

DO NOT STAPLE  
PRINT ON ONE SIDE ONLY

# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

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## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

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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)

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THE ASSOCIATION OF NEWSPAPER AND MAGAZINE WHOLESALERS

STATEMENT OF OFFICERS AND THEIR RESPONSIBILITIES

The Association requires its officers to prepare accounts for each financial year which give a true and fair view of the state of affairs of the association and of the surplus or deficit of the association for the period. The officers have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). In preparing these accounts, the officers are required to:

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

The officers are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the association. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure of information to auditors

The officers of the association who held office at the date of approval of these accounts confirm that:

So far as they are aware, there is no relevant audit information (information needed by the auditors in connection with preparing this report) of which the auditors are unaware; and

They have taken all the steps that they ought to have taken as officers in order to make themselves aware of any relevant audit information and to establish that the association's auditors are aware of that information.

Officers

The officers representing the association as at 31 March 2015 were as follows:

Trustees:

Mark Cashmore, Smiths News  
David Cooke, Menzies Distribution

Management Committee:

Howard Birch, Smiths News (Chairman)  
Iain MaDowell, Menzies Distribution  
Mark Charlton, Smiths News  
David Cooke, Menzies Distribution



## 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	1	-	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

*Nil.*

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

4/12 31.3.15

Previous Year		£	£
	<b>INCOME</b>		
81385	From Members                      Subscriptions, levies, etc		64452
	Investment income    Interest and dividends (gross) Bank interest (gross) Other (specify)		
	Other income            Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)		40941
47607	<i>UBN Scheme</i>		
128992	<b>TOTAL INCOME</b>		105393
	<b>EXPENDITURE</b>		
	Administrative expenses		
	Remuneration and expenses of staff Occupancy costs Printing, Stationery, Post Telephones Legal and Professional fees Miscellaneous (specify)		3750
3750			
	Other charges		
	Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Expenses Miscellaneous (specify)	22	
32			
12000		11000	
108817		89451	100473
0	Taxation		0
	<b>TOTAL EXPENDITURE</b>		104223
124599	Surplus/Deficit for year		1170
4393			
40120	Amount of fund at beginning of year		44513
44513	Amount of fund at end of year		45683

**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)

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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)			

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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)

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ACCOUNT 6		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)			

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ACCOUNT 7		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)			

**BALANCE SHEET AS AT [ 31 MARCH 2015 ]**  
(see notes 19 and 20)

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Previous Year		£	£
-	<b>Fixed Assets</b> (as at page 11)		-
	<b>Investments</b> (as per analysis on page 13)		-
-	Quoted (Market value £ )		-
-	Unquoted		-
	<b>Total Investments</b>		-
	<b>Other Assets</b>		
17089	Sundry debtors	17899	
80351	Cash at bank and in hand	71961	
	Stocks of goods		
	Others (specify)		
	<b>Total of other</b>		89860
	<b>assets</b>		
97440		<b>TOTAL ASSETS</b>	89860
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Revaluation Reserve	
	<b>Liabilities</b>		
	Loans		
	Bank overdraft		
	Tax payable		
47927	Sundry creditors		446177
	Accrued expenses		
	Provisions		
	Other liabilities		
47927		<b>TOTAL LIABILITIES</b>	446177
44513		<b>TOTAL ASSETS</b>	45683



## FIXED ASSETS ACCOUNT

(see note 21)

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	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period		8000		8000
Additions during period				
Less: Disposals during period				
Less: DEPRECIATION:				
Total to end of period		8000		8000
<b>BOOK AMOUNT at end of period</b>		Nil		Nil
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>		Nil		Nil

# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
<b>QUOTED</b>	British Government & British Government Guaranteed Securities	
	British Municipal and County Securities	
	Other quoted securities (to be specified)	
	<b>TOTAL QUOTED (as Balance Sheet)</b>	
	<b>*Market Value of Quoted Investments</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	<input checked="" type="radio"/> 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.		N/A	
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.		N/A	
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	64452		64452
From Investments			
Other Income (including increases by revaluation of assets)	40941		40941
<b>Total Income</b>	105393		105393
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	104223		104223
<b>Funds at beginning of year</b> (including reserves)	44513		44513
<b>Funds at end of year</b> (including reserves)	45683		45683
<b>ASSETS</b>			
Fixed Assets			-
Investment Assets			-
Other Assets			89860
		<b>Total Assets</b>	89860
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	44177
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			45683

# NOTES TO THE ACCOUNTS

(see note 36)

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

ATTACHED

THE ASSOCIATION OF NEWSPAPER AND MAGAZINE WHOLESALERS

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

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. TURNOVER

In the year to 31 March 2015, less than 1% (2014 : less than 1%) of the Association's turnover was derived from markets outside the United Kingdom.

