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FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:	The Electrical Contractors' Association of Scotland T/A SELECT
Year ended:	31 December 2016
List No:	022E (S)
Head or Main Office:	The Walled Garden Bush Estate Midlothian EH26 0SB
Website address (if available)	www.select.org.uk
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
General Secretary:	J McGhee, ACMA
Contact name for queries regarding the completion of this return:	J Petrie
Telephone Number:	0131 445 5577
e-mail:	jenny.petrie@select.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
22nd 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



(Revised February 2011)

Appointments 2016-2017

Central Board: Wednesday, 8 June 2016

Agenda Item: 4.01

CENTRAL BOARD

President

Vice President

Immediate Past President

M Bailey – Observer

Managing Director

Association Secretary

Aberdeen - G Craib
- J Thompson
- A J Smith

Ayrshire - J Lappin
- J Cooper

Dumfries & Galloway - G Paterson
- t.b.c.

Edinburgh - J Wilkinson
- K Groom
- A Noble
- G Anderson

Glasgow - D Harris
- A Guyan
- DWH Smith
- W Shaw

Inverness - S Warren
- A Grant
- K Duncan

Lanarkshire - K Griffin
- D Orr

Tayside - D Crockett
- N McIntyre
- tbc

ECA Observer: Immediate Past President of ECA

SEC GROUP BOARD

Managing Director

K Groom

SCOTTISH BUILDING SERVICES CERTIFICATION (SBSC)

D N McGuinness Director

J McGhee Secretary

MANAGEMENT COMMITTEE

Office Bearers

Management Team

M Bailey - Observer

K Duncan

D W H Smith

K Groom

E Rae

K Griffin

Secretary: Head of Resources

MANAGEMENT COMMITTEE

FINANCE SUB-COMMITTEE

Immediate Past President

D W H Smith Member

A J Smith Member

Secretary Head of Resources

INTERNATIONAL ASSOCIATION (AIE)

President

Managing Director

Head of Technical Services

AIE & GCP EUROPE SECRETARIES

GENERAL

Managing Director

SEC INSURANCE LIMITED

E Rae Chairman & Director

J Noble Director

N McGuinness Director

J McGhee Secretary

ELECTRICAL INDUSTRY FORUM

President/Managing Director

Head of Technical Services

ESCA ESTATES

D W H Smith Director

REGISTRATION BOARD*

S Johnston Chairman
 A Guyan
 S F Carruthers
 G Anderson
 K McDonnell
 G Paterson
 G D'Arcy
 E Pairman
 B Hosie
 V Turner
 K Duncan
 Managing Director
 Head of Technical Services

SECTT BOARD OF TRUSTEES

J Mutch Leader
 J Noble
 D N McGuinness Managing Director

NET BOARD

A J Smith Director
 F M Harper Director

SUMMITSKILLS

D W H Smith Director
 D N McGuinness Managing Director

SUMMITSKILLS POLICY STEERING GROUP

F M Harper Head of Employment Affairs

ELECTRICAL ENGINEERING TRAINING FOUNDATION

A Guyan Chairman
 AJ Smith Director
 S Warren Director
 K Duncan Director
 D N McGuinness Director
 J McGhee Secretary

ITB TRUSTEES

D N McGuinness Managing Director

BLUESKY TRUSTEES

J McGhee Association Secretary

ECA CONTRACTUAL & LEGAL COMMITTEE

A Wilson Head of Membership & Communications

ECA EDUCATION & TRAINING COMMITTEE

F M Harper Head of Employment Affairs

THE ELECTROTECHNICAL SKILLS PARTNERSHIP

D N McGuinness Managing Director

SEC GROUP H&S TASKFORCE

J Cornwall Technical and Health & Safety Adviser

IET EAS MANAGEMENT COMMITTEE

Managing Director

SECG SCOTLAND

D N McGuinness Managing Director
 A Wilson Head of Membership & Communications

CONSTRUCTION SCOTLAND ILG

D N McGuinness Director

EMPLOYMENT AFFAIRS COMMITTEE *

AJ Smith Convener
 J Anderson
 J Gammie
 S Gowans
 G Harvey
 K Homer
 T McCoy
 J McGill
 J Noble
 D N McGuinness Managing Director
 F M Harper Head of Employment Affairs

