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CERTIFICATION OFFICE  
FOR TRADE UNIONS  
& EMPLOYERS' ASSOCIATIONS  
29 AUG 2018

# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:

Year ended:

List No:

Head or Main Office:

Website address (if available)

Has the address changed during the year to which the return relates? Yes  No  (Tick as appropriate)

Chief Executive:

Contact name for queries regarding the completion of this return:

Telephone Number:

e-mail:

**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: 020 7210 3734

The address to which returns and other documents should be sent are:

**For Employers' Associations based in England and Wales:**  
Certification Office for Trade Unions and Employers' Associations  
22<sup>nd</sup> Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

**For Employers' Associations based in Scotland:**  
Certification Office for Trade Unions and Employers' Associations  
Melrose House, 69a George Street, Edinburgh EH2 2JG

**British Printing Industries Federation Limited**

**Certification Office Return of Officers**

**Directors in Post at 31 March 2018**

<b>Chief Executive</b>	<b>Charles Jarrold</b>
<b>Finance Director</b>	<b>Peter Allen</b>
<b>Membership Director</b>	<b>Dale Wallis</b>
<b>Non-Executive Director</b>	<b>Darren Coxon</b>
<b>Non-Executive Director</b>	<b>Jacqueline Sidebottom-Every</b>
<b>Non-Executive Director</b>	<b>James Buffoni</b>
<b>Non-Executive Director</b>	<b>Ian Wilton</b>
<b>Non-Executive Director</b>	<b>Douglas Kinsman</b>
<b>Non-Executive Director</b>	<b>Mark Roberts</b>
<b>Non-Executive Director</b>	<b>Robin Sumner</b>

# 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
1,091	21	1	0	1,113

## OFFICERS IN POST

(see note 10)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

## CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of Change
Non-Executive Director	None	Douglas Kinsman	14 June 2017
Non-Executive Director	None	Mark Roberts	14 June 2017
Non-Executive Director	None	Robin Sumner	14 June 2017

# GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
2,287,925	<b>INCOME</b>			
	From Members	Subscriptions		2,245,336
	Investment income	Interest and dividends (gross) Bank interest (gross) Other (specify)		
2,287,925	Other income	Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)		2,245,336
2,287,925				2,245,336
2,287,925		<b>TOTAL INCOME</b>		2,245,336
	<b>EXPENDITURE</b>			
	Administrative expenses	Remuneration and expenses of staff Occupancy costs Printing, Stationery, Post Telephones Legal and Professional fees Management Charges		(2,245,336)
(2,287,925)				(2,245,336)
(2,287,925)	Other charges	Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Expenses Miscellaneous (specify)		(2,245,336)
-	Taxation			-
(2,287,925)		<b>TOTAL EXPENDITURE</b>		(2,245,336)
-		Surplus/Deficit for year		-
-		Amount of fund at beginning of year		-
-		Amount of fund at end of year		-

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

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

<b>ACCOUNT 3</b>		<b>Fund Account</b>	
<b>Name of account:</b>		£	£
<b>Income</b>	From members Investment income Other income (specify)		
		<b>Total Income</b>	
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
		<b>Total Expenditure</b>	
		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 THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

<b>ACCOUNT 4</b>		<b>Fund Account</b>	
<b>Name of account:</b>		£	£
<b>Income</b>	From members Investment income Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
	<b>Total Expenditure</b>		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		

<b>ACCOUNT 5</b>		<b>Fund Account</b>	
<b>Name of account:</b>		£	£
<b>Income</b>	From members Investment income Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
	<b>Total Expenditure</b>		
	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 THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

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

<b>ACCOUNT 7</b>		<b>Fund Account</b>	
<b>Name of account:</b>		£	£
<b>Income</b>	From members Investment income Other income (specify)		
		<b>Total Income</b>	
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
		<b>Total Expenditure</b>	
		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 March 2018

(see notes 19 and 20)

