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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:

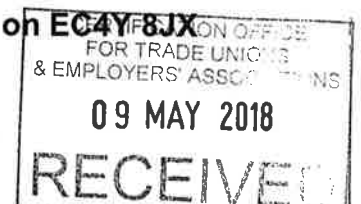
e-mail:

**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



(Revised November 2017)

**LIST OF FWC OFFICERS DURING 2017**

**POSITION HELD**

ANDREW LEE  
MICHAEL LAMONT  
BRYAN DOLBY  
PAUL THRUPP  
SCOTT SMITH  
STEVE KENNEDY

CHAIRMAN  
VICE-CHAIRMAN  
COMMITTEE  
COMMITTEE  
COMMITTEE  
COMMITTEE

resigned May 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
859	21	4	4	888

## 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 Committee	Bryan Dolby	None	25/5/2017

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
104,361	From Members	Subscriptions, levies, etc		102,894
2,071	Investment income	Interest and dividends (gross)		1,750
50		Bank interest (gross)		22
8,368		Other- Profit / (Loss) on sale of shares		(1,119)
	Other income	Rents received		
		Insurance commission		
		Consultancy fees		
17,452		Publications/Seminars		
23,338		Miscellaneous receipts - Commission		14,416
		- Sale of Goods		26,821
155,640	<b>TOTAL INCOME</b>			144,784
	<b>EXPENDITURE</b>			
	Administrative expenses			
79,439		Remuneration and expenses of staff		83,654
12,734		Occupancy costs		11,780
6,427		Printing, Stationery, Post		6,787
2,108		Telephones		1,945
3,460		Legal and Professional fees		4,100
2,866		Miscellaneous - Legal Aid		2,495
726		- Sundry		474
3,056		- Advertising		2,745
3,519	Other charges	Bank charges		3,623
1,328		Depreciation		997
		Sums written off		
269		Affiliation fees		111
		Donations		
933		Conference and meeting fees		
1,974		Computer Expenses		3,238
		Miscellaneous – Loan Interest		1,670
	Taxation			4
118,839	<b>TOTAL EXPENDITURE</b>			123,623
36,801	Surplus/Deficit for year			21,161
320,913	Amount of fund at beginning of year			357,714
357,714	Amount of fund at end of year			378,875

# 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)

<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 [ 31<sup>st</sup> DECEMBER 2017 ]

(see notes 19 and 20)

Previous Year		£	£
207,568	<b>Fixed Assets</b> (as at page 11)		206,571
53,405	<b>Investments</b> (as per analysis on page 13)		62,048
	Quoted (Market value £ 75,176 )		
	Unquoted		
260,973	<b>Total Investments</b>		268,619
	<b>Other Assets</b>		
12,103	Sundry debtors		13,059
147,519	Cash at bank and in hand		150,944
24,835	Stocks of goods		28,238
	Others (specify)		
184,457	<b>Total of other assets</b>		192,241
445,430	<b>TOTAL ASSETS</b>		460,860
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	<b>Liabilities</b>		
77,116	Loans		70,225
	Bank overdraft		
	Tax payable		
10,600	Sundry creditors		11,760
	Accrued expenses		
	Provisions		
	Other liabilities		
87,716	<b>TOTAL LIABILITIES</b>		81,985
357,714	<b>TOTAL ASSETS</b>		460,860



# 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:		997		997
Total to end of period		59,573		59,573
<b>BOOK AMOUNT</b> at end of period	203,584	2,987		206,571
Freehold	203,584			203,584
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>	203,584	2,987		206,571

# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £	
<b>QUOTED</b>	British Government & British Government Guaranteed Securities		
	British Municipal and County Securities		
	53,405	Other quoted securities (to be specified)	62,048
	53,405	TOTAL QUOTED (as Balance Sheet)	62,048
	56,637	*Market Value of Quoted Investments	75,176
<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

