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# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:	THERMAL INSULATION CONTRACTORS ASSOCIATION
Year ended:	31 DECEMBER 2017
List No:	219E
Head or Main Office:	TICA HOUSE 34 ALLINGTON WAY DARLINGTON CO. DURHAM DL1 4QB
Website address (if available)	WWW.TICA-ACAD.CO.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:	JENNIFER RUSH
Contact name for queries regarding the completion of this return:	KARL GORDON
Telephone Number:	01325 368000
e-mail:	kgordon@mirchellgordon.co.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: 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



**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**Company Information  
for the Year Ended 31 December 2017**

**DIRECTORS:**

J G Soady  
R A Doble  
Ms M H Marsland  
Ms P Palmer  
T Stark  
K Bramwell  
P Coles  
M E Broughton  
I J Tattersall  
A Gosling  
S Jones  
R L Cardiss

**SECRETARY:**

Miss J Rush

**REGISTERED OFFICE:**

TICA House  
34 Allington Way  
Yarm Road Business Park  
Darlington  
Co. Durham  
DL1 4QB

**REGISTERED NUMBER:**

01885918 (England and Wales)

**SENIOR STATUTORY AUDITOR:** Karl Gordon BA, FCCA

**AUDITORS:**

Mitchell Gordon LLP  
Accountants and Statutory Auditor  
43 Coniscliffe Road  
Darlington  
Co. Durham  
DL3 7EH

# 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
289	1		2	292

## 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
DIRECTOR	M J MULDOON		21-3-17
DIRECTOR	S LOWRY		6-7-17
DIRECTOR	T M HORSLEY		8-12-17
DIRECTOR	M J BRAMPTON		25-8-17
DIRECTOR	R J DREW		8-12-17
DIRECTOR		R A DOBLE	1-3-17
DIRECTOR		MS P PALMER	28-11-17

DIRECTOR

K BRAMWELL

13-11-17

DIRECTOR

P COLES

21-3-17

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	<b>INCOME</b>		
	From Members                      Subscriptions, levies, etc		
	Investment income      Interest and dividends (gross) Bank interest (gross) Other (specify)		
	Other income                      Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)		
	<b>TOTAL INCOME</b>		
	<b>EXPENDITURE</b>		
	Administrative expenses                      Remuneration and expenses of staff Occupancy costs Printing, Stationery, Post Telephones Legal and Professional fees Miscellaneous (specify)		
	Other charges                      Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Expenses Miscellaneous (specify)		
	Taxation		
	<b>TOTAL EXPENDITURE</b>		
	Surplus/Deficit for year		
	Amount of fund at beginning of year		
	Amount of fund at end of year		

SEE FINANCIAL ACCOUNTS

# 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)			

SEE ATTACHED ACCOUNTS

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)

ACCOUNT 4		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 5		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)

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)	

SEE ATTACHED ACCOUNTS

**BALANCE SHEET AS AT [ ]**

(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>		
Sundry debtors		
Cash at bank and in hand		
Stocks of goods		
Others (specify)		
<b>Total of other</b>		
<b>assets</b>		
	<b>TOTAL ASSETS</b>	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Revaluation Reserve	
<b>Liabilities</b>		
Loans		
Bank overdraft		
Tax payable		
Sundry creditors		
Accrued expenses		
Provisions		
Other liabilities		
	<b>TOTAL LIABILITIES</b>	
	<b>TOTAL ASSETS</b>	

SEE ATTACHED ACCOUNTS



# 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 at end of period</b>				
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>				

SEE ATTACHED ACCOUNTS

# 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)	
	<b>TOTAL QUOTED (as Balance Sheet)</b>	
	<b>*Market Value of Quoted Investments</b>	
<b>UNQUOTED</b>	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted securities (to be specified)	
	<b>TOTAL QUOTED (as Balance Sheet)</b>	
	<b>*Market Value of Unquoted Investments</b>	

SEE ATTACHED ACCOUNTS

\* 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	<input checked="" type="radio"/> NO
If YES name the relevant companies:			
COMPANY NAME       <p style="text-align: center;">N/A</p>	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)       <p style="text-align: center;">N/A</p>		
<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="radio"/> NO
If NO, please state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME       <p style="text-align: center;">N/A</p>	NAMES OF SHAREHOLDERS       <p style="text-align: center;">N/A</p>		
<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       <p style="text-align: center;">N/A</p>	NAMES OF SHAREHOLDERS       <p style="text-align: center;">N/A</p>		

# SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	818,001		818,001
From Investments	1,389		1,389
Other Income (including increases by revaluation of assets)	670,088		670,088
<b>Total Income</b>	1,489,478		1,489,478
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	1,326,194		1,326,194
<b>Funds at beginning of year</b> (including reserves)	1,652,674		1,652,674
<b>Funds at end of year</b> (including reserves)	1,815,958		1,815,958
<b>ASSETS</b>			
Fixed Assets			1,016,748
Investment Assets			-
Other Assets			1,210,737
		<b>Total Assets</b>	2,227,485
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	411,527
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			1,815,958

# NOTES TO THE ACCOUNTS

(see note 36)

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

SEE PAGES 9 TO 13 OF ATTACHED ACCOUNTS

# ACCOUNTING POLICIES

(see notes 37 and 38)

SEE PAGES 9 AND 10 OF ATTACHED ACCOUNTS

## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u><i>J. Wilson</i></u> Name: <u>JENNIFER RUSH</u> Date: <u>25-5-18</u>	Chairman's Signature: <u><i>Marion Marsland</i></u> (or other official whose position should be stated) Name: <u>MARION MARSLAND</u> Date: <u>25-5-18</u>
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## CHECK LIST

(see note 41)

(please tick as appropriate)

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

SEE PAGES 4 AND 5 OF ATTACHED ACCOUNTS

Signature(s) of auditor or auditors:		
Name(s):	MITCHELL GORDON LLP	
Profession(s) or Calling(s):	ACCOUNTANTS + STATUTORY AUDITORS	
Address(es):	43 CONISCLIFFE ROAD BARINGTON CO. DURHAM DL3 7EH	
Date:	25-5-18	
Contact name and telephone number:	KARL GORDON 01325 368000	

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



**Report of the Directors and**  
**Audited Financial Statements**  
**for the Year Ended 31 December 2017**

**for**

**THERMAL INSULATION CONTRACTORS**  
**ASSOCIATION**

**THERMAL INSULATION CONTRACTORS**  
**ASSOCIATION**

**Contents of the Financial Statements**  
**for the Year Ended 31 December 2017**

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**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**Company Information  
for the Year Ended 31 December 2017**

**DIRECTORS:**

J G Soady  
R A Doble  
Ms M H Marsland  
Ms P Palmer  
T Stark  
K Bramwell  
P Coles  
M E Broughton  
I J Tattersall  
A Gosling  
S Jones  
R L Cardiss

**SECRETARY:**

Miss J Rush

**REGISTERED OFFICE:**

TICA House  
34 Allington Way  
Yarm Road Business Park  
Darlington  
Co. Durham  
DL1 4QB

**REGISTERED NUMBER:**

01885918 (England and Wales)

**SENIOR STATUTORY AUDITOR:** Karl Gordon BA, FCCA

**AUDITORS:**

Mitchell Gordon LLP  
Accountants and Statutory Auditor  
43 Coniscliffe Road  
Darlington  
Co. Durham  
DL3 7EH

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**Report of the Directors  
for the Year Ended 31 December 2017**

The directors present their report with the financial statements of the company for the year ended 31 December 2017.

**PRINCIPAL ACTIVITIES**

The principal activities of the company in the year under review were those of :

1. To promote and protect the interests of persons and bodies engaged in the business of insulation or work of a similar or allied nature.
2. To provide the means of formulating, making known and carrying out policy and to act as a national point of reference for the insulation industry.
3. To act as managing agents for the training of apprentices and operatives within the industry.

**DIRECTORS**

The directors shown below have held office during the whole of the period from 1 January 2017 to the date of this report.

J G Soady  
Ms M H Marsland  
T Stark  
M E Broughton  
I J Tattersall  
A Gosling

Other changes in directors holding office are as follows:

M J Muldoon - resigned 21 March 2017  
S Lowry - resigned 6 July 2017  
R A Doble - appointed 1 March 2017  
T M Horsley - resigned 8 December 2017  
Ms P Palmer - appointed 28 November 2017  
M J Brampton - resigned 25 August 2017  
R J Drew - resigned 8 December 2017  
K Bramwell - appointed 13 November 2017  
P Coles - appointed 21 March 2017

S Jones and R L Cardiss were appointed as directors after 31 December 2017 but prior to the date of this report.

As the company is limited by guarantee and not having a share capital, none of the directors have an interest in this or any other group company. The directors are also voting members of the council except for Ms M H Marsland, the Chief Executive Officer of Thermal Insulation Contractors Association, who has no voting rights.

