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# 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)

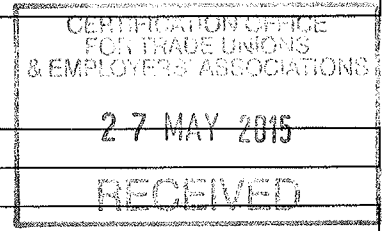
Has the address changed during the year to which the return relates?  Yes  No  X (Tick as appropriate)

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

Assistant Certification Officer  
for Scotland  
17 APR 2015

For Employers' Associations based in Scotland:  
Certification Office for Trade Unions and Employers' Associations  
Melrose House, 69a George Street, Edinburgh EH2 2JG

Received

**EMPLOYERS IN VOLUNTARY HOUSING LIMITED  
ANNUAL RETURN – AR27  
APPENDIX B**

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**The Board of Directors**

M Alcorn  
J Ferguson JP MBE  
J Michael  
L Paterson  
N J Reid BEM  
C A Newton  
G H McGuinness MBE  
M Fountain (Resigned 6 April 2014)  
J Weir  
G R Mason  
P A McGinlay MBE  
A Ramsay  
C Lunn (Resigned 6 April 2014)  
D W Rose  
H Cameron (Appointed 6 April 2014)  
N R Finlayson  
A S A'Hara  
C F R Holyer (Appointed 6 April 2014)

**Company Secretary**

E Connolly

# 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
<b>154</b>	-	-	-	<b>154</b>

## 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
Director	Margaret Fountain		6/4/2014
Director	Charles Lunn		6/4/2014
Director		Hugh Cameron	6/4/2014
Director		Charles Holyer	6/4/2014

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
473,854	From Members	Subscriptions, levies, etc	502,471	
524	Investment income	Interest and dividends (gross) Bank interest (gross) Other (specify)	2,179	
	Other income	Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify) Recruitment and advertising Other income	56,179 201,447 237,188 31,368	504,650
31,407 180,429				
242,668 25,893				
				526,182
954,775		<b>TOTAL INCOME</b>		1,030,832
	<b>EXPENDITURE</b>			
	Administrative expenses			
465,042		Remuneration and expenses of staff	497,467	
-		Occupancy costs	-	
24,971		Printing, Stationery, Post	29,109	
5,728		Telephones	5,565	
14,431		Legal and Professional fees	8,502	
204,262		Miscellaneous (specify) See Appendix A	213,437	
	Other charges	Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Expenses Miscellaneous (specify) Bank interest	930 23,190 - - - 152,864 - 5,284	754,080
931 28,088 - - - 147,833 - 5,691				
4,395	Taxation			182,268 4,395
900,194		<b>TOTAL EXPENDITURE</b>		940,743
54,581		Surplus/Deficit for year		90,089
711,650		Amount of fund at beginning of year		766,231
766,231		Amount of fund at end of year		856,320

## 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 2014

(see notes 19 and 20)

Previous Year		£	£
494,909	<b>Fixed Assets</b> (as at page 11)		471,719
	<b>Investments</b> (as per analysis on page 13)		
-	Quoted (Market value £ )	-	
85,000	Unquoted	86,700	
	<b>Total Investments</b>		86,700
	<b>Other Assets</b>		
38,170	Sundry debtors	48,496	
321,430	Cash at bank and in hand	415,045	
-	Stocks of goods	-	
-	Others (specify)	-	
	<b>Total of other</b>		463,541
	<b>assets</b>		
939,509		<b>TOTAL ASSETS</b>	1,021,960
766,231	Fund (Account)	856,320	856,320
	Fund (Account)	-	
	Fund (Account)	-	
	Revaluation Reserve	-	
	<b>Liabilities</b>		
156,448	Loans	144,574	
-	Bank overdraft	-	
10,064	Tax payable	15,494	
-	Sundry creditors	-	
6,766	Accrued expenses	5,572	
-	Provisions	-	
-	Other liabilities	-	
173,278		<b>TOTAL LIABILITIES</b>	165,640
939,509		<b>TOTAL ASSETS</b>	1,021,960



## FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	520,376	122,156	-	642,532
Additions during period	-	-	-	-
Less: Disposals during period	-	(11,065)	-	(11,065)
Less: DEPRECIATION:	(10,408)	(1,717)	-	(12,125)
Total to end of period	(52,040)	(107,708)	-	(159,748)
<b>BOOK AMOUNT at end of period</b>	468,336	3,383	-	471,719
Freehold	468,336			
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>	468,336	3,383	-	471,719

# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
<b>QUOTED</b>	British Government & British Government Guaranteed Securities	-
	British Municipal and County Securities	-
	Other quoted securities (to be specified)	-
	TOTAL QUOTED (as Balance Sheet)	-
	*Market Value of Quoted Investments	-
<b>UNQUOTED</b>	British Government Securities	-
	British Municipal and County Securities	-
	Mortgages	-
	Other unquoted securities (to be specified)	
	Investment deposit with Pollock Credit Union	86,700
	TOTAL QUOTED (as Balance Sheet)	86,700
	*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
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	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
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	502,471		502,471
From Investments	2,179		2,179
Other Income (including increases by revaluation of assets)	526,182		526,182
<b>Total Income</b>	<b>1,030,832</b>		<b>1,030,832</b>
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	<b>940,743</b>		<b>940,743</b>
<b>Funds at beginning of year</b> (including reserves)	766,231		766,231
<b>Funds at end of year</b> (including reserves)	856,320		856,320
<b>ASSETS</b>			
Fixed Assets			471,719
Investment Assets			86,700
Other Assets			463,541
		<b>Total Assets</b>	<b>1,021,960</b>
<b>LIABILITIES</b>		<b>Total Liabilities</b>	<b>165,640</b>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>856,320</b>

# NOTES TO THE ACCOUNTS

(see note 36)

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

## 2. Operating surplus

Operating surplus is stated after charging:

	2014	2013
	£	£
Directors' remuneration	—	—
Staff pension contributions	97,396	69,674
Depreciation of owned fixed assets	23,190	28,088
Auditor's fees	<u>4,170</u>	<u>4,065</u>

## 3. Taxation on ordinary activities

Analysis of charge in the year

	2014	2013
	£	£
Current tax:		
UK Corporation tax based on the results for the year	4,395	3,217
Total current tax	<u>4,395</u>	<u>3,217</u>

The company's taxable income for the year ended 31 December 2014 is bank interest received and profit arising on room hire to non members.

## 4. Tangible fixed assets

	Heritable Property £	Computers & Printers £	Furniture & Fittings £	Office Improvements £	Total £
<b>Cost</b>					
At 1 January 2014	520,376	29,815	28,870	63,471	642,532
Disposals	—	(11,065)	—	—	(11,065)
<b>At 31 December 2014</b>	<u>520,376</u>	<u>18,750</u>	<u>28,870</u>	<u>63,471</u>	<u>631,467</u>
<b>Depreciation</b>					
At 1 January 2014	41,632	28,203	26,485	51,303	147,623
Charge for the year	10,408	1,612	867	10,303	23,190
On disposals	—	(11,065)	—	—	(11,065)
<b>At 31 December 2014</b>	<u>52,040</u>	<u>18,750</u>	<u>27,352</u>	<u>61,606</u>	<u>159,748</u>
<b>Net book value</b>					
At 31 December 2014	<u>468,336</u>	—	<u>1,518</u>	<u>1,865</u>	<u>471,719</u>
At 31 December 2013	<u>478,744</u>	<u>1,612</u>	<u>2,385</u>	<u>12,168</u>	<u>494,909</u>

**5. Debtors**

	2014 £	2013 £
Trade debtors	31,403	26,040
Prepayments and accrued income	17,093	12,130
	<u>48,496</u>	<u>38,170</u>

**6. Investments**

	2014 £	2013 £
Investment deposit with Pollock Credit Union	<u>86,700</u>	<u>85,000</u>

**7. Creditors: amounts falling due within one year**

	2014 £	2013 £
Bank loans	12,296	11,874
Other creditors including taxation:		
Taxation	15,494	10,064
Accruals and deferred income	5,572	6,766
	<u>33,362</u>	<u>28,704</u>

The following liabilities disclosed under creditors falling due within one year are secured by the company:

	2014 £	2013 £
Bank loans	<u>12,296</u>	<u>11,874</u>

**8. Creditors: amounts falling due after more than one year**

	2014 £	2013 £
Bank loans and overdrafts	<u>132,278</u>	<u>144,574</u>

The bank loan is secured by standard security over the company's heritable property. In addition, Triodos Bank holds a right of set-off for any other accounts held with them by the company.

