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## FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

### ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:	British Printing Industries Federation Limited
Year ended:	31 March 2015
List No:	CO/1590/E
Head or Main Office:	Unit 2 Villiers Court Meriden Business Park Copse Drive Coventry CV5 9RN
Website address (if available)	www.britishprint.com
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
Chief Executive:	Charles Jarrold
Contact name for queries regarding the completion of this return:	Stephen Oldham FCCA
Telephone Number:	01676 526048
e-mail:	steve.oldham@bpif.org.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

**BRITISH PRINTING INDUSTRIES FEDERATION LTD  
COMPANY LIMITED BY GUARANTEE  
OFFICERS AND PROFESSIONAL ADVISERS**

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**The Board of Directors**

Anthony Garnish  
Gary Peeling  
Nigel Stubley  
Dale Wallis  
Darren Coxon  
Gerald White  
Charles Jarrold  
Peter Allen

**Company Secretary**

Stephen Oldham FCCA

**Registered Office**

Unit 2 Villiers Court  
Meriden Business Park  
Copse Drive  
Warwickshire  
CV5 9RN

**Auditor**

Chiene + Tait LLP  
Chartered Accountants  
& Statutory Auditor  
61 Dublin Street  
Edinburgh  
EH3 6NL

# 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>1,151</b>	<b>26</b>	<b>1</b>	<b>1</b>	<b>1,179</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
Chief Executive	Kathleen Woodward	None	21 August 2014
Chief Executive	None	Charles Jarrold	19 March 2015
Finance Director	None	Peter Allen	9 December 2014

# GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	<b>INCOME</b>		
2,268,189	From Members                      Subscriptions		2,266,283
	Investment income    Interest and dividends (gross) Bank interest (gross) Other (specify)		
2,268,189	Other income                      Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)		2,266,283
2,268,189			2,266,283
2,268,189	<b>TOTAL INCOME</b>		2,266,283
	<b>EXPENDITURE</b>		
	Administrative expenses		
	Remuneration and expenses of staff		
	Occupancy costs		
	Printing, Stationery, Post		
	Telephones		
(2,268,189)	Legal and Professional fees		(2,266,283)
	Management Charges		
(2,268,189)	Other charges                      Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Expenses Miscellaneous (specify)		(2,266,283)
(2,268,189)			(2,266,283)
-	Taxation		-
(2,268,189)	<b>TOTAL EXPENDITURE</b>		(2,266,283)
-	Surplus/Deficit for year		-
-	Amount of fund at beginning of year		-
-	Amount of fund at end of year		-

# 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)

<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)

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 March 2015

(see notes 19 and 20)

Previous Year		£		£
-	<b>Fixed Assets</b> (as at page 11)			-
	<b>Investments</b> (as per analysis on page 13)			
-	Quoted (Market value £ )			-
-	Unquoted			-
-	<b>Total Investments</b>			-
	<b>Other Assets</b>			
435,440	Amount owed by group undertakings			432,280
-	Cash at bank and in hand			-
-	Stocks of goods			-
-	Others (specify)			-
435,440	<b>Total of other assets</b>			432,280
435,440		<b>TOTAL ASSETS</b>		432,280
-		Fund (Account)		-
-		Fund (Account)		-
-		Fund (Account)		-
-		Revaluation Reserve		-
	<b>Liabilities</b>			
-	Loans			-
-	Bank overdraft			-
-	Tax payable			-
-	Sundry creditors			-
(435,440)	Accruals & deferred income			(432,280)
-	Provisions			-
-	Other liabilities			-
(435,440)		<b>TOTAL LIABILITIES</b>		(432,280)
-		<b>TOTAL ASSETS</b>		-



# FIXED ASSETS ACCOUNT

(see note 21)

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

# 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)		-	
-		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>			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>			N/A
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>			N/A
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	2,266,283	-	2,266,283
From Investments	-	-	-
Other Income (including increases by revaluation of assets)	-	-	-
<b>Total Income</b>	2,266,283	-	2,266,283
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	(2,266,283)	-	(2,266,283)
<b>Total Expenditure</b>	(2,266,283)	-	(2,266,283)
<b>Funds at beginning of year</b> (including reserves)	-	-	-
<b>Funds at end of year</b> (including reserves)	-	-	-
<b>ASSETS</b>			
Fixed Assets			-
Investment Assets			-
Other Assets			-
		<b>Total Assets</b>	-
<b>LIABILITIES</b>		<b>Total Liabilities</b>	-
<b>NET ASSETS (Total Assets less Total Liabilities)</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.

## 1. Accounting policies

### 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 Profit and Loss Account represents subscriptions receivable during the year.

## 2. Debtors

	2015 £	2014 £
Other debtors	<u>432,280</u>	<u>435,440</u>

## 3. Creditors: amounts falling due within one year

	2015 £	2014 £
Accruals and deferred income	<u>432,280</u>	<u>435,440</u>

## 4. Charges

The company has granted a legal charge and a debenture over all of its assets in favour of the bankers of its related undertaking, the British Printing Industries Federation.

## 5. Related party transactions

At 31 March 2015 the company was owed £432,280 (2014: £435,440) by a related undertaking, the British Printing Industries Federation, an employers association based in England & Wales.

The intercompany purchases from the British Printing Industries Federation during the year were as follows:

	2015 £	2014 £
Management Charges Payable	<u>2,266,283</u>	<u>2,268,189</u>

During the year to 31 March 2015, the company engaged in arm's length transactions with companies in which certain of the directors of the company had controlling interests.

## 6. Company limited by guarantee

Each member undertakes to contribute an amount not exceeding £1, in the event of the company being wound up.



# 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.

Chief Executive's Signature: 	Finance Director's Signature: 
Name: Charles Jarrold	Name: Peter Allen
Date: <u>25/8/15</u>	Date: <u>25/8/15</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 of British Printing Industries Federation Ltd for the year ended 31 March 2015 which comprise the Profit and Loss 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 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 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 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 pages 2 to 3 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 (APB'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 consistent 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 March 2015 and of its result for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities;
- have been properly prepared in accordance with the Trade Unions and Labour Relations (Consolidation) Act 1992; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## **Opinion on other matters 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 the small companies exemption from the requirement to prepare a strategic report.

*Malcolm Beveridge*

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

*2 JUNE 2015*

Signature(s) of auditor or auditors:

*Malcolm Beveridge*

Name(s):

Malcolm Beveridge  
(Chiene & Tait LLP)

Profession(s) or Calling(s):

Chartered Accountant

Address(es):

Chiene + Tait LLP  
61 Dublin Street  
Edinburgh  
EH3 6NL

Date:

*31 AUGUST 2015*

Contact name and telephone number:

*0131 358 5800*

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