

Form AR27

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for an Employers' Association

Name of Employers' Association:	SCOTTISH & NORTHERN IRELAND PLUMBING EMPLOYER'S FEDERATION		
Year ended:	31ST DECEMBER 2019		
List No:	5016E		
Head or Main Office:	BELLEVUE HOUSE		
	22 HOPETOUN STREET		
	EDINBURGH		
Postcode	EH7 4GH		
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"/> ('X' in appropriate box)
General Secretary:	FIONA HODGSON		
Contact name for queries regarding the completion of this return:	LAUREN SMITH		
Telephone Number:	0131 524 1229		
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 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

Contents

Employers' Association's details.....	1
Return of members.....	2
Change of officers.....	2
Officers in post.....	2a
Revenue Account/General Fund.....	3
Accounts other than the revenue account/general fund.....	4-6
Balance sheet.....	7
Fixed Assets Account.....	8
Analysis of investments.....	9
Analysis of investments income (Controlling interests).....	10
Summary sheet.....	11
Summary Sheet (Only for Incorporated Bodies).....	11a
Notes to the accounts.....	12
Accounting policies.....	13
Signatures to the annual return.....	13
Checklist.....	13
Checklist for auditor's report.....	14
Auditor's report (continued).....	15
Guidance on completion.....	16

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
702	59			761

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
PRESIDENT	GORDON MATHESON	NEIL HADDEN	24 May 2019
VICE- PRESIDENT	NEIL HADDEN	ROBIN HALL	24 May 2019
JUNIOR VICE-PRESIDENT	BRIAN WARRENDER	JIM BUTTER	24 May 2019
PAST PRESIDENT	GERRY WOODS	GORDON MATHESON	24 May 2019

Revenue Account / General Fund

(see notes 11 to 16)

Previous Year			£	£
	Income			
556,544	From Members	Subscriptions, levies, etc	651,129	651,129
	Investment income	Interest and dividends (gross)		
4,343		Bank interest (gross)	5,660	5,660
		Other (specify)		
145,300		Dividends	92,200	92,200
		Total Investment Income	97,860	97,860
	Other Income	Rents received	-	-
-		Insurance commission	17,695	17,695
12,033		Consultancy fees	-	-
-		Publications/Seminars	-	-
		Miscellaneous receipts (specify)		
11,710		Technical Event Income	825	825
-1,522		Plumbheat Commission	-	-
332,416		Management Fees & Service Charges	376,381	376,381
41		Board Room Charges	-	-
		Total of other income		394,901
		Total income		1,143,890
		Interfund Transfers IN		
	Expenditure			
685,279	Administrative expenses	Remuneration and expenses of staff	709,423	709,423
56,586		Occupancy costs	90,844	90,844
69,495		Printing, Stationery, Post	67,421	67,421
		Telephones		
14,345		Legal and Professional fees	45,898	45,898
		Miscellaneous (specify)		
4,693		Miscellaneous	9,657	9,657
5,908		Advertising	8,473	8,473
		Total of Admin expenses		931,716
	Other Charges	Bank charges	3,388	3,388
2,920		Depreciation	37,636	37,636
37,662		Sums written off	-	-
-		Affiliation fees	-8,709	-8,709
8,687		Donations	-	-
-		Conference and meeting fees	39,523	39,523
46,680		Expenses	268	268
4,364		Miscellaneous (specify)		
158,686		(See Attached)	167,494	167,494
		Total of other charges		239,600
		Taxation		
		Total expenditure		1,171,316
		Interfund Transfers OUT		
		Surplus/Deficit for year		-27,426
		Amount of fund at beginning of year		1,416,274
		Amount of fund at end of year		1,388,848

Accounts other than 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	
	Interfund Transfers IN		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
		Total Expenditure	
	Interfund Transfers OUT		
		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	
	Interfund Transfers IN		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
		Total Expenditure	
	Interfund Transfers OUT		
		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 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	
Interfund Transfers IN		
Expenditure		
Administrative expenses		
Other expenditure (specify)		
	Total Expenditure	
Interfund Transfers OUT		
		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	
Interfund Transfers IN		
Expenditure		
Administrative expenses		
Other expenditure (specify)		
	Total Expenditure	
Interfund Transfers OUT		
		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 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	
	Interfund Transfers IN		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
		Total Expenditure	
	Interfund Transfers OUT		
		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	
	Interfund Transfers IN		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
		Total Expenditure	
	Interfund Transfers OUT		
		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 2019]