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**Report of the Directors  
for the Year Ended 31 December 2017**

**STATEMENT OF DIRECTORS' RESPONSIBILITIES - continued**

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**AUDITORS**

The auditors, Mitchell Gordon LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**



Ms M H Marsland - Director

25 May 2018

**Report of the Independent Auditors to the Members of  
Thermal Insulation Contractors  
Association**

**Opinion**

We have audited the financial statements of Thermal Insulation Contractors Association (the 'company') for the year ended 31 December 2017 which comprise the Income Statement, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2017 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006; and
- have been prepared in accordance with the requirements of s36 of the Trade Union and Labour Relations Act 1992.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note twelve to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

**Report of the Independent Auditors to the Members of  
Thermal Insulation Contractors  
Association**

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

**Responsibilities of directors**

As explained more fully in the Statement of Directors' Responsibilities set out on pages two and three, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.



Karl Gordon BA, FCCA (Senior Statutory Auditor)  
for and on behalf of Mitchell Gordon LLP  
Accountants and Statutory Auditor  
43 Coniscliffe Road  
Darlington  
Co. Durham  
DL3 7EH

25 May 2018

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**Income Statement  
for the Year Ended 31 December 2017**

	Notes	31/12/17 £	31/12/16 £
<b>TURNOVER</b>	3	1,428,437	1,372,130
Administrative expenses		<u>1,322,021</u>	<u>1,298,183</u>
		106,416	73,947
Other operating income		<u>59,652</u>	<u>34,158</u>
<b>OPERATING SURPLUS</b>	5	166,068	108,105
Interest receivable and similar income		<u>1,389</u>	<u>2,112</u>
		167,457	110,217
Amounts written off investments		-	1
<b>SURPLUS BEFORE TAXATION</b>		<u>167,457</u>	<u>110,216</u>
Tax on surplus		<u>4,173</u>	<u>4,810</u>
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		<u><u>163,284</u></u>	<u><u>105,406</u></u>

The notes form part of these financial statements



**THERMAL INSULATION CONTRACTORS**  
**ASSOCIATION (REGISTERED NUMBER: 01885918)**

**Balance Sheet**  
**31 December 2017**

	Notes	31/12/17 £	£	31/12/16 £	£
<b>FIXED ASSETS</b>					
Tangible assets	6		1,016,748		1,027,300
<b>CURRENT ASSETS</b>					
Debtors	7	503,229		502,573	
Cash at bank and in hand		707,508		538,396	
		<u>1,210,737</u>		<u>1,040,969</u>	
<b>CREDITORS</b>					
Amounts falling due within one year	8	411,527		415,595	
<b>NET CURRENT ASSETS</b>					
			<u>799,210</u>		<u>625,374</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<u>1,815,958</u>		<u>1,652,674</u>
<b>RESERVES</b>					
Income and expenditure account			<u>1,815,958</u>		<u>1,652,674</u>
			<u>1,815,958</u>		<u>1,652,674</u>

The notes form part of these financial statements

**THERMAL INSULATION CONTRACTORS**  
**ASSOCIATION (REGISTERED NUMBER: 01885918)**

**Balance Sheet - continued**  
**31 December 2017**

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 25 May 2018 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'M H Marsland', written in a cursive style.

Ms M H Marsland - Director

The notes form part of these financial statements

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**Notes to the Financial Statements  
for the Year Ended 31 December 2017**

**1. STATUTORY INFORMATION**

Thermal Insulation Contractors Association is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

In the event of the company being wound up the liability of each member shall not exceed £1.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared under the going concern basis of accounting.

**Turnover**

Turnover represents the value of work carried out during the year including amounts not yet invoiced, excluding value added tax. Income is being recognised according to the stage of completion of work done.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Freehold property	- 2.5% on cost
Training equipment	- 33% on cost
Office furniture and equipment	- 20% on cost
Motor vehicles	- 25% on cost
Computer equipment	- 33% on cost

**Taxation**

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

**Foreign currencies**

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating result.

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2017**

2. **ACCOUNTING POLICIES - continued**

**Hire purchase and leasing commitments**

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to surplus or deficit over the relevant period. The capital element of the future payments is treated as a liability.

**Pension costs and other post-retirement benefits**

The company operates a money purchase scheme for employees. The assets of the scheme are held separately from the assets of the company. Contributions to the scheme are charged to the income statement when they are incurred.

3. **TURNOVER**

The turnover and surplus before taxation are attributable to the principal activities of the company.

