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- PRINT ON ONE SIDE ONLY

# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Employees Representatives
Year ended:	31 December 2012
List no:	CO/1264T/
Head or Main Office:	1 Scales Road London N17 9HB
Website address (if available)	<a href="http://www.employeesrepresentatives.com/">http://www.employeesrepresentatives.com/</a>
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	William John Spring
Telephone Number:	0208 3761454
Contact name for queries regarding	William John Spring
Telephone Number:	0208 3761454
E-mail:	william.spring@employeesrepresentatives.com

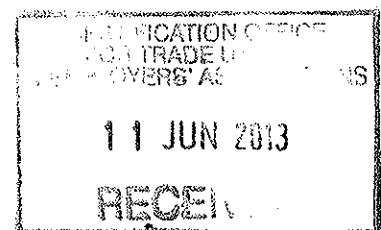
**PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.**

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

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

For Unions 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 Unions based in Scotland:  
Certification Office for Trade Unions and Employers' Associations  
Melrose House, 69a George Street, Edinburgh EH2 2JG



(Revised February 2011)

# RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	65	0	0	2	<b>67</b>
FEMALE	12	0	0	2	<b>14</b>
TOTAL	77	0	0	4	A <b>81</b>

Number of members included in totals box 'A' above for whom no home or authorised address is held:

	1
Number of members at end of year contributing to the General Fund	68

## OFFICERS IN POST

(see note 12)

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.

## RETURN OF 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
Hon Gen Secretary	Madhi Hasan	William J Spring	01 Nov 2012
Treasurer	Kurt Cody	John Patrick (acting)	15 December 2011
Chairman	Kadir Caferoglu	Office Dissolved	15 January 2012

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

**LIST OF OFFICERS OF EMPLOYEES REPRESENTATIVES**

<b>JOHN PATRICK</b>	<b>PRESIDENT</b>
<b>JEMMA HECHAVARIA</b>	<b>VICE-PRESIDENT</b>
<b>BARRY BLAKESLEY</b>	<b>EXECUTIVE DIRECTOR</b>
<b>WILLIAM SPRING</b>	<b>HONORARY GENERAL SECRETARY</b>
<b>AJAY PAMNEJA</b>	<b>WEB MASTER AND DIRECTOR OF ON LINE MARKETING</b>
<b>SEGA HABTOM</b>	<b>TRUSTEE</b>

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
From Members: Contributions and Subscriptions		4801
From Members: Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		
<b>Investment income (as at page 12)</b>		
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
<b>Total of other income (as at page 4)</b>		4801
	<b>TOTAL INCOME</b>	
<b>EXPENDITURE</b>		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		7198
Federation and other bodies (specify)		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	7198
Surplus (deficit) for year		(2397)
Amount of general fund at beginning of year		-
Amount of general fund at end of year		(2397)

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b> Fees Received		4801
<b>TOTAL FEDERATION AND OTHER BODIES</b>		4801
<b>Other income</b>		
<b>TOTAL OTHER INCOME</b>		
<b>TOTAL OF ALL OTHER INCOME</b>		4801

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	
		Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>		<b>Total (should agree with figure in General Fund)</b>	

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

FUND 3		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		







(see notes 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	Members contributions and levies			
	Investment income (as at page 12)			
	Other income (specify)			
		Total other income as specified		
		Total income		
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
			Total expenditure	
			Surplus (deficit) for year	
			Amount of political fund at beginning of year	
			Amount of political fund at the end of year (as Balance Sheet)	
		Number of members at end of year contributing to the political fund		
		Number of members at end of the year not contributing to the political fund		
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	Contributions and levies collected from members on behalf of central political fund			
	Funds received back from central political fund			
	Other income (specify)			
		Total other income as specified		
		Total income		
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
			Total expenditure	
			Surplus (deficit) for year	
			Amount held on behalf of trade union political fund at beginning of year	
			Amount remitted to central political fund	
		Amount held on behalf of central political fund at end of year		
		Number of members at end of year contributing to the political fund		
		Number of members at end of the year not contributing to the political fund		
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

# ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

	£
<b>Administrative Expenses</b>	
Remuneration and expenses of staff	
Salaries and Wages included in above	£
Auditors' fees	240
Legal and Professional fees	50
Occupancy costs	2985
Stationery, printing, postage, telephone, etc.	2158
Expenses of Executive Committee (Head Office)	720
Expenses of conferences	
Other administrative expenses (specify)	
Subscriptions	594
Sundry Expense	127
Travelling	
Canteen	90
Bank Charges	194
	40
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
<b>Total</b>	7198
Charged to:	
General Fund (Page 3)	
Fund (Account )	
Fund (Account )	

	Fund (Account )	
	Fund (Account )	
	<b>Total</b>	7198



# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
		Total investment income	
		Credited to:	
		General Fund (Page 3)	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	

