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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



# LEATHER PRODUCERS' ASSOCIATION



**Leather Producers' Association – AR27 Certification for Year ended 30<sup>th</sup> September 2017**

**Officers in post**

Chairman – Mr Nicholas Muirhead

Secretary – Dr Kerry Senior

# 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
9				9

## 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
CHAIRMAN	IAIN MCFADYEN	NICHOLAS MUIRHEAD	19/4/2017

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	<b>INCOME</b>		
4220	From Members                      Subscriptions, levies, etc		4305
6	Investment income      Interest and dividends (gross) Bank interest (gross) Other (specify)		1
	Other income              Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)		
949	Handbooks		
5175			
	<b>TOTAL INCOME</b>		4306
	<b>EXPENDITURE</b>		
	Administrative expenses		
2190	Remuneration and expenses of staff		2177
	Occupancy costs Printing, Stationery, Post Telephones		
750	Legal and Professional fees Miscellaneous (specify)		750
	Other charges              Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Expenses Miscellaneous (specify)		
936			828
	Taxation		
3876	<b>TOTAL EXPENDITURE</b>		3755
1299	Surplus/Deficit for year		551
8440	Amount of fund at beginning of year		9739
9739	Amount of fund at end of year		10290

# 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)

<b>ACCOUNT 6</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 7</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)	

# BALANCE SHEET AS AT [ 30 SEPTEMBER 2017 ]

(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>		
1368	Sundry debtors		801
13501	Cash at bank and in hand		9839
400	Stocks of goods		400
	Others (specify)		
	<b>Total of other</b>		
	<b>assets</b>		
15269	<b>TOTAL ASSETS</b>		11040
	<b>Liabilities</b>		
	Loans		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
5530	Accrued expenses		750
	Provisions		
	Other liabilities		
5530	<b>TOTAL LIABILITIES</b>		750
9739	<b>TOTAL ASSETS</b>		10290



# 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>		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	4305		4305
From Investments	1		1
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	4306		4306
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	3755		3755
<b>Funds at beginning of year</b> (including reserves)			9739
<b>Funds at end of year</b> (including reserves)			10290
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			11040
		<b>Total Assets</b>	11040
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	750
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			10290

# 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. Stock

Handbooks	£400 =====	£400 =====
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2. Sundry Debtors

Other debtors	253	656
Other taxation	548	712
	-----	-----
	£801 =====	£1368 =====

3. Staff

The Association does not have any direct employees. Staff are seconded from the UKLF and charged to the Association on a day-worked basis, which is included in the charge made for management costs.

# ACCOUNTING POLICIES

(see notes 37 and 38)

The principal accounting policies adopted by the Association are as follows and are consistent with those applied in previous years.

**Accounting Convention**

The accounts have been prepared under the historical cost convention


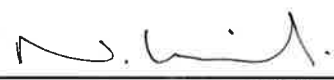
**Stock**

Stock is stated at the lower of cost and net realisable value.

## 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>KELLY SENIOR</u> Date: <u>23/1/18</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>NICHOLAS MUIRHEAD</u> Date: <u>31.01.18</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	

# 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

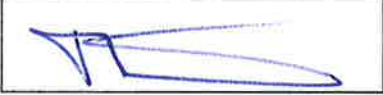
If "No" please explain below.

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)

## AUDITOR'S REPORT (continued)

I have audited the accounts on pages 3 to 14 of this return.

In my opinion the accounts give a true and fair view of the state of affairs of the Association as at 30 September 2017, and of its surplus for the year then ended.

Signature(s) of auditor or auditors:		
Name(s):	J D Gardiner	
Profession(s) or Calling(s):	ACA	
Address(es):	Corby Enterprise Centre London Road Corby Northants	
Date:	21 December 2017	
Contact name and telephone number:	01536 201019	



LEATHER PRODUCERS' ASSOCIATION  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH SEPTEMBER 2017

J. D. Gardiner & Co.  
Chartered Accountant  
Corby, Northants.

THE LEATHER PRODUCERS' ASSOCIATION

ANNUAL REPORT AND ACCOUNTS

2017

Auditor's Report	1
Income & Expenditure Account	2
Balance Sheet	3
Notes to the Accounts	4

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
THE LEATHER PRODUCERS' ASSOCIATION

I have audited the accounts on pages 2 to 4 which have been prepared on the basis of the accounting policies set out on page 4.

In my opinion the accounts give a true and fair view of the state of affairs of the Association as at 30th September 2017 and of its surplus for the year then ended.

J. D. GARDINER & CO.

Chartered Accountant

Corby, Northants.

21 December 2017

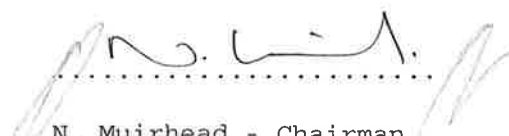
LEATHER PRODUCERS' ASSOCIATION  
 INCOME AND EXPENDITURE ACCOUNT  
 FOR THE YEAR ENDED 30TH SEPTEMBER 2017

	2017	2016
Income		
Membership Levies	4305	4220
Profit on Sale of Handbooks	-	949
Interest Receivable	1	6
	<u>4306</u>	<u>5175</u>
Expenditure		
Management Costs	2177	2190
Travelling & Conferences	828	936
Audit & Accountancy	750	750
	<u>3755</u>	<u>3876</u>
Surplus for the Year	<u>£551</u> =====	<u>£1299</u> =====

## LEATHER PRODUCERS' ASSOCIATION

## BALANCE SHEET - 30TH SEPTEMBER 2017

	Notes	2017	2016
Current Assets			
Stock	3	400	400
Debtors	4	801	1368
Cash & Bank Balances		9839	13501
		<u>11040</u>	<u>15269</u>
Current Liabilities			
Creditors & Accruals	5	750	5530
		<u>10290</u>	<u>9739</u>
Net Current Assets		<u>10290</u>	<u>9739</u>
Net Assets		<u>£10290</u>	<u>£9739</u>
Accumulated Fund			
Balance brought forward		9739	8440
Surplus for the Year		551	1299
		<u>10290</u>	<u>9739</u>
Balance carried forward		<u>£10290</u>	<u>£9739</u>



N. Muirhead - Chairman

31.01.18  
Date

## LEATHER PRODUCERS' ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2017

## 1. Status

The Association is an Employers' Organisation registered under the Trade Union and Labour Relations (Consolidation) Act 1992.

## 2. Accounting Policies

The principal accounting policies adopted by the Association are as follows and are consistent with those applied in previous years.

## (a) Accounting Convention

The accounts are drawn up under the historical cost convention.

## (b) Stock

Stock is stated at the lower of costs and net realisable value.

	2017	2016
3. Stock		
Handbooks	£400	£400
	<u>=====</u>	<u>=====</u>
4. Debtors		
Sales Debtors	253	656
Other Taxation	548	712
	<u>-----</u>	<u>-----</u>
	£801	£1368
	<u>=====</u>	<u>=====</u>
5. Creditors & Accruals		
Other creditors	-	4780
Accrued costs	750	750
	<u>-----</u>	<u>-----</u>
	£750	£5530
	<u>=====</u>	<u>=====</u>

## 6. Staff

The Association does not have any direct employees. Staff are seconded from the U.K.L.F. and charged to the Association on a day-worked basis, which is incorporated in the charge made for management costs.