Previous Year		£	£
-	<b>Fixed Assets</b> (as at page 11)		-
	<b>Investments</b> (as per analysis on page 13)		
-	Quoted (Market value £            )		-
-	Unquoted		-
	<b>Total Investments</b>		-
	<b>Other Assets</b>		
515,761	Amount owed by group undertakings		465,933
119	Cash at bank and in hand		28,856
-	Stocks of goods		-
-	Others (specify)		-
<b>515,880</b>	<b>Total of other assets</b>		<b>494,789</b>
<b>515,880</b>		<b>TOTAL ASSETS</b>	<b>494,789</b>
-	Fund (Account)		-
-	Fund (Account)		-
-	Fund (Account)		-
-	Revaluation Reserve		-
	<b>Liabilities</b>		
-	Loans		-
-	Bank overdraft		-
-	Tax payable		-
-	Sundry creditors		-
(515,880)	Accruals & deferred income		(494,789)
-	Provisions		-
-	Other liabilities		-
<b>(515,880)</b>		<b>TOTAL LIABILITIES</b>	<b>(494,789)</b>
-		<b>TOTAL ASSETS</b>	<b>-</b>



# FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	-	-	-	-
Additions during period	-	-	-	-
Less: Disposals during period	-	-	-	-
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>AS BALANCE SHEET</b>	-	-	-	-

# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
<b>QUOTED</b>	- 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	-
<b>UNQUOTED</b>	- British Government Securities	-
	- British Municipal and County Securities	-
	- Mortgages	-
	- Other unquoted securities (to be specified)	-
	TOTAL QUOTED (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 notes 23 to 25)

<b>Does the association, or any constituent part of the association, have a controlling interest in any limited company?</b>			NO
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
<b>INCORPORATED EMPLOYERS' ASSOCIATIONS</b>			
<b>Are the shares which are controlled by the association registered in the association's name</b>			N/A
If NO, please state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		
<b>UNINCORPORATED EMPLOYERS ASSOCIATIONS</b>			
<b>Are the shares which are controlled by the association registered in the names of the association's trustees?</b>			N/A
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 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	2,245,336	-	2,245,336
From Investments	-	-	-
Other Income (including increases by revaluation of assets)	-	-	-
<b>Total Income</b>	2,245,336	-	2,245,336
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	(2,245,336)	-	(2,245,336)
<b>Total Expenditure</b>	(2,245,336)	-	(2,245,336)
<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			494,789
		<b>Total Assets</b>	494,789
<b>LIABILITIES</b>		<b>Total Liabilities</b>	(494,789)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			-

# NOTES TO THE ACCOUNTS

(see note 36)

All notes to the accounts must be entered on or attached to this part of the return.

## 1 Accounting policies

### Company information

British Printing Industries Federation Limited is a private company limited by guarantee domiciled and incorporated in England and Wales. The registered office is Unit 2 Villiers Court, Meriden Business Park, Copse Drive, Warwickshire, CV5 9RN. The liability of members is limited to £1.

### 1.1 Accounting convention

These financial statements have been prepared in accordance with Section 1A of FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

### 1.2 Going Concern

As disclosed in the Directors' Report, the principal activity of the company is that of a trade association and the activities of the services provided to the members are undertaken through the British Printing Industries Federation (BPIF). The group statement of financial position of the BPIF as at 31 March 201 showed net liabilities of £2,672,000 (2017: £2,933,000) which principally arose as a result of a pension liability of £2,785,000 (2017: £2,931,000). In the event that the BPIF was unable to continue in business it is likely that the activities of the company would also be affected given the nature of the company's activities.

The directors of the BPIF have a reasonable expectation that the Federation will be able to continue in operation for the foreseeable future and meet its debts as they fall due. As a result the directors of the company have a reasonable expectation that the company will be able to continue in business for a period of at least twelve months from the date of approval of the financial statements and consequently have prepared the financial statements on the going concern basis.

