#### FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

#### ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

| Name of Employers' Association:  | LANARKSHIRE MASTER PLUMBERS' ASSOCIATION  |
|--|---|
| Year ended:  | 31 <sup>ST</sup> DECEMBER 2015  |
| List No:   | 508IE   |
| Head or Main Office:   | Gowanlee Cottage 12 Kirk Street Carluke South Lanarkshire ML8 5BW   |
| •  | IVILO 3D W  |
| •  |   |
| Has the address changed during the year to which the return relates?   | Yes No x (Tick as appropriate)  |
| General Secretary:   | Jack Watson   |
| Contact name for queries regarding the completion of this return:  | Jack Watson   |
| Telephone Number:  | 01555 772512  |
| e-mail:  | jackwatson@totalise.co.uk   |
| PLEASE FOLLOW THE GUIDANCE<br>Any difficulties or problems in the com<br>Office as below or by telephone to: 020 | E NOTES IN THE COMPLETION OF THIS RETURN. apletion of this return should be directed to the Certification 7210 3734 |
| The address to which returns and othe  | r 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



#### **RETURN OF MEMBERS**

(see note 9)

| NUMBER OF MEMBERS AT THE END OF THE YEAR |  |  |  |    |  |  |  |
|--|--|--|--|----|--|--|--|
| Great<br>Britain                         |  |  |  |    |  |  |  |
| 54                                       |  |  |  | 54 |  |  |  |

#### **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<br>Officer Appointed | Date of Change |
|-----------------|--|------------------------------|----------------|
| No Change       | *                                      |                              |                |
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## REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

| Previous<br>Year                  |                  | ^ .   | £                                  | £     |
|-----------------------------------|------------------|---|------------------------------------|-------|
| ı cai                             | INCOME           |   |                                    |       |
| 3,597                             | From Members     | Subscriptions, levies, etc  | 4,047                              |       |
| 0<br>1<br>0                       |                  | Interest and dividends (gross)<br>Bank interest (gross)<br>Other (specify)  | 0<br>2<br>0                        | 1     |
| •                                 | 0.00             | Danta va saissad  | 0                                  | 4,049 |
| 0<br>0<br>0                       | <br>             | Rents received Insurance commission Consultancy fees Publications/Seminars  | 0<br>0<br>0                        | E     |
| 0                                 | 180              | Miscellaneous receipts (specify)  | 0                                  |       |
|                                   |                  |   |                                    | 0     |
| 3,598                             |                  | TOTAL INCOME  |                                    | 4,049 |
| 725<br>509<br>0<br>0<br>500<br>60 | (<br>F<br>7<br>L | es Remuneration and expenses of staff Dccupancy costs Printing, Stationery, Post Felephones Legal and Professional fees Miscellaneous (specify) | 739<br>377<br>0<br>0<br>600<br>600 |       |
| 0<br>0<br>0<br>0<br>490<br>0<br>0 | . E              | Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Expenses Miscellaneous (specify)              | 0<br>0<br>0<br>0<br>260<br>0<br>0  | 1,776 |
|                                   | Tayatian         |   |                                    | 260   |
| 2,284                             | Taxation         | TOTAL EXPENDITURE   |                                    | 2,036 |
| 1,314                             |                  | Surplus/Deficit for year  |                                    | 2,013 |
| 1,528                             |                  | Amount of fund at beginning of year   | -                                  | 2,842 |
| 2,842                             |                  | Amount of fund at end of year   |                                    | 4,855 |

## ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

| ACCOUNT 2        |   |              | Fund<br>Account |
|------------------|---|--------------|-----------------|
| Name of account: |   | £            | £               |
| Income           | From members Investment income Other income (specify) |              |                 |
|                  |   | Total Income |                 |
| Expenditure      | Administrative expenses Other expenditure (specify)   |              |                 |
|                  |   |              |                 |

