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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 X (Tick as appropriate)

Chief Executive

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



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
8,258				8,258

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	Walter Allan Bowie	Kelvin Logan Pate	7 th February 2017
Director	Robert Neil Livesey	Rupert Hugh Stewart Shaw	7 th February 2017
Director	Thomas Aitken French	David William Winton	7 th February 2017
Director	Roderick Catto	James Peter Nicolson	7 th February 2017
Director	Stuart Wilson McNicol	William Martin Harper	7 th February 2017
Director	James Johnston Whiteford	Martin Stevenson Birse	7 th February 2017
Director	William Graeme Kilpatrick	James Leslie Rankin	7 th February 2017
Director	-----	James Gray Porter	1 st November 2016
Director	Paul Henry Ross	-----	7 th February 2017

REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	INCOME			
2,069,503	From Members	Subscriptions, levies, etc	2,117,758	
60,261	Investment income	Interest and dividends (gross)	76,482	
3,809		Bank interest (gross)	1,655	
16,924	Other income	Rents received	16,657	
568,000		Miscellaneous receipts (Donation)	570,000	
4,401		Gain/(Loss) on sale of fixed assets	4,434	
187,860		Unrealised Gain on investments	178,089	
82,975		Other	163,901	
2,993,733		TOTAL INCOME		3,128,976
	EXPENDITURE			
	Administrative expenses			
1,572,263		Remuneration and expenses of staff	1,613,132	
124,445		Commission	147,753	
322,756		Expenses and Representation	327,102	
186,033		Regional Costs	215,287	
125,059		Promotional Costs	133,426	
292,710		Other Admin. and Property Expenses	327,898	
2,623,266	Other charges	Bank charges	9,919	2,764,598
6,940		Depreciation	55,097	
61,612		Audit Fees	11,005	
12,650				
30,888	Taxation			76,021
				46,871
2,735,356		TOTAL EXPENDITURE		2,887,490
258,377		Surplus/Deficit for year		241,486
2,409,938		Amount of fund at beginning of year		2,668,315
2,668,315		Amount of fund at end of year		2,909,801

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 [31st October 2017]
(see notes 19 and 20)

Previous Year		£	£
608,772	Fixed Assets (as at page 8)	163,876	
	Investments (as per analysis on page 9)		
1,534,825	Quoted at Market value	1,896,753	
539,738	Unquoted (Investment properties included in Fixed Assets)	565,880	
2,074,563	Total Investments	2,891,633	
	Other Assets		
60,275	Sundry debtors	101,833	
691,878	Cash at bank and in hand	567,701	
752,153	Total of other assets	669,534	
3,435,488	TOTAL ASSETS		3,726,043
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	Liabilities		
98,200	Deferred Taxation		146,059
668,973	Sundry creditors		670,183
767,173	TOTAL LIABILITIES		816,242
3,435,488	TOTAL ASSETS		3,726,043

FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
COST OR VALUATION				
At start of period	430,000	1,297	177,425	608,722
Additions during period		3,177	48,857	52,034
Less: Disposals during period			(11,784)	(11,784)
Less: DEPRECIATION:		(940)	(54,156)	(55,096)
Total to end of period	430,000	3,534	160,342	593,876
BOOK AMOUNT at end of period	430,000	3,534	160,342	593,876
Freehold	430,000			430,000
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
AS BALANCE SHEET	430,000	3,534	160,342	593,876

ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
QUOTED	British Government & British Government Guaranteed Securities	
	Treasury 2.5% Index Linked 2024	52,111
	Treasury 0.125% Index Linked 2029	29,024
	British Municipal and County Securities	-
	Other quoted securities (to be specified)	1,815,618
	TOTAL QUOTED (as Balance Sheet)	1,896,753
	*Market Value of Quoted Investments	1,896,753
UNQUOTED	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted securities (to be specified) SARDC	565,880
	TOTAL UNQUOTED (as Balance Sheet)	565,880
	*Market Value of Unquoted Investments	565,880

* 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?		<input type="checkbox"/>	NO ✓
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
INCORPORATED EMPLOYERS' ASSOCIATIONS			
Are the shares which are controlled by the association registered in the association's name		<input checked="" type="checkbox"/>	
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?		<input type="checkbox"/>	N/A
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	2,117,758		2,117,758
From Investments	78,137		78,137
Other Income (including increases by revaluation of assets)	933,081		933,081
Total Income	3,128,976		3,128,976
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	2,887,490		2,887,490
Funds at beginning of year (including reserves)	2,668,315		2,668,315
Funds at end of year (including reserves)	2,909,801		2,909,801
ASSETS			
Fixed Assets			163,876
Investment Assets			2,892,633
Other Assets			669,534
		Total Assets	3,726,043
LIABILITIES			
		Total Liabilities	816,242
NET ASSETS (Total Assets less Total Liabilities)			2,909,801

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 thin black border, occupying most of the page. It is intended for the user to enter or attach notes to the accounts.


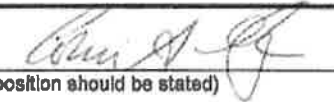
ACCOUNTING POLICIES

(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.

Chief Executive's Signature: <u></u> Name: <u>Scott Walker</u> Date: <u>21 March 2018</u>	FD's Signature: <u></u> (or other official whose position should be stated) Name: <u>Colin Gordon</u> Date: <u>21 March 2018</u>
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CHECK LIST

(see note 41)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)	YES			
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)	YES			
HAS THE RETURN BEEN SIGNED? (see Note 38)	YES			
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	YES			
IS A RULE BOOK ENCLOSED? (see Note 40)			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>Johnston Carmichael LLP</i>	
Name(s):	JOHNSTON CARMICHAEL LLP	
Profession(s) or Calling(s):	CA	
Address(es):	7-11 MELVILLE ST EDINBURGH EH3 7PE	
Date:	22/3/18	
Contact name and telephone number:	SCOTT HOLMES 0131 220 2203	

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