

**Form AR27****Trade Union and Labour Relations (Consolidation) Act 1992****Annual Return for an Employers' Association**

Name of Employers' Association:

SNIPEF GLASGOW AND WEST OF SCOTLAND  
KILMARNOCK BRANCH

Year ended:

31ST DECEMBER 2019

List No:

Head or Main Office:

ANDREW MCROBERTS

66 IRVINE ROAD

KILMARNOCK

Postcode KAL 2JS

Website address (if available)

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

Yes

No

('X' in appropriate box)

General Secretary:

ANDREW MCROBERTS

Contact name for queries regarding  
the completion of this return:

Telephone Number:

7957844760

E-mail:

SNIPEFKILMARNOCK@GMAIL.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 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](mailto:returns@certoffice.org)****For Employers' Associations based in Scotland: [yrrw@tcyoung.co.uk](mailto:yrrw@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



**S.N.I.P.E.F. KILMARNOCK**  
**OFFICE BEARERS – 2019**

**President:**

Alex Waldron  
69 Redstone Avenue  
Kilwinning KA13 7JG

**Vice President:**

Ian Carson  
30 Earlswood Wynd  
Irvine KA11 2FF

**Immediate Past President:**

Andrew McRoberts  
66 Irvine Road  
Kilmarnock KA1 2JS

**Secretary:**

Andrew McRoberts  
66 Irvine Road  
Kilmarnock KA1 2JS



## 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
27				27

## 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	ANDREW MCROBERTS	ALEX WALDRON	27.3.19









## Revenue Account / General Fund

(see notes 11 to 16)

Previous Year		£	£
	<b>Income</b>		
	<b>From Members</b>		
	Subscriptions, levies, etc	2,623	2,623
	<b>Investment income</b>		
	Interest and dividends (gross)		
	Bank Interest (gross)		
	Other (specify)		
	<b>Total investment income</b>		
	<b>Other Income</b>		
	Rents received		
	Insurance commission		
	Consultancy fees		
	Publications/Seminars		
	Miscellaneous receipts (specify)		
	SNIPEF DINNER	255	255
	<b>Total of other income</b>		255
	<b>Total Income</b>		<b>2,878</b>
	Interfund Transfers IN		
	<b>Expenditure</b>		
	<b>Administrative expenses</b>		
	Remuneration and expenses of staff		
	Occupancy costs		
	Printing, Stationery, Post	104	104
	Telephones		
	Legal and Professional fees		
	Miscellaneous (specify)		
	<b>Total of Admin expenses</b>		104
	<b>Other Charges</b>		
	Bank charges		
	Depreciation		
	Sums written off		
	Affiliation fees		
	Donations		
	Conference and meeting fees	1,739	1,739
	Expenses		
	Miscellaneous (specify)		
	<b>Total of other charges</b>		1,739
	Taxation		
	<b>Total expenditure</b>		<b>1,843</b>
	Interfund Transfers OUT		
	<b>Surplus/Deficit for year</b>		<b>1,035</b>
	<b>Amount of fund at beginning of year</b>		<b>2,490</b>
	<b>Amount of fund at end of year</b>		<b>3,525</b>



**Accounts other than Revenue Account/General Fund**  
(see notes 17 to 18)

Account 2		Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
		<b>Total Income</b>	
	Interfund Transfers IN		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
		<b>Total Expenditure</b>	
	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:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
		<b>Total Income</b>	
	Interfund Transfers IN		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
		<b>Total Expenditure</b>	
	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:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	<b>Interfund Transfers OUT</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		

Account 5		Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	<b>Interfund Transfers OUT</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		





**Accounts other than Revenue Account/General Fund**  
(see notes 17 to 18)

Account 6		Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment Income		
	Other Income (specify)		
	<b>Total Income</b>		
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
		<b>Total Expenditure</b>	
	<b>Interfund Transfers OUT</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		

Account 7		Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment Income		
	Other Income (specify)		
	<b>Total Income</b>		
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
		<b>Total Expenditure</b>	
	<b>Interfund Transfers OUT</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		



**Balance Sheet as at [ ]**

(see notes 19 and 20)

