

Form AR27

Trade Union and Labour relations (Consolidation) Act 1992

Employers' Association's details

Name of Employers' Association:

BRITISH PACKAGING ASSOCIATION

Year ended:

31/12/18

List number:

5107E

Head or Main Office:

PO Box 10442
Loughborough
LE12 8ZY

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

Yes

No

(Tick as appropriate)

Website address (if available)

General Secretary:

Allan Glen

Contact name for queries regarding the completion of this return:

Allan Glen

Telephone Number:

07970 774638

E-mail:

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: 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			1	9

Change of officers

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

NONE

Position held	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of Change

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
Neil Jarvis	Chairman
Julie Jarvis	Secretary
Allan Glen	Treasurer

Revenue account/General Fund

[\(see notes 11 to 16\)](#)

Previous Year			£	£
	Income			
2,400	From Members	Subscriptions, levies, etc		2,100
70	Investment income	Interest and dividends (gross) Bank interest (gross) Other (specify)		57
	Other income	Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)		2,157
2,470	Total income			2,157
	Expenditure			
	Administrative expenses			
		Remuneration and expenses of staff		
		Occupancy costs		
		Printing, Stationery, Post		
		Telephones		
1,050		Legal and Professional fees	900	
		Miscellaneous (specify)		
3,000		- Administration	3,000	
275		- Website & internet	87	3,987
90	Other charges	Bank charges	90	
		Depreciation		
		Sums written off		
		Affiliation fees		
5,129		Donations		
		Conference and meeting fees	12,775	
		Expenses		
140		Miscellaneous (specify) - Sundry	100	
				12,965
	Taxation			
9,684	Total expenditure			16,952
(7,214)	Surplus/Deficit for year			(14,795)
73,012	Amount of fund at beginning of year			65,798
65,798	Amount of fund at end of year			51,003

Accounts other than the revenue account/general fund

(See notes 11 to 16)

Account 2	N/A		
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	N/A		
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 11 to 16)

Account 4	N/A	Fund Account	
Name of account:		£	£
Income <div style="margin-left: 20px;">From members</div> <div style="margin-left: 20px;">Investment income</div> <div style="margin-left: 20px;">Other income (specify)</div> Expenditure <div style="margin-left: 20px;">Administrative expenses</div> <div style="margin-left: 20px;">Other expenditure (specify)</div>			
	Total Income		
	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	N/A	Fund Account	
Name of account:		£	£
Income <div style="margin-left: 20px;">From members</div> <div style="margin-left: 20px;">Investment income</div> <div style="margin-left: 20px;">Other income (specify)</div> Expenditure <div style="margin-left: 20px;">Administrative expenses</div> <div style="margin-left: 20px;">Other expenditure (specify)</div>			
	Total Income		
	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	N/A	Fund Account	
Name of account:		£	£
Income From members Investment income Other income (specify)			
Expenditure Administrative expenses Other expenditure (specify)			
		Total Income	
		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	N/A	Fund Account	
Name of account:		£	£
Income From members Investment income Other income (specify)			
Expenditure Administrative expenses Other expenditure (specify)			
		Total Income	
		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 []

(see notes 19 and 20)

Previous Year		£	£
	Fixed Assets (as at page 8)		
	Investments (as per analysis on page 9)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Sundry debtors		
	Cash at bank and in hand	52,812	
	VAT		
	Others (specify)		
	Total of other assets		52,812
66,649			
199			
66,848			
		Total assets	52,812
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	Liabilities		
	Loans		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses	1,809	
	Provisions		
	Other liabilities		
1,050			
1,050		Total liabilities	1,809
65,798		Total assets	51,003

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				

Analysis of investments

(see note 22)

	N/A	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)	
	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 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	2,100		2,100
From Investments			
Other Income (including increases by revaluation of assets)	57		57
Total Income	2,157		2,157
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	16,952		16,952
Funds at beginning of year (including reserves)	65,798		65,798
Funds at end of year (including reserves)	51,003		51,003
Assets			
Fixed Assets			
Investment Assets			
Other Assets			52,812
Total Assets			52,812
Liabilities			
Total Liabilities			1,809
Net assets (Total Assets less Total Liabilities)			51,003

Notes to the accounts

(see note 34)

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 or attach notes to the accounts. The box occupies most of the page below the instructions.

