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- PRINT ON ONE SIDE ONLY

# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

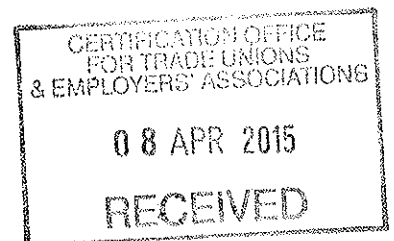
Name of Trade Union:	The Retail Book, Stationery and Allied Trades Employees Association				
Year ended:	31 <sup>st</sup> December 2014				
List no:	<del>070R1052</del> 270T				
Head or Main Office:	PO Box 3885 Swindon Wiltshire SN4 4EB				
Website address (if available)	N/A				
Has the address changed during the year to which the return relates?	<table><tr><td>Yes</td><td><input checked="" type="checkbox"/></td><td>No</td><td><input type="checkbox"/></td></tr></table> (Click the appropriate box)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
General Secretary:	None appointed				
Telephone Number:	N/A				
Contact name for queries regarding	David Pickles				
Telephone Number:	01793 855786				
E-mail:	david@the-rba.org				

**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				TOTALS
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	
MALE	607	0	1	2	<b>610</b>
FEMALE	1620	2	0	1	<b>1623</b>
TOTAL	2227	2	1	3	<b>A 2233</b>

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

0
2233

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

## 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
Delegate	Tracey Graves		27/03/2014
Delegate	Barbara Edmund		28/03/2014
Delegate		Emma Smith	14/02/2014
Delegate		John Theobald	03/03/2014
Delegate		Martin Campbell	13/06/2014
Delegate		David Morgan	19/06/2014
Delegate		Paul Derbyshire	14/07/2014
Delegate		Toni Burns	29/09/2014
Delegate		David Waugh	15/12/2014
Executive Councillor	Barbara Edmund		28/03/2014
Executive Councillor		Kathy Embleton	14/10/2014

**RBA OFFICERS/OFFICIALS AS AT 31.12.14**

<b>POSITION</b>	<b>NAME</b>
PRESIDENT	DAVID PICKLES
VICE-PRESIDENT	NORMA SLOAN
MANAGER TRUSTEE	ALLAN ROBERTS
STAFF TRUSTEE	SYLVIA BERRILL
NATIONAL OFFICER	PAUL LEE
EXECUTIVE COUNCILLOR	SYLVIA BERRILL
	ALEX WRIGHT
	KATHY EMBLETON
	ANNIE PARTINGTON
	ANDY LOCKE
	JIM BUCHANAN
	ANDY SWEATMAN
	ALLAN ROBERTS
	CELINE HANLON
	MIKE COX
DELEGATE	SYLVIA BERRILL
	ANNIE PARTINGTON
	ALEX WRIGHT
	EMMA SMITH
	PAUL DERBYSHIRE
	ANDY SWEATMAN
	MARISSA HART

	PAUL DEACON
	LEISHA McNAUGHTON
	DOUGLAS MAY
	ALLAN ROBERTS
	HAYLEY PARKES
	MARTIN CAMPBELL
	JIM BUCHANAN
	ANDY LOCKE
	PETER WATSON
	DOROTHY HAWKES
	DAVID MORGAN
	CELINE HANLON
	KATHY EMBLETON
	TONI BURNS
	MARILYN GREEN
	MIKE COX
	GAVIN GOODALL
	JOHN THEOBALD
	DAVID WAUGH

State whether the union is:

a. A branch of another trade union?

Yes	<input type="checkbox"/>
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No	<input checked="" type="checkbox"/>
----	-------------------------------------

If yes, state the name of that other union:

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b. A federation of trade unions?

