

# 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:

Postcode

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)
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General Secretary:

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: 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: [ymw@tcyoung.co.uk](mailto: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
39				39

## 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
President	Ian Robertson	Susan Graham	01 October 2021
Vice President	Susan Graham	Richard McCombe	01 October 2021

# 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
Susan Graham	President
Richard McCombe	Vice President
Graham Cantlay	Treasurer
Garry Richmond	Director

## Revenue Account / General Fund

(see notes 11 to 16)

Previous Year			£	£
	<b>Income</b>			
56,604	From Members	Subscriptions, levies, etc	49,151	49,151
	Investment income	Interest and dividends (gross)		
21		Bank interest (gross)	5	5
		Other (specify)		
5,077		Interest and dividends (gross)	3,811	3,811
		<b>Total Investment Income</b>	<b>3,816</b>	<b>3,816</b>
5,098				
8,276	Other Income	Rents received		
		Insurance commission		
		Consultancy fees		
		Publications/Seminars		
		Miscellaneous receipts (specify)		
7,460		Grant income	35,756	35,756
5,195		Management fee recharges	3,180	3,180
27,849		Revaluation gain/ (loss)	15,338	15,338
		<b>Total of other income</b>		<b>54,274</b>
48,780				
110,482		<b>Total income</b>		<b>107,241</b>
		<b>Interfund Transfers IN</b>		
	<b>Expenditure</b>			
64,420	Administrative expenses	Remuneration and expenses of staff	67,733	67,733
2,478		Occupancy costs	25,299	25,299
		Printing, Stationery, Post		
		Telephones		
24,812		Legal and Professional fees	25,279	25,279
		Miscellaneous (specify)		
985		Maintenance and sundry	1,439	1,439
5,078		Advertising	2,657	2,657
		<b>Total of Admin expenses</b>		<b>122,407</b>
97,773				
413	Other Charges	Bank charges	610	610
212		Depreciation	212	212
8,652		Sums written off	1,764	1,764
		Affiliation fees		
		Donations		
385		Conference and meeting fees	25	25
105		Expenses	2,379	2,379
		Miscellaneous (specify)		
26,703		Training	27,373	27,373
		<b>Total of other charges</b>		<b>32,363</b>
36,470				
4,312		Taxation	-919	-919
138,555		<b>Total expenditure</b>		<b>153,851</b>
		<b>Interfund Transfers OUT</b>		
-28,073		Surplus/Deficit for year		-46,610
739,394		Amount of fund at beginning of year		711,321
711,321		Amount of fund at end of year		664,711

## Accounts other than Revenue Account/General Fund

(see notes 17 to 18)

Account 2		Fund Account	
Name of account:	Revaluation Reserve	£	£
<b>Income</b>			
	From members		
	Investment income		
	Other Income (specify)		
		<b>Total Income</b>	
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>			
	Administrative expenses		
	Other expenditure (specify)		
		<b>Total Expenditure</b>	
	<b>Interfund Transfers OUT</b>		
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	343,219
		Amount of fund at the end of year (as Balance Sheet)	343,219

Account 3		Fund Account	
Name of account:		£	£
<b>Income</b>			
	From members		
	Investment income		
	Other income (specify)		
		<b>Total Income</b>	
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>			
	Administrative expenses		
	Other expenditure (specify)		
		<b>Total Expenditure</b>	
	<b>Interfund Transfers OUT</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 Revenue Account/General Fund**

(see notes 17 to 18)

Account 4		Fund Account	
Name of account:		£	£
<b>Income</b>			
From members			
Investment income			
Other income (specify)			
		<b>Total Income</b>	
<b>Interfund Transfers IN</b>			
<b>Expenditure</b>			
Administrative expenses			
Other expenditure (specify)			
		<b>Total Expenditure</b>	
<b>Interfund Transfers OUT</b>			
		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:		£	£
<b>Income</b>			
From members			
Investment income			
Other income (specify)			
		<b>Total Income</b>	
<b>Interfund Transfers IN</b>			
<b>Expenditure</b>			
Administrative expenses			
Other expenditure (specify)			
		<b>Total Expenditure</b>	
<b>Interfund Transfers OUT</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 Revenue Account/General Fund**

(see notes 17 to 18)

Account 6		Fund Account	
Name of account:		£	£
<b>Income</b>			
From members			
Investment income			
Other income (specify)			
		<b>Total Income</b>	
<b>Interfund Transfers IN</b>			
<b>Expenditure</b>			
Administrative expenses			
Other expenditure (specify)			
		<b>Total Expenditure</b>	
<b>Interfund Transfers OUT</b>			
			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:		£	£
<b>Income</b>			
From members			
Investment income			
Other income (specify)			
		<b>Total Income</b>	
<b>Interfund Transfers IN</b>			
<b>Expenditure</b>			
Administrative expenses			
Other expenditure (specify)			
		<b>Total Expenditure</b>	
<b>Interfund Transfers OUT</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 2022 ]**

(see notes 19 and 20)

