u>
	130,118	143,940
Provision for impairment in value	-	-
	<u>130,118</u>	<u>143,940</u>

**Graphic Enterprise Scotland
Notes on the Financial Statements
For the year ended 31 March 2012**

6. Operating lease commitments

At 31 March 2012, the Organisation was committed to making the following payments under non-cancellable operating leases in the forthcoming financial year.

	2012	2011
	£	£
Operating leases which expire:		
Within 1 year	1,250	1,250
Within 2 to 5 years	-	-
After 5 years	-	-
	<hr/>	<hr/>

7. Related party transactions

The board of Graphic Enterprise Scotland includes representatives of various companies that pay subscriptions to GES. These subscriptions and other member-related transactions between the companies and GES are on an arms-length basis under the normal terms of trading and are not presented here due to their confidential nature.

8. Pensions

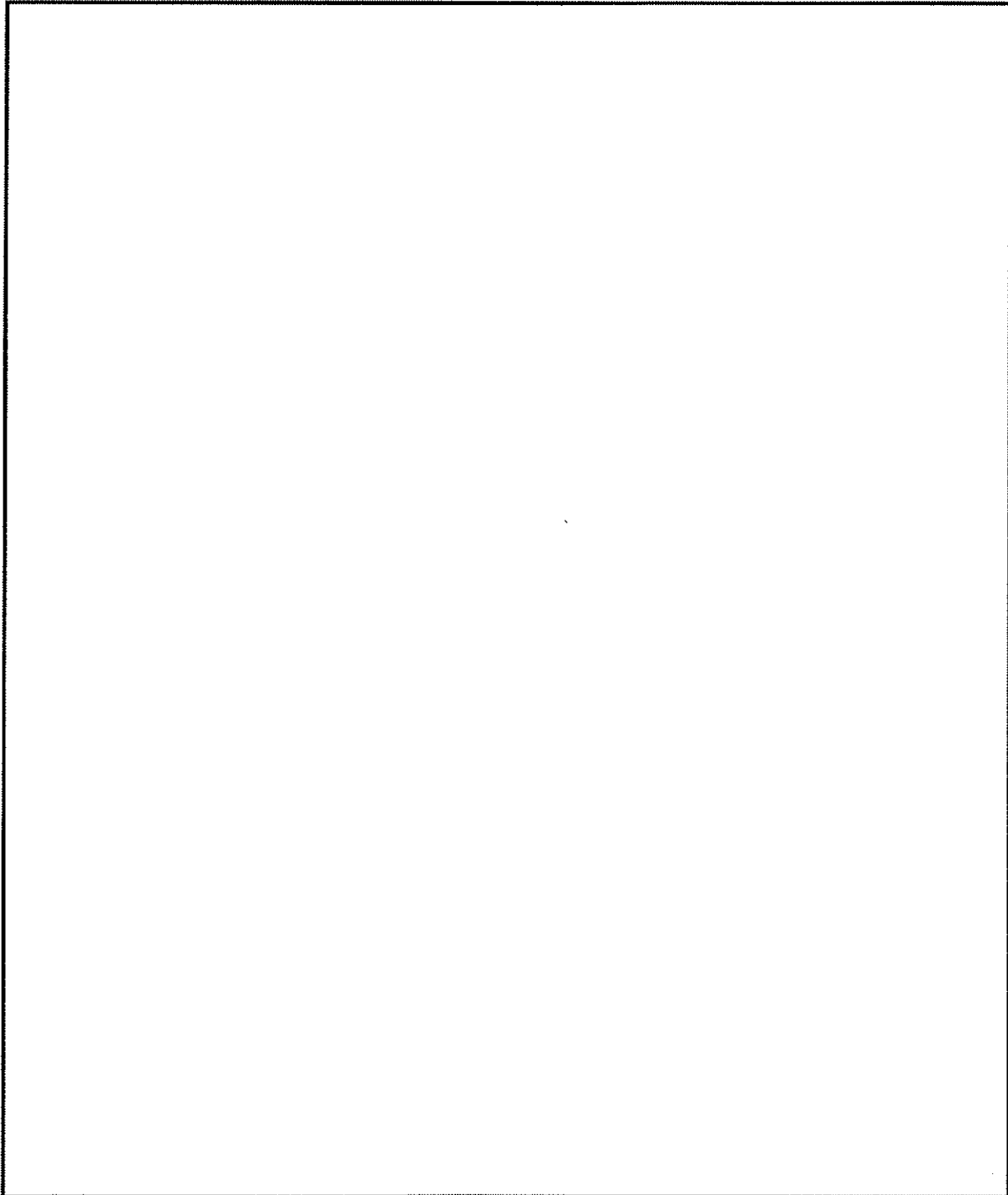
The Organisation operates a defined benefit pension scheme on behalf of certain employees. As there are no active members in that scheme, no contributions are made to the scheme. The last actuarial valuation of the Scheme was carried out with an effective date of 1 July 2008 which showed the Scheme's funding position to be in surplus of £243,000, or a funding level of 122%. On this basis, the Organisation has not commissioned an FRS17 report for disclosure within these financial statements. The date of the next valuation is 1 July 2011. At the end of the year, the Organisation was owed £8,633 (2011: £9,405) by the Scheme.

