# **FORM AR27**

Trade Union and Labour Relations (Consolidation) Act 1992

# ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:	ASSOCIATION OF NEWSPAPER + MAGAZINE WHOLESALERS
Year ended:	2013.
List No:	826
Head or Main Office:	C/O SMITHS NEWS ROWAN HOUSE, CHERRY DRICHARD NORTH KEMBREY PARK SWINDON SNO 8UH
Website address (if available)	WWW.anmw.co.uk
Has the address changed during the year to which the return relates?	Yes / No (Tick as appropriate)
General Secretary:	HOWARD BIRCH
Contact name for queries regarding the completion of this return:	ANTHONY GINGELL
Telephone Number:	01793 563686
e-mail:	accounts@annus.co.vk.

PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN. Any difficulties or problems in the completion of this return should be directed to the Certification Office as below or by telephone to: 020 7210 3734

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

For Employers' Associations based in England and Wales: Certification Office for Trade Unions and Employers' Associations 22<sup>nd</sup> Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

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

# **RETURN OF MEMBERS**

(see note 9)

NUMBER OF MEMBERS AT THE END OF THE YEAR				
Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
3	)	0	3	7

# **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
TRUSTEE	MARK CASHMORE	JON BUNTING	01/04/12.

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		31 MARCH 2013	£	£
	INCOME		1	
173766	From Members	Subscriptions, levies, etc		758971
	Investment income	Interest and dividends (gross) Bank interest (gross) Other (specify)		
	Other income	Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)		
		TOTAL INCOME		158306
	EXPENDITURE	TOTAL MOONE		100111
	Administrative expen	202		
Ewras	rammondave expens	Remuneration and expenses of staff		
` `		Occupancy costs		
		Printing, Stationery, Post		
3500		Telephones Legal and Professional fees Miscellaneous (specify)	3,20	*.
54	Other charges	Bank charges	38	
800	3	Depreciation	605	
		Sums written off Affiliation fees		
25418		Donations	12000	
126		Conference and meeting fees		
		Expenses Misselfengeus (appoint)		
		Miscellaneous (specify)	192601	
122350		Leon on man		
0	Taxation			· 0
771799		TOTAL EXPENDITURE		2089ac
1967		Surptus/Deficit for year		(23)
1		Amount of fund at beginning of year		
76003 3800		Amount of fund at end of year		10000

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 2				Fund
ACCOUNT 2				Account
Name of			£	£
account:				
Income	pm 1		/	
	From members Investment income			
	Other income (specify)			
	Other meetine (openity)			
			/	
		/	Total Income	
			•	
Expenditure				
	Administrative expenses			
	Other expenditure (specify)			
	/	/	-	
	/	Tot	al Expenditure	
			icit) for the year	
	Amo		eginning of year	
	Amount of fund at the			
	Amount of igna at the	crid of year (as	Dalarice Officet)	
	/			
ACCOUNT 2				Eund
ACCOUNT 3				Fund Account
			r	Account
ACCOUNT 3  Name of account:			£	1
Name of			£	Account
Name of account:	From members		£	Account
Name of account:	Investment income		2	Account
Name of account:			£	Account
Name of account:	Investment income		£	Account
Name of account:	Investment income		£	Account
Name of account:	Investment income			Account
Name of account:	Investment income		£ Total Income	Account
Name of account:	Investment income			Account
Name of account: Income	Investment income			Account
Name of account:	Investment income Other income (specify)			Account
Name of account: Income	Investment income			Account
Name of account: Income	Investment income Other income (specify)  Administrative expenses			Account
Name of account: Income	Investment income Other income (specify)  Administrative expenses			Account
Name of account: Income	Investment income Other income (specify)  Administrative expenses		Total Income	Account
Name of account: Income	Investment income Other income (specify)  Administrative expenses		Total Income	Account
Name of account: Income	Other income (specify)  Administrative expenses Other expenditure (specify)	Surplus (De	Total Income  al Expenditure ficit) for the year	Account
Name of account: Income	Other income (specify)  Administrative expenses Other expenditure (specify)	Surplus (De	Total Income	Account