The following liabilities disclosed under creditors falling due after more than one year are secured by the company:

	2014 £	2013 £
Bank loans and overdrafts	<u>132,278</u>	<u>144,574</u>

Included within creditors falling due after more than one year is an amount of £78,560 (2013 - £92,701) in respect of liabilities which fall due for payment after more than five years from the balance sheet date.

## 9. Pensions

Employers in Voluntary Housing Limited participated in the Career Average Revalued Earnings (CARE) 120th benefit option within the SHAPS Pension Scheme ('the Scheme'). The Scheme is funded and is contracted-out of the State Pension scheme. The CARE 120 option calls for a total contribution of 10.0%, which the directors have agreed the company will fund through to March 2014. In addition the company is required to pay towards past service deficit as part of the Pension trust recovery plan. The directors have agreed that from 1 April 2014 the company will cease to participate in the CARE 120 option and will participate in a defined contribution option within the scheme. With effect from 1 April 2014 the company will be required to make annual deficit funding contributions amounting to £73,252 increased by 3% per annum.

It is not possible in the normal course of events to identify the share of underlying assets and liabilities belonging to an individual participating employer as the Scheme is a multi-employer arrangement where the assets are co-mingled for investment purposes, benefits are paid from the total Scheme assets, and the contribution rate for all employers is set by reference to the overall financial position of the Scheme rather than by reference to individual employer experience. Accordingly, due to the nature of the Scheme, the accounting charge for the period under FRS17 represents the employer contribution payable.

The Trustee commissions an actuarial valuation of the Scheme every three years. The main purpose of the valuation is to determine the financial position of the Scheme in order to determine the level of future contributions required, so that the Scheme can meet its pension obligations as they fall due.

The last formal valuation of the Scheme was performed as at 30 September 2012 by a professionally qualified Actuary using the Projected Unit Credit method. The market value of the Scheme's assets at the valuation date was £394 million. The valuation revealed a shortfall of assets compared with the value of liabilities of £304 million, equivalent to a past service funding level of 56.4%.

The Scheme Actuary has prepared an Actuarial Report that provides an approximate update on the funding position of the Scheme as at 30 September 2013. Such a report is required by legislation for years in which a full actuarial valuation is not carried out. The funding update revealed an increase in the assets of the Scheme to £470 million and indicated an increase in the shortfall of assets compared to liabilities to approximately £272 million, equivalent to a past service funding level of 63%.

Following a change in legislation in September 2005 there is a potential debt on the employer that could be levied by the Trustee of the Scheme. The debt is due in the event of the employer ceasing to participate in the Scheme or the Scheme winding up.

The debt for the Scheme as a whole is calculated by comparing the liabilities for the Scheme (calculated on a buy-out basis, i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Scheme. If the liabilities exceed assets there is a buy-out debt.

The leaving employer's share of the buy-out debt is the proportion of the Scheme's liability attributable to employment with the leaving employer compared to the total amount of the Scheme's liabilities (relating to employment with all the employers). The leaving employer's debt therefore includes a share of any 'orphan' liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Scheme liabilities, Scheme investment performance, the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. The amounts of debt can therefore be volatile over time.

Employers in Voluntary Housing Limited has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the SHAPS Pension Scheme based on the financial position of the Scheme as at 30 September 2013. As of this date the estimated employer debt for Employers in Voluntary Housing Limited was £1,752,460.

#### 10. Commitments under operating leases

At 31 December 2014 the company had aggregate annual commitments under non-cancellable operating leases as set out below.

	2014 £	2013 £
Operating leases which expire: Within 2 to 5 years	<u>2,749</u>	<u>9,117</u>

#### 11. Related party transactions

The Directors of the company are also Board Members of member Housing Associations with which the company transacts. All transactions with the Housing Associations are made on a normal arms length basis.

No other transactions with related parties were undertaken such as are required to be disclosed under the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### 12. Company limited by guarantee

The company is limited by guarantee and does not have a share capital. As such no director has a beneficial interest in the company. The liability of the members is limited to one pound sterling each.

