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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**

**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  
**29 MAR 2018**

**Year 2016**

**Presidential Triumvirate:** Seamus Mullins (President)

Ann Duffield

Emma Lavelle

**Region:**

Scotland Nick Alexander

North Tom Tate, Ann Duffield, David Nicholls

West Midlands and Wales Charlie Longsdon, Dan Skelton, Tim Vaughan

East Rae Guest, Hugo Palmer, Roger Varian

South West Philip Hobbs, Seamus Mullins, Emma Lavelle

Central South Ralph Beckett, Eve Johnson Houghton, Charlie Mann

South East Jim Boyle, John Best

Co-opted John Gosden, Chris Wall

# 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
502				502

## 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
President	Jim Boyle	<i>Seamus Mullins</i>	23/02/2016

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
439,596	From Members	Subscriptions, levies, etc	447,931	
2,777	Investment income	Interest and dividends (gross) Bank interest (gross) Other (specify)	2,487	450,418
442,373				
-	Other income	Rents received	-	
11,036		Insurance commission	10,452	
-		Consultancy fees	-	
8,618		Publications/Seminars	2,907	
-		Miscellaneous receipts (specify)	-	
19,654				13,359
462,027				
		<b>TOTAL INCOME</b>		463,777
	<b>EXPENDITURE</b>			
	Administrative expenses			
(235,349)		Remuneration and expenses of staff	(243,147)	
(21,607)		Occupancy costs	(15,084)	
(32,033)		Printing, Stationery, Post	(34,684)	
(5,957)		Telephones	(5,121)	
(87,739)		Legal and Professional fees	(124,953)	
(16,692)		Miscellaneous (motor & travel))	(17,529)	
(399,377)				
-	Other charges	Bank charges	(107)	
(9,714)		Depreciation	(7,747)	
-		Sums written off	-	
-		Affiliation fees	-	
(4,151)		Donations	(5,604)	
(11,192)		Conference and meeting fees	(11,564)	
-		Expenses	-	
-		Miscellaneous (specify)	-	
(4,618)		Badges	(4,788)	
(613)		Taxation	-	
		<b>TOTAL EXPENDITURE</b>		(471,026)
32,362		Surplus/Deficit for year		(6,551)
414,495		Amount of fund at beginning of year		446,857
446,857		Amount of fund at end of year		440,306

# 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)		
		<b>Total Income</b>	
Expenditure	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:		£	£
Income	From members		
	Investment income		
	Other income (specify)		
		<b>Total Income</b>	
Expenditure	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)			





## FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	58,447	25,981	40,335	124,763
Additions during period	-	-	-	-
Less: Disposals during period	-	-	-	-
Less: DEPRECIATION:	24,548	20,786	26,609	71,943
Total to end of period	33,899	5,195	13,726	52,820
<b>BOOK AMOUNT at end of period</b>				
Freehold				
Leasehold (50 or more years unexpired)	33,899			
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>	33,899	5,195	13,726	52,820

# 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) Fidelity International	20,000
	TOTAL QUOTED (as Balance Sheet)	20,000
	*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)

<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	447,931		447,931
From Investments	2,487		2,487
Other Income (including increases by revaluation of assets)	13,359		13,359
<b>Total Income</b>	<b>463,777</b>		<b>463,777</b>
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	<b>(470,328)</b>		<b>(470,328)</b>
<b>Funds at beginning of year</b> (including reserves)	446,857		446,857
<b>Funds at end of year</b> (including reserves)	440,306		440,306
<b>ASSETS</b>			
Fixed Assets			52,820
Investment Assets			20,000
Other Assets			552,530
		<b>Total Assets</b>	<b>625,350</b>
<b>LIABILITIES</b>		<b>Total Liabilities</b>	<b>(185,044)</b>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>440,306</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.

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# ACCOUNTING POLICIES


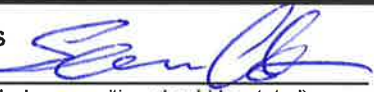
(see notes 37 and 38)



## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

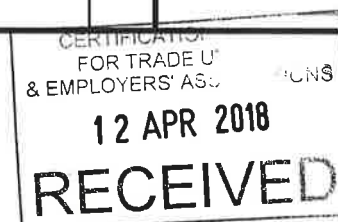
Secretary's Signature: <u></u>	Chairman's Signature: <u></u> <small>(or other official whose position should be stated)</small>
Name: <u>Rupert Arnold</u>	Name: <u>Seamus Mullins</u>
Date: <u>21/03/2018</u>	Date: <u>11/4/2018</u>

## 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/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)

Signature(s) of auditor or auditors:	<i>Caroline Webster</i>	
Name(s):	Caroline Webster FCA	
Profession(s) or Calling(s):	Ross Brooke Ltd Accountants	
Address(es):	2 Old Bath Road Newbury Berkshire RG14 1QL	
Date:	28/3/18	
Contact name and telephone number:	Caroline Webster <b>01635 555666</b>	

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