### 1.3 Revenue Recognition

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for services provided in the normal course of business, net of VAT. Income comprises subscriptions which run for a period of one year. Subscription income is spread evenly over the course of the period covered by the subscription with amounts received in the current financial year that relate to the following financial year treated as deferred income at the balance sheet date.

### 1.4 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

### 1.5 Financial instruments

Basic financial instruments are measured at amortised cost. The company has no other financial instruments or basic financial instruments measured at fair value.

## 1 Accounting policies (Continued)

### 1.6 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

#### **Current tax**

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the profit and loss account because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

#### **Deferred tax**

Deferred tax liabilities are generally recognised for all timing differences and deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Such assets and liabilities are not recognised if the timing difference arises from goodwill or from the initial recognition of other assets and liabilities in a transaction that affects neither the tax profit nor the accounting profit.

The carrying amount of deferred tax assets is reviewed at each reporting end date and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered. Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised. Deferred tax is charged or credited in the profit and loss account. Deferred tax assets and liabilities are offset when the company has a legally enforceable right to offset current tax assets and liabilities and the deferred tax assets and liabilities relate to taxes levied by the same tax authority.

## 2 Turnover

All turnover arose wholly within the United Kingdom.

	2018 £	2017 £
Membership subscriptions	2,245,336	2,287,925

## 3 Employees

The average monthly number of persons employed by the company during the year was nil (2017: nil)

## 4 Debtors

<b>Amounts falling due within one year:</b>	2018 £	2017 £
Trade debtors	82,992	25,321
Intercompany debtors	381,253	490,440
Other debtors	688	-
Prepayments and accrued income	1,000	-
	<u>465,933</u>	<u>515,761</u>

**5 Creditors: amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	20	-
Other creditors	12,283	1,164
Intercompany creditors	36,176	19,427
Social security and other taxes	6,806	6,032
Accruals and deferred income	439,504	489,257
	494,789	515,880

**6 Members Liability**

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.

**7 Related party transactions**

At 31 March 2018 the company was owed £365,671 (2017: £490,440) by a related undertaking, the British Printing Industries Federation, an employers' association based in England and Wales.

The intercompany purchases from the British Printing Industries Federation during the year were as follows:

	<u>2018</u>		<u>2017</u>	
	Purchases During the Period £	Due from (to) At 31/3/18 £	Purchases During the Period £	Due from (to) At 31/3/17 £
<b>British Printing Industries Federation</b>	2,245,336	365,671	2,287,925	490,440
<b>BPIF Training Limited</b>	-	15,582	-	(3,779)
<b>BPIF Legal Limited</b>	-	(36,176)	-	(15,648)

Purchases from the British Printing Industries Federation comprise management charges relating to the services provided to the members of the company and the intercompany balance arises from the transfer of deferred income for membership subscriptions from British Printing Industries Federation upon commencement of trading on 1 April 2008.

Other Intercompany balances arise from customers of the other entities paying their invoices raised by related entities into the company bank account by mistake that have not been transferred to the relevant entity at the balance sheet date.

During the year to 31 March 2018, the company charged subscription fees to companies in which certain of the directors of the company had controlling interests. All subscriptions were charged at normal scale rates and no discounts were offered.



# ACCOUNTING POLICIES

(see notes 37 and 38)

## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Chief Executives Signature: 	Finance Director's Signature: 
Name: Charles Jarrold	Name: Peter Allen
Date: <u>21/8/18</u>	Date: <u>21/8/18</u>

## CHECK LIST

(see note 41)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)	YES	<input checked="" type="checkbox"/>	NO	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)	YES	<input checked="" type="checkbox"/>	NO	
HAS THE RETURN BEEN SIGNED? (see Note 38)	YES	<input checked="" type="checkbox"/>	NO	
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	YES	<input checked="" type="checkbox"/>	NO	
IS A RULE BOOK ENCLOSED? (see Note 40)	YES	<input checked="" type="checkbox"/>	NO	
HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)	YES	<input checked="" type="checkbox"/>	NO	



# AUDITOR'S REPORT

(see notes 42 to 47)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

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)

YES  NO  
If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
  - (c) whether the accounts to which the report relates agree with the accounting records?
- (See section 36(3) of the 1992 Act, set out in note 43)

YES  NO  
If "No" please explain below.

