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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



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
132				132

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	E Grant	None	October 2017
Director	N Napier	None	November 2017

ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

SNIPEF GLASGOW & WEST OF SCOTLAND

TO 31ST DECEMBER 2017

OFFICERS IN POST:-

President: - Not at present

Secretary: -Malcolm Drysdale

Past President Preston Fleming has been on hand to help out with Presidential duties.

REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	INCOME			
14,239	From Members	Subscriptions, levies, etc	18,660	
465	Investment income	Interest and dividends (gross)	409	
413		Bank interest (gross)	140	
		Other (specify)		
				19,209
0	Other income	Rents received	0	
0		Insurance commission	0	
0		Consultancy fees	0	
0		Publications/Seminars	0	
0		Lanarkshire Association Merger	166	
475		Unrealised surplus on revaluation of Investments at fair value	855	
				1,021
15,592	TOTAL INCOME			20,230
	EXPENDITURE			
	Administrative expenses			
0		Remuneration and expenses of staff	0	
0		Occupancy costs	0	
274		Printing, Stationery, Post	234	
0		Telephones	0	
6,763		Legal and Professional fees	6,728	
5,471		Branch Subscriptions	5,246	
				12,208
87	Other charges	Bank charges	171	
0		Depreciation	0	
0		Sums written off	0	
0		Affiliation fees	0	
0		Donations	0	
1,848		Conference and meeting fees	863	
69		Investment Manager Fees	185	
255		Miscellaneous	(63)	
361		Surplus/(Deficit) on functions	(309)	
65	Taxation			847
				0
15,193	TOTAL EXPENDITURE			13,055
399	Surplus/Deficit for year			7,175
35,615	Amount of fund at beginning of year			36,014
36,014	Amount of fund at end of year			43,189

ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 2		Fund Account	
Name of account:	BENEVOLENT FUND	£	£
Income			
0	From members	0	
226	Investment income	192	
	Other income (specify)		
204	Unrealised surplus on revaluation of investments at fair value	383	
430		Total Income	575
Expenditure			
0	Administrative expenses		0
48	Investment Manager Fees		120
53	Bank Charges		79
101		Total Expenditure	199
329		Surplus (Deficit) for the year	376
17,845		Amount of fund at beginning of year	18,174
18,174		Amount of fund at the end of year (as Balance Sheet)	18,550

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)	

FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
COST OR VALUATION				
At start of period				
Additions during period				
Less: Disposals during period				
Less: DEPRECIATION:				
Total to end of period				
BOOK AMOUNT at end of period				
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
AS BALANCE SHEET				

BALANCE SHEET AS AT 31st DECEMBER 2017

(see notes 19 and 20)

Previous Year		£	£
0	Fixed Assets (as at page 11)	0	
	Investments (as per analysis on page 13)		
0	Quoted (Market value £)	0	
27,171	Unquoted	28,409	
	Total Investments		28,409
	Other Assets		
2,004	Sundry debtors	6,462	
17,428	Cash at bank and in hand	16,587	
0	Stocks of goods	0	
17,660	Others (specify) – Scottish Building Society	17,759	
10,045	Benevolent Fund	10,038	
	Total of other		50,846
	assets		
74,308	TOTAL ASSETS		79,255
36,014	General Fund (Account)		43,189
18,174	Benevolent Fund (Account)		18,550
0	Fund (Account)		0
0	Revaluation Reserve		0
	Liabilities		
0	Loans	0	
0	Bank overdraft	0	
0	Tax payable	0	
7,908	Sundry creditors	7,490	
0	Accrued expenses	0	
8,741	Provisions:- Held for Dinner	6,555	
3,471	Other liabilities:-Due to Benevolent Fund	3,471	
20,120	TOTAL LIABILITIES		17,516
74,308	TOTAL ASSETS		79,255

ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
QUOTED	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	
UNQUOTED	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted securities (to be specified)	
	19,042 Barclays Wealth Unit Trusts (General Fund)	19,897
	8,129 Barclays Wealth Unit Trusts (Benevolent Fund)	8,512
	27,174	TOTAL QUOTED (as Balance Sheet) 28,409
	*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)

Does the association, or any constituent part of the association, have a controlling interest in any limited company?		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)		
INCORPORATED EMPLOYERS' ASSOCIATIONS			
Are the shares which are controlled by the association registered in the association's name		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		
UNINCORPORATED EMPLOYERS ASSOCIATIONS			
Are the shares which are controlled by the association registered in the names of the association's trustees?		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 £
INCOME			
From Members	18,660	0	18,660
From Investments	741	0	741
Other Income (including increases by revaluation of assets)	1,404	0	1,404
Total Income	20,805	0	20,805
EXPENDITURE (including decreases by revaluation of assets)	13,254	0	13,254
Total Expenditure	13,254	0	13,254
Funds at beginning of year (including reserves)	54,188	0	54,188
Funds at end of year (including reserves)	61,739		61,739
ASSETS			
Fixed Assets			0
Investment Assets			28,409
Other Assets			50,846
		Total Assets	79,255
LIABILITIES		Total Liabilities	17,516
NET ASSETS (Total Assets less Total Liabilities)			61,739

NOTES TO THE ACCOUNTS

(see note 36)

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

2. Factors affecting the tax charge

A reduction in the UK corporation tax rate from 20% to 19% was enacted in November 2015 and took effect from 1 April 2017. A further reduction from 19% to 17% will take effect from 1 April 2020.

If the investments were realised for their market value at 31 December 2017 a tax liability of £190 would arise. However, management expenses carried forward of £148 are available to offset this.

3. Related Parties

Included within accrued charges is £4,799(2016: £4,829) due to SNIPEF Management Ltd.

