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# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:	<input type="text" value="BRITISH PACKAGING ASSOCIATION"/>
Year ended:	<input type="text" value="31/12/17"/>
List No:	<input type="text" value="5107E"/>
Head or Main Office:	<input type="text" value="PO Box 10442&lt;br/&gt;Loughborough&lt;br/&gt;LE12 8ZY"/>
Website address (if available)	<input type="text"/>
Has the address changed during the year to which the return relates?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> X (Tick as appropriate)
General Secretary:	<input type="text" value="Allan Glen"/>
Contact name for queries regarding the completion of this return:	<input type="text" value="Allan Glen"/>
Telephone Number:	<input type="text" value="07970 774638"/>
e-mail:	<input type="text" value="Allanglen05@msn.com"/>

**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



(Revised February 2011)

# JPF Associates Limited

19 Dunkeld Drive

GLASGOW

G61 2AP

0141 576 1229

Director J P Flanagan

30/05/18

The Assistant Certificates Officer  
Certification Office for Trade Unions and Employers' Association  
Lower Ground Floor  
Fleetbank House  
2-6 Salisbury Square  
London  
EC4Y 8JX

Dear Sirs

**The British Packaging Association – 5107E**

**Officers**

**Chairman – Neil Jarvis**

**Secretary – Julie Jarvis**

**Treasurer – Allan Glen**

# 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			1	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. – Per accounts.

## 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

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
3,900	From Members	Subscriptions, levies, etc		2,400
183	Investment income	Interest and dividends (gross) Bank interest (gross) Other (specify)		70
	Other income	Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)		2,470
4,083	<b>TOTAL INCOME</b>			2,470
	<b>EXPENDITURE</b>			
	Administrative expenses			
8		Remuneration and expenses of staff		
975		Occupancy costs		
		Printing, Stationery, Post		
8		Telephones		
975		Legal and Professional fees	1,050	
3,000		Miscellaneous (specify)		
425		- Administration fees	3,000	
		- Website & internet	275	
				4,325
90	Other charges	Bank charges	90	
		Depreciation		
		Sums written off		
800		Affiliation fees		
6,517		Promotions		
		Conference and meeting fees	5,129	
		Expenses		
406		Miscellaneous (specify) - Sundry	140	
				5,359
	Taxation			
12,221	<b>TOTAL EXPENDITURE</b>			9,684
(8,138)	Surplus/Deficit for year			(7,214)
81,150	Amount of fund at beginning of year			73,012
73,012	Amount of fund at end of year			65,798

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 2	N/A	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	N/A	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	N/A	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	N/A	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		N/A	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		N/A	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)	

## BALANCE SHEET AS AT 31 DECEMBER 2012

(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			
74,026	Cash at bank and in hand		66,649	
191	VAT		199	
	Others (specify)			
	<b>Total of other</b>			66,848
	<b>assets</b>			
74,217		<b>TOTAL ASSETS</b>		66,848
	<b>Liabilities</b>			
	Loans			
	VAT			
	Tax payable			
	Sundry creditors			
1,205	Accrued expenses		1,050	
	Provisions			
	Other liabilities			
		<b>TOTAL LIABILITIES</b>		1,050
1,205		<b>TOTAL ASSETS</b>		65,798
73,012				



# 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>				

# ANALYSIS OF INVESTMENTS

(see note 22)

	N/A	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 X
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	2,400		2,400
From Investments			
Other Income (including increases by revaluation of assets)	70		70
<b>Total Income</b>	2,470		2,470
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	9,684		9,684
<b>Funds at beginning of year</b> (including reserves)	73,012		73,012
<b>Funds at end of year</b> (including reserves)	65,798		65,798
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			66,848
		<b>Total Assets</b>	66,848
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	1,050
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			65,798

# 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 notes to the accounts. The box is currently blank.

# 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.

Treasurer's Signature: <u>                    <i>Allan Glen</i>                    </u>  Name: Allan Glen  Date: <i>30.5.18</i>	Chairman's Signature: <u>                    <i>Neil Jarvis</i>                    </u> (or other official whose position should be stated)  Name: Neil Jarvis  Date: <i>29-5-18</i>
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## CHECK LIST

(see note 41)

(please tick as appropriate)

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

AS PER ACCOUNTS ATTACHED

# AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	OFF ASSOCIATED LTD	
Name(s):	PAUL FLANAGAN	
Profession(s) or Calling(s):	ACCOUNTANT - MAAT	
Address(es):	19 DUNLUDD DRIVE BEARSDEN GLASGOW G61 2AP	
Date:	30 / 05 / 18	
Contact name and telephone number:	0141 - 576 - 1229	