Yes	<input type="checkbox"/>
-----	--------------------------

No	<input checked="" type="checkbox"/>
----	-------------------------------------

If yes, state the number of affiliated unions:

--

and names:

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# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
From Members: Contributions and Subscriptions		197,837
From Members: Other income from members (specify)		
	0	
	0	
	0	
<b>Total other income from members</b>		0
<b>Total of all income from members</b>		197,837
<b>Investment income (as at page 13)</b>		15,986
<b>Other Income</b>		
Income from Federations and other bodies (as at page 5)	0	
Income from any other sources (as at page 5)	4,850	
<b>Total of other income (as at page 5)</b>		4,850
		<b>TOTAL INCOME</b>
		218,673
<b>EXPENDITURE</b>		
Benefits to members (as at page 6)		(3,065)
Administrative expenses (as at page 11)		220,890
Federation and other bodies (specify)		
	0	
	0	
	0	
<b>Total expenditure Federation and other bodies</b>		0
<b>Taxation</b>		0
		<b>TOTAL EXPENDITURE</b>
		217,825
Surplus (deficit) for year		848
Amount of general fund at beginning of year		609,607
Amount of general fund at end of year		610,455

# 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>		0
<b>Other income</b> Compromise Agreement Income	4,850	
<b>TOTAL OTHER INCOME</b>		4,850
<b>TOTAL OF ALL OTHER INCOME</b>		4,850

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
		<b>brought forward</b>	(8,697)
Representation – Employment Related Issues Legal Fees – Member Claims	(8,697)	Education and Training services	
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
		Honoraria	4,777
Advisory Services		Other Benefits and Grants (specify)	
		Death Claims	600
Dispute Benefits		Other Gifts to Members	255
Other Cash Payments			
<b>carried forward</b>	(8,697)	<b>Total (should agree with figure in General Fund)</b>	(3,065)



(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 13)		
	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 11)		
	<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 13)		
	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 11)		
	<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 4		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 13)		
	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 11)		
	<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 13)		
	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 11)		
	<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)

<b>FUND 6</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<b>Income</b>			
From members			
Investment income (as at page 13)			
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 11)			
<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>			

<b>FUND 7</b>		<b>Fund Account</b>	
<b>Name:</b>		<b>£</b>	<b>£</b>
<b>Income</b>			
From members			
Investment income (as at page 13)			
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 11)			
<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>£</b>	<b>£</b>
<b>Income</b>	Members contributions and levies		
	Investment income (as at page 13)		
	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>£</b>	<b>£</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)

Administrative Expenses	£
Remuneration and expenses of staff	129,646
Salaries and Wages included in above	113,995
Auditors' fees	4,320
Legal and Professional fees	20,513
Occupancy costs	13,188
Stationery, printing, postage, telephone, etc.	11,213
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify)	
Insurance	5,112
Sundry Expenses	992
Bank and Credit Card Charges	1,590
Hire of Equipment	641
Portfolio Management Fees and Commissions Paid	4,647
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	4,452
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Motor Running	9,836
Staff Pension and Healthcare Costs	15,562
Subscriptions	429
Profit on Disposal of Investments	(2,117)
Loss on Disposal of Assets	866
<b>Total</b>	220,890
Charged to:	
General Fund (Page 4)	220,890
Fund (Account)	
<b>Total</b>	220,890



# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			4,441
Dividends (gross) from:			
Equities (e.g. shares)			10,344
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			1,201
Other investment income (specify)			
		Total investment income	15,986
		Credited to:	
		General Fund (Page 4)	15,986
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	15,986

# BALANCE SHEET as at 31<sup>st</sup> December 2014

(see notes 47 to 50)

