

# Form AR27

## Trade Union and Labour Relations (Consolidation) Act 1992

### Annual Return for an Employers' Association

|  |  |                          |    |                                     |                          |
|--|--|--------------------------|----|-------------------------------------|--------------------------|
| Name of Employers' Association:                                      | SNIPEF Glasgow & West Of Scotland -Ayr & District Branch       |                          |    |                                     |                          |
| Year ended:  | 31 December 2019   |                          |    |                                     |                          |
| List No:   | 66E(S)   |                          |    |                                     |                          |
| Head or Main Office:   | C/O Galbraith Pritchards                                       |                          |    |                                     |                          |
|  | 20 Barns Street  |                          |    |                                     |                          |
|  | Ayr  |                          |    |                                     |                          |
|  |  |                          |    |                                     |                          |
| Postcode   | KA71XA   |                          |    |                                     |                          |
| 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:   | Galbraith Pritchards   |                          |    |                                     |                          |
| Contact name for queries regarding the completion of this return:    | Alistair Campbell  |                          |    |                                     |                          |
| Telephone Number:  | 1292264631   |                          |    |                                     |                          |
| E-mail:  | <a href="mailto:acampbell@gpca.co.uk">acampbell@gpca.co.uk</a> |                          |    |                                     |                          |

**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: [ywm@tcyoung.co.uk](mailto:ywm@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 |
| 10                                       |                  |                |  | 10     |

## 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 |
|---------------|--|---------------------------|----------------|
| NO CHANGES    |  |                           |                |
|               |  |                           |                |
|               |  |                           |                |
|               |  |                           |                |
|               |  |                           |                |
|               |  |                           |                |
|               |  |                           |                |
|               |  |                           |                |
|               |  |                           |                |



## Revenue Account / General Fund

(see notes 11 to 16)

| Previous Year |                               |                                     | £            | £     |
|---------------|-------------------------------|-------------------------------------|--------------|-------|
| 749           | <b>Income</b>                 |                                     |              |       |
|               | From Members                  | Subscriptions, levies, etc          |              |       |
|               | Investment income             | Interest and dividends (gross)      |              |       |
|               |                               | Bank interest (gross)               |              |       |
|               |                               | Other (specify)                     |              |       |
|               |                               |                                     |              |       |
|               |                               | <b>Total Investment Income</b>      |              |       |
|               | Other Income                  | Rents received                      |              |       |
|               |                               | Insurance commission                |              |       |
|               |                               | Consultancy fees                    |              |       |
|               |                               | Publications/Seminars               |              |       |
|               |                               | Miscellaneous receipts (specify)    |              |       |
|               |                               |                                     |              |       |
|               |                               | <b>Total of other income</b>        |              |       |
|               |                               | <b>Total income</b>                 |              |       |
|               | <b>Interfund Transfers IN</b> |                                     |              |       |
| 120           | <b>Expenditure</b>            |                                     |              |       |
|               | Administrative expenses       | Remuneration and expenses of staff  |              |       |
|               |                               | Occupancy costs                     |              |       |
|               |                               | Printing, Stationery, Post          |              |       |
|               |                               | Telephones                          |              |       |
|               |                               | Legal and Professional fees         | 120          | 120   |
|               |                               | Miscellaneous (specify)             |              |       |
|               |                               |                                     |              |       |
|               |                               | <b>Total of Admin expenses</b>      |              | 120   |
|               | 81                            | Other Charges                       | Bank charges | 78    |
|               |                               | Depreciation                        |              |       |
|               |                               | Sums written off                    |              |       |
|               |                               | Affiliation fees                    |              |       |
|               |                               | Donations                           |              |       |
|               |                               | Conference and meeting fees         |              |       |
|               |                               | Expenses                            |              |       |
|               |                               | Miscellaneous (specify)             |              |       |
|               |                               | Social Events                       |              |       |
|               |                               | <b>Total of other charges</b>       |              | 78    |
| 570           | Taxation                      |                                     |              |       |
|               |                               | <b>Total expenditure</b>            |              | 198   |
|               |                               | <b>Interfund Transfers OUT</b>      |              |       |
|               |                               | Surplus/Deficit for year            |              | -198  |
|               |                               | Amount of fund at beginning of year |              | 6,602 |
|               |                               | Amount of fund at end of year       |              | 6,404 |









