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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  (Tick as appropriate)

General Secretary:

Contact name for queries regarding the completion of this return:

Telephone Number:

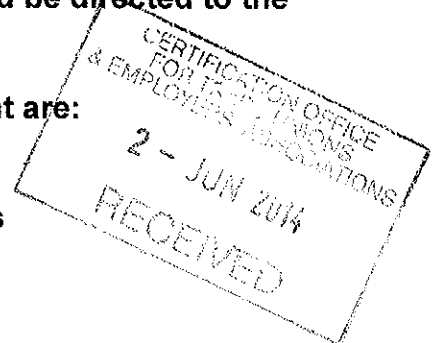
e-mail:

**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

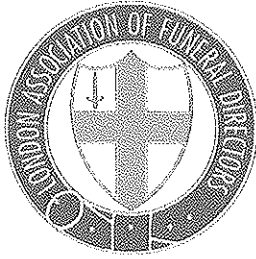
The address to which returns and other documents should be sent are:

**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



# LONDON ASSOCIATION OF FUNERAL DIRECTORS



Secretary: - Paul Anders FCA

“Northall” Stag Lane, Chorleywood, Herts. WD3 5HD  
Telephone: - 01923 284446, Fax: - 01923 284225  
Email: - paul.anders@btconnect.com

12th May, 2014

## LIST OF OFFICERS OF LAFD 2013

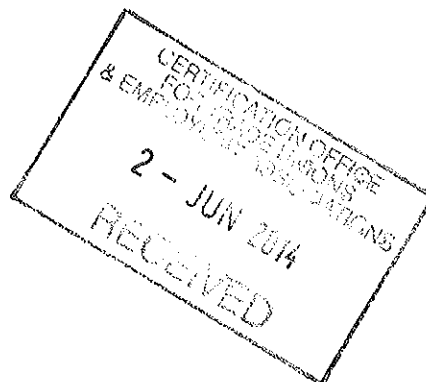
<b>President</b>	<b>B. Pritchard</b>
<b>Vice President</b>	<b>Miss S. Harris</b>
<b>Hon Treasurer</b>	<b>J. Lodge</b>
<b>Executive Members</b>	<b>Miss C. Austin</b> <b>R. Barnes</b> <b>J. Downing</b> <b>J. Field</b> <b>J. Gallagher</b> <b>S. Kershaw</b> <b>R. Lodge</b> <b>Dr. B. Parsons</b> <b>S. Payne</b> <b>G. Saville</b> <b>S. Truelove</b>
<b>Secretary</b>	<b>P. Anders</b>

### Trustees of the Charity

Miss C. Austin  
S. Truelove  
J. Lodge

### Trustees of LAFD

J. Lodge  
S. Truelove  
M. Killick



# 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
95				95

## 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	JEREMY FEW	BARRY PRITCHARD	25. 4. 13
VICE PRESIDENT	BARRY PRITCHARD	SARAH HARRIS	25. 4. 13

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	<b>INCOME</b>		
	From Members                      Subscriptions, levies, etc		20,500
	Investment income    Interest and dividends (gross) Bank interest (gross) Other (specify)	452	452
	Other income                      Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)	412	20,952 412
	<b>TOTAL INCOME</b>		<b>21,364</b>
	<b>EXPENDITURE</b>		
	Administrative expenses		
	Remuneration and expenses of staff	8,919	
	Occupancy costs		
	Printing, Stationery, Post } Telephones                      }	1,876	
	Legal and Professional fees	1,162	
	Miscellaneous (specify) web site - over provision in previous years	(305)	11,652
	Other charges                      Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Expenses Miscellaneous (specify)	9,271	9,279
	Taxation		86
	<b>TOTAL EXPENDITURE</b>		<b>21,017</b>
	Surplus/Deficit for year		347
	Amount of fund at beginning of year		77,129
	Amount of fund at end of year		77,476

# 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)

<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)

ACCOUNT 6		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 7		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)		

# BALANCE SHEET AS AT [

]

(see notes 19 and 20)

Previous Year		£	£
assets	<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>		
	<b>Other Assets</b>		
	Sundry debtors	1,708	
	Cash at bank and in hand	77,041	
	Stocks of goods		
	Others (specify)		
<b>Total of other</b>		78,749	
<b>TOTAL ASSETS</b>			78,749
Liabilities	<i>Accumulated</i> Fund (Account)		77,476
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	Loans		
	Bank overdraft		
	Tax payable	86	
	Sundry creditors		
	Accrued expenses	1,187	
	Provisions		
Other liabilities			
<b>TOTAL LIABILITIES</b>			1,273
<b>TOTAL ASSETS</b>			78,749



# 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)

<b>Does the association, or any constituent part of the association, have a controlling interest in any limited company?</b>		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>			
<b>Are the shares which are controlled by the association registered in the association's name</b>		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>			
<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

