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FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:

RADIO, ELECTRICAL AND TELEVISION RETAILERS
ASSOCIATION (R.E.T.R.A) LTD

Year ended:

31/10/2018

List No:

00974927 1406E

Head or Main Office:

RETRA HOUSE
St. John's Terrace
1 Ampthill Street
Bedford
MK42 9EY

Website address (if available)

N/A

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

Yes

No

(Tick as appropriate)

General Secretary:

PATRICIA SHELDRAKE

Contact name for queries
regarding
the completion of this return:

SIMON DI LORENZO

Telephone Number:

01234 841842

e-mail:

sdilorenzo@hwca.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



(Revised November 2017)

**RADIO, ELECTRICAL AND TELEVISION
RETAILERS' ASSOCIATION (R.E.T.R.A)
LIMITED**

**COMPANY INFORMATION
FOR THE YEAR ENDED 31ST OCTOBER 2018**

DIRECTORS:

R Hughes
A O'Gorman
G M Todd
K Herring
G Russell
D Parkinson
H R Saycell
P D Mead
M S Sheldrake

SECRETARY:

V P Sheldrake

REGISTERED OFFICE:

Retra House
St John's Terrace
1 Amphil Street
Bedford
Bedfordshire
MK42 9EY

REGISTERED NUMBER:

00374327 (England and Wales)

SENIOR STATUTORY AUDITOR: Roger Hammond FCA

AUDITORS:

Haines Watts
First Floor, Woburn Court
2 Railton Road
Woburn Rd Ind Est
Kempston
Bedfordshire
MK42 7PN

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 |
| 617 | 37 | N/A. | 2 | 656 |

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.

No change

| 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 | | £ | £ |
|---------------|--|----------|----------------|
| | INCOME | | |
| | From Members Subscriptions, levies, etc | | 230,069 |
| | Investment income Interest and dividends (gross) | 11,161 | |
| | Bank interest (gross) | 2,734 | |
| | Revaluation gains on investments | (2,304) | |
| | | | 11,591 |
| | Other income Rents received | | |
| | Commission income | 12,500 | |
| | Consultancy fees | | |
| | Events income | 24,856 | |
| | Dealer stationery and guides | 5,030 | |
| | | | 42,386 |
| | | | 284,046 |
| | TOTAL INCOME | | |
| | EXPENDITURE | | |
| | Administrative expenses | | |
| | Remuneration and expenses of staff | 167,190 | |
| | Occupancy costs | 9,612 | |
| | Printing, Stationery, Post & telephones | 17,629 | |
| | Legal and Professional fees | 39,841 | |
| | Insurance | 5,720 | |
| | Travel and subsistence | 12,542 | |
| | Repairs and cleaning | 22,395 | |
| | Training | 8,760 | |
| | Fraud (Exceptional Item) | (10,096) | |
| | Intercompany balance written off | 69,097 | |
| | Miscellaneous other | 2,509 | |
| | Other charges | | |
| | Bank charges | 1,647 | |
| | Depreciation | 5,806 | |
| | Sums written off | 1,221 | |
| | Affiliation fees | 17,572 | |
| | Entertainment | 3,507 | |
| | Conference and meeting fees | 29,487 | |
| | Loss on disposal of assets | - | |
| | Magazine publications | 38,893 | |
| | Taxation | | Nil |
| | TOTAL EXPENDITURE | | 443,332 |
| | Surplus/Deficit for year | | (159,286) |
| | Amount of fund at beginning of year | | 1,673,340 |
| | Amount of fund at end of year | | 1,514,054 |

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 2018.]
(see notes 19 and 20)

| Previous Year | £ | £ |
|---|--------------------------|-----------|
| Fixed Assets (as at page 11) | | 217,124 |
| Investments (as per analysis on page 13) | | |
| Quoted (Market value £) | 1,028,186 | |
| Unquoted | 178,084 | |
| Total Investments | | 1,206,270 |
| Other Assets | | |
| Sundry debtors | 28,248 | |
| Cash at bank and in hand | 99,063 | |
| Stocks of goods | | |
| Others (specify) -VAT | 2,265 | |
| Amounts owed from group companies | - | |
| Total of other | | 129,576 |
| assets | | 129,576 |
| | TOTAL ASSETS | 1,552,970 |
| | | |
| | Fund (Account) | 1,514,054 |
| | Fund (Account) | |
| | Fund (Account) | |
| | Revaluation Reserve | |
| Liabilities | | |
| Loans | | |
| Bank overdraft | | |
| PAYE payable | - | |
| Sundry creditors | | |
| Accrued expenses | 18,400 | |
| Provisions | | |
| Other liabilities | 20,516 | 38,916 |
| | TOTAL LIABILITIES | 1,552,970 |
| | TOTAL ASSETS | 1,552,970 |