# 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)		
		/	
	<u>/ T</u>	otal Income	
Expenditure	Administrative expenses Other expenditure (specify)		
	/		
	/ –		
	· · · · · · · · · · · · · · · · · · ·	Expenditure	
	Surplus (Deficit)		
	Amount of fund at begin	nning of year	
	Amount of fund at the end of year (as Bal	lance Sheet)	
	/		
ACCOUNT 5			Fund Account
ACCOUNT 5  Name of account:		£	Fund Account
Name of		£	Account
Name of account:	From members Investment income Other income (specify)	£	Account
Name of account:	Investment income	£	Account
Name of account:	Investment income Other income (specify)	£	Account
Name of account:	Investment income Other income (specify)		Account
Name of account: Income	Investment income Other income (specify)		Account
Name of account:	Investment income Other income (specify)		Account
Name of account: Income	Investment income Other income (specify)  To		Account
Name of account: Income	Investment income Other income (specify)  To		Account
Name of account: Income	Investment income Other income (specify)  To  Administrative expenses Other expenditure (specify)		Account
Name of account: Income	Investment income Other income (specify)  To  Administrative expenses Other expenditure (specify)	otal Income	Account
Name of account: Income	Investment income Other income (specify)  Total E	otal Income  Expenditure ) for the year	Account

ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18) Fund **ACCOUNT 6** 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 [ 31 Mascot 2013 ] (see notes 19 and 20)

Previous Year	(occ notes to and 20)	£	£
605	Fixed Assets (as at page 11)		
	Investments (as per analysis on page 13)		
	Quoted (Market value £		
	Unquoted		
	<b>-</b>		
	Total Investments Other Assets		
9011	Sundry debtors		21660
71504	Cash at bank and in hand		2,660
	Stocks of goods		
	Others (specify)		
	Total of other		750.5
	assets		70347
81130	TO	TAL ASSETS	TOSET
Locas	Becomucated Fund (Account)		40120
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	Liabilities		
	Loans		
	Bank overdraft		
	Tax payable		
40977	Sundry creditors		30227
	Accrued expenses		(
	Provisions		
	Other liabilities		
rrpow	ТОТА	L LIABILITIES	30227
81120	то	ΓAL ASSETS	TOSCT
			, , ,

# **FIXED ASSETS ACCOUNT**

(see note 21)

Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
£	£	£	£
			proper .
	8000		8000
		***************************************	
	8000		Good
	0		0
	0		0
		THE PROPERTY OF THE PROPERTY O	
	Buildings	E E E Scool	Buildings Fittings Vehicles & Equipment  £ £ £ £ £  Coro

# **ANALYSIS OF INVESTMENTS**

(see note 22)

		Other Funds £
QUOTED	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	
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	

<sup>\*</sup> 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 controlling interest in any limited company?	ne association, have a	YES	NO
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRA' registered in England & registered)		
MOODDODATED	THE OVERS ACCOUNT	710310	
Are the shares which are controlled by the associ	MPLOYERS' ASSOCIA	TIONS	
association's name	ation registered in the	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 SHAREHO	LDERS	
UNINCORPORATED	EMPLOYERS ASSOCIA	ATIONS	
Are the shares which are controlled by the assoc	ation registered in the	YES:	NO
names of the association's trustees?		• *************************************	
If NO, state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME	NAMES OF SHAREHO	LDERS	
		tree tow I tow	
	.L		