Observer: P McNaughton Chairman of ECA LRC

Observer :A Meikle ECA Director of Employment & Skills

**SUMMITSKILLS SCOTTISH BSE
EMPLOYERS SKILLS FORUM**

DWH Smith Chairman
C Allen
K Groom
J McGill
J Noble Immediate Past President
E Rae President
A J Smith
F M Harper Head of Employment
 Affairs

SJIB NATIONAL BOARD

J Simpson Chairman
D N McGuinness Director of the SJIB
F M Harper Secretary of the SJIB
A J Smith Leader
J Anderson
J Gammie
G Harvey

SJIB GRADING COMMITTEE

J Noble Chairman
A J Smith Alternate
F M Harper Secretary of the SJIB

SJIB TRUSTEE

A J Smith

ECA LABOUR RELATIONS COMMITTEE

A J Smith Convener EA Committee
F M Harper Head of Employment Affairs

**NATIONAL JOINT COUNCIL
ENGINEERING CONSTRUCTION**

F M Harper Head of Employment Affairs

**JIB EMPLOYEE RELATIONS
COMMITTEE**

F M Harper Head of Employment Affairs

CSCS AFFILIATES FORUM

D N McGuinness Director of the SJIB
F M Harper Secretary of the SJIB

CSCS STAKEHOLDERS

D N McGuinness Director of the SJIB

ECS STEERING COMMITTEE

F M Harper Head of Employment Affairs

FICA REVIEW

J Noble
A J Smith
D Millar
F M Harper Secretary of the SJIB

MAJOR CONTRACTORS' FORUM*

P McKay Chairman
J Anderson Vice Chairman
Top 20 SELECT Members by Turnover
D N McGuinness Managing Director
F M Harper Head of Employment Affairs

ELECTROTECHNICAL COMMITTEE *

Vacant (Convener)
D W H Smith (Vice Convener)
A Graham (SELECT Member)
S Devine (IET Observer)
M Allen (ESF Observer)
G Cronshaw (IET Observer)
J O'Neil (ECA Observer)
M Duncan (SELECT Observer)
J Ekkels (SELECT Member)
D Forrester (SELECT Head of Technical Services)
J Wright (BEAMA Observer)
K Griffin (SELECT Member)
K Groom (SELECT Member)
R Lovegrove (ECA Observer)
K Morton (HSE Observer)
D Millar (SELECT Observer)
G Mackenzie (Scottish Power Observer)
J Noble (SELECT Immediate Past President)
M Onyett (SELECT Observer)
P Sayer (BEAMA Observer)
A Smith (SELECT Member)
A J Smith (SELECT Member)
R Brotherton (SELECT Member)
H Healey (SELECT Member)
J Wright (BEAMA Observer)
K Blackley (Member)
J Laughlin (Member)
C Donnelly (BSD Observer)
Head of Technical Services (Secretary)

ECA TECHNICAL COMMITTEE

Head of Technical Services

ELECTRICAL SAFETY FIRST BOARD

D N McGuinness Managing Director

ELECTRICAL SAFETY FIRST TECHNICAL COMMITTEE

Head of Technical Services

JOINT IET/BSI TECHNICAL COMMITTEE FOR ELECTRICAL INSTALLATIONS OF BUILDINGS -

JPEL/64 D Forrester
Panel A D Millar
Panel B M Duncan
Panel C
Panel D M McLaughlin

FIRE & SECURITY ASSOCIATION STANDING COMMITTEE

K Griffin
H Findlay
D Forrester Head of Technical Services

SEPCReG

D N McGuinness Managing Director
D Forrester Head of Technical Services (Secretary)
A Wilson Head of Membership & Communications

Co-option: In September, 1984, the Central Board decided that persons co-opted to Committees would serve for a period of one year renewable annually at the option of the Board up to a maximum period of 5 years. The maximum period of co-option to the Central Board would be 3 years. It was also agreed, however, that more flexibility should be allowed for the Board to review on an individual basis co-option periods. Members co-opted to the Central Board are normally co-opted for specific purposes and while they are invited to attend for the whole of the meeting they need not do so. In addition they may comment, with the President's agreement on matters other than their specific remit, but can only vote on their specific subject.