FIXED ASSETS ACCOUNT

(see note 21)

| | Land & Buildings | Fixtures & Fittings | Motor Vehicles & Equipment | Total |
|--|------------------|---------------------|----------------------------|----------|
| | £ | £ | £ | £ |
| COST OR VALUATION | | | | |
| At start of period | 310,171 | 48,704 | | 358,875 |
| Additions during period | - | 158 | | 158 |
| Less: Disposals during period | - | (45,568) | | (45,568) |
| Less: DEPRECIATION: | | | | |
| Total to end of period | 94,300 | 2,041 | | 96,341 |
| BOOK AMOUNT at end of period | 215,871 | 1,253 | | 217,124 |
| Freehold | 215,871 | | | |
| Leasehold (50 or more years unexpired) | | | | |
| Leasehold (less than 50 years unexpired) | | | | |
| AS BALANCE SHEET | | | | |

ANALYSIS OF INVESTMENTS

(see note 22)

| | | Other Funds £ |
|-----------------|---|---------------------|
| QUOTED | British Government & British Government Guaranteed Securities | 1,028,186 |
| | British Municipal and County Securities | |
| | Other quoted securities (to be specified) | |
| | TOTAL QUOTED (as Balance Sheet) | 1,028,186 |
| | *Market Value of Quoted Investments | 1,028,186 |
| UNQUOTED | British Government Securities | |
| | British Municipal and County Securities | |
| | Mortgages | |
| | Other unquoted securities (to be specified) | 178,084 |
| | TOTAL QUOTED (as Balance Sheet) | 178,084 |
| | *Market Value of Unquoted Investments | 178,084 |

* 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"/> YES | |
| If YES name the relevant companies: | | | |
| COMPANY NAME Retracare Limited | COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered) 02621451 | | |
| INCORPORATED EMPLOYERS' ASSOCIATIONS | | | |
| Are the shares which are controlled by the association registered in the association's name | | <input type="checkbox"/> YES | |
| 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"/> YES | <input type="checkbox"/> 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

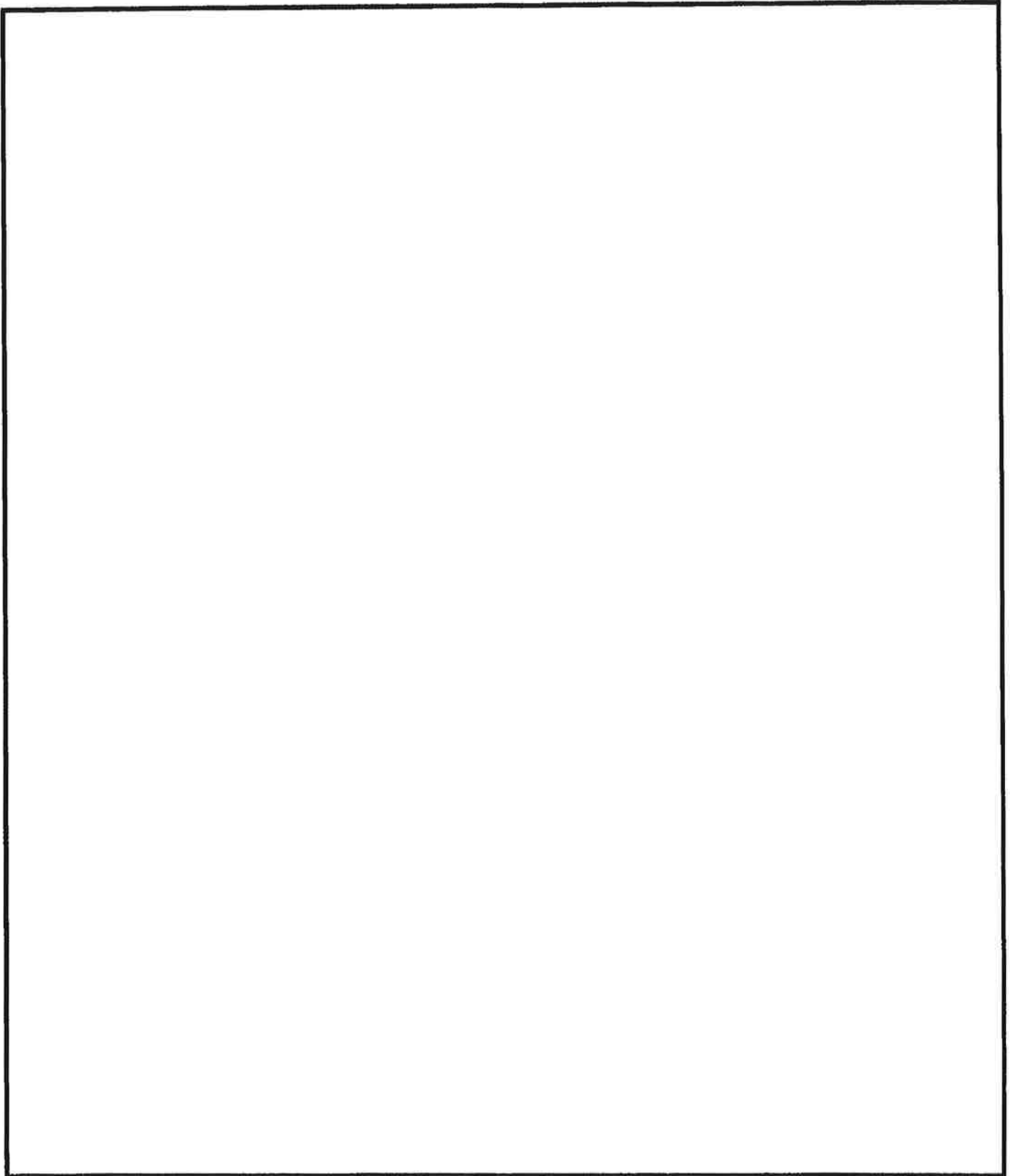
(see notes 26 to 35)