In addition, following the closure of the above Scheme, the Organisation also operates a separately administered defined contribution fund. The pension cost charge for the year of £5,056 (2011: £4,298) represents contributions payable by the Organisation to the Scheme. At 31 March 2012, contributions of £nil (2011: £nil) were payable to the Scheme.

NOTES TO THE ACCOUNTS

(see note 36)

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



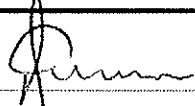

ACCOUNTING POLICIES

(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.

<p>Treasurer's Signature: </p> <p>Name: <u>ROBERT QUINN TURNER</u></p> <p>Date: <u>22 AUGUST 2012</u></p>	<p>Director Chairman's Signature: </p> <p>(or other official whose position should be stated)</p> <p>Name: <u>ROBERT J. HODGSON</u></p> <p>Date: <u>22/08/2012</u></p>
--	--

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		NO	<input checked="" type="checkbox"/>
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)

Independent Auditor's Report to the members of Graphic Enterprise Scotland in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992

We have audited the financial statements of Graphic Enterprise Scotland for the year ended 31 March 2012 which comprise the Income and Expenditure Account, the Balance Sheet, the Accounting Policies and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Members of the Organisation, as a body, in accordance with the constitution and section 36 of the Trade Unions and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Members of the Organisation 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 Organisation and the Members of the Organisation as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Executive Board and auditor

The Executive Board's responsibilities for preparing the Board Report and the 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 Executive Board's Responsibilities set out on page 3, the Executive Board 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 Ethical Standards for Auditors.

Scope of the audit of the financial statements

An 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 Organisation's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Board Report to identify material inconsistencies with the audited financial statements. 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 Organisation's affairs as at 31 March 2012 and of its deficit for the year then ended;
- have been prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the Trade Unions and Labour Relations (Consolidation) Act 1992.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- proper accounting records have not been kept by the Organisation in accordance with the requirements of the legislation; or
- a satisfactory system of control over transactions has not been maintained by the Organisation in accordance with the requirements of the legislation; or
- the accounts to which the report relates are not in agreement with the accounting records of the Organisation.

Chiene + Tait

Chiene + Tait
Chartered Accountants and Statutory Auditor
61 Dublin Street
Edinburgh EH3 6NL
12 June 2012

Signature(s) of auditor or auditors:	<i>Chiene + Tait</i>	
Name(s):	Chiene + Tait	
Profession(s) or Calling(s):	Chartered Accountants and Statutory Auditor	
Address(es):	61 Dublin Street Edinburgh EH3 6NL	
Date:	23 AUGUST 2012	
Contact name and telephone number:	Malcolm R 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.

EVERY EMPLOYERS' ASSOCIATION IS REQUIRED BY LAW TO COMPLETE THIS RETURN. THE REFUSAL OR WILFUL NEGLECT TO PERFORM THIS DUTY IS A CRIMINAL OFFENCE.

THERE IS NO LEGAL REQUIREMENT FOR THIS RETURN TO BE "APPROVED" BY THE GOVERNING BODY OF THE ASSOCIATION BEFORE SUBMISSION TO THE CERTIFICATION OFFICE

GUIDANCE ON COMPLETION

GENERAL

1. Unless the Employers' Association has been authorised to make its annual return to another date, this return must be made to 31 December and sent to the Certification Officer as soon as possible, **and at any event before 1 June.**
2. The accounts must, in accordance with the Act, give a true and fair view of the matters to which they relate.
3. The accounts and balance sheet in the annual return of an association working through branches (i.e. not a federation of autonomous bodies) should include the transactions, assets and liabilities of all the branches.
4. Any negative values should be clearly indicated by placing the entry in brackets.
5. Where the space in any account of analysis is insufficient a separate sheet of paper should be attached to the appropriate page to provide the additional space.
6. The summary sheet on page 11 **must** be completed.