**Balance Sheet as at [ 31st December 2019 ]**

(see notes 19 and 20)

| Previous Year            |   | £     | £     |
|--------------------------|---|-------|-------|
| 6,722                    | <b>Fixed Assets</b> (as at Page 8)                        |       |       |
|                          | <b>Investments</b> (as per analysis on page 9)            |       |       |
|                          | 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 | 6,602   | 6,602 |       |
| Stocks of goods          |   |       |       |
| Others (specify)         |   |       |       |
|                          | <b>Total of other assets</b>                              | 6,602 | 6,602 |
|                          | <b>Total Assets</b>                                       | 6,602 | 6,602 |
| 6,602                    | Revenue Account/ General Fund                             | 6,404 |       |
|                          | Revaluation Reserve                                       |       |       |
|                          | <b>Liabilities</b>  |       |       |
| 120                      | Sundry Creditors  | 240   |       |
|                          | <b>Total Liabilities</b>                                  | 240   |       |
|                          | <b>Total Assets</b>                                       |       | 6,602 |

# Fixed Assets account

(see note 21)

|  | Land<br>and Buildings | Fixtures<br>& Fittings | Motor Vehicles<br>& Equipment | Total<br>£ |
|--|-----------------------|------------------------|-------------------------------|------------|
| <b>Cost or Valuation</b>                 |                       |                        |                               |            |
| At start of period                       |                       |                        |                               |            |
| Additions during period                  |                       |                        |                               |            |
| Less: Disposals                          |                       |                        |                               |            |
| Less: Depreciation                       |                       |                        |                               |            |
| Total to end of period                   |                       |                        |                               |            |
| <b>Book Amount</b> at end of period      |                       |                        |                               |            |
| 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 |
|----------|---|-------------|
|          |   |             |
|          | 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)                  |             |
|          |   |             |
|          | 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 | <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 |  |
|-----|--|----|--|

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

| Company name | Names of shareholders |
|--------------|-----------------------|
|--------------|-----------------------|

|     |  |
|-----|--|
| N/A |  |
|-----|--|

### 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 |
|--------------|-----------------------|
|--------------|-----------------------|

|     |  |
|-----|--|
|     |  |
|     |  |
| N/A |  |
|     |  |
|     |  |
|     |  |
|     |  |
|     |  |
|     |  |
|     |  |

# 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><br>(including decreases by revaluation of assets) |           |             |
| <b>Total Expenditure</b>   | 198       | 198         |
| <b>Funds at beginning of year</b><br>(including reserves)            | 6,602     | 6,602       |
| <b>Funds at end of year</b><br>(including reserves)                  | 6,404     | 6,404       |
| <b>ASSETS</b>  |           |             |
| Fixed Assets   |           |             |
| Investment Assets  |           |             |
| Other Assets   |           | 6,602       |
| <b>Total Assets</b>  |           | 6,602       |
| <b>Liabilities</b>   |           |             |
| <b>Total Liabilities</b>   |           | 198         |
| <b>Net Assets (Total Assets less Total Liabilities)</b>              |           | 6,404       |

## 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.

**Please copy and paste your electronic signature here**

|   |  |
|---|--|
| Secretary's<br>Signature: <i>Galbraith Pritchards</i> | Chairman's<br>Signature: <i>William Kennedy</i>  |
| Name: Galbraith Pritchards                            | Name: William Kennedy Vice President<br><small>(or other official whose position should be stated)</small> |
| Date: 02 March 2021                                   | Date: 02 March 2021  |

## Checklist

(see note 39)

(please enter 'X' as appropriate)

|   |     |          |    |  |
|---|-----|----------|----|--|
| Is the return of officers attached? (see Page 2)                    | Yes | <b>X</b> | No |  |
| Has the list of officers been completed? (see Page 2A)              | Yes | <b>X</b> | No |  |
| Has the return been signed? (see Note 37)                           | Yes | <b>X</b> | No |  |
| Has the auditor's report been completed?<br>(see Note 41)           | Yes | <b>X</b> | No |  |
| Is the rule book enclosed? (see Note 39)                            | Yes | <b>X</b> | No |  |
| Has the summary sheet been completed?<br>(see Notes 6 and 24 to 33) | Yes | <b>X</b> | 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 accounts contained within the annual return of the SNIPEF Glasgow and West of Scotland Ayr & District Branch for the year ended 31 December 2019.

In our opinion the financial statements give a true and fair view of the Employers' Association's affairs as at 31 December 2018 and of its Deficit for the year and have been prepared in accordance with the requirements of sections 28,32 and 36 of the Trade Union and Labour Relations (Consolidation) Act 1992

Signature(s) of auditor or auditors:

Galbraith Pritchards

Name(s):

Galbraith Pritchards

Profession(s) or Calling(s):

Chartered Accountants

Address(es)

20 Barns Street Ayr KA71XA

Date:

02 March 2021

Contact name for enquiries and telephone number:

Alistair Campbell 01292264631

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