

Form AR27

Trade Union and Labour relations (Consolidation) Act 1992

Employers' Association's details

Name of Employers' Association:

SNIPEF GLASGOW & WEST OF SCOTLAND

Year ended:

31ST DECEMBER 2018

List number:

5066 E

Head or Main Office:

BELLEVUE HOUSE
22 HOPETOUN STREET
EDINBURGH
EH7 4GH

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

Yes

No

(Tick as appropriate)

Website address (if available)

General Secretary:

MALCOLM DRYSDALE

Contact name for queries regarding the completion of this return:

LAUREN SMITH

Telephone Number:

0131 556 0600

E-mail:

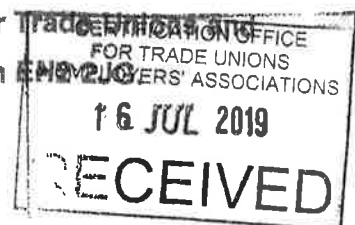
lauren.smith@snipef.org

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
Employers' Associations, Melrose House, 69a George Street, Edinburgh



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
131				131

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
Director		I Carson	December 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
M Drysdale	Secretary
G Woods	Director
D Hunter	Director
C Hanlon	Director
K Muir	Director
G Young	Director
J Doherty	Director
I Carson	Director

Revenue account/General Fund

(see notes 11 to 16)

Previous Year			£	£
	Income			
18,660	From Members	Subscriptions, levies, etc	18,483	
409	Investment income	Interest and dividends (gross)	416	
140		Bank interest (gross)	166	
		Other (specify)		
0	Other income	Rents received	0	19,065
0		Insurance commission	0	
0		Consultancy fees	0	
0		Publications/Seminars	0	
166		Lanarkshire Association Merger	0	
855		Unrealised surplus on revaluation of Investments at fair value	(1,409)	
				(1,409)
20,230		Total income		17,656
	Expenditure			
	Administrative expenses			
0		Remuneration and expenses of staff	0	
0		Occupancy costs	0	
234		Printing, Stationery, Post	204	
0		Telephones	0	
6,728		Legal and Professional fees	6,768	
5,246		Branch Subscriptions	4,721	
				11,693
171	Other charges	Bank charges	131	
0		Depreciation	0	
0		Sums written off	0	
0		Affiliation fees	0	
0		Donations	0	
863		Conference and meeting fees	588	
185		Investment Manager Fees	(37)	
(63)		Miscellaneous	47	
(309)		(Deficit)/Surplus on Functions	4,022	
0	Taxation			4,751
				0
13,055		Total expenditure		16,444
7,175		Surplus/Deficit for year		1,212
36,014		Amount of fund at beginning of year		43,189
43,189		Amount of fund at end of year		44,401

Accounts other than the revenue account/general fund

(See notes 11 to 16)

Account 2		Fund Account
Name of account:	BENEVOLENT FUND	£
Income		
0	From members	0
192	Investment income	235
	Other income (specify)	
383	Unrealised surplus/(Deficit) on revaluation of Investments at fair value	(603)
<u>575</u>		Total Income
		(368)
Expenditure		
0	Administrative expenses	0
120	Investment Managers Fees	(17)
79	Bank Charges	80
<u>199</u>		Total Expenditure
376		63
18,174		Surplus (Deficit) for the year
<u>18,550</u>		(431)
		Amount of fund at beginning of year
		18,550
		Amount of fund at the end of year (as Balance Sheet)
		18,119

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 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		£	£
0	Fixed Assets (as at page 8)	0	
	Investments (as per analysis on page 9)		
0	Quoted (Market value £)	0	
28,409	Unquoted	26,398	
	Total Investments		26,398
	Other Assets		
6,462	Sundry debtors	11,499	
16,587	Cash at bank and in hand	11,729	
0	Stocks of goods	0	
17,759	Others (specify)-Scottish Building Society	17,839	
10,038	Benevolent Fund	10,209	
	Total of other assets		51,276
79,255		Total assets	77,674
43,189	General Fund (Account)		44,401
18,550	Benevolent Fund (Account)		18,119
0	Fund (Account)		0
0	Revaluation Reserve		0
	Liabilities		
0	Loans	0	
0	Bank overdraft	0	
0	Tax payable	0	
7,490	Sundry creditors	8,417	
0	Accrued expenses	0	
6,555	Provisions:- Held for Dinner	3,348	
3,471	Other liabilities:-Due to Benevolent Fund	3,389	
17,516			15,154
79,255		Total assets	77,674

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)	
	Barclays Wealth Unit Trust (General Fund)	18,488 7,910
19,897 8,512		
28,409	Total quoted (as Balance Sheet)	26,398
	*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	18,483	0	18,483
From Investments	817	0	817
Other Income (including increases by revaluation of assets)	(2,012)	0	(2,012)
Total Income	17,288	0	17,288
Expenditure (including decreases by revaluation of assets)	16,507	0	16,507
Total Expenditure	16,507	0	16,507
Funds at beginning of year (including reserves)	61,739	0	61,739
Funds at end of year (including reserves)	62,520	0	62,520
Assets			
Fixed Assets			0
Investment Assets			26,398
Other Assets			51,276
		Total Assets	77,674
Liabilities		Total Liabilities	15,154
Net assets (Total Assets less Total Liabilities)			62,520

Notes to the accounts

(see note 34)

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

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. 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.

3. Related Parties

Included within accrued charges is £4,793 (2017: £4,799) due to SNIPEF Management Ltd.

Accounting policies

(see notes 35 and 36)

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


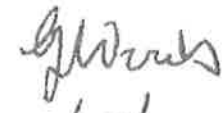
The taxation expense represents the aggregate amount of current and deferred tax recognised in the reporting period. Tax is recognised in profit or loss, except to the extent that it relates to items recognised in other comprehensive income or directly in equity. In this case, tax is recognised in other 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
including the accounts and balance sheet contained in the return.
 (see notes 37 and 38)

Secretary's Signature:  Name: MALCOLM DRYSDALE Date: 23/5/19	Chairman's Signature: (or other official whose position should be stated)  Name: G. W. W. W. Date: 23/5/19
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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	√	No	
Has the list of officers been completed? (see page 2a)	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 the rule book enclosed? (see Note 40)	Yes	√	No	
Has the summary sheet been completed? (see Notes 6 and 25 to 34)	Yes	√	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)

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:
- kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - 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 sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

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.

Use of our report

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.

Signature(s) of auditor or auditors:	<i>Chieng + Tait LLP</i>	
Name(s):	CHIENG + TAIT LLP	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS	
Address(es):	61 DUBLIN STREET	

EDINBURGH
EH3 6AL

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Date:

28 JUNE 2019

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Contact name for enquiries and
telephone number:

MALCOLM BEVERIDGE
0131 558 5800

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