

- DO NOT STAPLE  
- 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:

Balfour Beatty Group Staff Association

Year ended:

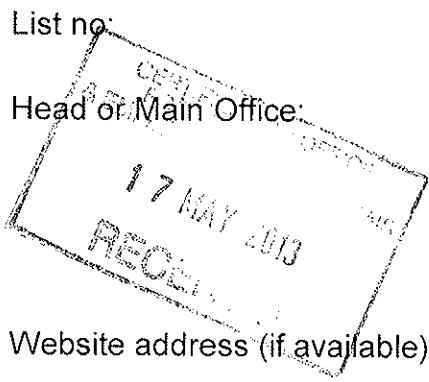
31<sup>st</sup> December 2012

List no:

410T

Head or Main Office:

Balfour Beatty Group Staff Association  
West Service Road  
Raynesway  
Derby  
DE21 7BG



Website address (if available)

None

Has the address changed during the year to which the return relates?

Yes



No



(Click the appropriate box)

General Secretary:

Susan West

Telephone Number:

07772 020 249

Contact name for queries regarding

Darren Cordner

Telephone Number:

0131 311 5687

E-mail:

Darren.cordner@balfourbeatty.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	1961			2	<b>1963</b>
FEMALE	615			1	<b>616</b>
TOTAL	2576			3	A <b>2579</b>

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

0
---

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

2579
------

## 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
General Secretary	Richard G Hannant	Susan West	1 <sup>st</sup> December 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:

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		32,478.00
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		32,478.00
<b>Investment income (as at page 12)</b>		5.96
<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>		
	<b>TOTAL INCOME</b>	32,483.96
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		28,761.13
<b>Administrative expenses (as at page 10)</b>		7,524.75
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	36,285.88
Surplus (deficit) for year		(3,801.92)
Amount of general fund at beginning of year		65,704.84
Amount of general fund at end of year		61,902.92

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

(see notes 19 and 20)

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

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues - Membership Legal Fees	8,901.29	<b>brought forward</b> Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications - Diaries & Mousemats	12,463.04	Salary Costs	
Advisory Services		Other Benefits and Grants (specify) - Legal Advice Cards	7,396.80
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>	<b>21,364.33</b>	<b>Total (should agree with figure in General Fund)</b>	<b>28,761.13</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 24 and 25)

FUND 4		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 5		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 24 and 25)

FUND 6		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 7		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>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>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		1,962.00
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		4,370.95
Expenses of Executive Committee (Head Office)		1,141.80
Expenses of conferences		
Other administrative expenses (specify)		
- Charity Donations		50.00
 <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>	7,524.75
Charged to:	General Fund (Page 3)	7,524.75
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	Fund (Account )	
	<b>Total</b>	7,524.75

## ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contribution s £	Other Benefits		
				Description	Value £	

# 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)			
<b>Total investment income</b>			
Credited to:			
		General Fund (Page 3)	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
<b>Total Investment Income</b>			

# BALANCE SHEET as at 31<sup>st</sup> Dec 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		
77,581.22	Cash at bank and in hand		64,708.52
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		64,708.52
77,581.22	<b>TOTAL ASSETS</b>		64,708.52
	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		
(11,876.38)	Sundry creditors		(2,805.60)
	Accrued expenses		
	Provisions		
	Other liabilities		
	<b>TOTAL LIABILITIES</b>		(2,805.60)
65,704.84	<b>TOTAL ASSETS</b>		61,902.92

# 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 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	32,478.00		32,478.00
From Investments	5.96		5.96
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	32,483.96		32,483.96
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	36,285.88		36,285.88
<b>Funds at beginning of year</b> (including reserves)	65,704.84		65,704.84
<b>Funds at end of year</b> (including reserves)	62,898.92		61,902.92
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			64,708.52
<b>Total Assets</b>			64,708.52
<b>LIABILITIES</b>			
<b>Total Liabilities</b>			(2,805.60)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			61,902.92