| | All funds except Political Funds £ | Political Funds £ | Total Funds £ |
|---|--|--------------------------|---------------------|
| INCOME | | | |
| From Members | 230,069 | | 230,069 |
| From Investments | 11,591 | | 11,591 |
| Other Income (including increases by revaluation of assets) | 42,386 | | 42,386 |
| Total Income | 284,046 | | 284,046 |
| EXPENDITURE (including decreases by revaluation of assets) | | | |
| Total Expenditure | 443,332 | | 443,332 |
| Funds at beginning of year (including reserves) | 1,673,340 | | 1,673,340 |
| Funds at end of year (including reserves) | 1,514,054 | | 1,514,054 |
| ASSETS | | | |
| Fixed Assets | | | 217,124 |
| Investment Assets | | | 1,206,270 |
| Other Assets | | | 129,576 |
| | | Total Assets | 1,552,970 |
| LIABILITIES | | Total Liabilities | (38,916) |
| NET ASSETS (Total Assets less Total Liabilities) | | | 1,514,054 |

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.

| | |
|--|---|
| Secretary's Signature: <u><i>Sheldrake</i></u> Name: <u>VIOLET PATRICIA SHELDRAKE</u> Date: <u>14/10/19</u> | CHIEF EXECUTIVE Chairman's Signature: <u><i>H. Saycell</i></u> (or other official whose position should be stated) Name: <u>HOWARD SAYCELL</u> Date: <u>14/10/19</u> |
|--|---|

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 | |

* Do Not have a rule book
 ** No change

AUDITOR'S REPORT

(see notes 42 to 47)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

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 ABOVE 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

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)

| | | |
|--------------------------------------|---|--|
| Signature(s) of auditor or auditors: | Robert Hammond | |
| Name(s): | ROBERT HAMMOND | |
| Profession(s) or Calling(s): | FCA. | |
| Address(es): | FIRST FLOOR, WOLVERHAMPTON GUILD 2 MILTON ROAD WOLVERHAMPTON, WOLVERHAMPTON KENTON, BRIDGES, WOLVERHAMPTON | |
| Date: | 26TH SEPTEMBER 2019 | |
| Contact name and telephone number: | 01284 841542 | |

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
RADIO, ELECTRICAL AND TELEVISION
RETAILERS' ASSOCIATION (R.E.T.R.A)
LIMITED**

Opinion

We have audited the financial statements of Radio, Electrical and Television Retailers' Association (R.E.T.R.A) Limited (the 'company') for the year ended 31st October 2018 which comprise the Statement of Comprehensive Income, Balance Sheet, Statement of Changes in Equity and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31st October 2018 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements 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 directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company'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 directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements 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 financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements 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 financial statements 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.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
RADIO, ELECTRICAL AND TELEVISION
RETAILERS' ASSOCIATION (R.E.T.R.A)
LIMITED**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page two, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company'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 directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

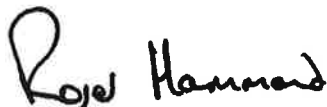
Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors 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 financial statements.

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

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Roger Hammond FCA (Senior Statutory Auditor)
for and on behalf of Haines Watts
First Floor, Woburn Court
2 Railton Road
Woburn Rd Ind Est
Kempston
Bedfordshire
MK42 7PN

Date: 26TH September 2019.