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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

(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: 0330 109 3602

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  
Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

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

CERTIFICATION OFFICE  
FOR TRADE UNIONS  
& EMPLOYERS' ASSOCIATIONS  
3 JAN 2018  
RECEIVED

RECEIVED  
3 JAN 2018  
FOR TRADE UNIONS  
& EMPLOYERS' ASSOCIATIONS  
(Revised November 2017)

## 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
25				25

## 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
none			

List of Officers:

**Mr Derek Sinclair, President**

**Mr Graham Eunson, Vice President**

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	<b>INCOME</b>		
13,350	From Members                      Subscriptions, levies, etc		17,800
-	Investment income    Interest and dividends (gross) Bank interest (gross) Other (specify)		-
4,111	Other income            Rents received Insurance commission Consultancy fees Annual Dinner Miscellaneous receipts (specify)		2,849
17,461	<b>TOTAL INCOME</b>		20,649
	<b>EXPENDITURE</b>		
9,800	Administrative expenses            Secretarial Expenses		10,600
3,089	Printing, Stationery, Post		
473	Telephones		
5,601	Audit & Accountancy Fees		863
3,422	Meeting and Travel Expenses		453
<u>194</u>	Annual Dinner		4,200
<u>22,579</u>	Consultancy Fees		1,212
	Subscriptions		209
			17,537
	Other charges            Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Expenses Miscellaneous (specify)		
22,579	<b>TOTAL EXPENDITURE</b>		17,537
(5,118)	Surplus/Deficit for year		3,112
10,615	Amount of fund at beginning of year		5,497
5,497	Amount of fund at end of year		8,609

**ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND**  
(see notes 17 to 18)

<b>ACCOUNT 2</b>		<b>SPORTS</b>	<b>Fund Account</b>	
<b>Name of account:</b>			<b>£</b>	<b>£</b>
<b>Income</b>				
540	From members (Golf Fees)			813
	Investment income			
	Other income (specify)			
540		<b>Total Income</b>		<b>813</b>
<b>Expenditure</b>				
	Administrative expenses			
201	Sports Trophies			275
232	Green Fees			472
122	Catering			
				0
555		<b>Total Expenditure</b>		<b>747</b>
(15)		Surplus (Deficit) for the year		66
2,468		Amount of fund at beginning of year		2,453
2,453		Amount of fund at the end of year (as Balance Sheet)		2,519

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

## ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

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

<b>ACCOUNT 7</b>		<b>Fund Account</b>	
<b>Name of account:</b>		<b>£</b>	<b>£</b>
<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 August 2017**  
(see notes 19 and 20)

Previous Year		£	£
749	<b>Fixed Assets (as at page 11)</b>		749
	<b>Investments (as per analysis on page 13)</b>		
	Quoted (Market value £           )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
6,448	Sundry debtors		6,530
14,982	Cash at bank and in hand		18,175
	Stocks of goods		
	Others (specify)		
21,430	<b>Total of other assets</b>		24,705
22,179	<b>TOTAL ASSETS</b>		25,454
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	<b>Revaluation Reserve</b>		
	<b>Liabilities</b>		
	Loans		
	Bank overdraft		
	Tax payable		
(14,229)	Sundry creditors		(14,326)
	Accrued expenses		
	Provisions		
	Other liabilities		
(14,229)	<b>TOTAL LIABILITIES</b>		(14,326)
7,950	<b>TOTAL ASSETS</b>		11,128



## 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 at end of period</b>				
 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>	<b>British Government &amp; British Government Guaranteed Securities</b>	
	<b>British Municipal and County Securities</b>	
	<b>Other quoted securities (to be specified)</b>	
	<b>TOTAL QUOTED (as Balance Sheet)</b>	
	<b>*Market Value of Quoted Investments</b>	
<b>UNQUOTED</b>	<b>British Government Securities</b>	
	<b>British Municipal and County Securities</b>	
	<b>Mortgages</b>	
	<b>Other unquoted securities (to be specified)</b>	
	<b>TOTAL QUOTED (as Balance Sheet)</b>	
	<b>*Market Value of Unquoted Investments</b>	

\* 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			17,800
From Investments			-
Other Income (including increases by revaluation of assets)			3,662
<b>Total Income</b>			<b>21,462</b>
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>			<b>18,284</b>
<b>Funds at beginning of year</b> (including reserves)			7,950
<b>Funds at end of year</b> (including reserves)			11,128
<b>ASSETS</b>			
Fixed Assets			749
Investment Assets			
Other Assets			24,705
		<b>Total Assets</b>	<b>25,454</b>
<b>LIABILITIES</b>		<b>Total Liabilities</b>	<b>(14,326)</b>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>11,128</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.**

**SEE ATTACHED SCHEDULES**

# ACCOUNTING POLICIES


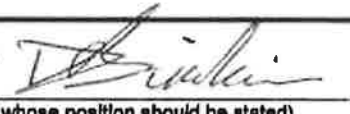
(see notes 37 and 38)

SEE ATTACHED SCHEDULES

## 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>Grigor and Young</u> Date: <u>15<sup>th</sup> December 2017</u>	Chairman's Signature:  (or other official whose position should be stated) Name: <u>DEREK SINCLAIR</u> Date: <u>16 Dec 2017</u>
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## 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	

**THE MALT DISTILLERS ASSOCIATION OF SCOTLAND**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 AUGUST 2017**

**1. STATEMENT OF COMPLIANCE**

The accounts have been prepared in accordance with the provisions of FRS 102 Section 1A small entities. There were no material departures from that standard.