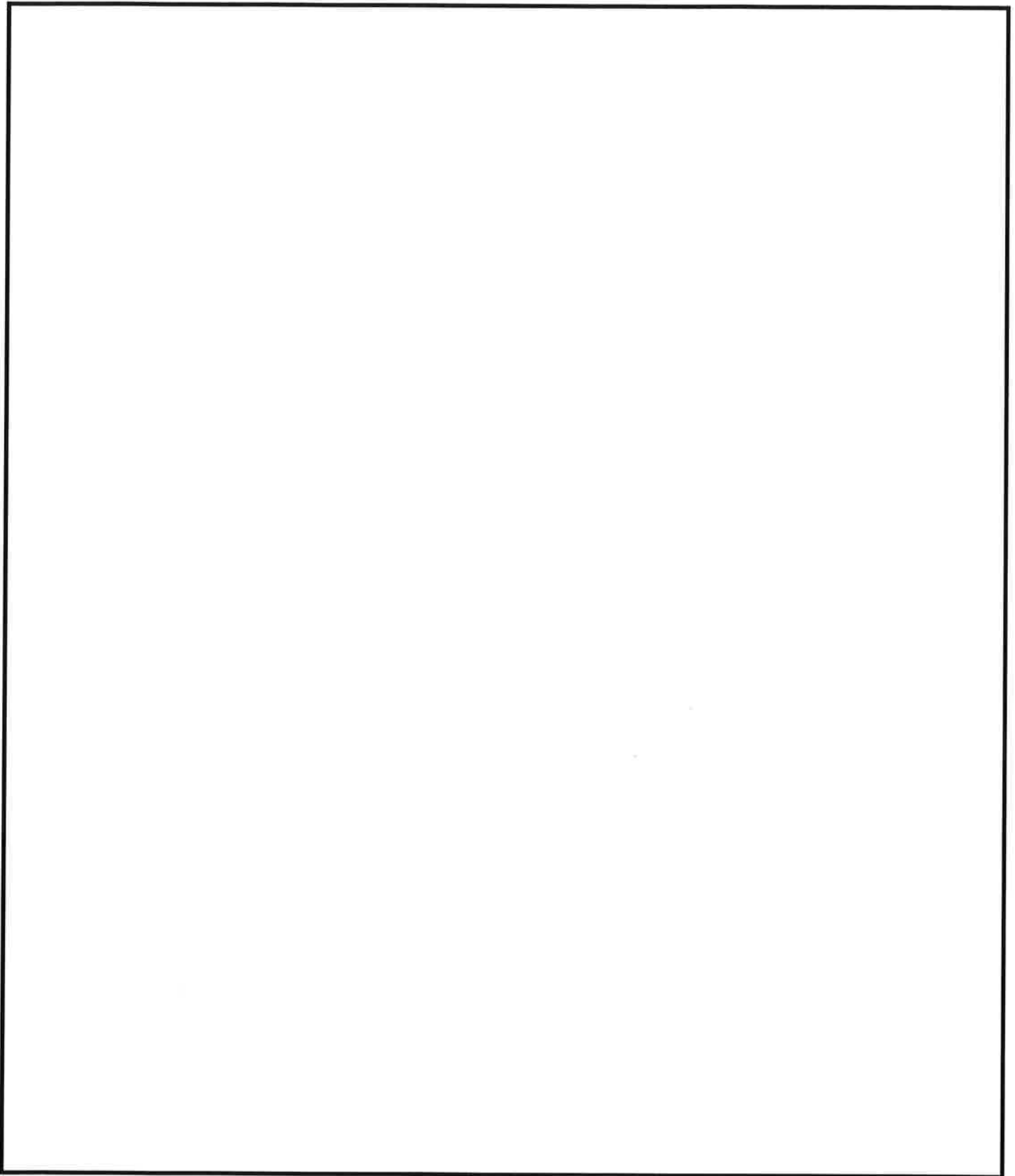
(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	102,894		102,894
From Investments	631		631
Other Income (including increases by revaluation of assets)	41,259		41,259
<b>Total Income</b>	144,784		144,784
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	123,623		123,623
<b>Total Expenditure</b>	123,623		123,623
<b>Funds at beginning of year</b> (including reserves)	357,714		357,714
<b>Funds at end of year</b> (including reserves)	378,875		378,875
<b>ASSETS</b>			
Fixed Assets			206,571
Investment Assets			62,048
Other Assets			192,241
		<b>Total Assets</b>	460,860
<b>LIABILITIES</b>		<b>Total Liabilities</b>	81,985
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			378,875

# 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 instructions.

# 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>24/4/18</u>	Vice-Chairman's Signature: <u>[Signature]</u> (or other official whose position should be stated) Name: <u>MICHAEL LAMONT</u> Date: <u>24/4/18</u>
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## CHECK LIST

(see note 41)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)	YES		<del>NO</del>	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)	YES		<del>NO</del>	
HAS THE RETURN BEEN SIGNED? (see Note 38)	YES		<del>NO</del>	
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	YES		<del>NO</del>	
IS A RULE BOOK ENCLOSED? (see Note 40)	YES		<del>NO</del>	
HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)	YES		<del>NO</del>	

# 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)

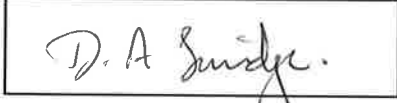
YES/NO

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 2017 AND OF ITS TRANSACTIONS OF THE YEAR THEN ENDED

Signature(s) of auditor or auditors:		
Name(s):	David Savidge	
Profession(s) or Calling(s):	F.C.C.A.	
Address(es):	Allen Mills Howard & Co. 48 Union Street Hyde SK14 1ND	
Date:	24/04/2018.	
Contact name and telephone number:	0161 366 6535	