# 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)

<p><b>1. ACCOUNTING POLICIES</b></p> <p><b>Basis of accounting</b></p> <p>The financial statements have been prepared under the historical cost convention and are in accordance with applicable law and the Financial Reporting Standard Accounting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).</p> <p><b>Value Added Tax</b></p> <p>The Association is not registered for VAT and accordingly expenditure includes VAT where applicable.</p> <p><b>Fixed Assets</b></p> <p>Items of equipment costing under £1,000 are written off to the income and expenditure account in the year of acquisition. Items costing more than £1,000 will be capitalised and depreciated over their estimated useful lives.</p>
---

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

<p>Secretary's Signature: <u><i>S. West</i></u></p> <p>Name: SUSAN WEST</p> <p>Date: <u>10 - APR - 2013</u></p>	<p>Chairman's Signature: <u><i>B. Rimmer</i></u> (or other official whose position should be stated)</p> <p>Name: BARRY RIMMER</p> <p>Date: <u>10 - APR - 2013</u></p>
---	--

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

SEE ATTACHED DOCUMENT

Signature(s) of auditor or auditors:	Alexander Sloan	
Name(s):	ALEXANDER SLOAN	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS	
Address(es):	1 ATHOLL PLACE EDINBURGH EH3 8HP	
Date:	3 MAY 2013	
Contact name and telephone number:	ALAN CUMMINGHAM 0141 204 8989	

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

## **BALFOUR BEATTY GROUP STAFF ASSOCIATION**

### **Independent auditors' report to the members of the Balfour Beatty Group Staff Association**

We have audited the financial statements of Balfour Beatty Group Staff Association for the year ended 31 December 2012 which comprise the income and expenditure account, the balance sheet and related notes. The financial reporting framework that has been applied in their preparation is applicable law and 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 members of the Association, as a body, in accordance with Section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in the 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.

### **Statement of the Central Staff Committee's Responsibilities**

The Central Staff Committee is responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to trade unions, the Trade Union and Labour Relations (Consolidation) Act 1992, requires the Central Staff Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and which explain its transactions. In preparing these financial statements, giving a true and fair view, the Central Staff Committee is required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The Central Staff Committee is responsible for keeping proper accounting records with respect to the Association's transactions and its assets and liabilities and maintaining a satisfactory system of control of its accounting records, its cash holdings and all its receipts and remittances. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Respective responsibilities of the Central Staff Committee and the Auditors**

As explained more fully in the statement of the Central Staff Committee's responsibilities, the Central Staff Committee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under Section 33 of the Trade Union and Labour Relations (Consolidation) Act 1992 and report in accordance with that Act. 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.

### **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 Association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Central Staff Committee; and the overall presentation of the financial statements.

**BALFOUR BEATTY GROUP STAFF ASSOCIATION**

**Independent auditors' report to the members of the Balfour Beatty Group Staff Association  
(continued)**

**Opinion**

In our opinion, the financial statements:

give a true and fair view of the state of the Association's financial affairs as at 31 December 2012 and of its transactions in the year then ended, and  
have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and  
have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 and the Constitution.

**Matters on which we are required to report by exception**

In respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- the Association has not kept proper accounting records; or
- it has not maintained a satisfactory system of control over its transactions; or
- if the accounts to which the annual return relates do not agree with the accounting records;  
or
- if we have not received all the information and explanations we require for our audit.

We have nothing to report.

*Alexander Sloan*

Alexander Sloan  
Chartered Accountants & Registered Auditors  
1 Atholl Place  
Edinburgh EH3 8HP

3 May 2013

**BALFOUR BEATTY GROUP**  
**STAFF ASSOCIATION**  
**ACCOUNTS FOR THE YEAR ENDED**  
**31 DECEMBER 2012**

CERTIFICATION PERIOD  
17 MAY 2013  
RECEIVED



**BALFOUR BEATTY GROUP STAFF ASSOCIATION**

**INCOME & EXPENDITURE ACCOUNT**

**FOR THE 12 MONTH(S) TO 31 DECEMBER 2012**

<u>Year 2011</u>	<u>Income</u>	<u>Year 2012</u>	<u>Year 2011</u>	<u>Expenditure</u>	<u>Year 2012</u>
35,620.05	Subscriptions	32,478.00	5,966.91	Legal Fees	8,901.29
5.78	Interest	5.96	4,556.09	Printing	4,370.95
			7,526.40	Legal Advisor Cards	7,396.80
			936.00	Audit	1,962.00
			480.00	AGM	-
			14,660.38	Diaries & Mousemats	12,463.04
			1,271.63	Secretarial	1,141.80
			200.00	Charity	50.00
			28.42	Surplus(deficit)	(3,801.92)
<u>35,625.83</u>		<u>32,483.96</u>	<u>35,625.83</u>		<u>32,483.96</u>