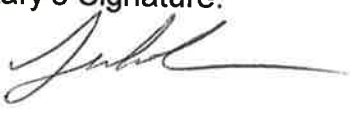
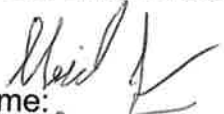
Accounting policies

(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:  Name: JULIE JARVIS Date: 29-5-19	Chairman's Signature: (or other official whose position should be stated)  Name: NEIL JARVIS Date: 29-5-19
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Checklist

(see note 39)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2)	Yes	X	No	
Has the list of officers been completed? (see page 2a)	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 the 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	

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) YES

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) YES

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 sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.
- YES

Auditor's report (continued)

AS PER ACCOUNTS ATTACHED

Signature(s) of auditor or auditors:	SPF ASSOCIATES LTD <i>[Signature]</i>	
Name(s):	PAUL FLANAGAN	
Profession(s) or Calling(s):	ACCOUNTANT - MAAT	
Address(es):	19 DUNKELD DRIVE BEARDEN GLASGOW G61 2AP	
Date:	30/05/19	
Contact name for enquiries 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 2018
FOR
THE BRITISH PACKAGING ASSOCIATION

THE BRITISH PACKAGING ASSOCIATION

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FOR THE YEAR ENDED 31 DECEMBER 2018**

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THE BRITISH PACKAGING ASSOCIATION

**GENERAL INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2018**

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 2018

AUDITORS' REPORT TO

THE BRITISH PACKAGING ASSOCIATION

We have audited the accounts of the Association for the year ended 31 December 2018, 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 2018 and the results for the year ended on that date.



JPF Associates Limited
19 Dunkeld Drive
Bearsden
Glasgow
G61 2AP

Date: 30 / 5 / 19

THE BRITISH PACKAGING ASSOCIATION

**PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2018**

	2018		2017	
	£	£	£	£
Income				
Subscriptions	2,100		2,400	
Consultancy fees	<u>-</u>		<u>-</u>	
		2,100		2,400
Other income				
Deposit account interest		<u>57</u>		<u>70</u>
		2,157		2,470
Expenditure				
Conference - net	12,216		4,208	
Administration fees	3,000		3,000	
Council meetings and secretarial expenses	559		921	
Website costs	87		275	
Sundry expenses	100		140	
Accountancy	<u>900</u>		<u>1,050</u>	
		<u>16,862</u>		<u>9,594</u>
		(14,705)		(7,124)
Finance costs				
Bank charges		<u>90</u>		<u>90</u>
		(14,795)		(7,214)
Depreciation				
Fixtures and fittings		<u>-</u>		<u>-</u>
NET (LOSS)/PROFIT		<u>(14,795)</u>		<u>(7,214)</u>

THE BRITISH PACKAGING ASSOCIATION

**BALANCE SHEET
31 DECEMBER 2018**

	2018		2017	
	£	£	£	£
CURRENT ASSETS				
VAT	-		199	
Bank account no. 1	<u>52,812</u>		<u>66,649</u>	
	<u>52,812</u>		<u>66,848</u>	
CURRENT LIABILITIES				
Creditors & accrued charges	1,809		1,050	
Taxation	<u>-</u>		<u>-</u>	
	<u>1,809</u>		<u>1,050</u>	
		<u>51,003</u>		<u>65,798</u>
NET ASSETS		<u>51,003</u>		<u>65,798</u>
FINANCED BY				
ACCUMULATED FUND				
Brought forward	65,798		73,012	
Add				
Net profit	<u>-</u>		<u>-</u>	
	65,798		73,012	
Less				
Net loss	<u>14,795</u>		<u>7,214</u>	
		<u>51,003</u>		<u>65,798</u>
		<u>51,003</u>		<u>65,798</u>

Approved on behalf of the Association on.....29-5-19

President.....

Secretary.....

THE BRITISH PACKAGING ASSOCIATION

**TANGIBLE FIXED ASSETS SCHEDULE
31 DECEMBER 2018**

**Fixtures
and
fittings
£**

COST

At 1 January 2018
and 31 December 2018

3,189

DEPRECIATION

At 1 January 2018
and 31 December 2018

3,189

NET BOOK VALUE

At 31 December 2018

-

At 31 December 2017

-