(see notes 19 and 20)

Previous Year		£	£
803,540	Fixed Assets (as at Page 8)	803,540	803,540
	Investments (as per analysis on page 9)		
	Quoted (Market value £) as at Page 9		
2,351	Unquoted (Market value £) as at Page 9		352
	Total Investments	352	352
	Other Assets		
98,865	Sundry debtors	153,049	153,049
819,748	Cash at bank and in hand	732,252	732,252
-	Stocks of goods	-	-
	Others (specify)		
137,302	Amounts owed by subsidiaries	185,647	
	Total of other assets	1,070,948	1,070,948
	Total Assets		1,874,840
1,416,274	Revenue Account/ General Fund	1,388,848	
	Revaluation Reserve		
100	General Reserves	100	
195,741	Other Reserves	195,741	
	Liabilities		
135,088	Sundry Creditors	131,915	
147,943	Accrued Expenses	158,236	
	Total Liabilities		290,151
	Total Assets		1,874,840

Fixed Assets account

(see note 21)

	Land and Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total £
Cost or Valuation				
At start of period	994,215	212,682	-	1,206,897
Additions during period	-	4,295	-	4,295
Less: Disposals	-	-	-	
Less: Depreciation	-198,637	-209,015	-	-407,652
Total to end of period	795,578	7,962		803,540
Book Amount at end of period	795,578	7,962		803,540
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
Total of Fixed Assets	795,578	7,962		803,540

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)	
	Total Quoted (as Balance Sheet)	
	Market Value of Quoted Investments	
Unquoted	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted investments (to be specified)	
	Plutos Holidays (1972) Ltd	51
	SNIPEF Securities Ltd	100
	SNIPEF Training Services Ltd	100
	BPEC Services Ltd	50
	Plumbing Pensions (UK) Administration Ltd	50
	BSE Skills	1
	Total Unquoted (as Balance Sheet)	352
	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

If Yes name the relevant companies:

Company name	Company registration number (if not registered in England & Wales, state where registered)
Plutos Holidays(1972) Ltd	SC051975
SNIPEF Securities Ltd	SC038331
SNIPEF Training Services Ltd	SC082700
Plumbing Pensions (UK) Administration Ltd	SC055959
BPEC Services Ltd	2978578
BSE Skills	

Incorporated Employers' Associations

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

Yes

√

No

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

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 24 to 33)

	All Funds	Total Funds
		£
Income		
From Members	651,129	651,129
From Investments	97,860	97,860
Other Income (including increases by revaluation of assets)	394,901	394,901
Total Income	1,143,890	1,143,890
Expenditure (including decreases by revaluation of assets)		
Total Expenditure	1,171,316	1,171,316
Funds at beginning of year (including reserves)	1,612,115	1,612,115
Funds at end of year (including reserves)	1,584,689	1,584,689
ASSETS		
Fixed Assets		803,540
Investment Assets		352
Other Assets		1,070,948
Total Assets		1,874,840
Liabilities		
Total Liabilities		290,151
Net Assets (Total Assets less Total Liabilities)		1,584,689

Notes to the accounts

(see note 34)