Previous Year		£	£
	<b>Fixed Assets (as at Page 8)</b>		
	<b>Investments (as per analysis on page 9)</b>		
	Quoted (Market value £ ) as at Page 9		
	Unquoted (Market value £ ) as at Page 9		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Sundry debtors		
	Cash at bank and in hand	3,525	3,525
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>	<b>3,525</b>	<b>3,525</b>
		<b>Total Assets</b>	<b>3,525</b>
2,490	<b>Revenue Account/ General Fund</b>	3,525	
	<b>Revaluation Reserve</b>		
	<b>Liabilities</b>		
		<b>Total Liabilities</b>	
		<b>Total Assets</b>	<b>3,525</b>



## Fixed Assets account

(see note 21)

	Land and Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total £
<b>Cost or Valuation</b>				
At start of period				
Additions during period				
Less: Disposals				
Less: Depreciation				
Total to end of period				
<b>Book Amount at end of period</b>				
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>Total of Fixed Assets</b>				



# Analysis of Investments

(see note 22)

Quoted		Other Funds
	<b>British Government &amp; British Government Guaranteed Securities</b>	
	<b>British Municipal and County Securities</b>	
	<b>Other quoted securities (to be specified)</b>	
	<b>Total Quoted (as Balance Sheet)</b>	
	<b>Market Value of Quoted Investments</b>	
<b>Unquoted</b>	<b>British Government Securities</b>	
	<b>British Municipal and County Securities</b>	
	<b>Mortgages</b>	
	<b>Other unquoted investments (to be specified)</b>	
	<b>Total Unquoted (as Balance Sheet)</b>	
	<b>Market Value of Unquoted Investments</b>	

\* 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	<b>X</b>
-----	--	----	----------

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		No	<b>X</b>
-----	--	----	----------

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	<b>X</b>
-----	--	----	----------

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
		£
<b>Income</b>		
From Members	2,623	2,623
From Investments		
Other Income (including increases by revaluation of assets)	255	255
<b>Total Income</b>	<b>2,878</b>	<b>2,878</b>
<b>Expenditure</b> (including decreases by revaluation of assets)		
<b>Total Expenditure</b>	<b>1,843</b>	<b>1,843</b>
<b>Funds at beginning of year</b> (including reserves)	<b>2,490</b>	<b>2,490</b>
<b>Funds at end of year</b> (including reserves)	<b>3,525</b>	<b>3,525</b>
<b>ASSETS</b>		
	<b>Fixed Assets</b>	
	<b>Investment Assets</b>	
	<b>Other Assets</b>	3,525
	<b>Total Assets</b>	<b>3,525</b>
<b>Liabilities</b>	<b>Total Liabilities</b>	
<b>Net Assets (Total Assets less Total Liabilities)</b>		<b>3,525</b>



## Summary Sheet

(see notes 24 to 33)

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



**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 thin black border, occupying most of the page. It is intended for the taxpayer to enter their notes to the accounts.






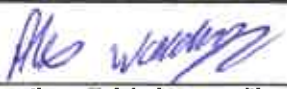
## Accounting policies

(see notes 35 & 36)

## Signatures to the annual return

(see notes 37 and 38)

Including the accounts and balance sheet contained in the return.

<b>Secretary's Signature:</b>  <hr/> <b>Name:</b> ANDREW MCROBERTS <hr/> <b>Date:</b> Thursday, March 05, 2020	<b>Chairman's Signature:</b>  <small>(or other official whose position should be stated)</small> <hr/> <b>Name:</b> ALEX WALDRON <hr/> <b>Date:</b> Thursday, March 05, 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.**


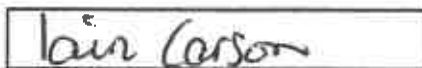
**3. Your auditors or auditor must include in their report the following wording:  
In our opinion the financial statements:**

- 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)

These Accounts are represent a true and fair view of the financial position of the Kilmarnock Branch of the of the Snipef Glasgow and West of Scotland Association as at 31st December 2019

<b>Signature(s) of auditor or auditors:</b>		
<b>Name(s):</b>	Alex Waldron	Ian Carson
		
<b>Profession(s) or Calling(s):</b>	Plumber	Plumber
<b>Address(es)</b>	69 Redstone Avenue Kilwinning	30 Earlswood Wynd Irvine
<b>Date:</b>	12th September 2020	12th September 2020
<b>Contact name for enquiries and telephone number:</b>	Alex 07917585959	Ian 07810888120

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