Turnover represents members subscriptions and levies receivable for the year calculated by reference to returns received from members, contract training income and other sundry income as follows:

	31/12/17	31/12/16
	£	£
Principal activities:		
T.I.C.A. - subscriptions	306,541	275,153
I.E.T.A. - levies, contract training income and training fees	624,483	617,991
A.C.A.D. - subscriptions, contract training income and training fees	497,413	478,986
	1,428,437	1,372,130
	1,428,437	1,372,130

4. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 19 (2016 - 18).

5. **OPERATING SURPLUS**

The operating surplus is stated after charging:

	31/12/17	31/12/16
	£	£
Depreciation - owned assets	57,573	49,845
Depreciation - assets on hire purchase contracts	-	6,292
Loss on disposal of fixed assets	2,980	210
Pension costs	54,926	50,566
Auditors remuneration	6,078	7,661
	6,078	7,661
	6,078	7,661

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2017**

6. **TANGIBLE FIXED ASSETS**

	Freehold property £	Training equipment £	Office furniture and equipment £
<b>COST</b>			
At 1 January 2017	1,188,675	51,036	48,691
Additions	13,061	2,780	21,013
Disposals	-	-	(5,663)
	<hr/>	<hr/>	<hr/>
At 31 December 2017	1,201,736	53,816	64,041
	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>			
At 1 January 2017	221,861	42,653	35,716
Charge for year	30,206	4,910	6,150
Eliminated on disposal	-	-	(2,646)
	<hr/>	<hr/>	<hr/>
At 31 December 2017	252,067	47,563	39,220
	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>			
At 31 December 2017	<u>949,669</u>	<u>6,253</u>	<u>24,821</u>
At 31 December 2016	<u>966,814</u>	<u>8,383</u>	<u>12,975</u>
	<hr/>	<hr/>	<hr/>
	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>			
At 1 January 2017	37,750	111,515	1,437,667
Additions	-	13,220	50,074
Disposals	-	(26,564)	(32,227)
	<hr/>	<hr/>	<hr/>
At 31 December 2017	37,750	98,171	1,455,514
	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>			
At 1 January 2017	6,292	103,845	410,367
Charge for year	9,437	6,870	57,573
Eliminated on disposal	-	(26,528)	(29,174)
	<hr/>	<hr/>	<hr/>
At 31 December 2017	15,729	84,187	438,766
	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>			
At 31 December 2017	<u>22,021</u>	<u>13,984</u>	<u>1,016,748</u>
At 31 December 2016	<u>31,458</u>	<u>7,670</u>	<u>1,027,300</u>
	<hr/>	<hr/>	<hr/>

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2017**

**6. TANGIBLE FIXED ASSETS - continued**

Fixed assets, included in the above, which are held under hire purchase contracts are as follows:

		Motor vehicles £
<b>COST</b>		
At 1 January 2017		37,750
Transfer to ownership		(37,750)
		<hr/>
At 31 December 2017		-
		<hr/>
<b>DEPRECIATION</b>		
At 1 January 2017		6,292
Transfer to ownership		(6,292)
		<hr/>
At 31 December 2017		-
		<hr/>
<b>NET BOOK VALUE</b>		
At 31 December 2017		-
		<hr/> <hr/>
At 31 December 2016		31,458
		<hr/> <hr/>

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/12/17	31/12/16
	£	£
Trade debtors	413,731	408,055
Other debtors	89,498	94,518
	<hr/>	<hr/>
	503,229	502,573
	<hr/> <hr/>	<hr/> <hr/>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/12/17	31/12/16
	£	£
Hire purchase contracts (see note 9)	-	5,875
Trade creditors	17,322	24,729
Taxation and social security	83,056	82,454
Other creditors	311,149	302,537
	<hr/>	<hr/>
	411,527	415,595
	<hr/> <hr/>	<hr/> <hr/>

**9. LEASING AGREEMENTS**

Minimum lease payments fall due as follows:

	Hire purchase contracts	
	31/12/17	31/12/16
	£	£
Net obligations repayable:		
Within one year	-	5,875
	<hr/> <hr/>	<hr/> <hr/>

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2017**

9. **LEASING AGREEMENTS - continued**

	Non-cancellable operating leases	
	31/12/17	31/12/16
	£	£
Within one year	21,696	14,825
Between one and five years	19,592	8,552
	<u>41,288</u>	<u>23,377</u>

10. **SECURED DEBTS**

The following secured debts are included within creditors:

	31/12/17	31/12/16
	£	£
Hire purchase contracts	-	5,875
	<u>-</u>	<u>5,875</u>

The hire purchase contracts are secured on the assets to which they relate.

