

Employers' Association's details

Name of Employers' Association:

FEDERATION OF WINDOW CLEANERS

Year ended:

31ST DECEMBER 2018

List number:

~~FTU69~~ 66E

Head or Main Office:

SUMMERFIELD HOUSE, HARROGATE ROAD,
REDDISH, STOCKPORT, CHESHIRE SK5 6HQ

Has the address changed during the year to which the return relates?

Yes

No

(Tick as appropriate)

Website address (if available)

www.f-w-c.co.uk

General Secretary:

BERYL MURRAY

Contact name for queries regarding the completion of this return:

AS ABOVE

Telephone Number:

0161 432 8754

E-mail:

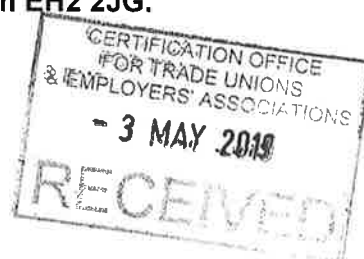
beryl@f-w-c.co.uk

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.



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
813	19	2	4	838

Change of officers

Please complete the following to record any changes of officers during the twelve months covered by this return.

Position held	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of Change
EXECUTIVE	NONE	DARRAN YATES	1/06/2018

Officers in post

(see note 10)

Please insert a complete list of all officers in post at the end of the year to which this form relates.

Name of Officer	Position held
Andrew Lee	Chairman
Michael Lamont	Vice-Chairman
Scott Smith	Committee
Steve Kennedy	Committee
Paul Thrupp	Committee
Darran Yates	Committee

(See notes 11 to 16)

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)	

(See notes 11 to 16)

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 DECEMBER 2018]

(see notes 19 and 20)

Previous Year		£	£
206,571	Fixed Assets (as at page 8)		205,823
	Investments (as per analysis on page 9)		
62,048	Quoted (Market value £ 67,154)		62,048
	Unquoted		
267,619	Total Investments		267,871
	Other Assets		
13,059	Sundry debtors		24,637
150,944	Cash at bank and in hand		149,548
28,238	Stocks of goods		28,464
	Others (specify)		
192,241	Total of other assets		202,649
460,860		Total assets	470,520
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	Liabilities		
70,225	Loans		63,268
	Bank overdraft		
	Tax payable		
11,760	Sundry creditors		9,811
	Accrued expenses		
	Provisions		
	Other liabilities		
81,985		Total liabilities	73,079
378,875		Total assets	397,441

Fixed Assets Account

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
Cost or valuation				
At start of period	203,584	63,557		267,141
Additions during period				
Less: Disposals during period				
Less: DEPRECIATION:		748		748
Total to end of period		60,570		60570
Book amount at end of period	203,584	2,239		205,823
Freehold	203,584			203,584
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
As balance sheet	203,584	2,239		205823

Analysis of investments

(see note 22)

		Other Funds £	
Quoted	British Government & British Government Guaranteed Securities		
	British Municipal and County Securities		
	62,048	Other quoted securities (to be specified)	62,048
	62,048	Total quoted (as Balance Sheet)	62,048
	68,739	*Market Value of Quoted Investments	67,154
Unquoted	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)

Does the association, or any constituent part of the association, have a controlling interest in any limited company?		YES <input type="checkbox"/>	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 <input checked="" type="checkbox"/>	NO <input 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?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the association are registered.			
Company name	Names of shareholders		

Summary sheet

(see notes 24 to 33)