| ACCOUNT 3        |  | Fund<br>Account |
|------------------|--|-----------------|
| Name of account: | £  | £               |
| Income           |  |                 |
|                  | From members Investment income                       |                 |
| W.               | Other income (specify)                               |                 |
|                  |  |                 |
|                  |  |                 |
|                  | Total Income   |                 |
| :X               |  |                 |
|                  | a se   |                 |
| Expenditure      | Administrative expenses                              |                 |
|                  | Other expenditure (specify)                          | -               |
| e _ <            |  |                 |
|                  |  | 2               |
|                  | Total Expenditure                                    |                 |
|                  | Surplus (Deficit) for the year                       |                 |
|                  | Amount of fund at beginning of year                  |                 |
| E F              | 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<br>Account |
|------------------|---|-----------------|
| Name of account: | £   | £               |
| Income           | From members Investment income Other income (specify) |                 |
|                  | Total Income  |                 |
| Expenditure      | Administrative expenses Other expenditure (specify)   |                 |
| ×.               |   |                 |
|                  | Total Expenditure                                     |                 |
| _                | Surplus (Deficit) for the year                        |                 |
| li .             | Amount of fund at beginning of year                   |                 |
| 7,9 1            | Amount of fund at the end of year (as Balance Sheet)  | 4               |

| ACCOUNT 5        |   | Fund<br>Account |
|------------------|---|-----------------|
| Name of account: | £   | £               |
| Income           | From members Investment income Other income (specify) |                 |
|                  | Total Income  |                 |
| Expenditure      | Administrative expenses Other expenditure (specify)   |                 |
|                  | Total Expenditure                                     |                 |
|                  | Surplus (Deficit) for the year                        |                 |
|                  | Amount of fund at beginning of year                   |                 |
|                  | Amount of fund at the end of year (as Balance Sheet)  |                 |

## ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

| ACCOUNT 6        | 55   | Fund<br>Account |
|------------------|--|-----------------|
| Name of account: | £  | £               |
| Income           | From members Investment income Other income (specify)                                    |                 |
|                  | Total Income   |                 |
| Expenditure      | Administrative expenses Other expenditure (specify)  Total Expenditure                   |                 |
| ,                | Surplus (Deficit) for the year Amount of fund at beginning of year                       |                 |
|                  | Amount of fund at beginning of year Amount of fund at the end of year (as Balance Sheet) | 7.              |

| ACCOUNT 7        |   | Fund<br>Account |
|------------------|---|-----------------|
| Name of account: | £   | £               |
| Income           | From members Investment income Other income (specify)  Total Income   |                 |
| Expenditure      | Administrative expenses Other expenditure (specify)   | <u>.</u>        |
|                  | Total Expenditure Surplus (Deficit) for the year Amount of fund at beginning of year Amount of fund at the end of year (as Balance Sheet) |                 |

# BALANCE SHEET AS AT [315] DECEMBER 2015 (see notes 19 and 20)

| Previous Year | (see note                          | s 19 and 20)         | £           | £     |
|---------------|------------------------------------|----------------------|-------------|-------|
| 0             | Fixed Assets (as at page 11)       |                      | 0           |       |
|               |                                    |                      |             |       |
|               | Investments (as per analysis on pa | age 13)              |             |       |
| 0             | Quoted (Market value £             | )                    | 0           |       |
| 0             | Unquoted                           |                      | . 0         |       |
|               |                                    | Tatal laurantus anto |             | 0     |
| ^             | Other Assets                       | Total Investments    |             | . 0   |
| 0             | Sundry debtors                     |                      | 0           |       |
| 2,842         | Cash at bank and in hand           |                      | 4,855       |       |
| 0             | Stocks of goods                    |                      | 0           |       |
| О             | Others (specify)                   |                      | 0           |       |
|               |                                    |                      | -           |       |
|               |                                    |                      |             |       |
|               | ı                                  | Total of other       |             | 4,855 |
|               | assets                             |                      |             |       |
| 2,842         |                                    | TO                   | TAL ASSETS  | 4,855 |
|               |                                    | 9.10                 |             |       |
| 2,842         |                                    | Fund (Account)       |             | 4,855 |
| 0             |                                    | Fund (Account)       |             | 0     |
| 0             |                                    | Fund (Account)       |             | 0     |
| 0             |                                    | Revaluation Reserve  |             | 0     |
|               | Liabilities                        |                      |             |       |
| 0             | Loans                              |                      |             | 0     |
| 0             | Bank overdraft                     |                      |             | 0     |
| 0             | Tax payable                        |                      |             | 0.    |
| 0             | Sundry creditors                   |                      |             | 0     |
| 0             | Accrued expenses                   |                      | A n         | 0     |
| 0             | Provisions                         | 7                    |             | 0     |
| 0             | Other liabilities                  |                      |             | 0     |
| 0             |                                    |                      | LIABILITIES | 0     |
| 2,842         |                                    | ТОТ                  | AL ASSETS   | 4,855 |