-

**BALFOUR BEATTY GROUP STAFF ASSOCIATION**

**BALANCE SHEET**

**FOR THE 12 MONTH(S) TO 31 DECEMBER 2012**

<u>31/12/2011</u>	<u>Assets</u>	<u>2012</u>
-	<u>Debtor</u>	-
-	<u>Pre-Payment</u>	-
(11,876.38)	<u>Creditor</u>	(2,805.60)
	<u>Cash at Bank</u>	
77,581.22	Nationwide Building Society	64,708.52
<u>65,704.84</u>	<u>Net Assets</u>	<u>61,902.92</u>
	<u>Capital Fund</u>	
65,676.42	As at 1st January 2012	65,704.84
<u>28.42</u>	Surplus for year as per Income & Expenditure Account	<u>(3,801.92)</u>
<u>65,704.84</u>	<u>Total Funds</u>	<u>61,902.92</u>

J B RIMMER, CHAIRMAN



D J CORDNER, HON. TREASURER



S WEST, GEN SECRETARY



17 April 2013

## **BALFOUR BEATTY GROUP STAFF ASSOCIATION**

### **Notes to the financial statements**

**For the year to 31 December 2012**

#### **1. ACCOUNTING POLICIES**

##### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable law and the Financial Reporting Standard Accounting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

##### **Value Added Tax**

The Association is not registered for VAT and accordingly expenditure includes VAT where applicable.

##### **Fixed Assets**

Items of equipment costing under £1,000 are written off to the income and expenditure account in the year of acquisition. Items costing more than £1,000 will be capitalised and depreciated over their estimated useful lives.

## **BALFOUR BEATTY GROUP STAFF ASSOCIATION**

### **Independent auditors' report to the members of the Balfour Beatty Group Staff Association**

We have audited the financial statements of Balfour Beatty Group Staff Association for the year ended 31 December 2012 which comprise the income and expenditure account, the balance sheet and related notes. The financial reporting framework that has been applied in their preparation is applicable law and 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 members of the Association, as a body, in accordance with Section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in the 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.

### **Statement of the Central Staff Committee's Responsibilities**

The Central Staff Committee is responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to trade unions, the Trade Union and Labour Relations (Consolidation) Act 1992, requires the Central Staff Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and which explain its transactions. In preparing these financial statements, giving a true and fair view, the Central Staff Committee is required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The Central Staff Committee is responsible for keeping proper accounting records with respect to the Association's transactions and its assets and liabilities and maintaining a satisfactory system of control of its accounting records, its cash holdings and all its receipts and remittances. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Respective responsibilities of the Central Staff Committee and the Auditors**

As explained more fully in the statement of the Central Staff Committee's responsibilities, the Central Staff Committee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under Section 33 of the Trade Union and Labour Relations (Consolidation) Act 1992 and report in accordance with that Act. 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.

### **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 Association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Central Staff Committee; and the overall presentation of the financial statements.

**BALFOUR BEATTY GROUP STAFF ASSOCIATION**

**Independent auditors' report to the members of the Balfour Beatty Group Staff Association  
(continued)**

**Opinion**

In our opinion, the financial statements:

give a true and fair view of the state of the Association's financial affairs as at 31 December 2012 and of its transactions in the year then ended, and  
have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and  
have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 and the Constitution.

**Matters on which we are required to report by exception**

In respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- the Association has not kept proper accounting records; or
- it has not maintained a satisfactory system of control over its transactions; or
- if the accounts to which the annual return relates do not agree with the accounting records;  
or
- if we have not received all the information and explanations we require for our audit.

We have nothing to report.

Alexander Sloan  
Chartered Accountants & Registered Auditors  
1 Atholl Place  
Edinburgh EH3 8HP

*Alexander Sloan*

3 May 2013