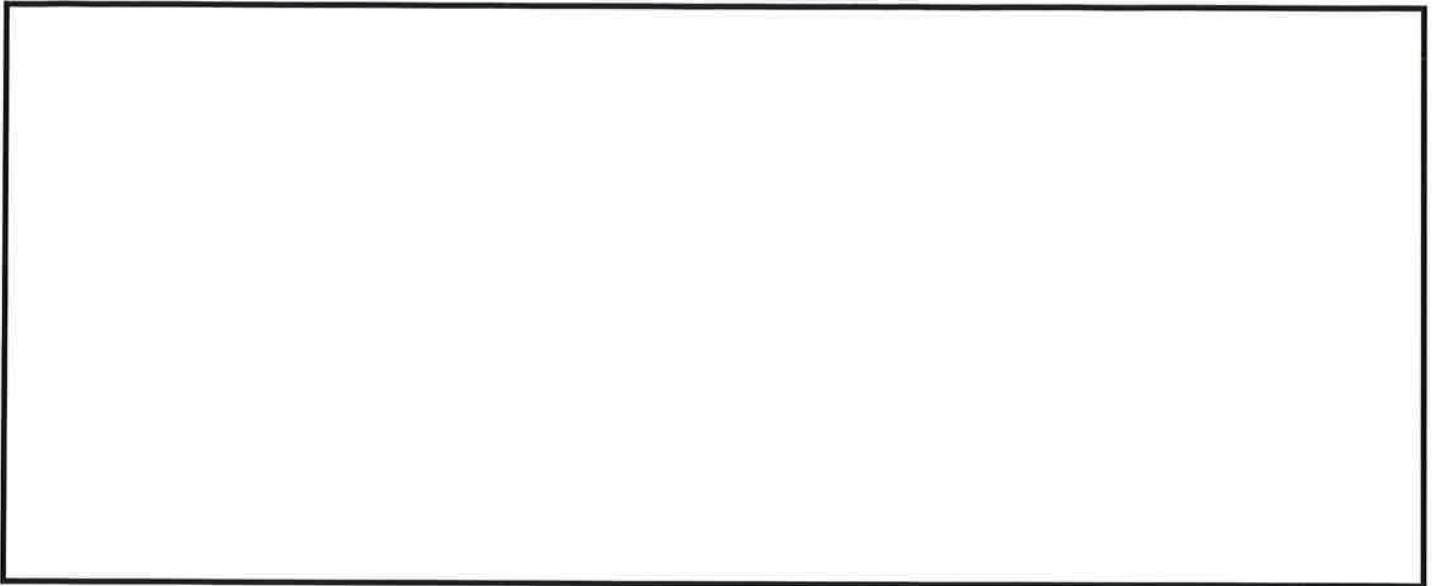
	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	103,866		103,866
From Investments	3,741		3,741
Other Income (including increases by revaluation of assets)	40,667		40,667
Total Income	148,274		148,274
Expenditure (including decreases by revaluation of assets)	129,708		129,708
Total Expenditure	129,708		129,708
Funds at beginning of year (including reserves)	378,875		378,875
Funds at end of year (including reserves)	397,441		397,441
Assets			
Fixed Assets			205,823
Investment Assets			62,048
Other Assets			202,649
		Total Assets	470,520
Liabilities		Total Liabilities	73,079
Net assets (Total Assets less Total Liabilities)			397,441

Notes to the accounts

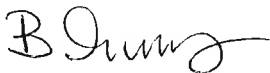

(see note 34)

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

Accounting policies
(see notes 35 and 36)



Signatures to the annual return
including the accounts and balance sheet contained in the return.
(see notes 37 and 38)

Secretary's Signature: 	Chairman's Signature: (or other official whose position should be stated) 
Name: BERYL MURRAY	Name: JOSEPH ANDREW LEE
Date: 24/4/19	Date: 24-4-19

Checklist
(see note 39)
(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has the list of officers been completed? (see page 2a)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has the return been signed? (see Note 38)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has the auditor's report been completed? (see Note 39)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Is the rule book enclosed? (see Note 40)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has the summary sheet been completed? (see Notes 6 and 25 to 34)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Checklist for auditor's report

(see notes 40 to 44)

The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.

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)

Please explain in your report overleaf or attached.

2. 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)

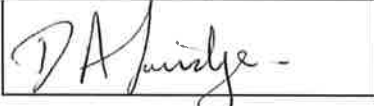
Please explain in your report overleaf or attached.

3. Your auditors or auditor must include in their report the following wording:
In our opinion the financial statements:
 - give a true and fair view of the matters to which they relate to.
 - have been prepared in accordance with the requirements of the section 28 to 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

Auditor's report (continued)

WE HAVE AUDITED THE FINANCIAL STATEMENTS IN ACCORDANCE WITH THE REQUIREMENTS OF THE SECTION 28 TO 36 OF THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992.

IN OUR OPINION THE FINANCIAL STATEMENTS GIVE A TRUE AND FAIR VIEW OF THE FEDERATION'S FINANCIAL AFFAIRS AT 31ST DECEMBER 2018 AND OF ITS TRANSACTIONS OF THE YEAR THEN ENDED.

Signature(s) of auditor or auditors:		
Name(s):	David Savidge	
Profession(s) or Calling(s):	F.C.C.A.	
Address(es):	Allen Mills Howard & co 48 Union Street Hyde SK14 1ND	
Date:	29/04/2019	
Contact name for enquiries and telephone number:	0161 366 6535	

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