

# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

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:

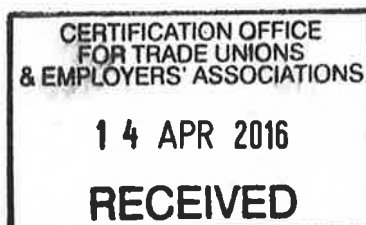
**PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.**  
Any difficulties or problems in the completion of this return should be directed to the Certification Office as below or by telephone to: 020 7210 3734

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)



**List of Officers in Post for the Scottish Decorators' Federation:**

Ian Rogers	Chief executive
Barrie Nicolson	President
Donald McDonald	Senior Vice President
Ralph Skene	Honorary Treasurer

# 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
292				292

## 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
President		Barrie Nicolson	
Senior Vice President		Donald McDonald	
Honorary Treasurer		R Skene	

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
168,439	From Members	Subscriptions, levies, etc	150,112	
6,091	Investment income	Interest and dividends (gross)	6,378	
10,338		Bank interest (gross)	10,163	
10,645		Other (specify)	20,800	
				187,453
18,032	Other income	Rents received	17,359	
-		Insurance commission	-	
-		Consultancy fees	-	
4,227		Publications/Seminars	6,221	
7,425		Miscellaneous receipts (specify)	1,813	
				25,393
225,197	<b>TOTAL INCOME</b>			212,846
	<b>EXPENDITURE</b>			
	Administrative expenses			
110,679		Remuneration and expenses of staff	115,861	
20,165		Occupancy costs	21,060	
12,655		Printing, Stationery, Post	8,628	
2,325		Training	2,700	
22,246		Legal and Professional fees	12,243	
3,969		Miscellaneous – computer costs	4,693	
5,973		Subscriptions	433	
4,487		Advertising	1,075	
				166,693
173	Other charges	Bank charges	52	
20,796		Depreciation	18,598	
4,978		Motor expenses	6,882	
1,255		Hire purchase interest	1,255	
3,233		Leasing	2,661	
5,328		Donations	1,588	
(1,275)		Conference and meeting fees	4,257	
3,070		Expenses	2,201	
2,256		Miscellaneous - sundries	3,472	
(21,878)		Gain on fixed asset investment	15,381	
9,762		Grant expenditure	3,118	
				59,465
5,522	Taxation			6,384
	<b>TOTAL EXPENDITURE</b>			232,542
9,478	Surplus/(Deficit) for year			(19,696)
1,119,257	Amount of fund at beginning of year			1,128,735
1,128,735	Amount of fund at end of year			1,109,039

## 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)

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)		

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)

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)		

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 DECEMBER 2015

(see notes 19 and 20)

Previous Year		£	£
427,382	<b>Fixed Assets</b> (as at page 11)		409,101
	<b>Investments</b> (as per analysis on page 13)		
529,062	Quoted (Market value £532,070)	532,070	
	Unquoted		
529,062	<b>Total Investments</b>		532,070
	<b>Other Assets</b>		
8,822	Sundry debtors	8,010	
230,739	Cash at bank and in hand	205,364	
316	Stocks of goods	159	
	Others (specify)		
	<b>Total of other assets</b>		213,533
1,196,321	<b>TOTAL ASSETS</b>		1,154,704
816,202	Fund (General)		803,786
160,083	Fund (Apprentice Registration)		156,443
125,225	Fund (Training)		123,405
27,225	Fund (Training Certification)		25,405
	<b>Liabilities</b>		
19,326	Loans	11,329	
	Bank overdraft		
7,511	Tax payable	9,023	
6,774	Sundry creditors	2,769	
33,975	Accrued expenses	22,544	
	Provisions		
	Other liabilities		
67,586	<b>TOTAL LIABILITIES</b>		45,665
	<b>TOTAL ASSETS</b>		1,154,704



## FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	486,945	56,032	56,266	599,243
Additions during period	-	-	317	317
Less: Disposals during period	-	-	-	-
Less: DEPRECIATION:				
At start of period	77,911	56,032	37,918	171,861
Charge for period	9,739	-	8,859	18,598
Total to end of period	87,650	56,032	46,777	190,459
<b>BOOK AMOUNT at end of period</b>	<b>399,295</b>	<b>-</b>	<b>9,806</b>	<b>409,101</b>
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>	<b>399,295</b>	<b>-</b>	<b>9,806</b>	<b>409,101</b>