# **SUMMARY SHEET**

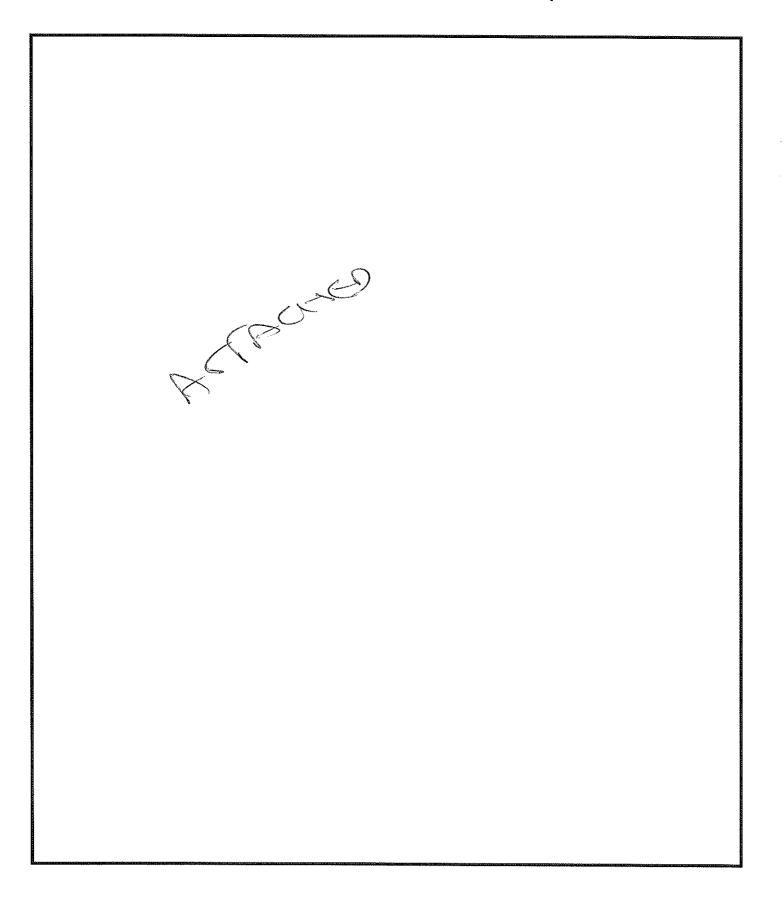
(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			from \$100 have \$
From Members	208971		J98611
From Investments			
Other Income (including increases by revaluation of assets)			
Total Income	208971		18005
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	508dar		J08991
Funds at beginning of year (including reserves)	LC0120		LC0120
Funds at end of year (including reserves)	LC0120		40120
ASSETS			
	Fixed Assets		
	Investment Assets		
	Other Assets		70367
		Total Assets	70347
LIABILITIES		Total Liabilities	70347
NET ASSETS (Total Assets less Tot	al Liabilities)		49120

# **NOTES TO THE ACCOUNTS**

(see note 36)

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



#### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2013

#### 1. ACCOUNTING POLICIES

#### Basis of preparation of accounts

The accounts are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

### Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office furniture, fixtures and equipment

25% reducing balance basis

Computer equipment

- 25% straight line basis

#### Deferred taxation

The charge for taxation takes into account taxation deferred as a result of timing differences between the treatment of certain items for taxation and accounting purposes. In general, deferred taxation is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

#### **Turnover**

Turnover represents the value of subscriptions and other services provided, stated net of Value Added Tax.

#### 2. <u>TURNOVER</u>

In the year to 31 March 2013, less than 1% (2012: less than 1%) of the Association's turnover was derived from markets outside the United Kingdom.

#### 3. OPERATING (DEFICIT)/SURPLUS

The operating (deficit)/surplus is stated after charging:

	<u>2013</u>	<u>2012</u>
	$\underline{\mathfrak{t}}$	$\underline{\mathfrak{t}}$
Depreciation of tangible fixed assets owned by the association	605	608
Auditors remuneration	3750	3500
Former Chairman's emoluments	1700 TO SERVICE STATE OF THE S	<u>14743</u>

#### 4. TAX ON SURPLUS ON ORDINARY ACTIVITIES

There is no charge to corporation tax for the year under review because of the loss incurred during the year, and because of losses incurred in previous years, which are available to offset against future profits. (2012: No tax liability).

### NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2013

5.	TANGIBLE FIXED ASSETS

5.	TANGIBLE FIXED ASSETS					
		Computer equipment	Office <u>equipment</u>	<u>Total</u>		
	<u>COST</u>	£	<u>£</u>	£		
	At 1 April 2012	3000	5000	8000		
	Additions Disposals	-	-	<u>-</u>		
	At 31 March 2013	3000	5000	8000		
	ACCUMULATED DEPRECIATION					
	At 1 April 2012	3000	4395	7395		
	Charge for the year	-	605	605		
	Disposals		<del></del>			
	At 31 March 2013	<u>3000</u>	<u>5000</u>	<u>8000</u>		
	NET BOOK VALUE					
	At 31 March 2013	£	£	£		
	At 31 March 2012	£	£_605	£ <u>605</u>		
6.	DEBTORS AND PREPAYMENTS					
	Due within one year:					
			<u>2013</u>	<u>2012</u>		
			£	£		
	Subscriptions and services		19629	7462		
	Taxation recoverable		<u>2031</u>	<u>1549</u>		
			£21660	£ 9011		
			<u></u>			
7	CREDITORS: Amounts falling due within one year		2012	2012		
			<u>2013</u>	<u>2012</u>		
			${f  au}$	£		
	Subscriptions received in advance		<u>-</u>	11000		
	Trade creditors		26475	26475		
	Accruals Corporation tax		3750 2	3500 2		
			£30227	£40977		