## **FIXED ASSETS ACCOUNT**

(see note 21)

| <u>-</u>                               | Land &<br>Buildings | Fixtures & Fittings | Motor<br>Vehicles &<br>Equipment | Total |
|--|---------------------|---------------------|----------------------------------|-------|
|  | £                   | £                   | £                                | £     |
| COST OR VALUATION                      |                     |                     | -                                | *     |
| At start of period                     |                     |                     | <                                |       |
|  |                     |                     |                                  |       |
|  |                     |                     | -                                | < 1   |
| Additions during period                |                     |                     |                                  |       |
|  |                     | 21                  |                                  |       |
|  |                     |                     |                                  |       |
| Less: Disposals during period          |                     |                     |                                  |       |
|  |                     |                     |                                  |       |
|  | I                   |                     |                                  |       |
| Less: DEPRECIATION:                    |                     |                     |                                  |       |
|  |                     |                     |                                  |       |
|  | 2                   |                     |                                  |       |
| Total to end of period                 |                     |                     |                                  |       |
|  |                     |                     |                                  |       |
|  |                     |                     |                                  | _     |
| DOOK AMOUNT of and of marind           |                     |                     |                                  |       |
| BOOK AMOUNT at end of period           | n *                 |                     | <b>a</b> ■                       | 4     |
| . w.                                   |                     |                     | 8                                |       |
|  |                     |                     |                                  | ,     |
| Franhald                               |                     | k:                  |                                  |       |
| Freehold                               |                     |                     |                                  |       |
| = 17                                   |                     |                     |                                  |       |
|  |                     |                     |                                  |       |
| Loggobold (50 or more years            |                     |                     |                                  | -     |
| Leasehold (50 or more years unexpired) | £                   |                     |                                  |       |
| ,                                      | Al .                |                     | -                                | -     |
|  |                     |                     |                                  |       |
| 74                                     |                     |                     |                                  |       |
| Leasehold (less than 50 years          |                     |                     |                                  |       |
| unexpired) `                           |                     |                     |                                  | i.    |
|  |                     |                     |                                  |       |
|  |                     |                     |                                  |       |
|  |                     |                     |                                  |       |
| AS BALANCE SHEET                       | -                   |                     | ,                                |       |

## **ANALYSIS OF INVESTMENTS**

(see note 22)

|          |   | Other<br>Funds<br>£ |
|----------|---|---------------------|
| QUOTED   | British Government & British Government Guaranteed Securities | v                   |
|          |   |                     |
|          | British Municipal and County Securities                       |                     |
|          | 39 m  |                     |
|          | Other quoted securities (to be specified)                     |                     |
|          |   |                     |
| _        | TOTAL QUOTED (as Balance Sheet)                               |                     |
| 141      | *Market Value of Quoted Investments                           |                     |
|          |   |                     |
| UNQUOTED | British Government Securities                                 |                     |
| . 9      | No.   |                     |
|          | British Municipal and County Securities                       |                     |
| =        |   |                     |
| _        | Mortgages   |                     |
|          |   | 20                  |
|          | Other unquoted securities (to be specified)                   |                     |
|          | TOTAL OLIOTED ( Delever Object)                               |                     |
|          | TOTAL QUOTED (as Balance Sheet)                               |                     |
|          | *Market Value of Unquoted Investments                         |                     |

<sup>\*</sup> Market value of investments to be stated where these are different from the figures quoted in the balance sheet

## **ANALYSIS OF INVESTMENT INCOME** (CONTROLLING INTERESTS) (see notes 23 to 25)

| Does the association, or any constituent part of the controlling interest in any limited company? |  | NO     |     |
|---|--|--------|-----|
| If YES name the relevant companies:   |  |        |     |
| COMPANY NAME  | COMPANY REGISTRA registered in England & registered) |        |     |
|   |  |        |     |
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| *   |  | 1      |     |
| INCORPORATED E  | MPLOYERS' ASSOCIA                                    | TIONS  |     |
| Are the shares which are controlled by the associ   | ation registered in the                              | YES    | NO  |
| association's name  |  | TES    | INO |
| If NO, please state the names of the persons in   |  |        | a   |
| whom the shares controlled by the association are   |  |        |     |
| registered.   |  | L DEDO |     |
| COMPANY NAME  | NAMES OF SHAREHO                                     | LDERS  |     |
|   |  |        |     |
| ^   |  |        |     |
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|   | EMPLOYERS ASSOCIA                                    | ATIONS |     |
| Are the shares which are controlled by the associa  | ation registered in the                              | YES    | NO  |
| names of the association's trustees?  |  |        |     |
| If NO, state the names of the persons in whom the   |  |        |     |
| shares controlled by the association are registered.  | ALAMEC OF CLIADELIO                                  | DEDC   |     |
| COMPANY NAME  | NAMES OF SHAREHOI                                    | LDENS  |     |
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## **SUMMARY SHEET**

