

Form AR27

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for an Employers' Association

Name of Employers' Association:	BRITISH PACKAGING ASSOCIATION				
Year ended:	31 December 2019				
List No:	5107E				
Head or Main Office:	PO BOX 10442				
	LOUGHBOROUGH				
Postcode	LE12 8ZY				
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:	ALLAN GLEN				
Contact name for queries regarding the completion of this return:	ALLAN GLEN				
Telephone Number:	7970774638				
E-mail:	Allanglen05@msn.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

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
8			1	9

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

Revenue Account / General Fund

(see notes 11 to 16)

Previous Year			£	£
	Income			
2,100	From Members	Subscriptions, levies, etc	2,100	2,100
	Investment income	Interest and dividends (gross)		
57		Bank interest (gross)	64	64
		Other (specify)		
		Total Investment Income	64	64
	Other Income	Rents received		
		Insurance commission		
		Consultancy fees		
		Publications/Seminars		
		Miscellaneous receipts (specify)		
		Total of other income		
		Total income		2,164
		Interfund Transfers IN		
	Expenditure			
	Administrative expenses	Remuneration and expenses of staff		
		Occupancy costs		
		Printing, Stationery, Post		
		Telephones		
900		Legal and Professional fees	1,075	1,075
		Miscellaneous (specify)		
3,000		Administration	3,000	3,000
87		Website & internet	200	200
		Promotions	991	991
		Total of Admin expenses		5,266
90	Other Charges	Bank charges	90	90
		Depreciation		
		Sums written off		
		Affiliation fees		
		Donations		
12,775		Conference and meeting fees	9,017	9,017
		Expenses		
		Miscellaneous (specify)		
100		Sundry	13	13
		Total of other charges		9,120
		Taxation		
		Total expenditure		14,386
		Interfund Transfers OUT		
-14,795		Surplus/Deficit for year		-12,222
65,798		Amount of fund at beginning of year		51,003
51,003		Amount of fund at end of year		38,781

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)

Fixed Assets account

(see note 21)

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

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	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		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
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Summary Sheet

(see notes 24 to 33)

	All Funds	Total Funds
		£
Income		
From Members	2,100	2,100
From Investments	64	64
Other Income (including increases by revaluation of assets)		
Total Income	2,164	2,164
Expenditure (including decreases by revaluation of assets)		
Total Expenditure	14,386	14,386
Funds at beginning of year (including reserves)	51,003	51,003
Funds at end of year (including reserves)	38,781	38,781
ASSETS		
Fixed Assets		
Investment Assets		
Other Assets		39,856
Total Assets		39,856
Liabilities		
Total Liabilities		1,075
Net Assets (Total Assets less Total Liabilities)		38,781

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 black border, intended for entering notes to the accounts. The interior of the box is white.

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:	<i>Julie Jarvis</i>	Chairman's Signature:	<i>Neil Jarvis</i>
			(or other official whose position should be stated)
Name:	JULIE JARVIS	Name:	NEIL JARVIS
Date:	18 May 2020	Date:	18 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:

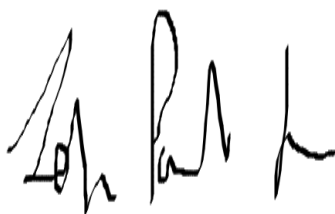
In our opinion the financial statements:

- 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)

In our opinion the financial statements:

- give a true and fair view of the state of the Union's affairs as at year ending 31/12/19;
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992

Signature(s) of auditor or auditors:	JPF ASSOCIATES LTD	
Name(s):	PAUL FLANAGAN	
Profession(s) or Calling(s):	MAAT	
Address(es)	19 DUNKELD DRIVE BEARSDEN GLASGOW G61 2AP	confirm
Date:		
Contact name for enquiries and telephone number:	0141 576 1229	

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

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019
FOR
THE BRITISH PACKAGING ASSOCIATION

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FOR THE YEAR ENDED 31 DECEMBER 2019**

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ADDRESS:

PO Box 10442
Loughborough
LE12 8ZY

ACCOUNTANTS:

JPF Associates Limited
19 Dunkeld Drive
Bearsden
Glasgow
G61 2AP

AUDITORS' REPORT TO

THE BRITISH PACKAGING ASSOCIATION

We have audited the accounts of the Association for the year ended 31 December 2019, which comprise the Income and Expenditure Account, Balance Sheet and the related notes. This report is made solely to the Association's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended).

Our audit work has been undertaken so that we might state to the Association's members 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 Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the accounts give a true and fair view of the state of affairs of the Association at 31st December 2019 and the results for the year ended on that date.



JPF Associates Limited
19 Dunkeld Drive
Bearsden
Glasgow
G61 2AP

Date: 27/4/20

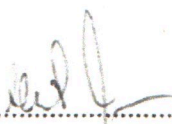
**PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2019**

	2019		2018	
	£	£	£	£
Income				
Subscriptions	2,100		2,100	
Consultancy fees	<u>-</u>		<u>-</u>	
		2,100		2,100
Other income				
Deposit account interest		<u>64</u>		<u>57</u>
		2,164		2,157
Expenditure				
Conference - net	8,703		12,216	
Administration fees	3,000		3,000	
Council meetings and secretarial expenses	314		559	
Website costs	200		87	
Promotions	991		-	
Sundry expenses	13		100	
Accountancy	<u>1,075</u>		<u>900</u>	
		<u>14,296</u>		<u>16,862</u>
		(12,132)		(14,705)
Finance costs				
Bank charges		<u>90</u>		<u>90</u>
		(12,222)		(14,795)
Depreciation				
Fixtures and fittings		<u>-</u>		<u>-</u>
NET (LOSS)		<u>(12,222)</u>		<u>(14,795)</u>

BALANCE SHEET
31 DECEMBER 2019

	2019		2018	
	£	£	£	£
CURRENT ASSETS				
VAT	63		-	
Bank account no. 1	<u>39,793</u>		<u>52,812</u>	
	<u>39,856</u>		<u>52,812</u>	
CURRENT LIABILITIES				
Creditors & accrued charges	1,075		1,809	
Taxation	<u>-</u>		<u>-</u>	
	<u>1,075</u>		<u>1,809</u>	
		<u>38,781</u>		<u>51,003</u>
NET ASSETS		<u>38,781</u>		<u>51,003</u>
FINANCED BY				
ACCUMULATED FUND				
Brought forward	51,003		65,798	
Add				
Net profit	<u>-</u>		<u>-</u>	
	51,003		65,798	
Less				
Net loss	<u>12,222</u>		<u>14,795</u>	
		<u>38,781</u>		<u>51,003</u>
		<u>38,781</u>		<u>51,003</u>

Approved on behalf of the Association on..... 23/4/20

President..... 

Secretary..... 

TANGIBLE FIXED ASSETS SCHEDULE
31 DECEMBER 2019

	Fixtures and fittings £
COST	
At 1 January 2019 and 31 December 2019	<u>3,189</u>
DEPRECIATION	
At 1 January 2019 and 31 December 2019	<u>3,189</u>
NET BOOK VALUE	
At 31 December 2019	<u><u>-</u></u>
At 31 December 2018	<u><u>-</u></u>