### **NOTES TO THE ACCOUNTS**

### FOR THE YEAR ENDED 31 MARCH 2013

### 8 <u>DEFERRED TAXATION</u>

There is no potential liability to deferred taxation (2012: Nil).

### 9. RECONCILIATION OF RESERVES

	Accumulated Reserves
	£
Balance at 1 April 2012 (Deficit) for the year	40143 (23)
Balance at 31 March 2013	£40120
	PPSANA and a second

## 10. <u>CONTINGENT LIABILITIES</u>

The Association assigned the lease for office premises occupied prior to 2008 to an unconnected third party, but will remain responsible for the rent, should the Assignee default on it's obligations to the Landlord. The Officers of the Association are confident that no claim will be made against the Association.

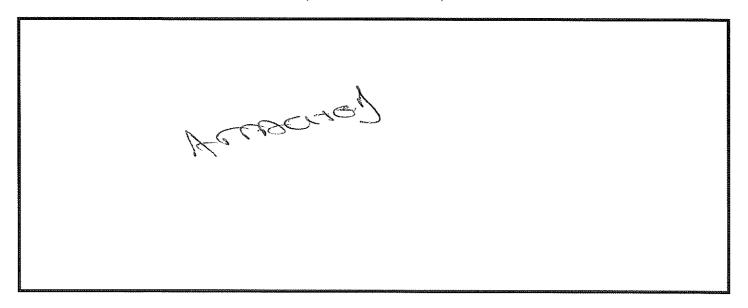
The Association had no other contingent liabilities at 31 March 2013 (2012: None)

### 11. CAPITAL COMMITMENTS

The Association had no capital commitments at 31 March 2013 (2012: None).

# **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: Name: I-loward B.Ren	Chairman's โดยราชา Signature: (or other official whose position should be stated) Name: โอเท เป็นทาเพล
 Date: 12 <sup>TH</sup> November 2013. 	Date: 12 <sup>TH</sup> Novémber 2013.

# **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 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)

#### YESANO

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/MO

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)

		CONTRACTOR
		***
	*	
Signature(s) of auditor or auditors:	Con Contraction	
Name(s):	C0012 G.801	
Profession(s) or Calling(s):	Accession Accession	
Address(es):	35 Brockers	
	(45) (25) (7060017) (7060017) 35 brockers	
Date:	30th September 2013	
Contact name and telephone number:	WINC CLOSS )	

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

#### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION

We have audited the accounts of The Association of Newspaper and Magazine Wholesalers for the year ended 31 March 2013 on pages 4 to 8. The accounts have been prepared in accordance with 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 Association's members, as a body, in accordance with Section 495 of the Companies Act 2006. 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 auditor's report and for no other purpose. To the fullest extend 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 Officers and Auditors

As described in the Statement of Officers' Responsibilities on page 1, the Association's officers are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards, (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements, including the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992, and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board (APB's) Ethical Standards for Auditors.

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the rules of the Association. We also report to you if, in our opinion, the Association has not kept proper accounting records or if we have not received all the information and explanations we require for our audit.

#### Scope of the Audit of the Accounts

We conducted our audit in accordance International Standard 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 accounts. It also includes an assessment of the significant estimates and judgements made by the officers in the preparation of the accounts, 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 accounts 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 accounts.

#### Opinion on Accounts

In our opinion, the accounts 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 31 March 2013 and of its loss for the year then ended.

### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ASSOCIATION (Continued)

### 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;
- The financial statements are not in agreement with the accounting records or returns;
- We have not received all the information and explanations we require for our audit, or
- The officers were not entitled to prepare the financial statements in accordance with the small companies regime.

MIKE GIBSON (Senior Statutory Auditor) For and on behalf of COOPER GIBSON

Chartered Accountants and

**Statutory Auditors** 

32 Parkfield Gardens Harrow Middlesex HA2 6JR

2013