### **FORM AR27**

Trade Union and Labour Relations (Consolidation) Act 1992

### ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:	The Malt Distillers Association of Scotland
Year ended:	31 August 2012
List No:	
Head or Main Office:	1 North Street Elgin IV30 1UA
Website address (if available)	
Has the address changed during the year to which the return relates?	Yes No ✔ (Tick as appropriate)
General Secretary:	Messrs. Grigor & Young
Contact name for queries regarding the completion of this return:	Neil Kilgour Ross/Doreen Murray
Telephone Number:	01343 544077
e-mail:	mdas@grigor-young.co.uk

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

Certified a True Copy of the Original

For Employers' Associations 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 note 9)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
Great Northern Irish (including Britain Ireland Republic Channel Islands) TOTALS					
24				24	

### **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
Management Committee	Douglas Reid	Alistair Longwell	14/11/12

### **REVENUE ACCOUNT/GENERAL FUND**

(see notes 11 to 16)

Previous Year			£	£
	INCOME			
21250	From Members	Subscriptions, levies, etc		45150
11		Interest and dividends (gross) Bank interest (gross) Other (specify)		6
100 3057 4	1	Rents received Thermal Discharges Insurance commission— Annual Dinner Consultancy fees RB Weir's Hist Book Sa Publications/Seminars Miscellaneous receipts (specify)	le	4331
24422		L		49487
		TOTAL INCOME		
00011	EXPENDITURE			
28369 87	+	Secretarial Expenses Remuneration and expenses of staff Occupancy costs Printing, Stationery, Post ages		14954 88
1327 264 3327		Felephones- Meets and Travel Exps		827 –
4369 - 7135	S	Miscellaneous (specify) -Audit Fee Annual Dinner ubs Chermal Discharges		3503 5674 1422
	Other charges E	Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Expenses Miscellaneous (specify)		
44878	Taxation			26460
	i axalion			26468
(00150)		TOTAL EXPENDITURE		
(20456)		Surplus/Deficit for year		23019
10000 (9866)		Corp Tax Trans from Other Rese Amount of fund at beginning of year	erves	(20322)
(20322)		Amount of fund at end of year	-	2697

### ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 2	SPORTS	Fund Account
Name of account:	£	£
Income	From members Golf Fees Investment income Other income (specify)	650
	Total Income	650
Expenditure	Administrative expenses - Sports Trophies Other expenditure (specify) Green Fees Catering	217 528 292
	Total Expenditure Surplus (Deficit) for the year	1037
	Amount of fund at beginning of year Amount of fund at the end of year (as Balance Sheet)	4011 3624

ACCOUNT 3		Fund Account
Name of account:	OTHER RESERVES £	£
Income Expenditure	From members Investment income Other income (specify)  Total Income  Administrative expenses Other expenditure (specify)	
	Total Expenditure	
	Surplus (Deficit) for the year Amount of fund at beginning of year	3000
	Amount of fund at the end of year (as Balance Sheet)	3000

### 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:	<b>£</b>	£
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:	£	£
Expenditure	From members Investment income Other income (specify)  Total Income  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 [ (see notes 19 and 20)

Previous Yea		es 19 and 20)	£	£
749	Fixed Assets (as at page 11)			749
	Investments (see a constitution	40)		
	Investments (as per analysis on p	page 13)		
	Quoted (Market value £	)		
	Unquoted			
		Total Investments		1.5
	Other Assets			
1301	Sundry debtors		2746	
13310	Cash at bank and in hand		<b>2</b> 1230	2
	Stocks of goods			
	Others (specify)	l l		
	assets	Total of other		23976
15360		TO	TAL ACCETO	0/705
	-	101	TAL ASSETS	24725
		Fund (Account)		
		Fund (Account)		
		Fund (Account)  Revaluation Reserve		
	Liabilities	Revaluation Reserve		
	Loans			
	Bank overdraft			
(28671)	Tax payable			(15404)
(=====	Sundry creditors			(13404)
	Accrued expenses Provisions			
	Other liabilities			
(20671)	Outernabilities	TOTAL	LIABILITIES	(4=10:)
(28671)	-		-	(15404)
15360		101	AL ASSETS	9321

### **FIXED ASSETS ACCOUNT**

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
COST OR VALUATION At start of period	£	£	£	£
Additions during period				
Less: Disposals during period				
Less: DEPRECIATION:				
Total to end of period			+	
BOOK AMOUNT at end of period		2.		
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
AS BALANCE SHEET				

### **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:			4
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
	MPLOYERS' ASSOCIA	TIONS	
Are the shares which are controlled by the 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 SHAREHOI	LDERS	
		TIONS	
	EMPLOYERS ASSOCIA	TIONS	
Are the shares which are controlled by the association's trustees?  If NO, state the names of the persons in whom the shares controlled by the association are registered.	ation registered in the	YES	NO
COMPANY NAME	NAMES OF SHAREHOL	DERS	
COMMITTEE TO THE TATE OF THE T	TO WILL OF OFFICE POLICE		

### **SUMMARY SHEET**

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £	
INCOME				
From Members			45150	
From Investments			6	
Other Income (including increases by revaluation of assets)			4981	
Total Income			50137	
EXPENDITURE (including decreases by revaluation of assets)				
Total Expenditure			27505	
Funds at beginning of year (including reserves)			(13311)	
Funds at end of year (including reserves)			9321	
ASSETS				
	Fixed Assets		749	
	Investment Assets			
	Other Assets		23976	
		Total Assets	24725	
LIABILITIES		Total Liabilities	(15404)	
NET ASSETS (Total Assets less Total	l Liabilities)		9321	

### **NOTES TO THE ACCOUNTS**

(see note 36)

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

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### **ACCOUNTING POLICIES**

(see notes 37 and 38)

PER ATTACHED PAPER

### SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature: Name: Gergor + Young	Chairman's Signature: (or other official whose position should be stated) Name: IAIN CAMPBELL
Date: 7(7) ひロ	

### **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.

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)

### THE MALT DISTILLERS' ASSOCIATION OF SCOTLAND

#### MANAGEMENT COMMITTEE

#### **PRESIDENT**

\*Campbell lain, Diageo Scotland Ltd.