Previous Year		£	£
800,318	<b>Fixed Assets</b> (as at Page 8)	800,106	800,106
	<b>Investments</b> (as per analysis on page 9)		
220,754	Quoted (Market value £ ) as at Page 9		185,758
	Unquoted (Market value £ ) as at Page 9		
220,754	<b>Total Investments</b>	185,758	185,758
	<b>Other Assets</b>		
38,145	Sundry debtors	89,240	89,240
86,295	Cash at bank and in hand	44,620	44,620
	Stocks of goods		
	Others (specify)		
124,440	<b>Total of other assets</b>	133,860	133,860
	<b>Total Assets</b>		1,119,724
	Revenue Account/ General Fund	664,711	
711,321	Revaluation Reserve	343,219	
343,219			
	Revaluation Reserve		
	<b>Liabilities</b>		
19,956	Sundry Creditors	11,999	
65,012	Accrued Expenses	94,710	
6,004	Other Liabilities	5,085	
90,972	<b>Total Liabilities</b>		111,794
1,145,512	<b>Total Assets</b>		1,119,724

## Fixed Assets account

(see note 21)

	Land and Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total £
<b>Cost or Valuation</b>				
At start of period	800,000	5,743		805,743
Additions during period				
Less: Disposals				
Less: Depreciation		-5,637		-5,637
Total to end of period	800,000	106		800,106
<b>Book Amount</b> at end of period	800,000	106		800,106
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>Total of Fixed Assets</b>	800,000	106		800,106

# 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)	
		185,758
	<b>Total Quoted (as Balance Sheet)</b>	<b>185,758</b>
	Market Value of Quoted Investments	
<b>Unquoted</b>	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted investments (to be specified)	
	<b>Total Unquoted (as Balance Sheet)</b>	
	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>
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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	<b>X</b>
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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	<b>X</b>
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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
		£
<b>Income</b>		
From Members	49,151	49,151
From Investments	3,816	3,816
Other Income (including increases by revaluation of assets)	54,274	54,274
<b>Total Income</b>	<b>107,241</b>	<b>107,241</b>
<b>Expenditure</b> (including decreases by revaluation of assets)		
<b>Total Expenditure</b>	<b>153,851</b>	<b>153,851</b>
<b>Funds at beginning of year</b> (including reserves)	1,054,540	1,054,540
<b>Funds at end of year</b> (including reserves)	1,007,930	1,007,930
<b>ASSETS</b>		
Fixed Assets		800,106
Investment Assets		185,758
Other Assets		133,860
<b>Total Assets</b>		<b>1,119,724</b>
<b>Liabilities</b>		
<b>Total Liabilities</b>		<b>111,794</b>
<b>Net Assets (Total Assets less Total Liabilities)</b>		<b>1,007,930</b>

# 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>			
	(including decreases by revaluation of assets)		
	<b>Total Expenditure</b>		
<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		
	<b>Total Assets</b>		
<b>Liabilities</b>			
	<b>Total Liabilities</b>		
<b>Net Assets (Total Assets less Total Liabilities)</b>			

# Notes to the accounts

(see note 34)

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

## 1. STATUTORY INFORMATION

Print Scotland is listed in Scotland with the Certification Office for Trade Unions & Employers' Associations under list number 5019E and has its registered office at c/o Robb Ferguson, 70 West Regent Street, Glasgow, G2 2QZ.

## 2. ACCOUNTING POLICIES

### Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The financial statements have been prepared under the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss. The financial statements are preparing in sterling, which is the functional currency of the entity

### Turnover

Turnover includes membership subscriptions measured at fair value of the consideration received or receivable, excluding value added tax and other sales taxes.

### Tangible fixed assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses

□

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other comprehensive income and accumulated in equity, except to the extent it reverses a revaluation decrease of the same asset previously recognised in profit or loss. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other comprehensive income to the extent of any previously recognised revaluation increase accumulated in equity in respect of that asset. Where a revaluation decrease exceeds the accumulated revaluation gains accumulated in equity in respect of that asset, the excess shall be recognised in profit or loss

### Depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer and office equipment  $\square$  20% - 33.3% straight line

### Investment property

Investment property is initially recorded at cost, which includes purchase price and any directly attributable expenditure. Investment property is revalued to its fair value at each reporting date and any changes in fair value are recognised in profit and loss.

### Debtors

Trade and other debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### Cash at bank and in hand

Cash at bank and cash in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

□

Print Scotland

### Notes to the Financial Statements

For The Year Ended 31 March 2022

## 2. ACCOUNTING POLICIES - continued

### Creditors

Creditors and provisions are recognised where the organisation has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle an obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

# Accounting policies

(see notes 35 & 36)

## 1. STATUTORY INFORMATION

Print Scotland is listed in Scotland with the Certification Office for Trade Unions & Employers' Associations under list number 5019E and has its registered office at c/o Robb Ferguson, 70 West Regent Street, Glasgow, G2 2QZ.

## 2. ACCOUNTING POLICIES

### Basis of preparing the financial statements


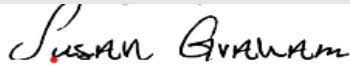
These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The financial statements

## 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:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Graham Cantlay	Name:	Susan Graham
Date:	16 November 2022	Date:	01 December 2022

## 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		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	<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)

Independent Auditor's Report to the members of Print Scotland in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992

### Opinion

We have audited the financial statements of Print Scotland for the year ended 31 March 2022 which comprise the Income and Expenditure Account, the Balance Sheet and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and the Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Organisation's affairs as at 31 March 2022 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the Trade Unions and Labour Relations (Consolidation) Act 1992.

Signature(s) of auditor or auditors:

*Chiene + Tait LLP*

Name(s):

Malcolm Beveridge

Profession(s) or Calling(s):

CA

Address(es)

Chiene + Tait LLP  
61 Dublin Street  
Edinburgh  
EH3 6NL

Date:

21 December 2022

Contact name for enquiries and telephone number:

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

**Double- click on icon to open guidance**