(see notes 26 to 35)

|   | All funds except<br>Political Funds<br>£ | Political<br>Funds<br>£ | Total<br>Funds<br>£ |
|---|--|-------------------------|---------------------|
| INCOME  |  |                         | 21                  |
| From Members  | 4,047                                    | 0                       | 4,047               |
| From Investments  | 2  | 0                       | 2                   |
| Other Income (including increases by revaluation of assets) | 0  | 0                       | 0                   |
| Total Income  | 4,049                                    | 0                       | 4,049               |
| EXPENDITURE (including decreases by revaluation of assets)  | 2,036                                    | 0                       | 2,036               |
| Total Expenditure   | 2,036                                    | 0.                      | 2,036               |
|   |  | 4)                      |                     |
| Funds at beginning of year (including reserves)             | 2,842                                    | 0                       | 2,842               |
| Funds at end of year (including reserves)                   | 4,855                                    | 0                       | 4,855               |
| ASSETS  |  |                         | .*                  |
|   | Fixed Assets                             |                         | 0                   |
|   | Investment Assets                        |                         | 0                   |
|   | Other Assets                             |                         | 4,855               |
|   | ,  | Total Assets            | 4,855               |
| LIABILITIES   |  | Total Liabilities       | 0                   |
|   |  |                         |                     |
| NET ASSETS (Total Assets less Total Liabilities)            |  |                         | 4,855               |

## **NOTES TO THE ACCOUNTS**

(see note 36)

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

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#### **ACCOUNTING POLICIES**

(see notes 37 and 38)

| 6   |   |   | * |
|-----|---|---|---|
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#### SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's

Signature:

Jack Watson

Date:

Name:

10th March 2016

Chairman's

Signature: Druck M- Love (or other official whose position should be stated)

Name: David McLeod

Date: 10th March 2016

#### **CHECK LIST**

(see note 41)

(please tick as appropriate)

| IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)                    | YES | x | NO   |   |
|---|-----|---|------|---|
| HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)   | YES | Х | NO   | 2 |
| HAS THE RETURN BEEN SIGNED? (see Note 38)                           | YES | х | NO = |   |
| HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)               | YES | X | NO   |   |
| IS A RULE BOOK ENCLOSED? (see Note 40) SEE PREVIOUS CORRESPONDENCE, | YES |   | NO   | х |
| HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)     | YES | Х | 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 43 and 44)

YES

If "No" please explain below.

- 2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
  - (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
  - (c) whether the accounts to which the report relates agree with the accounting records? (See section 36(3) of the 1992 Act, set out in note 43)

YES

If "No" please explain below.

- 3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
  - (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.

(See section 36(4) of the 1992 Act set out in note 43)

YES

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR27 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.

(See note 45)

## **AUDITOR'S REPORT** (continued)

| We hereby certify we have examined the accounts of The Lanarkshire Master Plumbers Association for the year ending 31 <sup>st</sup> December 2015. In our opinion the accounts give a true and fair view of the state of affairs of the Association as at 31 <sup>st</sup> December 2015. |  |     |  |  |
|---|--|-----|--|--|
| The audit has also been undertaken in accordance with the requirements of the Trade Union and Labour<br>Relations (Consolidation) Act 1992 (as amended) and in our opinion gives a true and fair view of the<br>matters to which they relate.   |  |     |  |  |
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| Signature(s) of auditor or auditors:  | A. Livet Co                                      |     |  |  |
| Name(s):  | I A Stewart & Company                            |     |  |  |
| Profession(s) or Calling(s):  | Chartered Accountants                            |     |  |  |
| Address(es):  | The Mechanics Workshop<br>New Lanark<br>ML11 9DB | 41  |  |  |
| Deter   | 4th Marrala 2040                                 | 1   |  |  |
| Date:   | 4 <sup>th</sup> March 2016                       |     |  |  |
| Contact name and telephone number:  | 01555 667555                                     |     |  |  |

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