

DO NOT STAPLE  
PRINT ON ONE SIDE ONLY

# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

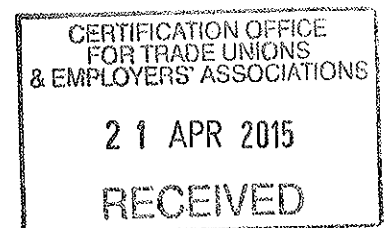
Name of Employers' Association:	FEDERATION OF WINDOW CLEANERS
Year ended:	31 <sup>ST</sup> DECEMBER 2014
List No:	FTU69 66E
Head or Main Office:	SUMMERFIELD HOUSE, HARROGATE ROAD, REDDISH, STOCKPORT. CHESHIRE SK5 6HQ
Website address (if available)	www.f-w-c.co.uk
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
General Secretary:	BERYL ANN MURRAY
Contact name for queries regarding the completion of this return:	BERYL MURRAY
Telephone Number:	0161 432 8754
e-mail:	Beryl@f-w-c.co.uk

**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)

LIST OF FWC OFFICERS DURING 2014

POSITION HELD

ANDREW LEE	CHAIRMAN
MICHAEL LAMONT	VICE-CHAIRMAN
TOM COSGROVE	TREASURER
BRYAN DOLBY	COMMITTEE
PAUL THRUPP	COMMITTEE
SCOTT SMITH	COMMITTEE
GARETH BROOKES	COMMITTEE

# 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
944	22	3	4	973

## 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
COMMITTEE	GARETH BROOKES	NON APPOINTED	4 <sup>TH</sup> JULY 2014

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
101520	From Members	Subscriptions, levies, etc		105358
1899	Investment income	Interest and dividends (gross)		2236
56		Bank interest (gross)		51
1106		Other - Profit / (Loss) on Sale of Shares		(654)
5000		- British Cleaning Council Funding		
	Other income	Rents received		
		Insurance commission		
		Consultancy fees		
		Publications/Seminars		
17188		Miscellaneous receipts - Commission		18679
21883		- Sale of goods		18121
148652	<b>TOTAL INCOME</b>			143791
	<b>EXPENDITURE</b>			
	Administrative expenses			
79901		Remuneration and expenses of staff		75891
13017		Occupancy costs		14976
11036		Printing, Stationery, Post		12195
1809		Telephones		1437
2575		Legal and Professional fees		2700
2673		Miscellaneous - Legal Aid		2715
1611		- Sundry		1207
5695		- Advertising		5590
	Other charges	Bank charges		4093
3980		Depreciation		2021
2795		Sums written off		
483		Affiliation fees		716
		Donations		
693		Conference and meeting fees		
2300		Computer Expenses		1558
2483		Miscellaneous - Loan Interest		2329
3	Taxation			11
131054	<b>TOTAL EXPENDITURE</b>			127439
17598	Surplus/Deficit for year			16352
268660	Amount of fund at beginning of year			286258
286258	Amount of fund at end of year			302610

## ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

<b>ACCOUNT 2</b>		<b>Fund Account</b>	
Name of account:		£	£
<b>Income</b>	From members Investment income Other income (specify)		
		<b>Total Income</b>	
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
		<b>Total Expenditure</b>	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

<b>ACCOUNT 3</b>		<b>Fund Account</b>	
Name of account:		£	£
<b>Income</b>	From members Investment income Other income (specify)		
		<b>Total Income</b>	
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
		<b>Total Expenditure</b>	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

<b>ACCOUNT 4</b>		<b>Fund Account</b>	
Name of account:		£	£
<b>Income</b>	From members Investment income Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
	<b>Total Expenditure</b>		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		

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

## ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

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

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





# FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	203584	62238		265822
Additions during period		300		300
Less: Disposals during period				
Less: DEPRECIATION:		2021		2021
Total to end of period		56474		56474
<b>BOOK AMOUNT</b> at end of period	203584	6064		209648
Freehold	203584			203584
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>	203584	6064		209648

# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £	
<b>QUOTED</b>	British Government & British Government Guaranteed Securities		
	British Municipal and County Securities		
	48996	Other quoted securities (to be specified)	55232
	48996	TOTAL QUOTED (as Balance Sheet)	55232
	53478	*Market Value of Quoted Investments	58534
<b>UNQUOTED</b>	British Government Securities		
	British Municipal and County Securities		
	Mortgages		
	Other unquoted securities (to be specified)		
		TOTAL QUOTED (as Balance Sheet)	
	*Market Value of Unquoted Investments		

\* 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)

<b>Does the association, or any constituent part of the association, 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>INCORPORATED EMPLOYERS' ASSOCIATIONS</b>			
<b>Are the shares which are controlled by the association registered in the association's name</b>		YES	<input checked="" type="checkbox"/> NO
If NO, please state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		
<b>UNINCORPORATED EMPLOYERS ASSOCIATIONS</b>			
<b>Are the shares which are controlled by the association registered in the names of the association's trustees?</b>		YES	NO <input checked="" type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

# SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	105358		105358
From Investments	1633		1633
Other Income (including increases by revaluation of assets)	36800		36800
<b>Total Income</b>	143791		143791
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	127439		127439
<b>Total Expenditure</b>	127439		127439
<b>Funds at beginning of year</b> (including reserves)	286258		286258
<b>Funds at end of year</b> (including reserves)	302610		302610
<b>ASSETS</b>			
Fixed Assets			209648
Investment Assets			55232
Other Assets			138316
		<b>Total Assets</b>	403196
<b>LIABILITIES</b>		<b>Total Liabilities</b>	100586
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			302610

# NOTES TO THE ACCOUNTS

(see note 36)

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 37 and 38)



## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u>B. Murray</u> Name: <u>BERYL Ann MURRAY</u> Date: <u>15.4.15</u>	Chairman's Signature: <u>[Signature]</u> (or other official whose position should be stated) Name: <u>JOSEPH ANDREW LEE</u> Date: <u>15-4-15</u>
---	--

## CHECK LIST

(see note 41)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)	YES	✓	NO	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)	YES	✓	NO	
HAS THE RETURN BEEN SIGNED? (see Note 38)	YES	✓	NO	
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	YES	✓	NO	
IS A RULE BOOK ENCLOSED? (see Note 40)	YES	✓	NO	
HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)	YES	✓	NO	

## AUDITOR'S REPORT

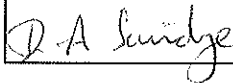
(see notes 42 to 47)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

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/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 43)  
  
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 note 43)  
  
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 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 HAVE AUDITED THE FINANCIAL STATEMENTS IN ACCORDANCE WITH THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992.  
IN OUR OPINION THE FINANCIAL STATEMENTS GIVE A TRUE AND FAIR VIEW OF THE FEDERATION'S FINANCIAL AFFAIRS AT 31<sup>ST</sup> DECEMBER 2014 AND OF ITS TRANSACTIONS OF THE YEAR THEN ENDED.

Signature(s) of auditor or auditors:		
Name(s):	David Savidge	
Profession(s) or Calling(s):	F.C.C.A.	
Address(es):	Allen Mills Howard & co. 23 Stockport Ashton-Under-Lyne OL7 0LA	
Date:	15 - 04 - 2015	
Contact name and telephone number:	0161 339 6140	