***President, Vice President, and Immediate Past President are ex-officio members of the Central Board's OPERATIONAL COMMITTEES**

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
1,222				1,222

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
VICE PRESIDENT	E RAE	K GRIFFIN	
PRESIDENT	VACANT	E RAE	

REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	INCOME			
1,396,503	From Members	Subscriptions, levies, etc		1,439,924
303,255	Investment income	Interest and dividends (gross)	1,002,068	
-		Bank interest (gross)		
-		Other -Revaluation of Investment	-	
303,255				1,002,068
105,763	Other income	Rents received	105,650	
403,772		Insurance commission		
120,447		Consultancy fees	457,600	
107,765		Publications/Seminars		
816,782		Miscellaneous receipts : Sundry	132,825	
1,554,529		Sale of Goods	79,388	
		Management	836,402	
				1,611,865
3,254,287		TOTAL INCOME		4,053,857
	EXPENDITURE			
	Administrative expenses			
1,501,410		Remuneration and expenses of staff	1,674,416	
257,847		Occupancy costs	288,222	
78,088		Printing, Stationery, Post & Telephones	75,064	
122,042		Legal and Professional fees	129,910	
82,128		Miscellaneous :Publications	58,091	
80,316		In-house costs	58,377	
236,640		Admin expenses	141,984	
	Other charges	Bank charges	-	
129,050		Depreciation	97,661	
15,352		Sums written off	-	
92,393		Affiliation fees	17,784	
253,171		Marketing Costs	150,312	
194,131		Conference and meeting fees	156,682	
		Course Expenses	207,509	
		Miscellaneous (specify)		
(77,198)	Taxation			
2,965,370		TOTAL EXPENDITURE		3,056,012
10,785		Transfer (to) / from Reserves		15,351
299,702		Surplus/Deficit for year		1,013,196
4,146,683		Amount of fund at beginning of year		4,327,385
(119,000)		Other Recognised Gains & Losses		(188,198)
4,327,385		Amount of fund at end of year		5,152,383

ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 2		Fund Account	
Name of account:		£	£
Income	From members Investment income Other income (specify)		
	Total Income		
Expenditure	Administrative expenses Other expenditure (specify)		
	Total Expenditure		
	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:		£	£
Income	From members Investment income Other income (specify)		
	Total Income		
Expenditure	Administrative expenses Other expenditure (specify)		
	Total Expenditure		
	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:		£	£
Income	From members		
	Investment income		
	Other income (specify)		
		Total Income	
Expenditure	Administrative expenses		
	Other expenditure (specify)		
		Total Expenditure	
		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:		£	£
Income	From members		
	Investment income		
	Other income (specify)		
		Total Income	
Expenditure	Administrative expenses		
	Other expenditure (specify)		
		Total Expenditure	
		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:		£	£
Income	From members Investment income Other income (specify)		
		Total Income	
Expenditure	Administrative expenses Other expenditure (specify)		
		Total Expenditure	
		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:		£	£
Income	From members Investment income Other income (specify)		
		Total Income	
Expenditure	Administrative expenses Other expenditure (specify)		
		Total Expenditure	
		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 2016
(see notes 19 and 20)

Previous Year		£	£
2,993,322	Fixed Assets (as at page 11)		2,914,898
	Investments (as per analysis on page 11)		
	Quoted (Market value £)		
50,000	Unquoted		50,000
3,043,322	Total Investments		2,964,898
	Other Assets		
322,868	Sundry debtors	295,348	
2,044,021	Cash at bank and in hand	2,866,927	
21,693	Stocks of goods	14,765	
-	Others -Pension Asset	-	
2,388,582	Total of other assets		3,177,040
5,431,904	TOTAL ASSETS		6,141,938
393,977	Specific Reserves		378,626
	Fund (Account)		-
	Fund (Account)		-
4,327,385	General Reserve		5,152,383
	Liabilities		
-	Loans	-	
-	Bank overdraft	-	
-	Tax payable	-	
638,853	Sundry creditors	548,793	
71,689	Deferred Tax Liability	62,136	
-	Provisions	-	
-	Other liabilities	-	
710,542	TOTAL LIABILITIES		610,929
5,431,904	TOTAL ASSETS		6,141,938