#### 13. Reconciliation of shareholders' funds and movement on reserves

	Income and expenditure account £
Balance brought forward	766,231
Surplus for the year	<u>90,089</u>
Balance carried forward	<u>856,320</u>



# ACCOUNTING POLICIES

(see notes 37 and 38)

## **Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

## **Going concern**

The financial statements have been prepared on a going concern basis. The directors have assessed the Company's ability to continue as a going concern and have reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing these financial statements.

## **Turnover**

The turnover shown in the Income and Expenditure Account represents amounts earned during the year, exclusive of Value Added Tax.

## **Fixed assets**

All fixed assets are initially recorded at cost.

## **Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Heritable Property	-	2% Straight Line
Computers & Printers	-	33.3% Straight Line
Furniture & Fittings	-	33.3% Straight Line
Office Improvements	-	33.3% Straight Line

## **Operating lease agreements**

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

## **Pension costs**

The company participates in the centralised, multi-employer, Scottish Housing Associations' defined benefits pension scheme. Retirement benefits to employees of the company are funded by contributions from all participating employers and employees. Contributions are made in accordance with periodic calculations by consulting actuaries and are based on pension costs applicable across all participants taken as a whole, thus the scheme qualifies for exemption from the full requirements of FRS 17 "Retirement Benefits" and accounts for the scheme as if it were a defined contribution scheme. The charge to the Income and Expenditure Account therefore represents the contributions payable in the period.

## **Deferred taxation**

Deferred tax is provided on the liability method to take account of timing differences between the treatment for certain items for financial statements purposes and the treatment for tax purposes. Tax deferred is accounted for in respect of all material timing differences. Deferred tax assets are only recognised to the extent that they are regarded as recoverable.

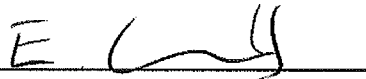
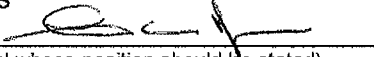
## **Financial instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

# SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>EAAMONN CONNOLLY</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>GORDON MASON</u>
Date: <u>3 MARCH 2015</u>	Date: <u>3 MARCH 2015</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 of Employers in Voluntary Housing Limited for the year ended 31 December 2014 which comprise the Income and Expenditure Account, Balance Sheet and the related notes. 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 company's the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's the members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's the members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of directors and auditor**

As explained more fully in the Directors' Responsibilities Statement set out on page 2 of the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **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 company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; 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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2014 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

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

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report and take advantage of exemption from the requirement to prepare a strategic report.

MALCOLM BEVERIDGE BA CA (Senior Statutory Auditor)

For and on behalf of

CHIENE + TAIT LLP

Chartered Accountants & Statutory Auditor

61 Dublin Street

Edinburgh

EH3 6NL

03 March 2015

Signature(s) of auditor or auditors:

*Malcolm Beveridge*

Name(s):

Malcolm Beveridge BA CA  
(Chiene + Tait LLP)

Profession(s) or Calling(s):

Senior Statutory Auditor

Address(es):

61 Dublin Street  
Edinburgh  
EH3 6NL

Date:

3 MARCH 2015

Contact name and telephone number:

Malcolm Beveridge  
0131 558 5800

**EMPLOYERS IN VOLUNTARY HOUSING LIMITED**  
**ANNUAL RETURN – A27**  
**APPENDIX A**

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	2014 £	2013 £
<b>Miscellaneous Expenditure</b>		
Rent, rates and insurance	36,284	40,090
Light and heat	4,037	6,440
Office maintenance and computer costs	47,774	18,605
Travel and subsistence	8,882	12,212
Committee costs	3,796	4,004
Recruitment costs	20	-
JNC costs	2,389	3,718
Consultancy costs	-	1,490
Staff training	9,518	5,736
Cleaning	3,080	3,461
Sundry expenses	9,117	13,822
Health and safety consultancy	12,863	12,552
Subscriptions	2,693	1,556
Irrecoverable VAT	39,628	37,748
Publication and advertising costs	22,862	33,390
Diaries and manuals	2,555	1,475
Accountancy fees	3,769	3,898
Auditor's remuneration	4,170	4,065
	<u>213,437</u>	<u>204,262</u>