3. OPERATING SURPLUS

The operating surplus is stated after charging:

	<u>2015</u>	<u>2014</u>
	<u>£</u>	<u>£</u>
Auditors remuneration	<u>£3750</u>	<u>£3750</u>

4. TAX ON SURPLUS ON ORDINARY ACTIVITIES

There is no charge to corporation tax for the year under review because of losses incurred in previous years, which are available to offset against future profits. (2014 : No tax liability).

THE ASSOCIATION OF NEWSPAPER AND MAGAZINE WHOLESALERS

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

5. TANGIBLE FIXED ASSETS

	<u>Computer equipment</u>	<u>Office equipment</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>COST</u>			
At 1 April 2014	3000	5000	8000
Additions	-	-	-
Disposals	-	-	-
At 31 March 2015	<u>3000</u>	<u>5000</u>	<u>8000</u>
<u>ACCUMULATED DEPRECIATION</u>			
At 1 April 2014	3000	5000	8000
Charge for the year	-	-	-
Disposals	-	-	-
At 31 March 2015	<u>3000</u>	<u>5000</u>	<u>8000</u>
<u>NET BOOK VALUE</u>			
At 31 March 2015	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>
At 31 March 2014	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>

6. DEBTORS AND PREPAYMENTS

Due within one year:

	<u>2015</u>	<u>2014</u>
	<u>£</u>	<u>£</u>
Subscriptions and services	6080	283
Taxation recoverable	<u>11819</u>	<u>11806</u>
	<u>£17899</u>	<u>£12089</u>

7. CREDITORS: Amounts falling due within one year

	<u>2015</u>	<u>2014</u>
	<u>£</u>	<u>£</u>
Subscriptions received in advance	20000	20000
Trade creditors	20425	24175
Accruals	3750	3750
Corporation tax	<u>2</u>	<u>2</u>
	<u>£44177</u>	<u>£47927</u>

THE ASSOCIATION OF NEWSPAPER AND MAGAZINE WHOLESALERS

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

8 DEFERRED TAXATION

There is no potential liability to deferred taxation (2014 : Nil).

9. RECONCILIATION OF RESERVES

	<u>Accumulated Reserves</u>
	<u>£</u>
Balance at 1 April 2014	44513
Surplus for the year	<u>1170</u>
Balance at 31 March 2015	<u>£46583</u>

10. CONTINGENT LIABILITIES

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 2015 (2014: None)

11. CAPITAL COMMITMENTS

The Association had no capital commitments at 31 March 2015 (2014 : None).



THE ASSOCIATION OF NEWSPAPER AND MAGAZINE WHOLESALERS

DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2015

	<u>2015</u>		<u>2014</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>INCOME</u>				
Members subscriptions and services		64452		81385
Unique Retailer Numbering Scheme		<u>40941</u>		<u>47607</u>
		105393		128992
<u>LESS: EXPENDITURE</u>				
<u>ADMINISTRATIVE CHARGES</u>				
Audit and accounting	3750		3750	
Subscriptions and publications	11000		12000	
Bank charges	22		32	
URN expenses	33608		24946	
SCG Projects	46343		73923	
National Title File	<u>9500</u>		<u>9948</u>	
		<u>104223</u>		<u>124599</u>
<u>NET SURPLUS FOR THE YEAR</u>		£ 1170		£ 4393
		<u><u>          </u></u>		<u><u>          </u></u>

## ACCOUNTING POLICIES


(see notes 37 and 38)

ATTACHED

## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature:  Name: <u>Howard Riden</u> Date: <u>3/12/2015</u>	Chairman's <del>Signature</del> <u>TRUSTEE</u> Signature: _____ (or other official whose position should be stated) Name: <u>[Handwritten Name]</u> Date: <u>2/12/15</u>
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## 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)

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)

Attached

THE ASSOCIATION OF NEWSPAPER AND MAGAZINE WHOLESALERS

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 2015 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 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 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 2015 and of its loss for the year then ended.

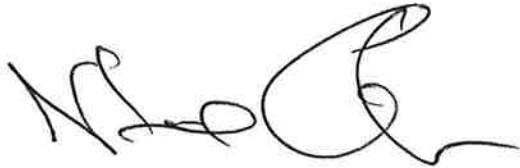
THE ASSOCIATION OF NEWSPAPER AND MAGAZINE WHOLESALERS

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

2/12/2015