# BALANCE SHEET as at 31 December 2012

(see notes 47 to 50)

Previous Year		£	£
	<b>Fixed Assets</b> (at page 14)		
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £ )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand		1857
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		1857
	<b>TOTAL ASSETS</b>		1857
	Fund (Account )		
	Fund (Account )		
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses		240
	Provisions		4254
	Other liabilities		
	<b>TOTAL LIABILITIES</b>		240 4254
	<b>TOTAL NET ASSETS</b>		1617 2997

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
	£	£				
<b>Cost or Valuation</b>						
At start of year						
Additions						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Accumulated Depreciation</b>						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Net book value at end of year</b>						
<b>Net book value at end of previous year</b>						



# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)		
Market Value of Quoted Investment		
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		

# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

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

# SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	4801		4801
From Investments			
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>			4801
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	7198		7198
<b>Funds at beginning of year</b> (including reserves)			—
<b>Funds at end of year</b> (including reserves)			-2397
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			1857
<b>Total Assets</b>			1857
<b>LIABILITIES</b>			
<b>Total Liabilities</b>			4254 <del>240</del>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			-2397 <del>1617</del>

# NOTES TO THE ACCOUNTS

(see notes 72 and 73)

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 instructions.

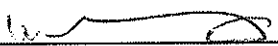
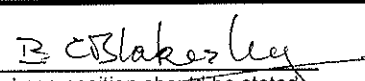
# ACCOUNTING POLICIES

(see notes 74 and 75)

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>WILLIAM J. SPRUNG</u> Date: <u>3rd June 2013</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>BARRY C. BLAKESLEY</u> <u>Executive Director</u> Date: <u>3rd June 2013</u>
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## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

# AUDITOR'S REPORT

(see notes 81 to 86)

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 83 and 84)

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 83)

YES/NO

If "No" please explain below.

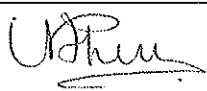
3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
- (See section 36(4) of the 1992 Act set out in rule 83)

YES/NO

If "No" please explain below.

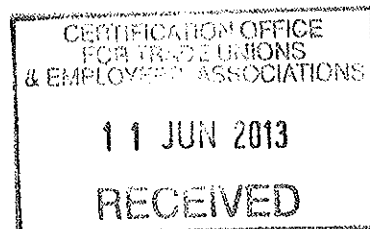
4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 85)

# AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	Phong Huynh	
Profession(s) or Calling(s):	Chartered Certified	
Address(es):	355a Barking Road East Ham London E6 1LA	
	<small>HT Accountants, ACCA 355a Barking Road, London, E6 1LA T: 0208 548 4604 F: 0871 918 4714</small>	
Date:	3/6/13	
Contact name and telephone number:	0208 548 4604.	

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

**EMPLOYEES REPRESENTATIVE  
AUDITED ACCOUNTS  
FOR THE PERIOD ENDED 31 DECEMBER 2012**





# EMPLOYEES REPRESENTATIVE

## MEMBERSHIP INFORMATION

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**Members**

Mr William John Spring  
Mr Barry Blakesley

**Auditors**

HT Accountants  
355a Barking Road  
East Ham  
London  
E6 1LA

**Business address**

1 Scales Road  
London  
N17 9HB

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# EMPLOYEES REPRESENTATIVE

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**EMPLOYEES REPRESENTATIVE  
MEMBERS' REPORT**  
*FOR THE PERIOD ENDED 31 DECEMBER 2012*

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The members present their report and financial statements for the year ended 31 December 2012.

**Principal activities**

The principal activity of the union continued to be that employee's representation.

**Members**

William J Spring

Barry Blakesley

**Auditors**

HT Accountants were appointed auditors to the union and a resolution proposing that they be re-appointed will be put at a General Meeting.

**Statement of member's responsibilities**

The members are responsible for preparing the Member's Report and the financial statements in accordance with applicable law and regulations.

Company law requires the members to prepare financial statements for each financial year. Under that law the members have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the members are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The members are responsible for keeping adequate accounting records that are sufficient to show and explain the union's transactions and disclose with reasonable accuracy at any time the financial position of the union. They are also responsible for safeguarding the assets of the union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**EMPLOYEES REPRESENTATIVE  
MEMBERS' REPORT (CONTINUED)  
FOR THE PERIOD ENDED 31 DECEMBER 2012**

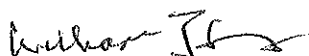
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**Statement of disclosure to auditors**

So far as the members are aware, there is no relevant audit information of which the union's auditors are unaware. Additionally, the members have taken all the necessary steps that they ought to have taken as members in order to make them aware of all relevant audit information and to establish that the union's auditors are aware of that information.

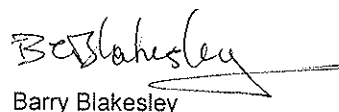
This report has been prepared in accordance with the special provisions relating to trade unions.

