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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:

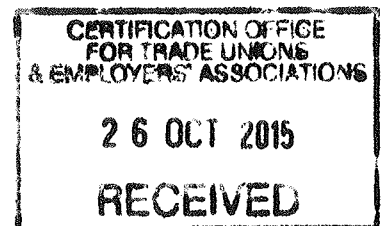
e-mail:

**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

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



**THE ASSOCIATION OF BRITISH ORCHESTRAS  
(LIMITED BY GUARANTEE)  
COMPANY INFORMATION**

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<b>Directors</b>	C Arlidge A Connolly M Eakin P Helps S Lewis V Macbeth (Appointed 18 November 2014) C Main MBE K McDowell CBE R McEwan OBE (Appointed 18 November 2014) L Mitchell (Appointed 18 November 2014) J Summers (Appointed 18 November 2014) M Swann (Appointed 18 November 2014)
<b>Secretary</b>	M Pemberton
<b>Company number</b>	01806863
<b>Registered office</b>	32 Rose Street London England WC2E 9ET
<b>Auditors</b>	Lindeyer Francis Ferguson Limited North House 198 High Street Tonbridge Kent TN9 1BE
<b>Business address</b>	32 Rose Street London England WC2E 9ET
<b>Solicitors</b>	Charles Russell Solicitors 5 Fleet Place London EC4M 7RD

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# 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
155	1	2	8	166

## 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	Michael Elliott	Roy McEwan	18/11/14
Director	Peter Harrap	John Summers	18/11/14
Director	Andrew Jowett	Virginia Macbeth	18/11/14
Director	Leonora Thomson	Louise Mitchell	18/11/14
Director		Matthew Swann	18/11/14

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	<b>INCOME</b>		
170,681	From Members                      Subscriptions, levies, etc	172,998	
3,761	Investment income    Interest and dividends (gross) Bank interest (gross) Other (specify)	3,235	
174,442			176,233
1,925	Other income                      Rents received	2,275	
137,851	Publications/Seminars	132,372	
480,206	Conference/Event Delegate Fees	505,671	
25,971	Grants Received		
	Special Levies		
645,953			640,318
820,395	<b>TOTAL INCOME</b>		816,551
	<b>EXPENDITURE</b>		
	Administrative expenses		
220,049	Remuneration and expenses of staff	220,343	
28,968	Occupancy costs	29,978	
3,074	Printing, Stationery, Post & Telephones	2,270	
14,029	Computer Maintenance	2,584	
51,641	Legal and Professional fees	42,040	
	Miscellaneous (specify)		
317,761			217,216
1,027	Other charges                      Bank charges	812	
986	Depreciation	1,128	
524	Sums written off	(960)	
4,504	Affiliation fees	4,160	
3,761	Donations	3,235	
1,259	Training and Seminars	1,508	
486,914	Conference and meeting fees	502,435	
670	Expenses (Volunteers)		
312	Marketing	214	
499,957			512,532
	Taxation		
817,718	<b>TOTAL EXPENDITURE</b>		809,748
2,677	Surplus/Deficit for year		6,803
16,356	Amount of fund at beginning of year		172,033
172,033	Amount of fund at end of year		178,836

# 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<sup>st</sup> March 2015

(see notes 19 and 20)

Previous Year		£	£
0	<b>Fixed Assets</b> (as at page 11)	3,382	
	<b>Investments</b> (as per analysis on page 13)		
	Quoted (Market value £            )		
	Unquoted		3,382
	<b>Total Investments</b>		
	<b>Other Assets</b>		
35,343	Sundry debtors	76,440	
242,816	Cash at bank and in hand	176,311	
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		252,751
<b>278,159</b>	<b>TOTAL ASSETS</b>		<b>256,133</b>
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	<b>Liabilities</b>		
	Loans		
	Bank overdraft		
14,565	Trade Creditors	53,626	
	Tax payable	7,388	
91,561	Sundry creditors	16,283	
	Accrued expenses		
	Provisions		
	Other liabilities		
<b>106,126</b>	<b>TOTAL LIABILITIES</b>		<b>77,297</b>
<b>172,033</b>	<b>TOTAL ASSETS</b>		<b>178,836</b>



# FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period		5,520		
Additions during period		4,510		
Less: Disposals during period		0		
Less: DEPRECIATION:		1,128		
Total to end of period		(6,648)		
<b>BOOK AMOUNT</b> at end of period		3,382		3,382
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>				3,382

# 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>		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	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	172,998		172,998
From Investments	3,235		3,235
Other Income (including increases by revaluation of assets)	640,318		640,318
<b>Total Income</b>	816,551		816,551
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	809,748		809,748
<b>Funds at beginning of year</b> (including reserves)	172,033		172,033
<b>Funds at end of year</b> (including reserves)	178,836		178,836
<b>ASSETS</b>			
Fixed Assets			3,382
Investment Assets			
Other Assets			252,751
		<b>Total Assets</b>	256,133
<b>LIABILITIES</b>		<b>Total Liabilities</b>	77,297
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			178,836

**THE ASSOCIATION OF BRITISH ORCHESTRAS  
(LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2015**

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**1 Accounting policies**

**1.1 Accounting convention**

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

**1.2 Compliance with and departure from accounting standards**

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated).