### **VICE PRESIDENT**

Malcolm, Dennis, Glen Grant Ltd.

### **MANAGEMENT COMMITTEE**

Coull, Graham, The Glen Moray Distillery Ltd.

Lobar, Paul, John Dewar & Sons Ltd.

Longwell, Alistair, Beam Global UK Ltd.

McDonald, Alistair, Morrison Bowmore Distillers Ltd.

Macmillan, Ian, Burn Stewart Distillers plc

MacWilliam, Graham P., The Edrington Group

McIntosh, Ewen, Gordon & MacPhail

Miller, Keith, Daigeo Scotland Ltd

Nickerson, Stuart, Glenglassaugh Distillery

Sinclair, Derek, Inver House Distillers Ltd.

Smith, Sean, The Tomatin Distillery Co. Ltd.

Watts, Stuart, Wm. Grant & Sons Distillers Ltd.

Winchester, Alan John, Chivas Bros. Ltd.

\* During the year lain Campbell is to come off the Management Committee and is to be replaced by Sean Pritchard

### **AUDITOR'S REPORT**

(see notes 42 to 47)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

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)
	YESINO 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)
3.	Are the auditors or auditor of the opinion that the union has compiled 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 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)  (ESNO  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)

PER	ATTACHED PAPER	
Signature(s) of auditor or auditors:	Ritrans	
Name(s):	RITSONS	
Profession(s) or Calling(s):	charteed Accountants	
Address(es):	103 HIGH STREET ELGIN MORAY	*
Date:	20 December 12	
Contact name and telephone number:	01343-542611	

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

### THE MALT DISTILLERS ASSOCIATION OF SCOTLAND

### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31 AUGUST 2012

### 1. FUNDAMENTAL ACCOUNTING CONCEPT

The accounts have been drawn up on the going concern basis whereby the participants have confirmed that they will support the Association so that it will continue in operational existence for the foreseeable future.

### 2. ACCOUNTING POLICIES

### **Accounting convention**

The accounts are prepared under the historical cost convention.

#### **Fixed Assets**

Trophies are not depreciated as in the opinion of the Management Committee they are not considered to diminish in value with the passage of time. They are stated in the balance sheet at cost.

### **Cashflow statement**

The Association has adopted Financial Reporting Standard No 1 with the result that no cashflow statement has been produced since the Association falls within the exemptions specified in the Standard.

3. SUNDRY DEBTORS	2012 £	2011 £
Levies - Thermal Discharges Annual dinner Annual subscription Prepayment VAT refundable	1,084 1,050 98 457 57 2,746	1,084 - 217 - 1,301
4. BANK ACCOUNTS		
Golf Cash held by solicitors	3,353 17,877 21,230	2,969 10,341 13,310

### THE MALT DISTILLERS ASSOCIATION OF SCOTLAND

### NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 AUGUST 2012

5. CREDITORS	2012 £		2011 £
Secretarial fee Audit fee Accrued income Vat liability	11,954 3,000 450 15,404	( <del>-</del>	25,369 2,900 350 52 28,671
6. RESERVES	Revenue Account £	Sports Fund	Total £
Opening balance at 1 September 2011 Surplus/(Deficit) for year	(20,322) 23,019	4,011 (387)	(16,311) 22,632
Closing balance at 31 August 2012	2,697	3,624	6,321
7. OTHER RESERVES	Distillers Animal Feed Reserve £	Public Relations Reserve £	Total £
Balance at 1 September 2011 and 31 August 2012	1,000	2,000	3,000
8. RECONCILIATION OF MOVEMENTS IN MEMBERS' FUNDS	2012 £		2011 £
Surplus/(Deficit) for year (note 6) Opening members' funds	22,632 (13,311)		(20,456) 7,145
Closing members' funds	9,321		(13,311)

### 9. APB ETHICAL STANDARDS

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

#### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

#### THE MALT DISTILLERS ASSOCIATION OF SCOTLAND

#### YEAR ENDED 31 AUGUST 2012

We have audited the financial statements of The Malt Distillers Association of Scotland for the year ended 31 August 2012 on pages 4 to 8 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

The report is made solely to the association's members, as a body, in accordance with 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 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 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 MANAGEMENT COMMITTEE AND AUDITOR

As explained more fully in the Management Committee's Responsibilities Statement set out on page 1, the Management Committee are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors, including "APB Ethical Standard - Provisions Available for Small Entities", in the circumstances set out in note 9 to the financial statements.

#### 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 society's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the Management Committee and the overall presentation of the financial statements.

#### **OPINION**

In our opinion the financial statements:

- give a true and fair view of the state of the association's affairs as at 31 August 2012 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, and with the Trade Union and Labour Relations (Consolidation) Act 1992.

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

#### THE MALT DISTILLERS ASSOCIATION OF SCOTLAND (continued)

#### YEAR ENDED 31 AUGUST 2012

### 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 require us to report to you if, in our opinion:

- the association has not kept proper accounting records in accordance with the legislation;
- a satisfactory system of control over transactions have not been maintained by the association in accordance with the requirements of the legislation
- the accounts to which our report relates, and the balance sheet are not in agreement with the accounting records;
- we have not obtained all the information and explanations necessary for the purposes of our audit.

RITSONS Statutory Auditor Chartered Accountants 103 High Street

Ritran

ELGIN

Date 20 December 12