## ANALYSIS OF INVESTMENTS

(see note 22)

QUOTED		Other Funds £
	British Government & British Government Guaranteed Securities	165,849
	British Municipal and County Securities	
	Other quoted securities	
	Aberforth Smaller Companies	17,299
	Alliance Monthly Income	49,784
	Banker Investment Trust	14,805
	City of London	13,158
	Henderson Far East Income	15,832
	Murray Income Trust	24,192
	Sarasin Gbl Higher Div P Inc	11,618
	Standard Life Corp Bond	55,061
	BlackRock Commodities Income IT	3,438
	HICL Infrastructure Co	13,020
	JP Morgan American IT	15,285
	Murray International Trust	8,295
	RIT Capital Partners	13,448
	F&C Commercial Property Trust	9,408
	Standard Life Global IL Bond	36,127
	S&W Short Dated Corp.BdB	36,959
	Newton Global Income W Inc	12,503
	Polar Capital Technology Trust	15,989
	TOTAL QUOTED (as Balance Sheet)	532,070
	*Market Value of Quoted Investments	532,070
UNQUOTED		
	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)

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		<input checked="" type="radio"/> YES	<input type="radio"/> 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>			
Are the shares which are controlled by the association registered in the names of the association's trustees?		YES	<input checked="" type="radio"/> NO
If NO, state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME <i>REGNTRRE</i>	NAMES OF SHAREHOLDERS		

# SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	150,112		150,112
From Investments	16,541		16,541
Other Income (including increases by revaluation of assets)	46,193		46,193
<b>Total Income</b>	212,846		212,846
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	232,542		232,542
<b>Total Expenditure</b>	232,542		232,542
<b>Funds at beginning of year</b> (including reserves)	1,128,735		1,128,735
<b>Funds at end of year</b> (including reserves)	1,109,039		1,109,039
<b>ASSETS</b>			
Fixed Assets			409,101
Investment Assets			532,070
Other Assets			213,533
		<b>Total Assets</b>	1,154,704
<b>LIABILITIES</b>		<b>Total Liabilities</b>	45,665
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			1,109,039

# NOTES TO THE ACCOUNTS

(see note 36)

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

## 1. ACCOUNTING POLICIES

### Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2015).

- **Subscriptions**

Subscription income represents the amounts received for membership of the federation from individual members and branches excluding VAT.

- **Investments**

Listed investments are included at market value based on the closing middle market prices at the balance sheet date.

- **Operating Leases**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

- **Hire Purchase Agreements**

Assets held under hire purchase agreements are capitalised and disclosed under tangible fixed assets at their fair value. The capital element of the future payments is treated as a liability and the interest is charged to the profit and loss account on a straight line basis.

- **Pensions**

The association operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the association. The annual contributions payable are charged to the profit and loss account.

- **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold Property	-2% on cost
Fixture and fittings	-20% on cost
Motor vehicles	-25% on cost
Computer equipment	-20% on cost

## 2. SUNDRY INCOME

	2015	2014
	£	£
Donations	-	250
Publications	6,221	7,742
SCORE receipts	513	719
Training income	<u>1,300</u>	<u>2,941</u>
	<u><u>8,034</u></u>	<u><u>11,652</u></u>

3. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 January 2015	486,945	56,032	32,056	24,210	599,243
Additions	-	-	-	317	317
Disposals	-	-	-	-	-
At 31 December 2015	<u>486,945</u>	<u>56,032</u>	<u>32,056</u>	<u>24,527</u>	<u>599,560</u>
<b>DEPRECIATION</b>					
At 1 January 2015	77,911	56,032	16,203	21,715	171,861
Charge for year	9,739	-	7,926	933	18,598
Eliminated on disposal	-	-	-	-	-
At 31 December 2015	<u>87,650</u>	<u>56,032</u>	<u>24,129</u>	<u>22,648</u>	<u>190,459</u>
<b>NET BOOK VALUE</b>					
At 31 December 2015	<u>399,295</u>	<u>-</u>	<u>7,927</u>	<u>1,879</u>	<u>409,101</u>
At 31 December 2014	<u>409,034</u>	<u>-</u>	<u>15,853</u>	<u>2,495</u>	<u>427,382</u>

**Hire Purchase agreements**

Included within the net book value of £409,10 is £7,927 (2014 - £15,853) relating to assets held under hire purchase agreements. The depreciation charged to the financial statements in the year in respect of these assets amounted to £7,926 (2014 - £7,926).