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



**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**  
**FOR**  
**THE BRITISH PACKAGING ASSOCIATION**

CERTIFICATION OFFICE  
FOR TRADE UNIONS  
& EMPLOYERS' ASSOCIATIONS  
- 1 JUN 2018  
**RECEIVED**

**THE BRITISH PACKAGING ASSOCIATION**

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FOR THE YEAR ENDED 31 DECEMBER 2017**

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**THE BRITISH PACKAGING ASSOCIATION**

**GENERAL INFORMATION  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**ADDRESS:**

PO Box 10442  
Loughborough  
LE12 8ZY

**ACCOUNTANTS:**

JPF Associates Limited  
19 Dunkeld Drive  
Bearsden  
Glasgow  
G61 2AP

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2017**


**AUDITORS' REPORT TO**

**THE BRITISH PACKAGING ASSOCIATION**

We have audited the accounts of the Association for the year ended 31 December 2017, which comprise the Income and Expenditure Account, Balance Sheet and the related notes. This report is made solely to the Association's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended).

Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the accounts give a true and fair view of the state of affairs of the Association at 31st December 2017 and the results for the year ended on that date.



JPF Associates Limited  
19 Dunkeld Drive  
Bearsden  
Glasgow  
G61 2AP

Date: ..... 30/5/18 .....

**THE BRITISH PACKAGING ASSOCIATION**

**PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2017**

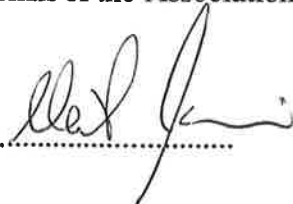
	2017		2016	
	£	£	£	£
<b>Income</b>				
Subscriptions	2,400		3,900	
Consultancy fees	<u>-</u>		<u>-</u>	
		2,400		3,900
<b>Other income</b>				
Deposit account interest		<u>70</u>		<u>183</u>
		2,470		4,083
<b>Expenditure</b>				
Conference - net	4,208		5,400	
Special project costs	-		580	
Administration fees	3,000		3,000	
Council meetings and secretarial expenses	921		537	
Website costs	275		425	
Promotions	-		800	
Sundry expenses	140		406	
Telephone	-		8	
Accountancy	<u>1,050</u>		<u>975</u>	
		<u>9,594</u>		<u>12,131</u>
		(7,124)		(8,048)
<b>Finance costs</b>				
Bank charges		<u>90</u>		<u>90</u>
		(7,214)		(8,138)
<b>Depreciation</b>				
Fixtures and fittings		<u>-</u>		<u>-</u>
<b>NET (LOSS)/PROFIT</b>		<u>(7,214)</u>		<u>(8,138)</u>

**THE BRITISH PACKAGING ASSOCIATION**

**BALANCE SHEET  
31 DECEMBER 2017**

	2017		2016	
	£	£	£	£
<b>CURRENT ASSETS</b>				
VAT	199		191	
Bank account no. 1	<u>66,649</u>		<u>74,026</u>	
	<u>66,848</u>		<u>74,217</u>	
<b>CURRENT LIABILITIES</b>				
Creditors & accrued charges	1,050		1,205	
Taxation	<u>-</u>		<u>-</u>	
	<u>1,050</u>		<u>1,205</u>	
		<u>65,798</u>		<u>73,012</u>
<b>NET ASSETS</b>				
		<u>65,798</u>		<u>73,012</u>
<b>FINANCED BY</b>				
<b>ACCUMULATED FUND</b>				
Brought forward	73,012		81,150	
Add				
Net profit	<u>-</u>		<u>-</u>	
	73,012		81,150	
Less				
Net loss	<u>7,214</u>		<u>8,138</u>	
		<u>65,798</u>		<u>73,012</u>
		<u>65,798</u>		<u>73,012</u>

Approved on behalf of the Association on 29/5/18

President 

Secretary 

**THE BRITISH PACKAGING ASSOCIATION**

**TANGIBLE FIXED ASSETS SCHEDULE  
31 DECEMBER 2017**

	<b>Fixtures and fittings £</b>
<b>COST</b>	
At 1 January 2017 and 31 December 2017	<u>3,189</u>
<b>DEPRECIATION</b>	
At 1 January 2017 and 31 December 2017	<u>3,189</u>
<b>NET BOOK VALUE</b>	
At 31 December 2017	<u>—</u>
At 31 December 2016	<u>—</u>