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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: 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

CERTIFICATION OFFICE  
FOR TRADE UNIONS  
& EMPLOYERS' ASSOCIATIONS  
31 MAY 2017  
**RECEIVED**

**LIST OF FWC OFFICERS DURING 2016**

**POSITION HELD**

ANDREW LEE	CHAIRMAN
MICHAEL LAMONT	VICE-CHAIRMAN
BRYAN DOLBY	COMMITTEE
PAUL THRUPP	COMMITTEE
SCOTT SMITH	COMMITTEE
STEVE KENNEDY	COMMITTEE

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

(Revised February 2011)

# 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
910	20	1	1	932

## 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
EXECUTIVE	<i>None</i>	STEVE KENNEDY	14 <sup>TH</sup> APRIL 2016

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
99,967	From Members	Subscriptions, levies, etc		104,361
2,234	Investment income	Interest and dividends (gross)		2,071
48		Bank interest (gross)		50
(125)		Other – Profit / (Loss) on sale of shares		8,368
	Other income	Rents received		
		Insurance commission		
		Consultancy fees		
		Publications/Seminars		
17,316		Miscellaneous receipts - Commission		17,452
21,985		- Sale of Goods		23,338
141,425	<b>TOTAL INCOME</b>			155,640
	<b>EXPENDITURE</b>			
	Administrative expenses			
79,356		Remuneration and expenses of staff		79,439
15,576		Occupancy costs		12,734
5,594		Printing, Stationery, Post		6,427
1,747		Telephones		2,108
3,015		Legal and Professional fees		3,460
2,845		Miscellaneous - Legal Aid		2,866
1,208		- Sundry		726
4,410		- Advertising		3,056
	Other charges	Bank charges		3,519
3,932		Depreciation		1,328
1,771		Sums written off		
		Affiliation fees		269
283		Donations		
		Conference and meeting fees		
1,203		Computer Expenses		933
2,176		Miscellaneous – Loan Interest		1,974
6	Taxation			0
123,122	<b>TOTAL EXPENDITURE</b>			118,839
18,303	Surplus/Deficit for year			36,801
302,610	Amount of fund at beginning of year			320,913
320,913	Amount of fund at end of year			357,714

## ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

<b>ACCOUNT 2</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 3</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)

<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<sup>ST</sup> DECEMBER 2016 ]

(see notes 19 and 20)

Previous Year		£	£
208,896	<b>Fixed Assets</b> (as at page 11)		207,568
55,523	<b>Investments</b> (as per analysis on page 13)		53,405
	Quoted (Market value £56,637 )		
	Unquoted		
264,419	<b>Total Investments</b>		260,973
	<b>Other Assets</b>		
14,517	Sundry debtors		12,103
107,087	Cash at bank and in hand		147,519
25,312	Stocks of goods		24,835
	Others (specify)		
146,916	<b>Total of other assets</b>		184,457
411,335	<b>TOTAL ASSETS</b>		445,430
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	<b>Liabilities</b>		
83,766	Loans		77,116
	Bank overdraft		
	Tax payable		
6,656	Sundry creditors		10,600
	Accrued expenses		
	Provisions		
	Other liabilities		
90,422	<b>TOTAL LIABILITIES</b>		87,716
320,913	<b>TOTAL ASSETS</b>		357,714

## FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	203,584	63,557		267,141
Additions during period				
Less: Disposals during period				
Less: DEPRECIATION:		1,328		1,328
Total to end of period		59,573		59,573
<b>BOOK AMOUNT at end of period</b>	203,584	3,984		207,568
Freehold	203,584			203,584
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>	203,584	3,984		207,568

# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £	
<b>QUOTED</b>	British Government & British Government Guaranteed Securities		
	British Municipal and County Securities		
	55,523	Other quoted securities (to be specified)	53,405
	55,523	TOTAL QUOTED (as Balance Sheet)	53,405
	57,437	*Market Value of Quoted Investments	56,637
	<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 <input checked="" type="checkbox"/>	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 <input checked="" type="checkbox"/>
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	104,361		104,361
From Investments	10,489		10,489
Other Income (including increases by revaluation of assets)	40,790		40,790
<b>Total Income</b>	155,640		155,640
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	118,839		118,839
<b>Total Expenditure</b>	118,839		118,839
<b>Funds at beginning of year</b> (including reserves)	320,913		320,913
<b>Funds at end of year</b> (including reserves)	357,714		357,714
<b>ASSETS</b>			
Fixed Assets			207,568
Investment Assets			53,405
Other Assets			184,457
		<b>Total Assets</b>	445,430
<b>LIABILITIES</b>		<b>Total Liabilities</b>	87,716
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			357,714

# NOTES TO THE ACCOUNTS

(see note 36)

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

A large, empty rectangular box with a black border, intended for the user to enter or attach notes to the accounts. The box occupies most of the page below the instruction text.


# 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>B. Murray</u> Name: <u>BERYL MURRAY</u> Date: <u>25<sup>th</sup> May 2017</u>	 Chairman's Signature: _____ (or other official whose position should be stated) Name: <u>Andrew Lee</u> Date: <u>25<sup>th</sup> May 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			
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)	YES			
HAS THE RETURN BEEN SIGNED? (see Note 38)	YES			
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	YES			
IS A RULE BOOK ENCLOSED? (see Note 40)	YES			
HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)	YES			

# 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 IN ACCORDANCE WITH THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992.  
 IN OUR OPINION THE FINANCIAL STATEMENTS GIVE A TRUE AND FAIR VIEW OF THE FEDERATION'S FINANCIAL AFFAIRS AT 31<sup>ST</sup> DECEMBER 2016 AND OF ITS TRANSACTIONS OF THE YEAR THEN ENDED

Signature(s) of auditor or auditors:

*D. A Savidge*

Name(s):

David Savidge

Profession(s) or Calling(s):

F.C.C.A.

Address(es):

Allen Mills Howard & Co  
 23 Stockport Road  
 Ashton-Under-Lyne  
 OL7 0LA

Date:

29/06/17

Contact name and telephone number:

0161 339 6140

**FEDERATION OF WINDOW CLEANERS**

**FINANCIAL ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2016**

**AUDITORS' REPORT**

We have audited the financial statements in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. In our opinion the financial statements give a true and fair view of the Federation's affairs at 31st December 2016 and of its transactions of the year then ended.



Allen Mills Howard & Co.  
Registered Auditors  
Chartered Certified Accountants  
23 Stockport Road  
Ashton - Under - Lyne  
Lancashire  
OL7 0LA

08 March 2017