11. **RELATED PARTY DISCLOSURES**

Transactions were undertaken with a charitable company of which it can appoint the Board of Trustees. There is also 1 director in common (2016 2 directors in common).

During the year the company recharged expenses amounting to £29,051 (2016 £43,306) to the charitable company.

At the year end there is an amount of £31,243 (2016 £26,898) owed from the charitable company.

12. **APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES**

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**T.I.C.A.  
Detailed Income and Expenditure Account  
for the Year Ended 31 December 2017**

	31/12/17		31/12/16	
	£	£	£	£
<b>Turnover</b>				
Members subscriptions	304,381		275,048	
PASMA and sundry training fees	2,160		105	
	<u>306,541</u>		<u>275,153</u>	
<b>Other income</b>				
Advertising income	59,048		33,213	
Deposit account interest	1,389		2,112	
	<u>60,437</u>		<u>35,325</u>	
	<u>366,978</u>		<u>310,478</u>	
<b>Expenditure</b>				
Directors' salaries	25,435		26,914	
Directors' social security	3,060		3,145	
Directors' pension contributions	2,544		2,691	
Salaries and fees	45,620		42,853	
Social security	3,936		3,360	
Staff pensions	10,128		16,600	
Rates and services	2,989		4,008	
Inter-division management fee	(37,000)		(35,000)	
Insurance	4,241		4,190	
Stationery	1,837		2,030	
Information technology and telecoms	7,921		11,115	
Travelling and accommodation	14,548		13,128	
Motor running expenses	10,882		9,885	
Repairs and renewals	4,314		4,040	
Staff training and recruitment	2,343		2,377	
General costs	2,889		3,022	
Audit and accountancy fees	8,357		8,727	
Governing Council expenses	2,895		5,296	
Professional and consultancy fees	7,306		7,523	
Foreign exchange losses	56		142	
Bad debts written off	9,190		3,576	
TICA Times	4,906		5,240	
NJC levy	15,967		23,115	
Subscriptions and publications	18,820		19,244	
Marketing	69,761		41,873	
	<u>242,945</u>		<u>229,094</u>	
		<u>124,033</u>		<u>81,384</u>
<b>Finance costs</b>				
Bank charges and interest		781		542
Carried forward		<u>123,252</u>		<u>80,842</u>

This page does not form part of the statutory financial statements



**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**T.I.C.A.  
Detailed Income and Expenditure Account  
for the Year Ended 31 December 2017**

	31/12/17		31/12/16	
	£	£	£	£
Brought forward		123,252		80,842
<b>Depreciation</b>				
Freehold property	5,579		5,899	
Training equipment	982		1,159	
Office furniture and equipment	1,490		869	
Motor vehicles	1,888		1,465	
Computer equipment	1,373		1,739	
	<u>11,312</u>	<u>11,312</u>	<u>11,131</u>	<u>11,131</u>
		111,940		69,711
<b>Loss on disposal of fixed assets</b>				
Office furniture and equipment	589		6	
Motor vehicles	7		-	
Computer equipment	-		36	
	<u>596</u>	<u>596</u>	<u>36</u>	<u>42</u>
<b>NET SURPLUS</b>		<u><u>111,344</u></u>		<u><u>69,669</u></u>

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**I.E.T.A.**  
**Detailed Income and Expenditure Account**  
**for the Year Ended 31 December 2017**

	31/12/17		31/12/16	
	£	£	£	£
<b>Turnover</b>				
Members levies	364,815 ✓		285,523	
Contract training income	250,543		331,780	
PASMA and sundry training fees	9,125 } inc		688	
	624,483		617,991	
 <b>Other income</b>				
Miscellaneous income		604		945
		625,087		618,936
 <b>Expenditure</b>				
Directors' salaries	25,435		26,914	
Directors' social security	3,060		3,145	
Directors' pension contributions	2,543		2,691	
Salaries and fees	297,417		287,137	
Social security	31,250		27,339	
Staff pensions	24,709		18,426	
Rates and services	10,665		15,395	
Inter-division management fee	18,500		17,500	
Insurance	11,662		11,522	
Training materials and maintenance	18,774		22,988	
College awards and skills tests	-		3,130	
Course fees	11,709		13,480	
Apprentice grants	28,090		34,620	
Asbestos grants	-		5,670	
Stationery	2,756		3,045	
Information technology and telecoms	18,505		25,890	
Travelling and accommodation	22,436		20,569	
Motor running expenses	22,105		20,505	
Repairs and renewals	8,628		8,081	
Staff training and recruitment	2,343		2,377	
General costs	4,995		5,094	
VAT claw-back	8,967		9,218	
Audit and accountancy fees	8,357		8,727	
Governing Council expenses	1,410		1,644	
Professional and consultancy fees	7,306		7,523	
Bad debts written off	6,128		3,576	
Sponsored apprentice	-		(10,940)	
TICA Times	4,906		5,240	
Subscriptions and publications	1,042		1,428	
Marketing	48		731	
	603,746		602,665	
 Carried forward		21,341		16,271

