

DO NOT STAPLE  
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



(Revised February 2011)

## Scottish Decorators' Federation Officers in Post 2014

<i>Post Held</i>	<i>Name</i>	<i>Date in Post</i>
President	Kevin Shutt	20/03/14
Vice President	Barrie Nicolson	20/03/14
Junior Vice President	Donald McDonald	20/03/14
Honorary Treasurer	Ralph Skene	20/03/14

---

*The National Council members listed below hold no post*

Mr Derek Clark

Mr Brendan Keenan

Mr Murray Stewart

Mr Jim Mitchell

Ms Kate Henderson

Mr Andrew Orr

Mr Eric Rasmussen

Mr Brian Milne

Mr David MacDonald

Mr Mark Johnston

Mr David Torry

Mr Ewan Bannerman

Mr Graeme Mackison

Mr Archie Paterson

Mr Malcom McDonald

# 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
295				295

## 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	Derek J Clark	Kevin Shutt	20 March 2014
Vice President	Kevin Shutt	Barrie Nicolson	20 March 2014
Junior Vice President	Barrie Nicolson		20 March 2014
Honorary Treasurer		Ralph Skene	20 March 2014

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
184,360	From Members	Subscriptions, levies, etc	179,135	
4,543	Investment income	Interest and dividends (gross)	5,894	
8,899		Bank interest (gross)	9,626	
24,849		Other (specify)	26,947	221,602
20,614	Other income	Rents received	16,362	
5,662		Miscellaneous receipts - sundry	6,818	23,180
248,927	<b>TOTAL INCOME</b>			244,782
	<b>EXPENDITURE</b>			
	Administrative expenses			
104,475		Remuneration and expenses of staff	107,460	
20,183		Occupancy costs	19,268	
13,839		Printing, Stationery, Post	11,645	
931		Telephones	220	
9,355		Legal and Professional fees	23,207	
8,681		Miscellaneous- computer costs	3,652	
6,000		Subscriptions	6,033	
1,088		Advertising	430	171,915
111	Other charges	Bank charges	110	
23,524		Depreciation	20,545	
5,677		Motor expenses	6,082	
1,155		Hire purchase interest	2,648	
3,306		Leasing	3,237	
5,973		Donations	4,140	
2,580		Conference and meeting fees	4,130	
4,702		Expenses	4,805	
3,148		Miscellaneous - sundries	3,052	
(23,850)		Gain on fixed asset investment	(10,351)	
-		Gain on sale of tangible fixed assets	(6,749)	31,649
5,557	Taxation			5,493
	<b>TOTAL EXPENDITURE</b>			209,057
	Surplus/Deficit for year			35,725
	Amount of fund at beginning of year			1,083,532
	Amount of fund at end of year			1,119,257

**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)

ACCOUNT 4		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 5		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 6</b>		<b>Fund Account</b>	
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)		

<b>ACCOUNT 7</b>		<b>Fund Account</b>	
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 31 December 2013

(see notes 19 and 20)

Previous Year		£	£
443,360	<b>Fixed Assets</b> (as at page 11)		447,361
	<b>Investments</b> (as per analysis on page 13)		
443,565	Quoted (Market value £489,986)	489,986	
	Unquoted		
	<b>Total Investments</b>		489,986
	<b>Other Assets</b>		
14,672	Sundry debtors	18,580	
245,433	Cash at bank and in hand	231,004	
1,263	Stocks of goods	632	
	Others (specify)		
	<b>Total of other</b>		250,216
	<b>assets</b>		
1,148,293		<b>TOTAL ASSETS</b>	1,187,563
787,699	Fund (General)		810,224
151,733	Fund (Apprentice Registration)		158,333
121,050	Fund (Training)		124,350
23,050	Fund (Training Certification)		26,350
	<b>Liabilities</b>		
11,911	Loans	27,323	
	Bank overdraft		
9,139	Tax payable	7,774	
15,471	Sundry creditors	12,692	
28,240	Accrued expenses	20,517	
	Provisions		
	Other liabilities		
64,761		<b>TOTAL LIABILITIES</b>	68,306
1,148,293		<b>TOTAL ASSETS</b>	1,187,563



## FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	486,945	56,032	58,656	601,633
Additions during period			33,796	33,796
Less: Disposals during period			37,003	37,003
Less: DEPRECIATION:				
At start of period	58,434	56,032	43,807	158,273
Charge for period	9,738	-	10,806	20,544
Eliminated on disposal	-	-	(27,752)	(27,752)
Total to end of period	68,172	56,032	26,861	151,065
<b>BOOK AMOUNT at end of period</b>	<b>418,773</b>	<b>-</b>	<b>28,588</b>	<b>447,361</b>
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>	<b>418,773</b>	<b>-</b>	<b>28,588</b>	<b>447,361</b>

# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
<b>QUOTED</b>	British Government & British Government Guaranteed Securities	164,019
	British Municipal and County Securities	
	Other quoted securities:	
	Aberforth Smaller Companies	15,878
	Alliance Monthly Income	51,058
	BNY Mellon BGI Higher Inc	11,263
	Banker Investment Trust	13,689
	City of London	12,852
	Henderson Far East Income	9,970
	Murray Income Trust	28,332
	Sarasin Intl Equity	10,644
	Standard Life Corp Bond	53,954
	Blackrock Commodities	6,922
	HICL Infrastructure Co	11,621
	JP Morgan American IT	13,101
	Murray International Trust	10,520
	RIT Capital Partner	10,080
	F&C Commercial Property Trust	8,435
Standard Life Global IL Bond	34,376	
S&W Short Dated Corp. BdB	23,272	
	<b>*Market Value of Quoted Investments</b>	<b>489,986</b>
<b>UNQUOTED</b>	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted securities (to be specified)	
		<b>TOTAL QUOTED (as Balance Sheet)</b>
	<b>*Market Value of Unquoted Investments</b>	

\* 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
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>			
Are the shares which are controlled by the association registered in the association's name		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>			
Are the shares which are controlled by the association registered in the names of the association's trustees?		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	179,135		179,135
From Investments	15,520		15,520
Other Income (including increases by revaluation of assets)	50,127		50,127
<b>Total Income</b>	244,782		244,782
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	209,057		209,057
<b>Total Expenditure</b>	209,057		209,057
<b>Funds at beginning of year</b> (including reserves)	1,083,532		1,083,532
<b>Funds at end of year</b> (including reserves)	1,119,257		1,119,257
<b>ASSETS</b>			
Fixed Assets			447,361
Investment Assets			489,986
Other Assets			250,216
		<b>Total Assets</b>	1,187,563
<b>LIABILITIES</b>		<b>Total Liabilities</b>	(68,306)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			1,119,257

# NOTES TO THE ACCOUNTS

(see note 36)

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

## 1. ACCOUNTING POLICIES

### Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008).

### - Subscriptions

Subscription income represents the amounts received for membership of the federation from individual members and branches excluding VAT.

### - Investments

Listed investments are included at market value based on the closing middle market prices at the balance sheet date.

### - Operating Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

### - Hire Purchase Agreements

Assets held under hire purchase agreements are capitalised and disclosed under tangible fixed assets at their fair value. The capital element of the future payments is treated as a liability and the interest is charged to the profit and loss account on a straight line basis.

### - Pensions

The association operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the association. The annual contributions payable are charged to the profit and loss account.

### - Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold Property	-2% on cost
Fixture and fittings	-20% on cost
Motor vehicles	-25% on cost
Computer equipment	-20% on cost

## 2. SUNDRY INCOME

	2013	2012
	£	£
Donations	-	-
Publications	6,982	1,469
SCORE receipts	483	3,407
Online filing incentive	-	-
SPADAC registration fees	-	-
ID cards	-	38
Social events	-	-
Retail of T shirts	-	-
Speirs & Jeffrey equalisation proceeds	-	-
Room hire	-	-
Sponsorship of Board meetings	(667)	1,666
SDNTG recharges	20	-
	<u>6,818</u>	<u>6,580</u>