On behalf of the board



William J Spring

**Member**  
30 May 2013



Barry Blakesley

**Member**  
30 May 2013

# **EMPLOYEES REPRESENTATIVES INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF EMPLOYEES REPRESENTATIVES**

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## **Report of the Independent Auditors to the members of the Employees Representative**

We have audited the financial statements of The Employees Representative for the period ended 31 December 2012 on pages 5 to 6. These financial statements have been prepared under the historical cost convention.

This report is made solely to the union's members. Our audit work has been undertaken so that we might state to the 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 union and the union's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of the management committee**

The committee is responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

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 union has kept proper accounting records in accordance with the requirements of Section 28 of the Act, whether it has maintained a satisfactory system of control over its transaction and whether the accounts to which this report relates agree with the accounting records.

### **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 committee in the preparation of the financial statements.

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.

**EMPLOYEES REPRESENTATIVE  
INDEPENDENT AUDITORS' REPORT (CONTINUED)  
TO THE MEMBERS OF EMPLOYEES REPRESENTATIVE**

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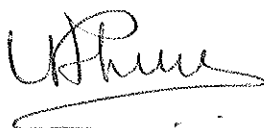
**Opinion**

In our opinion:

- the financial statements give a true and fair view of the state of the union's affairs as at 31 December 2012 and of its surplus for the period then ended;
- the financial statements have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.
- the Union has kept proper accounting records in accordance with Section 28 of the Act;
- the Union has maintained a satisfactory system of control over its transactions: and
- the accounts agree with the accounting records.

**Phong Huynh (Senior Statutory Auditor)**  
for and on behalf of HT Accountants

30 May 2013



**Chartered Certified Accountants  
Statutory Auditor**

**HT Accountants, ACCA**  
355a Barking Road, London, E6 1LA  
T: 0208 548 4604 F: 0871 918 4714

355a Barking Road  
East Ham  
London  
E6 1LA

# EMPLOYEES REPRESENTATIVE

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2012

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	£	2012 £
<b>Turnover</b>		
Fees receivable		4,801
<b>Cost of sales</b>		
Direct costs	720	
	<u>720</u>	
		<u>(720)</u>
<b>Gross profit</b>	85.00%	4,081
<b>Administrative expenses</b>		
Rent	1,560	
Rates	1,304	
Light and heat	121	
Printing, postage and stationery	524	
Telephone	1,634	
Travelling expenses	90	
Legal and prof fees	50	
Accountancy	240	
Bank charges	40	
Canteen	194	
Sundry expenses	127	
Subscriptions	594	
		<u>(6,478)</u>
<b>Operating loss</b>		<u><u>(2,397)</u></u>

# EMPLOYEES REPRESENTATIVE

## BALANCE SHEET

AS AT 31 DECEMBER 2012

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	Notes	2012 £	£
<b>Current assets</b>			
Cash at bank and in hand		1,857	
<b>Current liabilities</b>			
Accruals		<u>(240)</u>	
<b>Net current assets</b>			<u>1,617</u>
<b>Current accounts</b>	3		<u>1,617</u>

In accordance with the engagement letter dated 1 February 2012, we approve the accounts set out on pages 2 to 4. We acknowledge our responsibility for the accounts, including the appropriateness of the accounting basis as set out in note 1 to the accounts, and for providing HT Accountants with all information and explanations necessary for their compilation.

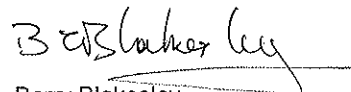
Date: 30 May 2013



William J Spring

**Member**

30 May 2013



Barry Blakesley

**Member**

30 May 2013



# EMPLOYEES REPRESENTATIVE

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2012

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### 1 Accounting policies

#### 1.1 Accounting convention

The financial information is compiled on an agreed accounting basis that:

- enables profits to be calculated such as to meet the requirements of Section 25 of the Income Tax (Trading and Other Income) Act 2005; and
- provides sufficient and relevant information to enable the completion of a tax return.

#### 1.2 Compliance with accounting standards

The financial information is not intended to achieve full compliance with the provisions of UK Generally Accepted Accounting Principles.

#### 1.3 Turnover

Turnover represents amounts receivable for services.

#### 1.4 Leasing

### 2 Profit and loss appropriation account

	2012	
	£	£
Net loss for the year		(2,397)
Divided as follows:		
William John Spring	(1,199)	
Barry Blakesley	<u>(1,198)</u>	
		<u>(2,397)</u>

### 3 Members' current accounts

	At 1 January 2012	Share of losses	Drawings	At 31 December 2012
	£	£	£	£
William John Spring	-	(1,199)	2,814	1,615
Barry Blakesley	-	(1,198)	1,200	<u>2</u>
	<u>-</u>	<u>(2,397)</u>	<u>4,014</u>	<u>1,617</u>

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