

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:

Postcode

Website address (if available)

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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 ('X' in appropriate box)

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 1093602

You should sent the annual return to the following address stating the name of the union in subject:

For Employers' Associations based in England and Wales: returns@certoffice.org

For Employers' Associations based in Scotland: ymw@tcyoung.co.uk

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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
756	16	3	5	780

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 COMMITTEE	NONE	DAVID SAVILLE	24th APRIL 2019

Officers in post

(see note 10)

Please 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
DAVID SAVILLE	COMMITTEE

Revenue Account / General Fund

(see notes 11 to 16)

Previous Year			£	£
	Income			
103,866	From Members	Subscriptions, levies, etc	93,972	93,972
	Investment income	Interest and dividends (gross)		
138		Bank interest (gross)	280	280
		Other (specify)		
1,938		Donation towards research sponsorship		
1,665		Dividends	2,142	2,142
		Profit / (loss) on sale of investment	6,463	6,463
3,741		Total Investment Income	8,885	8,885
	Other Income	Rents received		
		Insurance commission		
		Consultancy fees		
		Publications/Seminars		
		Miscellaneous receipts (specify)		
14,362		Commission	11,980	11,980
26,305		Sale of Goods	19,034	19,034
40,667		Total of other income		31,014
148,274		Total income		133,871
		Interfund Transfers IN		
	Expenditure			
88,307	Administrative expenses	Remuneration and expenses of staff	92,962	92,962
12,594		Occupancy costs	14,434	14,434
4,763		Printing, Stationery, Post	4,577	4,577
1,727		Telephones	2,106	2,106
4,233		Legal and Professional fees	4,130	4,130
		Miscellaneous (specify)		
2,567		Legal Aid	2,686	2,686
520		Sundry	339	339
3,245		Advertising	2,700	2,700
117,956		Total of Admin expenses		123,934
3,273	Other Charges	Bank charges	3,095	3,095
747		Depreciation	3,424	3,424
		Sums written off		
113		Affiliation fees	1,284	1,284
		Donations		
		Conference and meeting fees		
		Expenses		
		Miscellaneous (specify)		
1,998		Computer Exp	7,072	7,072
1,720		Loan Interest	1,641	1,641
3,875		Industry Research Sponsorship		
11,726		Total of other charges		16,516
26		Taxation	53	53
129,708		Total expenditure		140,503
		Interfund Transfers OUT		
18,566		Surplus/Deficit for year		-6,632
378,875		Amount of fund at beginning of year		397,441
397,441		Amount of fund at end of year		390,809

Balance Sheet as at [31st December 2019]

(see notes 19 and 20)

Previous Year		£	£
205,823	Fixed Assets (as at Page 8)	213,855	213,855
	Investments (as per analysis on page 9)		
62,048	Quoted (Market value £ 72,696) as at Page 9		66,426
	Unquoted (Market value £) as at Page 9		
267,871	Total Investments	66,426	66,426
	Other Assets		
24,637	Sundry debtors	17,759	17,759
149,548	Cash at bank and in hand	137,986	137,986
28,464	Stocks of goods	24,096	24,096
	Others (specify)		
202,649	Total of other assets	179,841	179,841
	Total Assets		460,122
397,441	Revenue Account/ General Fund	390,809	
	Revaluation Reserve		
	Liabilities		
63,268	Loans	56,173	
9,811	Sundry Creditors	13,140	
73,079	Total Liabilities		69,313
397,441	Total Assets		460,122

Fixed Assets account

(see note 21)

	Land and Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total £
Cost or Valuation				
At start of period	203,584	25,605	37,952	267,141
Additions during period			11,456	11,456
Less: Disposals				
Less: Depreciation		-25,404	-39,338	-64,742
Total to end of period	203,584	201	10,070	213,855
Book Amount at end of period	203,584	201	10,070	213,855
Freehold	203,584			203,584
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
Total of Fixed Assets	203,584	201	10,070	213,855

Analysis of Investments

(see note 22)

Quoted		Other Funds
	British Government & British Government Guaranteed Securities	
	British Municipal and County Securities	
	Other quoted securities (to be specified)	
	Listed Shares	66,426
	Total Quoted (as Balance Sheet)	66,426
	Market Value of Quoted Investments	72,696
Unquoted	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted investments (to be specified)	
	Total Unquoted (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 note 23)

Does the association, or any constituent part of the association, have a controlling interest in any limited company?

Yes		No	X
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If Yes name the relevant companies:

Company name

Company registration number (if not registered in England & Wales, state where registered)

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Incorporated Employers' Associations

Are the shares which are controlled by the association registered in the association's name

Yes	X	No	
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If NO, please state the names of the persons in whom the shares controlled by the association are registered.

Company name

Names of shareholders

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Unincorporated Employers' Associations

Are the shares which are controlled by the association registered in the names of the association's trustees?

Yes		No	
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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	Total Funds
		£
Income		
From Members	93,972	93,972
From Investments	8,885	8,885
Other Income (including increases by revaluation of assets)	31,014	31,014
Total Income	133,871	133,871
Expenditure (including decreases by revaluation of assets)		
Total Expenditure	140,503	140,503
Funds at beginning of year (including reserves)	397,441	397,441
Funds at end of year (including reserves)	390,809	390,809
ASSETS		
Fixed Assets		213,855
Investment Assets		66,426
Other Assets		179,841
Total Assets		460,122
Liabilities	Total Liabilities	69,313
Net Assets (Total Assets less Total Liabilities)		390,809

Summary Sheet

(see notes 24 to 33)

	All Funds	Total Funds
	£	£
Income		
From Members		
From Investments		
Other Income (including increases by revaluation of assets)		
Total Income		
Expenditure (including decreases by revaluation of assets)		
Total Expenditure		
Funds at beginning of year (including reserves)		
Funds at end of year (including reserves)		
ASSETS		
Fixed Assets		
Investment Assets		
Other Assets		
Total Assets		
Liabilities		
Total Liabilities		
Net Assets (Total Assets less Total Liabilities)		

Notes to the accounts

(see note 34)

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


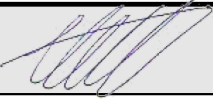
Accounting policies

(see notes 35 & 36)

Signatures to the annual return

(see notes 37 and 38)

Including the accounts and balance sheet contained in the return.

Secretary's Signature:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Beryl Murray	Name:	Andrew Lee
Date:	15th May 2020	Date:	15th May 2020

Checklist

(see note 39)

(please enter 'X' as appropriate)

Is the return of officers attached? (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 37)	Yes	X	No	
Has the auditor's report been completed? (see Note 41)	Yes	X	No	
Is the rule book enclosed? (see Note 39)	Yes	X	No	
Has the summary sheet been completed? (see Notes 6 and 24 to 33)	Yes	X	No	

Checklist for auditor's report

(see notes 41 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:

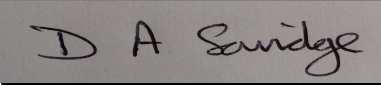
In our opinion the financial statements:

- **give a true and fair view of the matters to which they relate to.**
- **have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.**

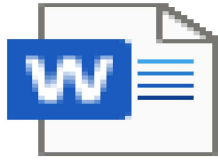
Auditor's report (continued)

WE HAVE AUDITED THE FINANCIAL STATEMENTS IN ACCORDANCE WITH THE REQUIREMENTS OF THE SECTION 28, 32 AND 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 FEDERATIONS FINANCIAL AFFAIRS AT 31ST DECEMBER 2019 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:	15th May 2020	
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.



Document

Double- click on icon to open guidance