This page does not form part of the statutory financial statements

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**I.E.T.A.**  
**Detailed Income and Expenditure Account**  
**for the Year Ended 31 December 2017**

	31/12/17	£	31/12/16	£
Brought forward	£	21,341	£	16,271
<b>Finance costs</b>				
Bank charges and interest		586		406
		20,755		15,865
<b>Depreciation</b>				
Freehold property	11,158		12,572	
Training equipment	1,965		2,319	
Office furniture and equipment	2,980		1,739	
Motor vehicles	3,775		2,157	
Computer equipment	2,746		3,478	
		22,624		22,265
		(1,869)		(6,400)
<b>Loss on disposal of fixed assets</b>				
Office furniture and equipment	1,178		12	
Motor vehicles	14		-	
Computer equipment	-		72	
		1,192		84
<b>NET DEFICIT</b>		(3,061)		(6,484)

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**A.C.A.D.  
Detailed Income and Expenditure Account  
for the Year Ended 31 December 2017**

	31/12/17		31/12/16	
	£	£	£	£
<b>Turnover</b>				
Members subscriptions	148,805 ✓		138,446	
Contract training income	84,900		111,172	
Adverts and publications	2,110		2,607	
PASMA and sundry training fees	1,420		963	
Asbestos training fees	193,214		177,465	
NVQ training fees	27,856		10,883	
Audit fees	39,108		37,450	
		<u>497,413</u>		<u>478,986</u>
<b>Expenditure</b>				
Directors' salaries	12,717		13,456	
Directors' social security	1,530		1,574	
Directors' pension contributions	1,272		1,346	
Salaries and fees	135,655		146,848	
Social security	16,599		13,723	
Staff pensions	13,730		8,812	
Rates and services	6,464		9,939	
Inter-division management fee	18,500		17,500	
Insurance	5,301		5,237	
Training costs	30,938		35,658	
Stationery	13,779		15,226	
Information technology and telecoms	13,180		18,570	
Travelling and accommodation	24,292		10,647	
Motor running expenses	21,502		17,709	
Repairs and renewals	8,628		8,081	
Staff training and recruitment	2,414		2,449	
Course audit costs	17,568		9,137	
General costs	5,021		5,125	
NVQ course costs	3,975		2,708	
Audit and accountancy fees	8,610		8,991	
Governing Council expenses	5,017		1,540	
Professional and consultancy fees	7,527		7,751	
Bad debts written off	7,818		3,685	
General course costs	5,786		16,885	
TICA Times	5,055		5,399	
Subscriptions and publications	11,500		11,500	
Marketing	9,459		9,703	
		<u>413,837</u>		<u>409,199</u>
		83,576		69,787
<b>Finance costs</b>				
Bank charges and interest		586		406
Carried forward		<u>82,990</u>		<u>69,381</u>

This page does not form part of the statutory financial statements

**THERMAL INSULATION CONTRACTORS  
ASSOCIATION**

**A.C.A.D.**  
**Detailed Income and Expenditure Account**  
**for the Year Ended 31 December 2017**

	31/12/17	£	31/12/16	£
Brought forward		82,990		69,381
<b>Depreciation</b>				
Freehold property	11,158		12,572	
Training equipment	1,965		2,319	
Office furniture and equipment	2,980		1,739	
Motor vehicles	3,775		2,157	
Computer equipment	2,746		3,478	
	<u>          </u>	22,624	<u>          </u>	22,265
		60,366		47,116
<b>Loss on disposal of fixed assets</b>				
Office furniture and equipment	1,178		12	
Motor vehicles	14		-	
Computer equipment	-		72	
	<u>          </u>	1,192	<u>          </u>	84
		59,174		47,032
<b>Amounts written off investments</b>				
Amounts written off investments		-		1
<b>NET SURPLUS</b>		<u>          </u> <u>59,174</u>		<u>          </u> <u>47,031</u>