3. 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)

YES  NO  
If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR27 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 45)

# AUDITOR'S REPORT (continued)

## Opinion

We have audited the financial statements of British Printing Industries Federation Limited for the year ended 31 March 2018 which comprise the Profit and Loss Account, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard Applicable in the UK and Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2018 and of its result for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006;
- Have been 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 financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Material uncertainty relating to going concern

We refer to the disclosures set out in note 1.2 to the financial statements in respect of the preparation of the financial statements on a going concern basis. The principal activity of the company is to provide services to the members which are undertaken through the British Printing Industries Federation (BPIF) which had consolidated net liabilities of £2,672,000 (2017: £2,933,000) as at 31 March 2018 which related principally to a defined benefit pension liability of £2,785,000 (2017: £2,931,000).

Given the nature of the company's activities, if the BPIF was unable to continue in business it is likely the activities of the company would also be affected. However the directors have a reasonable expectation that both the BPIF, and therefore the company, will be able to continue in business for a period of at least twelve months from the date of approval of the financial statements. The financial statements do not include any adjustments that may result if the company was unable to continue as a going concern.

## Other information

The directors are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

## **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

## **Responsibilities of directors**

As explained more fully in the directors' responsibilities statement set out on page 1, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

## **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## Auditor's responsibilities for the audit of the financial statements (continued)

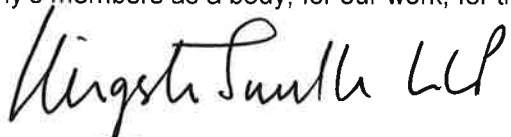
As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken for no purpose other than to draw to the attention of the company's members those matters which we are required to include in an auditor's report addressed to them. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the company and company's members as a body, for our work, for this report, or for the opinions we have formed.



Janice Riches (Senior Statutory Auditor)  
for and on behalf of Kingston Smith LLP

Date: 8 June 2018

Chartered Accountants  
Statutory Auditor

Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

Signature(s) of auditor or auditors:	<i>Kingston Smith Ltd</i>	
Name(s):	Janice Riches Kingston Smith	
Profession(s) or Calling(s):	Senior Statutory Auditor	
Address(es):	Devonshire House 60 Goswell Road London EC1M 7AD	
Date:	<i>8 June 2018</i>	
Contact name and telephone number:	Janice Riches 020 7566 4000	

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

**EVERY EMPLOYERS' ASSOCIATION IS REQUIRED BY LAW TO COMPLETE THIS RETURN. THE REFUSAL OR WILFUL NEGLECT TO PERFORM THIS DUTY IS A CRIMINAL OFFENCE.**

**THERE IS NO LEGAL REQUIREMENT FOR THIS RETURN TO BE "APPROVED" BY THE GOVERNING BODY OF THE ASSOCIATION BEFORE SUBMISSION TO THE CERTIFICATION OFFICE**

## GUIDANCE ON COMPLETION

### GENERAL

1. Unless the Employers' Association has been authorised to make its annual return to another date, this return must be made to 31 December and sent to the Certification Officer as soon as possible, **and at any event before 1 June**.
2. The accounts must, in accordance with the Act, give a true and fair view of the matters to which they relate.
3. The accounts and balance sheet in the annual return of an association working through branches (i.e. not a federation of autonomous bodies) should include the transactions, assets and liabilities of all the branches.
4. Any negative values should be clearly indicated by placing the entry in brackets.
5. Where the space in any account of analysis is insufficient a separate sheet of paper should be attached to the appropriate page to provide the additional space.
6. The summary sheet on page 11 **must** be completed.