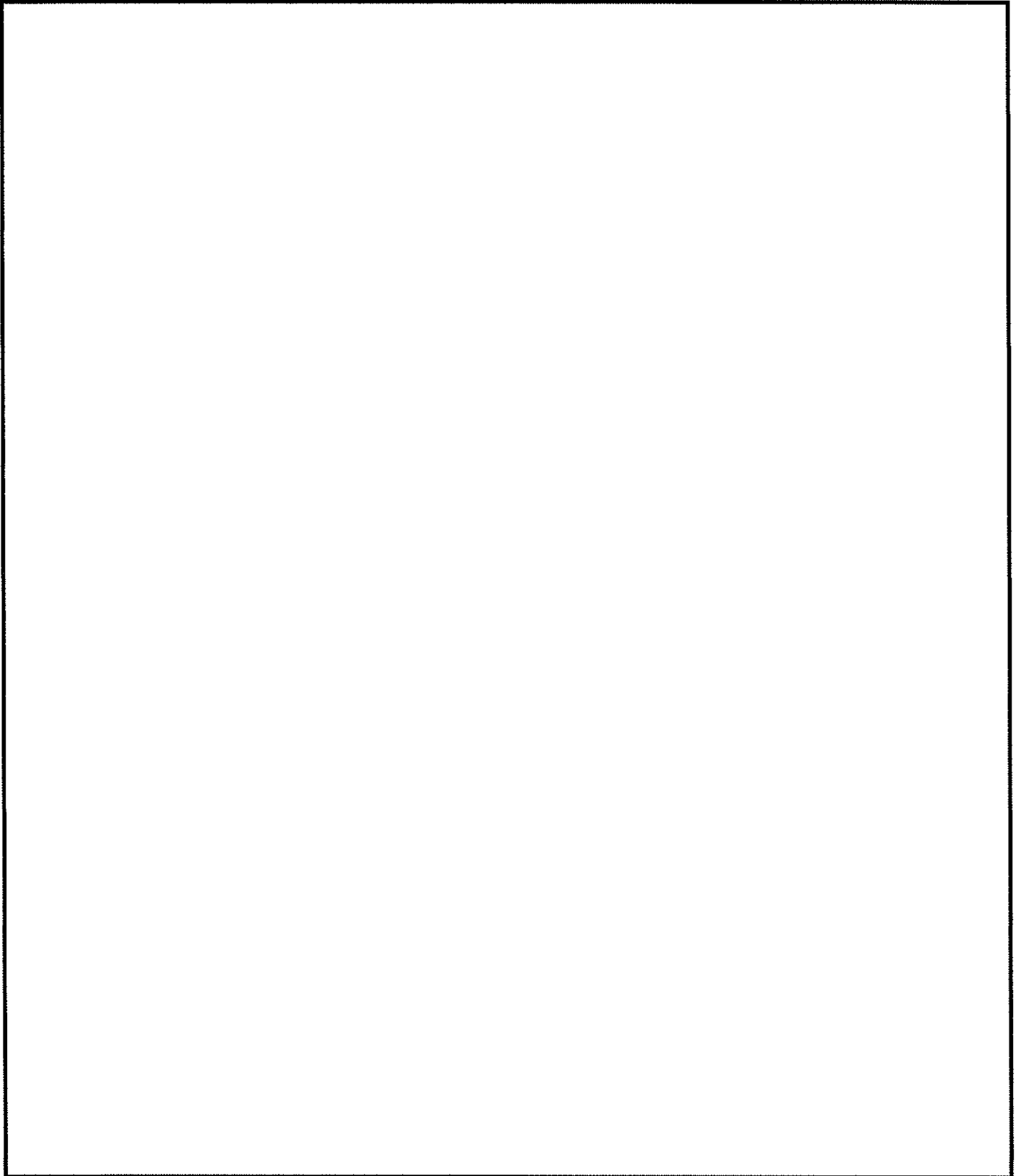
(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	20,500		
From Investments	452		
Other Income (including increases by revaluation of assets)	412		
<b>Total Income</b>	21,364		
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	21,017		
<b>Funds at beginning of year</b> (including reserves)	77,129		
<b>Funds at end of year</b> (including reserves)	77,476		
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			78,749
		<b>Total Assets</b>	78,749
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	1,273
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			77,476

# NOTES TO THE ACCOUNTS

(see note 36)

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

A large, empty rectangular box with a black border, intended for the user to enter or attach notes to the accounts. The box occupies most of the page below the instruction text.

# 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><i>Paul F. Lewis</i></u> Name: <u>PAUL ANDERS</u> Date: <u>6th May 2014</u>	Chairman's Signature: <u><i>Sarah Harris</i></u> (or other official whose position should be stated) Name: <u><i>Sutton</i></u> Date: <u>7 May 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)

SEE NEXT SHEET

**REPORT OF THE AUDITORS TO THE MEMBERS OF  
THE LONDON ASSOCIATION OF FUNERAL DIRECTORS**

(An Area Federation of the National Association of Funeral Directors)  
In accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992

We have audited the financial statements of The London Association of Funeral Directors for the year ended 31st December 2013 on pages 2 and 3. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2008), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the association's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. 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 executive committee and auditors**

The Association's Executive Committee are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) as set out on page 1.

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 properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. We also report to you if, in our opinion, the Association has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding the Executive Committee members' remuneration and transactions with the Association is not disclosed.

**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 Executive Committee 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 31st December 2013 and of its surplus for the year then ended.
- and have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992

Riverside House  
1-5 Como Street  
Romford  
Essex RM7 7DN

Dated 12/5/2014

  
David Belbin FCA  
Senior Statutory Auditor  
CBHC LLP  
Chartered Accountants  
Registered Auditors



## AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	<i>David Mark Barbin</i> For CBHC WP	
Name(s):	DAVID MARK BARBIN	
Profession(s) or Calling(s):	F.C.A.	
Address(es):	RIVERSIDE HOUSE 1-5 CORNE STREET ROMFORD RM7 7DN	
Date:	12 MAY 2014	
Contact name and telephone number:	DM BARBIN 01708 333303	

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