### 3. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 January 2013	486,945	56,032	37,354	21,302	601,633
Additions	-	-	31,705	2,091	33,796
Disposals	-	-	(37,003)	-	(37,003)
At 31 December 2013	<u>486,945</u>	<u>56,032</u>	<u>32,056</u>	<u>23,293</u>	<u>598,426</u>
<b>DEPRECIATION</b>					
At 1 January 2013	58,434	56,032	28,191	15,616	158,273
Charge for year	9,738	-	7,838	2,968	20,544
Eliminated on disposal	-	-	(27,752)	-	(27,752)
At 31 December 2013	<u>68,172</u>	<u>56,032</u>	<u>8,277</u>	<u>18,584</u>	<u>151,065</u>
<b>NET BOOK VALUE</b>					
At 31 December 2013	<u>418,773</u>	<u>-</u>	<u>23,779</u>	<u>4,809</u>	<u>447,361</u>
At 31 December 2012	<u>428,511</u>	<u>-</u>	<u>9,163</u>	<u>5,686</u>	<u>443,360</u>

#### Hire Purchase agreements

Included within the net book value of £447,361 is £23,779 (2012 - £9,251) relating to assets held under hire purchase agreements. The depreciation charged to the financial statements in the year in respect of these assets amounted to £7,838 (2012 - £9,251).

### 4. MOVEMENT IN FUNDS

	At 1/1/13 £	Net movement in funds £	At 31/12/13 £
<b>Unrestricted funds</b>			
General Fund	787,699	22,525	810,224
Apprentice Registration Fund	151,733	6,600	158,333
Training Fund	121,050	3,300	124,350
Training Certification Programme	<u>23,050</u>	<u>3,300</u>	<u>26,350</u>
<b>TOTAL FUNDS</b>	<u>1,083,532</u>	<u>35,725</u>	<u>1,119,257</u>

5. **FIXED ASSET INVESTMENTS**

	Listed investments £
<b>MARKET VALUE</b>	
At 1 January 2013	443,565
Additions	36,070
Disposals	-
Revaluations	<u>10,351</u>
At 31 December 2013	<u>489,986</u>
 <b>NET BOOK VALUE</b>	
At 31 December 2013	<u>489,986</u>
At 31 December 2012	<u>443,565</u>

Investments are at market value as at 31 December 2013 as valued by Speirs and Jeffrey Stockbrokers.

6. **STOCKS**

	2013 £	2012 £
Stocks	<u>632</u>	<u>1,263</u>

7. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013 £	2012 £
Trade debtors	3,871	6,106
Other debtors	<u>14,709</u>	<u>8,506</u>
	<u>18,580</u>	<u>14,672</u>

8. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013 £	2012 £
Hire purchase	7,997	7,941
Trade creditors	12,692	15,470
Taxation and social security	7,774	9,139
Other creditors	<u>20,517</u>	<u>28,240</u>
	<u>48,980</u>	<u>60,790</u>

**9. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2013	2012
	£	£
Hire purchase	<u>19,326</u>	<u>3,970</u>

**10. DONATIONS**

Donations totalling £4,140 were made to the British Decorators Federation during the year.

**11. TAXATION: ANALYSIS OF THE TAX CHARGE**

The tax charge for the year was as follows:

	2013	2012
	£	£
Current Tax:		
UK Corporation Tax	<u>4,848</u>	<u>5,712</u>



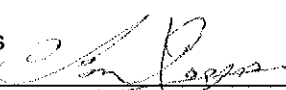
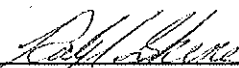
# ACCOUNTING POLICIES

(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></u> Name: <u>John Pappas</u> Date: <u>5-5-2014</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>RALPH SHENE</u> Date: <u>9/5/2014</u>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 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.

We have audited the financial statements of Scottish Decorators' Federation for the year ended 31 December 2013 on pages five to ten. The financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the members of the association, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 2004. 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 the National Council and auditors**

The management committee's responsibilities for preparing the Report of the National Council and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page two.

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 prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 2004. We also report to you if, in our opinion, the information given in the Report of the National Council is not consistent with those financial statements, if the association has not kept proper accounting records, if the financial statements are not in agreement with these accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Report of the National Council and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **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 association 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 31 December 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- the financial statements have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 2004.

## AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	<i>Ellen Watts</i>	
Name(s):	French Duncan LLP	
Profession(s) or Calling(s):	Chartered Accountants and Registered Auditors	
Address(es):	Macfarlane Gray House Castlecraig Business Park Springbank Road, Stirling FK7 7WT	
Date:	25 <sup>th</sup> April 2014	
Contact name and telephone number:	01786 451745	

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