The format of the profit and loss account has been adapted to show the donation to the ABO Trust in order to show a true and fair view.

**1.3 Turnover**

Turnover represents amounts receivable from members for subscriptions and attendance at ABO conferences and events.

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	10% to 25% straight line
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**1.5 Pensions**

The company operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the profit and loss account in the year they are payable.

**1.6 Government grants**

Grants are credited to deferred revenue. Grants towards capital expenditure are released to the profit and loss account over the expected useful life of the assets. Grants towards revenue expenditure are released to the profit and loss account as the related expenditure is incurred.

**1.7 Members' liability**

The number of members as 31 March 2015 was 170 (2014: 171) and their liability in the event of a deficiency of assets on the winding up of the company is limited to £1 per member.

<b>2 Operating profit</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Operating profit is stated after charging:		
Depreciation of tangible assets	1,128	986
Auditors' remuneration	1,500	1,500
and after crediting:		
Government grants	505,671	480,206
	<u>          </u>	<u>          </u>

**THE ASSOCIATION OF BRITISH ORCHESTRAS  
(LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

<b>3</b>	<b>Investment income</b>	<b>2015</b> £	<b>2014</b> £
	Bank interest	3,235	3,761
		<u>3,235</u>	<u>3,761</u>
<b>4</b>	<b>Taxation</b>		
	As the company has mutual trading status for Corporation tax purposes, no tax is charged on the operating profit or loss for the year.		
<b>5</b>	<b>Tangible fixed assets</b>		<b>Fixtures, fittings &amp; equipment</b> £
	<b>Cost</b>		
	At 1 April 2014		5,520
	Additions		4,510
			<u>10,030</u>
	At 31 March 2015		
	<b>Depreciation</b>		
	At 1 April 2014		5,520
	Charge for the year		1,128
			<u>6,648</u>
	At 31 March 2015		
	<b>Net book value</b>		
	At 31 March 2015		<u>3,382</u>
	At 31 March 2014		<u>-</u>
<b>6</b>	<b>Donations</b>	<b>2015</b> £	<b>2014</b> £
	Donation to ABO Trust	3,235	3,761
		<u>3,235</u>	<u>3,761</u>

**THE ASSOCIATION OF BRITISH ORCHESTRAS  
(LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

<b>7 Debtors</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Trade debtors	24,269	22,319
Other debtors	7,964	1,769
Prepayments and accrued income	44,207	11,255
	<u>76,440</u>	<u>35,343</u>

**8 Pension costs**

**Defined contribution**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund.

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Contributions payable by the company for the year	9,657	9,592
	<u>9,657</u>	<u>9,592</u>

**9 Creditors: amounts falling due within one year**

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Trade creditors	53,626	14,565
Taxes and social security costs	7,388	-
Accruals and deferred income	16,282	91,561
	<u>77,296</u>	<u>106,126</u>

**10 Financial commitments**

At 31 March 2015 the company was committed to making the following payments under non-cancellable operating leases in the year to 31 March 2016:

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Operating leases which expire:		
Between two and five years	28,500	28,000
	<u>28,500</u>	<u>28,000</u>

**THE ASSOCIATION OF BRITISH ORCHESTRAS  
(LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

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**11 Statement of movements on profit and loss account**

	<b>Profit and loss account</b>
	<b>£</b>
Balance at 1 April 2014	172,033
Profit for the year	10,039
Donation to ABO Trust	(3,235)
	<hr/>
Balance at 31 March 2015	178,837
	<hr/> <hr/>

**12 Related party relationships and transactions**

During the year the company donated £3,235 to the ABO Trust (2014: £3,761) and the ABO Trust provided a grant of £10,000 towards the ABO's education and youth ensembles programme. The ABO Trust is a charity independent of the Association of British Orchestras but which is involved in assisting the performance of musical works of the highest quality in the UK by orchestras that are members of the Association of British Orchestras. The Chairman and Director of the Association of British Orchestras are ex-officio trustees of the ABO Trust.





# 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></u> Name: <u>MARK PEMBERTON</u> Date: <u>21/10/15</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>KATHRYN MCDOWELL</u> Date: <u>21/10/15</u>
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## 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 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 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  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 The Association Of British Orchestras for the year ended 31 March 2015 set out on pages 5 to 10. 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 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 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 auditors**

As explained more fully in the Directors' Responsibilities Statement set out on pages 1 - 2, 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 March 2015 and of its profit 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 from preparing a strategic report.

Samantha Wells (Senior Statutory Auditor)  
for and on behalf of Lindeyer Francis Ferguson Limited 7 July 2015  
Chartered Accountants  
Statutory Auditor North House  
198 High Street  
Tonbridge  
Kent  
TN9 1BE

Signature(s) of auditor or auditors:		
Name(s):	Samantha Wells	
Profession(s) or Calling(s):	FCA CTA	
Address(es):	North House 198 High Street Tonbridge Kent, TN9 1BE	
Date:	7 JULY 2015	
Contact name and telephone number:	01732 500250	

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