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

6. Turnover			
Turnover is the total amount of subscriptions, sponsorship income and management fees and service charges due to the Company for the year as follows:			
	2019	2018	
	£	£	
Annual subscriptions	501,189	470,373	
Associate fees	6,903	10,858	
Approved Certifier of Construction Fees	109,609	56,343	
Course Fees	33,428	18,970	
Management fees	136,576	133,493	
Salary recharges	183,363	142,611	
Service charges	36,442	56,292	
Warranty and insurance schemes	17,230	11,523	
Medical insurance	465	510	
Technical event	825	11,710	
Plumbheat commission	-	-1,522	
Board room charge	-	41	
	1,046,030	911,222	
7. Loss on ordinary activities before taxation			
	2019	2018	
	£	£	
Loss on ordinary activities before taxation is stated after charging/(crediting):	37,636	37,662	
Depreciation	-	-	
Auditor's remuneration	-	-	
- audit services	4,650	4,430	
- other services	2,223	2,117	
- payroll fees	1,260	1,007	
8. Income from shares in group companies			
	2019	2018	
	£	£	
Subsidiary Companies			
Plutos Holidays (1972) Limited	10,200	15,300	
SNIFEK Securities Ltd.	52,000	65,000	
SNIFEK Training Services Ltd.	20,000	15,000	
BPEC Services Limited	10,000	50,000	
	92,200	145,300	
9. Directors			
	2019	2018	
	£	£	
Aggregate emoluments for the directors	-	-	
- in respect of qualifying services were:	-	-	
10. Employees			
The average number of employees during the year was 24 (2018: 22).			
11. Tangible assets			
	Property	Office Equipment & Furniture	Total
	£	£	£
Cost			
At 1 January 2019	994,215	212,682	1,206,897
Additions	-	4,295	4,295
Disposals	-	-	-
At 31 December 2019	994,215	216,977	1,211,192
Depreciation			
At 1 January 2019	178,753	191,264	370,017
Charge for the year	19,884	17,751	37,635
Disposals	-	-	-
At 31 December 2019	198,637	209,015	407,652
Net book value			
At 31 December 2019	795,578	7,962	803,540
At 31 December 2018	815,462	21,418	836,880
12. Investments			
	2019	2018	
	£	£	
Investments in subsidiary undertakings:			
Cost at 31 December 2018	2,351	2,351	
Additions	1	-	
Disposals	-2,000	-	
Cost at 31 December 2019	352	2,351	
13. Debtors			
	2019	2018	
	£	£	
Amounts owed by subsidiary undertakings:			
SNIFEK Welfare	14,323	15,635	
SNIFB	9,900	29,657	
SNIFEK Education & Training Trust	30,311	2,389	
SNIFEK Securities Ltd.	57,737	4,140	
SNIFEK Training Services Ltd.	35,043	50,497	
Plumbing Pensions (UK) Admin Limited	8,324	4,931	
Plutos Holidays (1972) Limited	9	53	
BPEC Services Limited	15,000	15,000	
BPEC Certification Limited	15,000	15,000	
Other debtors	153,049	98,865	
	338,696	236,167	
14. Sundry Creditors			
	2019	2018	
	£	£	
Amounts owed to subsidiary undertakings			
Plumbing Pensions (UK) Admin Limited	2,349	9,830	
SNIFB	-	882	
BPEC Services Ltd	228	-	
Other taxes and social security costs	10,259	13,778	
Other creditors	119,079	110,598	
	131,915	135,088	
15. Taxation			
Factors affecting future tax charges			
The Company has unused trade losses of £820,207 (2018: £868,900). There is no expiry date on these losses. The company has an unrecognised deferred tax asset mainly in respect of these tax losses of £113,475 (2018: £122,199). SNIFEK Management Limited is resident in the UK for tax purposes.			
16. Contingent liability			
SNIFEK operates a Guarantee of Work Scheme which covers the cost of claims by domestic (or commercial) customers for faulty workmanship carried out on their premises by a SNIFEK business up to a maximum of £10,000 in respect of any one domestic customer, £25,000 in respect of any one SNIFEK member firm and £100,000 in respect of any one calendar year.			
17. Called up share capital			
	2019	2018	
	£	£	
Authorised, issued and fully paid			
100 ordinary shares of £1 each	100	100	
18. Operating lease commitments			
The total operating lease commitments are set out below:			
	2019	2018	
	£	£	
Motor Vehicle			
Due not later than five years	15,018	25,523	
A total of £10,322 was recognised as an operating lease expense in the period (2018: £10,817).			
19. Pension costs			
Certain of the Company's employees are members of the Plumbing and Mechanical Services (UK) Industry Pension Scheme. This is an industry-wide multi-employer defined benefit pension scheme. As at 31 April 2019, the date of the Scheme's latest formal accounts, 350 employees were actively contributing to the Scheme. Pension obligations in the Industry Scheme are accounted for on a "defined contribution" basis because the Industry Scheme is not able to calculate individual assets or liabilities for individual employers. The Scheme's experience is pooled. As a result, all participating employers and their employees pay the same contribution rates regardless of their experience.			
To date, the scheme has never had a funding shortfall measured on an ongoing "Technical Provisions" basis at a formal valuation date therefore it does not need a Recovery Plan. The only contributions required from employers and employees are contributions to cover the cost of new future service benefit accrual.			
The Industry Scheme does not have an agreed methodology to allocate deficit or surplus between individual employers. It is possible that an individual employer could become liable for other entities' obligations under the terms and conditions of the multi-employer Industry Scheme (namely the Scheme's Rules and legislative requirements). This is because participating employers are exposed to actuarial risks associated with current and former employees of other organisations, some of which have ceased to participate in the Scheme and therefore cannot be called upon should additional funding be required. In addition, when an employer ceases to participate in the Industry Scheme, they become liable under legislation to pay a "Section 75" employer debt.			
The pension cost charged to the Statement of Comprehensive Income represents the amount of contributions payable in the year, which amounted to £74,174 (2018: £79,682). No pension contributions were outstanding at the year-end (2018: £Nil).			
This cost is incurred at the contribution rate advised by the Scheme Actuary in the valuation as at April 2014.			
Based upon the current contribution rates, the scheme was assessed as likely to meet in full the liabilities of the scheme as they fall due.			
20. Ultimate parent undertaking			
The Company is a subsidiary of Scottish and Northern Ireland Plumbers' Federation (SNIFEK), a body registered under the Trade Union and Labour Relations (Consolidation) Act 1992. SNIFEK own 100% of the shares of SNIFEK Management Ltd.			
The financial statements of the Scottish and Northern Ireland Plumbers' Federation can be obtained from Bellevue House, 22 Hopetoun Street, Edinburgh.			
21. Related party transactions			
The Trustees of SNIFEK Welfare are directors of SNIFEK Management Ltd.			
The Trustees of SNIFEK Education and Training Trust are directors of SNIFEK Management Ltd.			
All relevant transactions in the year and the year end balances are shown in the notes to the financial statements.			
A further related party is British Plumbers' Council (Training) Limited. BPEC Services Ltd, a subsidiary company of SNIFEK Management Ltd., is related to British Plumbers' Council (Training) Limited by virtue of common control as exercised by a common board of directors.			
22. Subsequent events			
Subsequent to the year-end the Board are aware of material uncertainties related to the effects of Covid-19, that may cast significant doubt upon the entity's ability to continue as a going concern. However, the Board are developing and implementing mitigating actions and processes to ensure that the entity continues to function and manage future operations and those of their stakeholders.			