The Malt Distillers Association of Scotland is an Association domiciled in Scotland. The main office address is Grigor and Young Solicitors, 1 North Street, Elgin.

**2. ACCOUNTING POLICIES**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

**Accounting convention**

The accounts are prepared under the historical cost convention.

The Association's functional and presentation currency is the pound sterling.

**Turnover**

Income represents amounts receivable from golf fees, annual subscriptions, bank interest and the annual dinner.

Annual subscriptions are included within the income and expenditure accounts in the period to which they relate.

**Fixed Assets**

Trophies are not depreciated as in the opinion of the Management Committee they are not considered to diminish in value with the passage of time. They are stated in the balance sheet at cost.

**Cashflow statement**

The Association has adopted FRS 102 Section 1A small entities with the result that no cashflow statement has been produced since the Association falls within the exemptions specified in the Standard.

<b>3. CORPORATION TAX</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Current year tax charges	-	-
Under provision in previous year	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

## THE MALT DISTILLERS ASSOCIATION OF SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2017

	2017 £	2016 £	
<b>4. SUNDRY DEBTORS</b>			
Annual subscriptions	5,600	5,000	
Annual Dinner	472	472	
Prepayment	458	919	
VAT	-	57	
	<u>6 530</u>	<u>6 448</u>	
<b>5. BANK ACCOUNTS</b>			
Cash held by solicitors	18 175	14 982	
	<u>18 175</u>	<u>14 982</u>	
<b>6. CREDITORS</b>			
Secretarial fee	10,600	9,800	
Audit fee	2,000	3,475	
Accruals and deferred income	554	954	
VAT	719	-	
Other	453	-	
	<u>14 326</u>	<u>14,229</u>	
<b>7. RESERVES</b>			
	Revenue Account £	Sports Fund £	Total £
Opening balance at 1 September 2016	5,497	2,453	7,950
Surplus for year	3 112	66	3 178
Closing balance at 31 August 2017	<u>8 609</u>	<u>2 519</u>	<u>11 128</u>
<b>8. RECONCILIATION OF MOVEMENTS IN MEMBERS' FUNDS</b>			
	2017 £	2016 £	
Surplus/(Deficit) for year (note 7)	3,178	(5,133)	
Opening members' funds	7 950	13,083	
Closing members' funds	<u>11 128</u>	<u>7 950</u>	
<b>9. APB ETHICAL STANDARDS</b>			

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.



# 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)

PER ATTACHED PAPER

Signature(s) of auditor or auditors:	<i>Ritsons</i>	
Name(s):	RITSONS	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	The Tower 103 High Street ELGIN Moray	
Date:	20/12/17	
Contact name and telephone number:	Deborah Newton ■ 01343 542611	

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
THE MALT DISTILLERS ASSOCIATION OF SCOTLAND  
YEAR ENDED 31 AUGUST 2017**

**OPINION**

We have audited the financial statements of The Malt Distillers Association of Scotland for the year ended 31 August 2017 which comprise the Income Statement, the Statement of Financial Position and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The report is made solely to the Association's members, as a body, in accordance with section 36, of the Trade Union and Labour Relations (Consolidation) Act 1992. 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 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 Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 August 2017 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and with the Trade Union and Labour Relations (Consolidation) Act 1992.

**BASIS OF OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 9 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**CONCLUSIONS RELATING TO GOING CONCERN**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the management committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the management committee have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Association's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
THE MALT DISTILLERS ASSOCIATION OF SCOTLAND  
YEAR ENDED 31 AUGUST 2017**

**OTHER INFORMATION**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The management committee are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 require us to report to you if, in our opinion:

- adequate books of accounts have not been kept by the Association in accordance with the requirements of the legislation; or
- a satisfactory system of control over transactions has not been maintained by the Association in accordance with the requirements of the legislation; or
- the accounts to which our report relates, and the balance sheet are not in agreement with the accounting records.

**RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE**

As explained more fully in the management committee's responsibilities statement, the management committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the management committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the management committee are responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the management committee either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
THE MALT DISTILLERS ASSOCIATION OF SCOTLAND  
YEAR ENDED 31 AUGUST 2017**

**AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.



**RITSONS**  
Statutory Auditor  
Chartered Accountants  
103 High Street  
ELGIN

*Date 29 November 2017*