FIXED ASSETS ACCOUNT

(see note 21)

	Freehold Office Premises	Plant & Equipment	Investment Property	Motor Vehicles	Total
	£	£	£		£
COST OR VALUATION					
At start of period	2,694,549	767,122	875,000	22,528	4,359,199
Additions during period	-	24,669	-	-	24,669
Less: Disposals during period	-	-	-	(22,528)	(22,528)
Less: DEPRECIATION: Disposals	732,869	713,573	-	17,096 (17,096)	1,463,538 (17,096)
Total to end of period	732,869	713,573	-	-	1,446,442
BOOK AMOUNT at end of period	1,961,680	78,218	875,000	-	2,914,898
Freehold	1,961,680	-	-	-	1,961,680
Leasehold (50 or more years unexpired)					
Leasehold (less than 50 years unexpired)					
AS BALANCE SHEET	1,961,680	78,218	875,000		2,914,898

ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
QUOTED	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	
UNQUOTED	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted securities (to be specified): 50,000 ordinary shares of £1.00 each fully paid up Scottish Electrical Contractors' Insurance Ltd	50,000
	TOTAL QUOTED (as Balance Sheet)	50,000
	*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)

Does the association, or any constituent part of the association, have a controlling interest in any limited company?		YES	<input checked="" type="checkbox"/>	NO
If YES name the relevant companies:				
COMPANY NAME Scottish Electrical Contractors' Insurance Limited	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered) SC42408 (Registered in Scotland)			
INCORPORATED EMPLOYERS' ASSOCIATIONS				
Are the shares which are controlled by the association registered in the association's name		YES	<input 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			
UNINCORPORATED EMPLOYERS ASSOCIATIONS				
Are the shares which are controlled by the association registered in the names of the association's trustees?		YES	<input checked="" type="checkbox"/>	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 £
INCOME			
From Members	1,439,924	-	1,439,924
From Investments	1,002,068	-	1,002,068
Other Income (including increases by revaluation of assets)	1,611,865		1,611,865
Total Income	4,053,857	NIL	4,053,857
EXPENDITURE			
(including decreases by revaluation of assets)	3,056,012	-	3,056,012
Other Gains & Losses	188,198	-	188,198
Total Expenditure	3,244,210	NIL	3,244,210
Funds at beginning of year (including reserves)	4,721,362	NIL	4,721,362
Funds at end of year (including reserves)	5,531,009	NIL	5,531,009
ASSETS			
Fixed Assets			2,914,898
Investment Assets			50,000
Other Assets			3,177,040
		Total Assets	6,141,938
LIABILITIES		Total Liabilities	610,929
NET ASSETS (Total Assets less Total Liabilities)			5,531,009

NOTES TO THE ACCOUNTS

(see note 36)

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

Please see Financial Statements for the year ended 31 December 2016.

ACCOUNTING POLICIES


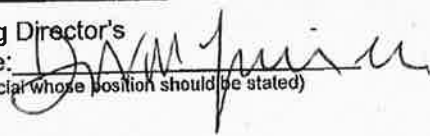
(see notes 37 and 38)

Please see Financial Statements for the year ended 31 December 2016.

SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

<p>Secretary's Signature: </p> <p>Name: J MCGHEE</p> <p>Date: 29 May 2017</p>	<p>Managing Director's Signature:  (or other official whose position should be stated)</p> <p>Name: D N MCGUINNESS</p> <p>Date: 29 May 2017</p>
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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	

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

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

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)

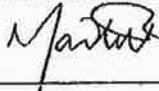
YES

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)

See attached Financial Statements

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:		
Name(s):	Martin Gill	
Profession(s) or Calling(s):	ACA	
Address(es):	BDO LLP Citypoint 144 Morrison Street Edinburgh, EH3 8EX	
Date:	29 May 2017	
Contact name and telephone number:	0131 347 0347	

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