Accounting policies

(see notes 35 & 36)

1. General Information

SNIFE Management LTD. is incorporated and domiciled in Scotland with registered company number SC056633. The registered office is Bellevue House, 22 Hopetoun Street, Edinburgh, EH7 4GH.

2. Statement of compliance

These financial statements have been prepared in compliance with the provisions of FRS 102 Section 1A, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

3. Accounting policies

Signatures to the annual return

(see notes 37 and 38)

Including the accounts and balance sheet contained in the return.

Please copy and paste your electronic signature here

Secretary's Signature:	<i>Fiona L. Hodgson</i>	Chairman's Signature:	<i>President Neil Hadden</i>
Name:	FIONA L. HODGSON	Name:	NEIL HADDEN
Date:	23.10.20	Date:	22/10/20

(or other official whose position should be stated)

Checklist

(see note 39)

(please enter 'X' as appropriate)

Is the return of officers attached? (see Page 2)	Yes	<input checked="" type="checkbox"/>	No	
Has the list of officers been completed? (see Page 2A)	Yes	<input checked="" type="checkbox"/>	No	
Has the return been signed? (see Note 37)	Yes	<input checked="" type="checkbox"/>	No	
Has the auditor's report been completed? (see Note 41)	Yes	<input checked="" type="checkbox"/>	No	
Is the rule book enclosed? (see Note 39)	Yes	<input checked="" type="checkbox"/>	No	
Has the summary sheet been completed? (see Notes 6 and 24 to 33)	Yes	<input checked="" type="checkbox"/>	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)

Opinion

We have audited the financial statements of SNIPEF Management Ltd. (the 'company') for the year ended 31 December 2019 which comprise the Statement of Comprehensive Income, Statement of Financial Position, the Statement of Changes in Equity and the related notes, 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 FRS 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 31 December 2019 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

Signature(s) of auditor or auditors:

Malcolm Beveridge

Name(s):

Malcolm Beveridge

Profession(s) or Calling(s):

CA

Address(es)

61 Dublin Street, Edinburgh, EH3
6NL

Date:

16 November 2020

Contact name for enquiries and telephone number:

0131 558 5800

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