Previous Year		£	£
15,177	<b>Fixed Assets</b> (at page 15)		11,270
	<b>Investments</b> (as per analysis on page 16)		
186,005	Quoted (Market value = 314,917)	193,484	
326,759	Unquoted	142,186	
	<b>Total Investments</b>		335,670
	<b>Other Assets</b>		
	Loans to other trade unions		
9,467	Sundry debtors	6,777	
43,053	Cash at bank and in hand	230,082	
	Income tax to be recovered		
	Stocks of goods		
14,971	Others (specify)	14,524	
17,278	Accrued Income	13,384	
	Loan		
	<b>Total of other assets</b>		264,767
612,710	<b>TOTAL ASSETS</b>		611,707
609,607	Fund (Account - General)		610,455
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
(14,550)	Revaluation Reserve		(14,550)
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
5,934	Sundry creditors	4,561	
8,013	Accrued expenses	7,588	
	Provisions		
3,706	Other liabilities - PAYE	3,653	
	<b>TOTAL LIABILITIES</b>		15,802
612,710	<b>TOTAL LIABILITIES</b>		611,707



# 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			9,934	26,951		36,885
Additions			1,411			1,411
Disposals			(7,514)			(7,514)
Revaluation/Transfer						
At end of year			3,831	26,951		30,782
<b>Accumulated Depreciation</b>						
At start of year			8,074	13,634		21,708
Charges for year			457	3,995		4,452
Disposals			(6,648)			(6,648)
Revaluation/Transfer						
At end of year			1,883	17,629		19,512
<b>Net book value at end of year</b>			1,948	9,322		11,270
<b>Net book value at end of previous year</b>			1,860	13,317		15,177

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)		
Shares	143,017	
Bonds	50,467	
Government Securities (Gilts)		
British Government Bonds		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	193,484	
Market Value of Quoted Investment	314,917	
UNQUOTED		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Money Market Deposits	2,288	
Equalisations	(102)	
Other unquoted investments (to be specified)		
Investment Properties	140,000	
TOTAL UNQUOTED (as Balance Sheet)	142,186	
Market Value of Unquoted Investments	142,186	

# 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	NO <input checked="" 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	NO <input checked="" 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	197,837		197,837
From Investments	15,986		15,986
Other Income (including increases by revaluation of assets)	4,850		4,850
<b>Total Income</b>	218,673		218,673
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	217,825		217,825
<b>Funds at beginning of year</b> (including reserves)	595,057		595,057
<b>Funds at end of year</b> (including reserves)	595,905		595,905
<b>ASSETS</b>			
Fixed Assets			11,270
Investment Assets			335,670
Other Assets			234,767
		<b>Total Assets</b>	581,707
<b>LIABILITIES</b>		<b>Total Liabilities</b>	15,802
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			595,905

# 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.

Attached behind.

# ACCOUNTING POLICIES


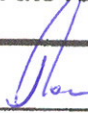
(see notes 74 and 75)

Attached behind.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

President's Signature: <u></u>  Name: <u>David Pickles</u> Date: <u>3/3/15</u>	Vice President's Signature: <u></u> (or other official whose position should be stated)  Name: <u>Norma Sloan</u> Date: <u>3-3-15</u>
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## 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 type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 20 and 21 and Notes 76 and 77)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 21 and 21 and Notes 2 and 77)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSE D	<input type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 18 and Notes 7 and 59)	YES	<input 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~~

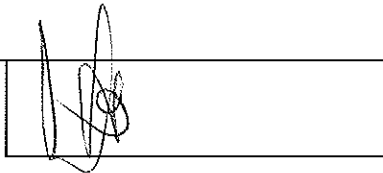
If "No" please explain below.

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)

Attached behind.

Signature(s) of auditor or auditors:



Name(s):

Paul Pointer  
On behalf of  
PBA Accountants LLP

Profession(s) or Calling(s):

FCCA

Address(es):

130 High Street  
Hungerford  
Berkshire  
RG17 0DL

Date:

23<sup>rd</sup> March 2015

Contact name and telephone number:

Paul Pointer FCCA  
01488 682027

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 RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## INDEPENDENT AUDITORS' REPORT

### TO THE MEMBERS OF THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

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We have audited the financial statements of The Retail Book, Stationery and Allied Trades Employees' Association for the year ended 31 December 2014 set out on pages 3 to 10. 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 association's members. Our audit work has been undertaken so that we might state to the company'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 trustees and auditors**

The trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the association and of the income and expenditure of the association for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the association and to enable it to ensure that the financial statements comply with the required association's rules. They are also responsible for taking reasonable steps to safeguard the assets of the association and to prevent and detect fraud and other irregularities.