4. MOVEMENT IN FUNDS

	At 1/1/15 £	Net movement in funds £	At 31/12/15 £
<b>Unrestricted funds</b>			
General Fund	816,202	(12,416)	803,786
Apprentice Registration Fund	160,083	(3,640)	156,443
Training Fund	125,225	(1,820)	123,405
Training Certification Fund	<u>27,225</u>	<u>(1,820)</u>	<u>25,405</u>
<b>TOTAL FUNDS</b>	<u>1,128,735</u>	<u>(19,696)</u>	<u>1,109,039</u>

5. **FIXED ASSET INVESTMENTS**

**Listed  
investments**

**MARKET VALUE**

At 1 January 2015	529,062
Additions	18,389
Disposals	-
Revaluations	<u>(15,381)</u>

At 31 December 2015	532,070
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**NET BOOK VALUE**

At 31 December 2015	<u>532,070</u>
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At 31 December 2014	529,062
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Investments are at market value as at 31 December 2015 as valued by Speirs and Jeffrey Stockbrokers

6. **STOCKS**

	2015	2014
	£	£
Stocks	<u>159</u>	<u>316</u>

7. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Trade debtors	2,388	2,751
Other debtors	<u>5,622</u>	<u>6,071</u>
	<u>8,010</u>	<u>8,822</u>

8. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Hire purchase	7,997	7,997
Trade creditors	2,769	6,774
Taxation and social security	9,023	7,511
Other creditors	<u>22,544</u>	<u>33,975</u>
	42,333	56,257

# ACCOUNTING POLICIES

(see notes 37 and 38)

## 9. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2015	2014
	£	£
Hire purchase	<u>3,332</u>	<u>11,329</u>

## 10. DONATIONS

Donations totalling £1,588 were made to the British Decorators Federation during the year (2014 - £5,328).

## 11. TAXATION: ANALYSIS OF THE TAX CHARGE

The tax charge for the year was as follows:


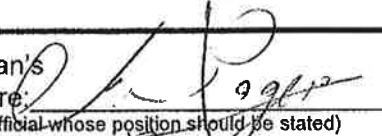
	2015	2014
	£	£
Current Tax:		
UK Corporation Tax	5,127	5,522
Adjustment in respect of prior years	<u>1,257</u>	<u>-</u>
	<u>6,384</u>	<u>5,522</u>



## 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>DONALD W. DONALD</u>	Chairman's Signature:  (or other official whose position should be stated) Name: <u>Don P. P...</u>
Date: <u>12-4-16</u>	Date: <u>31-3-2016</u>

## CHECK LIST

(see note 41)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)	YES	<input checked="" type="checkbox"/>	NO	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)	YES	<input checked="" type="checkbox"/>	NO	
HAS THE RETURN BEEN SIGNED? (see Note 38)	YES	<input checked="" type="checkbox"/>	NO	
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	YES	<input checked="" type="checkbox"/>	NO	
IS A RULE BOOK ENCLOSED? (see Note 40)	YES	<input checked="" type="checkbox"/>	NO	
HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)	YES	<input checked="" type="checkbox"/>	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
  
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
  
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
  
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 of Scottish Decorators' Federation for the year ended 31 December 2015 on pages five to ten. The financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2015).

This report is made solely to the members of the association, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 2004. 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 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 the National Council and auditors**

The management committee's responsibilities for preparing the Report of the National Council and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page two.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 2004. We also report to you if, in our opinion, the information given in the Report of the National Council is not consistent with those financial statements, if the association has not kept proper accounting records, if the financial statements are not in agreement with these accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Report of the National Council and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of audit opinion**


We conducted our audit in accordance with International Standards 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 financial statements. It also includes an assessment of the significant estimates and judgements made by the association in the preparation of the financial statements, 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 financial statements 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 financial statements.

**Opinion**

In our opinion:

- the financial statements 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 December 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- the financial statements have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as amended by the Employment Relations Act 2004.

Signature(s) of auditor or auditors:		
Name(s):	French Duncan LLP	
Profession(s) or Calling(s):	Chartered Accountants and Statutory Auditors	
Address(es):	Macfarlane Gray House Castle Craig Business Park Springbank Road, Stirling FK7 7WT	
Date:	1/4/16	
Contact name and telephone number:	01786 451 745	

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