

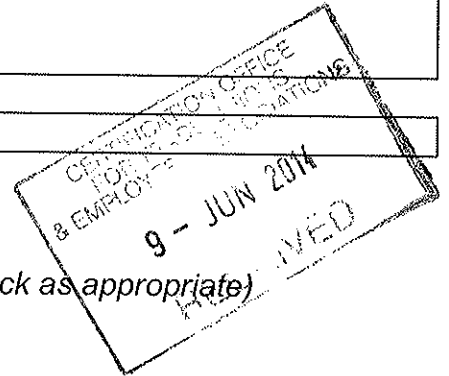
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FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:	<input type="text" value="Advertising Producers Association"/>
Year ended:	<input type="text" value="31 December 2013"/>
List No:	<input type="text" value="2 F"/>
Head or Main Office:	<input type="text" value="47 Beak Street
London
W1F 9SE"/>
Website address (if available)	<input type="text"/>
Has the address changed during the year to which the return relates?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Tick as appropriate)
General Secretary:	<input type="text"/>
Contact name for queries regarding the completion of this return:	<input type="text" value="Stephen Davies"/>
Telephone Number:	<input type="text" value="020 7434 2651"/>
e-mail:	<input type="text"/>



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
22nd 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

Officers of the Advertising Producers Association as at 31st December 2014

Steve Davies (Chief Executive)
John Hackney (Chairman)
Lewis More O'Ferrall (Chairman)
Pat Joseph
Debbie Turner
Mark Benson
Helen Hadfield
Rupert Smythe
Caspar Delaney
Lizie Gower
Charlie Crompton
Bash Robertson
Helen Kenny
John Doris
Tim Katz
Johnnie Frankel
Richard Packer
James Bland
Helen Stanley
Madeleine Sanderson
James Tomkinson
Nell Jordan

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
22				22

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
Council member			
Council member			
Council member			
Council member			
Council member			
Council member			
Council member			
Council member			

REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	INCOME			
475,516	From Members	Subscriptions, levies, etc		464,124
671	Investment income	Interest and dividends (gross) Bank interest (gross) Other (specify)		437
253,796	Other income	Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify) APA shows and Other shows loss		245,304
729,983	TOTAL INCOME			709,865
	EXPENDITURE			
	Administrative expenses			
239,312		Direct costs	250,203	
263,308		Remuneration and expenses of staff	266,407	
52,262		Occupancy costs	53,289	
7,871		Printing, Stationery, Post	9,969	
2,796		Telephones	2,204	
22,507		Legal and Professional fees	24,501	
16,671		Computer Expenses	17,927	
6,611		Sundry Expenses	97	
15,905		Travel and hotel expenses	19,535	
4,537		Entertaining	6,473	
197		Research and development	-	
29,136		Advertising	22,642	
2,040		Bad debt	25,648	
907		Depreciation	1,703	
1,283	Other charges	Bank charges Depreciation Affiliation fees	974	
849		Subscriptions and Donations	1,515	
541	Taxation		968	
(666,733)	TOTAL EXPENDITURE			(704,055)
63,250	Surplus/Deficit for year			5,810
438,370	Amount of fund at beginning of year			501,520
501,520	Amount of fund at end of year			507,330

ACCOUNTS OTHER THAN THE 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		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	Total Expenditure		
	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			
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	Total Expenditure		
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 & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
COST OR VALUATION				
At start of period		75,936		75,936
Additions during period		5,722		5,722
Less: Disposals during period				
Less: DEPRECIATION:		75,711		75,711
Total to end of period				
BOOK AMOUNT at end of period		5,947		5,947
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
AS BALANCE SHEET		5,947		5,947

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 23 to 25)

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 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	464,124		464,124
From Investments	437		437
Other Income (including increases by revaluation of assets)	245,304		245,304
Total Income	709,865		709,865
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	704,055		704,055
Funds at beginning of year (including reserves)	501,520		501,520
Funds at end of year (including reserves)	507,330		507,330
ASSETS			
Fixed Assets			5,947
Investment Assets			
Other Assets			830,349
		Total Assets	836,296
LIABILITIES		Total Liabilities	328,966
NET ASSETS (Total Assets less Total Liabilities)			507,330

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

These financial statements have been prepared in accordance with United Kingdom Accounting Standards under the historical cost convention adopting the following significant accounting policies:

a) Members subscriptions

Included in members subscriptions are all amounts received and receivable from members in respect of subscription notices issued.

b) Depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation has been provided by the straight line method at rates designed to write off the historical costs of each asset over its estimated useful life. The rates are as follows:

Furniture and equipment	25% on cost
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c) Turnover

The total turnover of the company for the year has been derived from its principal activity wholly undertaken in the United Kingdom.

d) Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

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

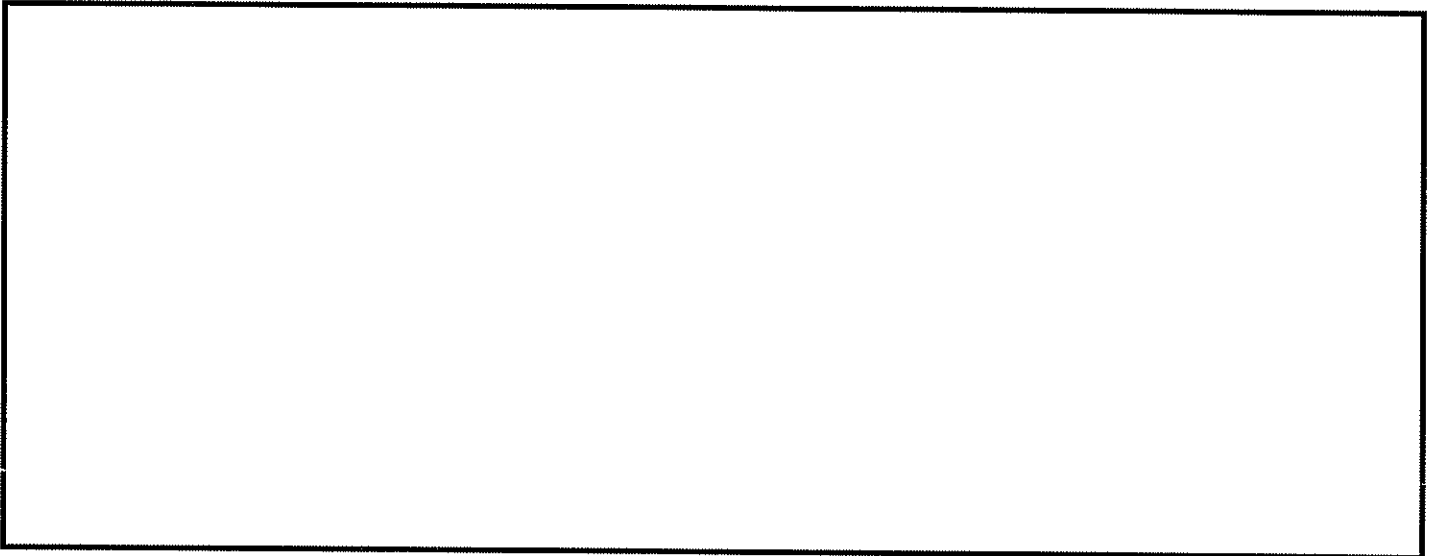
If "No" please explain below.

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)

PLEASE REFER TO ACCOUNTS

ACCOUNTING POLICIES


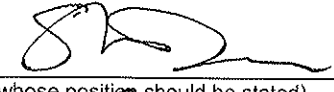
(see notes 37 and 38)



SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature:  Name: <u>L.R. MORE O'FERRALL</u> Date: <u>2.7.14.</u>	Chairman's Signature:  (or other official whose position should be stated) Name: <u>STEPHEN DIAVOS</u> Date: <u>31 June 2014</u>
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CHECK LIST

(see note 41)

(please tick as appropriate)

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

17 JUN

AUDITOR'S REPORT

(see notes 42 to 47)

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

We have audited the financial statements of the Advertising Producers Association for the year ended 31 December 2013 comprising the income and expenditure account, balance sheet and related notes, in accordance with International Standards on Auditing (UK and Ireland).

This report is made solely to the Association Members, as a body, in accordance with with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken for no purpose other than to draw to the attention of the Association Members those matters which we are required to include in an auditors' report addressed to them. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the Association's and the Association Members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

The Council Members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the members; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Council Members' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

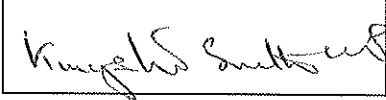
Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 December 2013 and of its surplus for the year then ended; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

AUDITOR'S REPORT (continued)

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Signature(s) of auditor or auditors:		
Name(s):	Kingston Smith LLP	
Profession(s) or Calling(s):	Registered Auditors	
Address(es):	Kingston Smith LLP 141 Wardour Street London W1F 0UT	
Date:	5 June 2014	
Contact name and telephone number:	0207 304 4646	

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