#### **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 trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## INDEPENDENT AUDITORS' REPORT (CONTINUED)

### TO THE MEMBERS OF THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

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#### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the association's affairs as at 31 December 2014 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

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

- proper books of account have not been kept by the association in accordance with the requirements of the legislation,
- a satisfactory system of control over transactions has not been maintained by the association in accordance with the requirements of the legislation,
- the revenue account or the other accounts (if any) to which our report relates, and the balance sheet are not in agreement with the books of account of the association,



Mr Paul Pointer FCCA (Senior Statutory Auditor)  
for and on behalf of PBA Accountants LLP

Statutory Auditor

23 March 2015

130 High Street  
Hungerford  
Berkshire  
RG17 0DL

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## BALANCE SHEET (CONTINUED)

AS AT 31 DECEMBER 2014

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### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention modified to include the revaluation of freehold land and buildings and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### 1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated).

#### 1.3 Turnover

Turnover represents amounts receivable for members' contributions.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	20% straight line basis
Motor vehicles	25% straight line basis

#### 1.5 Investments

Listed and fixed asset investments are stated at cost less provision for diminution in value.

Investment properties are valued by the trustees on an annual basis, supported by occasional professional valuations. Any aggregate surplus or deficit arising from the changes in value is transferred to a revaluation reserve.

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## BALANCE SHEET (CONTINUED)

AS AT 31 DECEMBER 2014

		2014	2013
		£	£
<b>2</b>	<b>Operating profit/(loss)</b>		
	Operating profit/(loss) is stated after charging:		
	Depreciation of tangible assets	4,452	5,742
	Loss on disposal of tangible assets	866	-
	Auditors' remuneration	4,320	4,320
	and after crediting:		
	Profit on disposal of tangible assets	-	(49)
	Profit on disposal of intangible assets	(2,117)	(6,037)
		<u>          </u>	<u>          </u>
	Administrative expenses include the following:		
	Allowances and expenses	3,884	1,806
	- president's expenses	8,342	8,200
	- delegates expenses	596	281
	- conference and training costs	2,829	4,081
	- regional officer's expenses	<u>          </u>	<u>          </u>
		15,651	14,368
		<u>          </u>	<u>          </u>
	Claims and benefits	600	960
	- death claims	(8,697)	4,232
	- legal fees regarding members' claims	255	397
	- gifts and grants to members	<u>          </u>	<u>          </u>
		(7,842)	5,589
		<u>          </u>	<u>          </u>
<b>3</b>	<b>Taxation</b>	<b>2014</b>	<b>2013</b>
		£	£
	Domestic current year tax	-	(66)
	U.K. corporation tax	<u>          </u>	<u>          </u>
	Total current tax	-	(66)
		<u>          </u>	<u>          </u>

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## BALANCE SHEET (CONTINUED)

AS AT 31 DECEMBER 2014

### 4 Tangible fixed assets

	Fixtures, fittings & equipment	Motor vehicles	Total
	£	£	£
<b>Cost or valuation</b>			
At 1 January 2014	9,934	26,951	36,885
Additions	1,411	-	1,411
Disposals	(7,514)	-	(7,514)
At 31 December 2014	<u>3,831</u>	<u>26,951</u>	<u>30,782</u>
<b>Depreciation</b>			
At 1 January 2014	8,074	13,634	21,708
On disposals	(6,648)	-	(6,648)
Charge for the year	457	3,995	4,452
At 31 December 2014	<u>1,883</u>	<u>17,629</u>	<u>19,512</u>
<b>Net book value</b>			
At 31 December 2014	<u>1,948</u>	<u>9,322</u>	<u>11,270</u>
At 31 December 2013	<u>1,860</u>	<u>13,317</u>	<u>15,177</u>