ACCOUNTING POLICIES

(see notes 37 and 38)

1. Subscriptions

These accounts contain only the local portions of the subscriptions paid to the branches and do not incorporate any part of the branches own expenditure.

2. Accounting Policies

Basis of preparation of accounts

The accounts have been prepared under the historical cost convention and contain the information required to be given to the members under the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended). The accounts have also been prepared in accordance with applicable accounting standards, including the provisions of FRS 102 Section 1A, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

Going concern

The accounts have been prepared on a going concern basis. The directors have assessed the Association's ability to continue as a going concern and have reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing these accounts.

Income and expenditure

Investment income and bank interest are included in revenue on the date on which they are receivable.

Expenditure is dealt with on an accruals basis.

Investments

Investments are initially recognised at their transaction value and subsequently measured at their market value as at the balance sheet date using the closing quoted market price. Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later). Any funds at the Association not required for immediate disbursement shall be invested in such a way as the Committee may decide.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the transaction price, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Debt instruments are subsequently measured at amortised cost.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the entity after deducting all of its financial liabilities.

Taxation

The taxation expense represents the aggregate amount of current and deferred tax recognised in the reporting period. Tax is recognised in profit or loss, except to the extent that it relates to items recognised in other comprehensive income or directly in equity. In this case, tax is recognised in other comprehensive income or directly in equity, respectively.

Current tax is recognised on taxable profit for the current and past periods. Current tax is measured at the amounts of tax expected to pay or recover using the tax rates and laws that have been enacted or substantively enacted at the reporting date.



Deferred tax is recognised in respect of all timing differences at the reporting date. Unrelieved tax losses and other deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date that are expected to apply to the reversal of the timing

difference.

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> Name: <u>MALCOLM DAYSDALE</u> Date: <u>25/5/18</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>PRESTON FLEMING</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)	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
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
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
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)



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
SNIPEF - GLASGOW & WEST OF SCOTLAND IN ACCORDANCE WITH
THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992

Opinion

We have audited the accounts of the SNIPEF – Glasgow & West of Scotland for the year ended 31 December 2017 which comprise the General Fund Balance Sheet, the General Fund Income and Expenditure Account, the Benevolent Fund Balance Sheet, the Benevolent Fund Income and Expenditure Account and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the Members of the Association, as a body, in accordance with the constitution and the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Members of the Association 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 Members of the Association 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 the Association's affairs as at 31 December 2017 and of its result for the year then ended;
- have been prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) 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 Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, 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 Committee of the Association use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Committee of the Association have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Association'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 other information comprises the information included in the annual report, other than the accounts and our auditor's report thereon. The Committee are responsible for the other information. Our opinion on the accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 (the "Act") requires us to report to you if, in our opinion:

- proper accounting records have not been kept;
- a satisfactory system of control over its transactions has not been maintained by the association;
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we required for our audit as required by Section 37 of the Act.

Responsibilities of Committee

As explained more fully in the Committee's responsibilities statement, the Committee is responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the Committee determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Committee are responsible for assessing the Association'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 Committee either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report 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 accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Chiene + Tait LLP
CHIENE + TAIT LLP
Chartered Accountants and Statutory Auditor
61 Dublin Street
Edinburgh EH3 6NL

Signature(s) of auditor or auditors:	<i>Chiene + Tait LLP</i>	
Name(s):	Chiene & Tait LLP	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	61 Dublin Street Edinburgh EH3 6NL	
Date:	20 JUNE 2018	
Contact name and telephone number:	Malcolm Beveridge 0131 558 5800	

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

this return.

EVERY EMPLOYERS' ASSOCIATION IS REQUIRED BY LAW TO COMPLETE THIS RETURN. THE REFUSAL OR WILFUL NEGLECT TO PERFORM THIS DUTY IS A CRIMINAL OFFENCE.

THERE IS NO LEGAL REQUIREMENT FOR THIS RETURN TO BE "APPROVED" BY THE GOVERNING BODY OF THE ASSOCIATION BEFORE SUBMISSION TO THE CERTIFICATION OFFICE

GUIDANCE ON COMPLETION

GENERAL

1. Unless the Employers' Association has been authorised to make its annual return to another date, this return must be made to 31 December and sent to the Certification Officer as soon as possible, **and at any event before 1 June**.
2. The accounts must, in accordance with the Act, give a true and fair view of the matters to which they relate.
3. The accounts and balance sheet in the annual return of an association working through branches (i.e. not a federation of autonomous bodies) should include the transactions, assets and liabilities of all the branches.
4. Any negative values should be clearly indicated by placing the entry in brackets.
5. Where the space in any account of analysis is insufficient a separate sheet of paper should be attached to the appropriate page to provide the additional space.
6. The summary sheet on page 11 **must** be completed.
7. A copy of the rules in force at the end of the year to which this return relates must be submitted with this form even if the rules have not been altered since the previous rule book was submitted. This is a statutory requirement and the Certification Officer has no authority to waive it.
8. Please print this form single-sided only. Do not staple the pages.

GUIDANCE ON COMPLETION OF RETURN OF MEMBERS/OFFICERS (PAGE 2)

Return of members:

9. The figure required is for **all members**, including members who do not pay contributions.

Officers:

10. The Act defines officer as including any member of the governing body of the association and any trustee of any fund applicable for the purposes of the association.

GUIDANCE ON COMPLETION OF THE REVENUE ACCOUNT/GENERAL FUND (PAGE 3)

11. Interest, Dividends and any other income, including Capital Gains on the sale of investments should be shown gross, and the relevant tax included in "Taxation". The basis of the taxation charge should be shown as a note to the accounts (see page 12).
12. "Remuneration of Staff" should include salaries and wages, holiday pay, redundancy pay, ex-gratia payments, national insurance ordinary and graduated contributions, superannuation contributions, and any other payments to staff.