

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		
Year ended:	31st December 2020		
List No:			
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

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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
177				177

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

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
Fiona Hodgson	Secretary
G Woods	Director
D Hunter	Director
C Hanlon	Director
K Muir	Director
G Young	Director
J Doherty	Director
I Carson	Director

Revenue Account / General Fund

(see notes 11 to 16)

Previous Year			£	£
	Income			
11,110	From Members	Subscriptions, levies, etc	13,071	13,071
214	Investment income	Interest and dividends (gross)		
		Bank interest (gross)	61	61
		Other (specify)		
450		Barclays Wealth unit trusts	435	435
		Total Investment Income	496	496
	Other Income	Rents received	-	-
-		Insurance commission	-	-
-		Consultancy fees	-	-
-		Publications/Seminars	-	-
-		Miscellaneous receipts (specify)		
		Unrealised Surplus on revaluation of investments at fair value	116	116
		Total of other income		116
		Total income		13,683
		Interfund Transfers IN		
	Expenditure			
-	Administrative expenses	Remuneration and expenses of staff	-	-
-		Occupancy costs	-	-
5		Printing, Stationery, Post	2	2
		Telephones		
6,874		Legal and Professional fees	6,888	6,888
		Miscellaneous (specify)		
		Total of Admin expenses		6,890
104	Other Charges	Bank charges	95	95
-		Depreciation	-	-
-		Sums written off	-	-
-		Affiliation fees	-	-
-		Donations	-	-
446		Conference and meeting fees	-	-
		Expenses		
		Miscellaneous (specify)		
117		Investment Manager Fees	75	75
2,866		Miscellaneous	-11	-11
7,225		(Surplus)/deficit on functions	-1,632	-1,632
		Total of other charges		-1,473
		Taxation	213	213
		Total expenditure		5,630
		Interfund Transfers OUT		
		Surplus/Deficit for year		8,053
		Amount of fund at beginning of year		39,422
		Amount of fund at end of year		47,475

Accounts other than Revenue Account/General Fund

(see notes 17 to 18)

Account 2		Fund Account	
Name of account:	SNIPEF Glasgow & West of Scotland Benevolent Fund	£	£
Income			
	From members		
	Investment income	193	193
	Other Income (specify)		
	Unrealised surplus/ on revaluation of investments at fair value	49	
		49	49
		Total Income	242
	Interfund Transfers IN		
Expenditure			
	Administrative expenses		
	Other expenditure (specify)		
	Investment Managers Fees	66	
	Bank Charges	94	
	Taxation	134	
		294	294
		Total Expenditure	294
	Interfund Transfers OUT		
		Surplus (Deficit) for the year	-52
		Amount of fund at beginning of year	18,565
		Amount of fund at the end of year (as Balance Sheet)	18,513

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 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 [31 December 2020]

(see notes 19 and 20)

Previous Year		£	£
	Fixed Assets (as at Page 8)		
	Investments (as per analysis on page 9)		
	Quoted (Market value £) as at Page 9		
27,660	Unquoted (Market value £) as at Page 9		27,826
	Total Investments	27,826	27,826
	Other Assets		
94	Sundry debtors	12	12
19,082	Cash at bank and in hand	26,753	26,753
	Stocks of goods		
	Others (specify)		
17,956	Scottish Building Society	17,956	
10,277	Benevolent Fund	10,175	
	Total of other assets	54,896	54,896
	Total Assets		82,722
39,422	Revenue Account/ General Fund	47,475	
18,565	SNIPEF Glasgow & West of Scotland Benevolent Fund	18,513	
	Revaluation Reserve		
	Liabilities		
13,693	Sundry Creditors	13,446	
3,389	Due to Benevolent Fund	3,288	
	Total Liabilities		16,734
	Total Assets		82,722

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)	
	Barclays Wealth Unit Trust (General Fund)	19,488
	Barclays Wealth Unit Trust (Benevolent Fund)	8,338
	Total Unquoted (as Balance Sheet)	27,826
	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)

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	13,071	13,071
From Investments	689	689
Other Income (including increases by revaluation of assets)	165	165
Total Income	13,925	13,925
Expenditure (including decreases by revaluation of assets)		
Total Expenditure	5,924	5,924
Funds at beginning of year (including reserves)	57,987	57,987
Funds at end of year (including reserves)	65,988	65,988
ASSETS		
Fixed Assets		
Investment Assets		27,826
Other Assets		54,896
Total Assets		82,722
Liabilities		
Total Liabilities		16,734
Net Assets (Total Assets less Total Liabilities)		65,988

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.

3. Factors affecting the tax charge

A reduction in the UK corporation tax rate from 19% to 17% was due to take effect from 1 April 2020 but has now been cancelled.

4. Related Parties

Included within accrued charges is £7,310 (2019: £4,870) due to SNIPEF Management Ltd.

Accounting policies

(see notes 35 & 36)

Basis of preparation of accounts

The accounts have been prepared under the historical cost convention and contain the information required to be given to the members under the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended). The accounts have also been prepared in accordance with applicable accounting standards, including the provisions of FRS 102 Section 1A, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

Going concern

The accounts have been prepared on a going concern basis. The directors have assessed the Association's ability to continue as a going concern and have reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Thus, they continue to adopt the going concern basis of accounting in preparing these accounts.

Income and expenditure

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 Hodgson</i>	Chairman's Signature:	<i>K Muir</i>
			(or other official whose position should be stated)
Name:	Fiona Hodgson	Name:	K Muir
Date:	25 June 2021	Date:	03 June 2021

Checklist

(see note 39)

(please enter 'X' as appropriate)

Is the return of officers attached? (see Page 2)	Yes		No	
Has the list of officers been completed? (see Page 2A)	Yes		No	
Has the return been signed? (see Note 37)	Yes		No	
Has the auditor's report been completed? (see Note 41)	Yes		No	
Is the rule book enclosed? (see Note 39)	Yes		No	
Has the summary sheet been completed? (see Notes 6 and 24 to 33)	Yes		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 accounts of SNIPEF – Glasgow & West of Scotland for the year ended 31 December 2020 which comprise the General Fund Balance Sheet, the General Fund Income and Expenditure Account, the Benevolent Fund Balance Sheet, the Benevolent Fund Income and Expenditure Account and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

In our opinion the accounts:

- give a true and fair view of the state of the Association's affairs as at 31 December 2020 and of its result for the year then ended;
- have been prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the Association in

Signature(s) of auditor or auditors:

Malcolm A Beveridge

Name(s):

Malcolm Beveridge

Profession(s) or Calling(s):

CA

Address(es)

61 Dublin Street, Edinburgh, EH3 6NL

Date:

30 June 2021

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.



Document

Double- click on icon to open guidance