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## BALANCE SHEET (CONTINUED)

AS AT 31 DECEMBER 2014

<b>5</b>	<b>Tangible fixed assets</b>		<b>Investment properties</b>
			<b>£</b>
	<b>Cost or valuation</b>		
	At 1 January 2014		325,000
	Disposals		(185,000)
			<hr/>
	At 31 December 2014		140,000
			<hr/>
	<b>Net book value</b>		
	At 31 December 2014		140,000
			<hr/> <hr/>
	At 31 December 2013		325,000
			<hr/> <hr/>

The valuation of the investment properties was made as at 31 December 2014 on an open market basis. No depreciation is provided in respect of these properties.

On an historical cost basis these would have been included at an original cost of £111,000 (2013: £271,000).

<b>6</b>	<b>Fixed asset investments</b>		<b>Listed investments</b>
			<b>£</b>
	<b>Cost or valuation</b>		
	At 1 January 2014		187,764
	Additions		14,406
	Revaluation		427
	Disposals		(6,927)
			<hr/>
	At 31 December 2014		195,670
			<hr/>
	<b>Net book value</b>		
	At 31 December 2014		195,670
			<hr/> <hr/>
	At 31 December 2013		187,764
			<hr/> <hr/>

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## BALANCE SHEET (CONTINUED)

AS AT 31 DECEMBER 2014

<b>7 Debtors</b>	<b>2014</b>	<b>2013</b>
	£	£
Trade debtors	-	312
Other debtors	18,658	18,865
Prepayments and accrued income	6,777	9,155
	<u>25,435</u>	<u>28,332</u>
	<u><u>25,435</u></u>	<u><u>28,332</u></u>
<b>8 Debtors: amounts falling due after more than one year</b>	<b>2014</b>	<b>2013</b>
	£	£
Other loans	9,250	13,384
	<u>9,250</u>	<u>13,384</u>
	<u><u>9,250</u></u>	<u><u>13,384</u></u>
<b>9 Creditors: amounts falling due within one year</b>	<b>2014</b>	<b>2013</b>
	£	£
Trade creditors	4,561	5,934
Taxes and social security costs	3,653	3,706
Accruals and deferred income	7,588	8,013
	<u>15,802</u>	<u>17,653</u>
	<u><u>15,802</u></u>	<u><u>17,653</u></u>
<b>10 Statement of movements on reserves</b>	<b>Revaluation reserve</b>	<b>General reserve</b>
	£	£
Balance at 1 January 2014	29,000	566,057
Profit for the year	-	848
	<u>29,000</u>	<u>566,905</u>
Balance at 31 December 2014	<u><u>29,000</u></u>	<u><u>566,905</u></u>

# THE RETAIL BOOK, STATIONERY AND ALLIED TRADES EMPLOYEES' ASSOCIATION

## BALANCE SHEET (CONTINUED)

AS AT 31 DECEMBER 2014

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### 11 Related party relationships and transactions

During the year ended 31 December 2010 a loan of £30,000 was granted to the association's President, Mr. D. Pickles. The loan is repayable over a period of approximately 6 years with an interest rate of 5.5% above the Bank of England base rate. As at 31 December 2014 the balance outstanding was £13,384 (2013 - £17,278) as shown in Other Debtors on the Balance Sheet.

The loan is unsecured, however the association has received an assignment of a life insurance policy in case of the death of Mr. D. Pickles.

In January 2015 Mr. D. Pickles borrowed a further £10,000 from the association, which was added to the original loan still outstanding and the loan was changed to 6% fixed interest.

12 Honoraria	2014	2013
	£	£
The following amounts were paid in respect of trustees during the year:		
Amount paid	4,777	6,322
	<u>          </u>	<u>          </u>

### 13 Approval of accounts

The financial statements were approved by the Trustees on 5 February 2015 and by the Executive Council on 19 February 2015. Final approval was given to the accounts by the Annual Delegates Conference on 19 March 2015.