

Do Not Staple

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 2020				
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
7			1	8

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
NEIL JARVIS	CHAIRMAN
JULIE JARVIS	SECRETARY
ALLAN GLEN	TREASURER

Revenue Account / General Fund

(see notes 11 to 16)

Previous Year			£	£
	Income			
2,100	From Members	Subscriptions, levies, etc		
64	Investment income	Interest and dividends (gross)		
		Bank interest (gross)	19	19
		Other (specify)		
		Total Investment Income	19	19
	Other Income	Rents received		
		Insurance commission		
		Consultancy fees		
		Publications/Seminars		
		Miscellaneous receipts (specify)		
		Total of other income		
		Total income		19
		Interfund Transfers IN		
	Expenditure			
	Administrative expenses	Remuneration and expenses of staff		
		Occupancy costs		
		Printing, Stationery, Post		
		Telephones		
1,075		Legal and Professional fees	800	800
		Miscellaneous (specify)		
		Administration	1,500	1,500
3,000		Website & internet	100	100
200		Promotions		
991				
		Total of Admin expenses		2,400
90	Other Charges	Bank charges	90	90
		Depreciation		
		Sums written off		
		Affiliation fees		
		Donations		
9,017		Conference and meeting fees	806	806
		Expenses		
		Miscellaneous (specify)		
		Sundry	20	20
13				
		Total of other charges		916
		Taxation		
		Total expenditure		3,316
		Interfund Transfers OUT		
-12,222		Surplus/Deficit for year		-3,297
51,003		Amount of fund at beginning of year		38,781
38,781		Amount of fund at end of year		35,484

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)			
[Greyed out area]			
		Total Income	
Interfund Transfers IN			
Expenditure			
Administrative expenses			
Other expenditure (specify)			
[Greyed out area]			
		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)			
[Greyed out area]			
		Total Income	
Interfund Transfers IN			
Expenditure			
Administrative expenses			
Other expenditure (specify)			
[Greyed out area]			
		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		
	Unquoted (Market value £) as at Page 9		
	Total Investments		
	Other Assets		
63	Sundry debtors		
39,793	Cash at bank and in hand	36,284	36,284
	Stocks of goods		
	Others (specify)		
	Total of other assets	36,284	36,284
39,856			
	Total Assets		36,284
38,781	Revenue Account/ General Fund	35,484	
	Revaluation Reserve		
	Liabilities		
1,075	Accruals	800	
1,075			
	Total Liabilities		800
	Total Assets		36,284

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	
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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	
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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

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		
From Investments	19	19
Other Income (including increases by revaluation of assets)		
Total Income	19	19
Expenditure (including decreases by revaluation of assets)		
Total Expenditure	3,316	3,316
Funds at beginning of year (including reserves)	38,781	38,781
Funds at end of year (including reserves)	35,484	35,484
ASSETS		
Fixed Assets		
Investment Assets		
Other Assets		36,284
Total Assets		36,284
Liabilities		
Total Liabilities		800
Net Assets (Total Assets less Total Liabilities)		35,484

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.

A large, empty rectangular box with a black border, intended for entering notes to the accounts. The box is currently blank.

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 Signature:	J Jarvis	Chairman's Signature:	<i>Neil Jarvis</i>
			<small>(or other official whose position should be stated)</small>
Name:	Julie Jarvis	Name:	Neil Jarvis
Date:	01 November 2021	Date:	01 November 2021

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 Association's affairs as at 31/12/20 and 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 GLASGOW
G61 2AP

Date:

09 November 2021

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 2020
FOR
THE BRITISH PACKAGING ASSOCIATION

THE BRITISH PACKAGING ASSOCIATION

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FOR THE YEAR ENDED 31 DECEMBER 2020**

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THE BRITISH PACKAGING ASSOCIATION

**GENERAL INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2020**

ADDRESS:

PO Box 10442
Loughborough
LE12 8ZY

ACCOUNTANTS:

JPF Associates Limited
19 Dunkeld Drive
Bearsden
Glasgow
G61 2AP

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

AUDITORS' REPORT TO

THE BRITISH PACKAGING ASSOCIATION

We have audited the accounts of the Association for the year ended 31 December 2020, 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 2020 and the results for the year ended on that date.



JPF Associates Limited
19 Dunkeld Drive
Bearsden
Glasgow
G61 2AP

Date: 3 / 9 / 21

THE BRITISH PACKAGING ASSOCIATION

**PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2020**

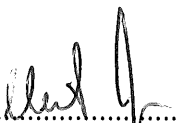
	2020		2019	
	£	£	£	£
Income				
Subscriptions	-		2,100	
Consultancy fees	<u>-</u>	-	<u>-</u>	2,100
Other income				
Deposit account interest		<u>19</u>		<u>64</u>
		19		2,164
Expenditure				
Conference - net	-		8,703	
Administration fees	1,500		3,000	
Council meetings and secretarial expenses	806		314	
Website costs	100		200	
Promotions	-		991	
Sundry expenses	20		13	
Accountancy	<u>800</u>		<u>1,075</u>	
		<u>3,226</u>		<u>14,296</u>
		(3,207)		(12,132)
Finance costs				
Bank charges		<u>90</u>		<u>90</u>
		(3,297)		(12,222)
Depreciation				
Fixtures and fittings		<u>-</u>		<u>-</u>
NET (LOSS)		<u>(3,297)</u>		<u>(12,222)</u>

THE BRITISH PACKAGING ASSOCIATION

BALANCE SHEET
31 DECEMBER 2020

	2020		2019	
	£	£	£	£
CURRENT ASSETS				
VAT	-		63	
Bank account no. 1	<u>36,284</u>		<u>39,793</u>	
	<u>36,284</u>		<u>39,856</u>	
CURRENT LIABILITIES				
Creditors & accrued charges	800		1,075	
Taxation	<u>-</u>		<u>-</u>	
	<u>800</u>		<u>1,075</u>	
		<u>35,484</u>		<u>38,781</u>
NET ASSETS				
		<u>35,484</u>		<u>38,781</u>
FINANCED BY				
ACCUMULATED FUND				
Brought forward	38,781		51,003	
Add				
Net profit	<u>-</u>		<u>-</u>	
	38,781		51,003	
Less				
Net loss	<u>(3,297)</u>		<u>(12,222)</u>	
		<u>35,484</u>		<u>38,781</u>
		<u>35,484</u>		<u>38,781</u>

Approved on behalf of the Association on..... 21/9/20.....

President..... 

Secretary..... 

Double- click on icon to open guidance