

DO NOT STAPLE
PRINT ON ONE SIDE ONLY

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)

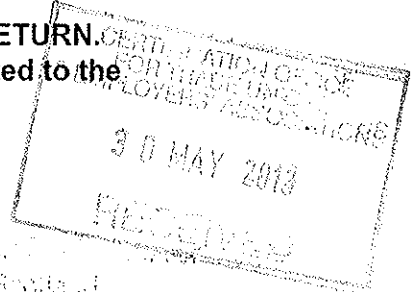
General Secretary:

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: 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 Scotland

14 MAY 2013

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

Received

Certified a True Copy of the Originals (Revised February 2011)

Elaine W. Litch

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
15			1	16

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. – Per accounts.

*PER ATTACHED
ACCOUNTS*

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

OFFICERS IN POST AS AT 31st DECEMBER 2012

NEIL JARVIS - CHAIRMAN

ALLAN OLLEN - SECRETARY / TREASURER

REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	INCOME			
7,625	From Members	Subscriptions, levies, etc		6,875
	Investment income	Interest and dividends (gross) Bank interest (gross) Other (specify)		179
	Other income	Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)	30,000	7,054
15,000				
23,333				30000
		TOTAL INCOME		37,054
	EXPENDITURE			
	Administrative expenses			
		Remuneration and expenses of staff		
213		Occupancy costs		
661		Printing, Stationery, Post	149	
815		Telephones	402	
		Legal and Professional fees	1,695	
		Miscellaneous (specify)		
6,232		- Administration fees	5,000	
960		- Website & internet	410	
				7,656
	Other charges	Bank charges Depreciation Sums written off Affiliation fees Donations Conference and meeting fees Expenses Miscellaneous (specify) - Sundry	83 638 882 827	2,430
638				
3,578				
672				
452				
4,724	Taxation			36
18,945		TOTAL EXPENDITURE		10,122
27,013		Surplus/Deficit for year		26,932
39,760		Amount of fund at beginning of year		66,773
66,773		Amount of fund at end of year		93,705

ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 2	N/A	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	N/A	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)		

ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 4	N/A	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 5	N/A	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)	

ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 6	N/A	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 7	N/A	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)	

BALANCE SHEET AS AT 31 DECEMBER 2012

(see notes 19 and 20)

Previous Year		£	£
1,275	Fixed Assets (as at page 11)		637
	Investments (as per analysis on page 13)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Sundry debtors		
107,213	Cash at bank and in hand	108,949	
824	VAT	150	
8,000	Others (specify)		
	Total of other		109,099
	assets		
117,312	TOTAL ASSETS		109,736
	Liabilities		
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	Loans		
	Bank overdraft		
4,724	Tax payable	36	
45,000	Sundry creditors	15,000	
995	Accrued expenses	995	
	Provisions		
	Other liabilities		
50,539	TOTAL LIABILITIES		16,031
66,773	TOTAL ASSETS		93,705

FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
COST OR VALUATION				
At start of period		1,275		1,275
Additions during period				
Less: Disposals during period				
Less: DEPRECIATION:		638		638
Total to end of period		637		637
BOOK AMOUNT at end of period				
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
AS BALANCE SHEET				637

ANALYSIS OF INVESTMENTS

(see note 22)

	N/A	Other Funds £
QUOTED	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 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)

Does the association, or any constituent part of the association, have a controlling interest in any limited company?		YES	NO X
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

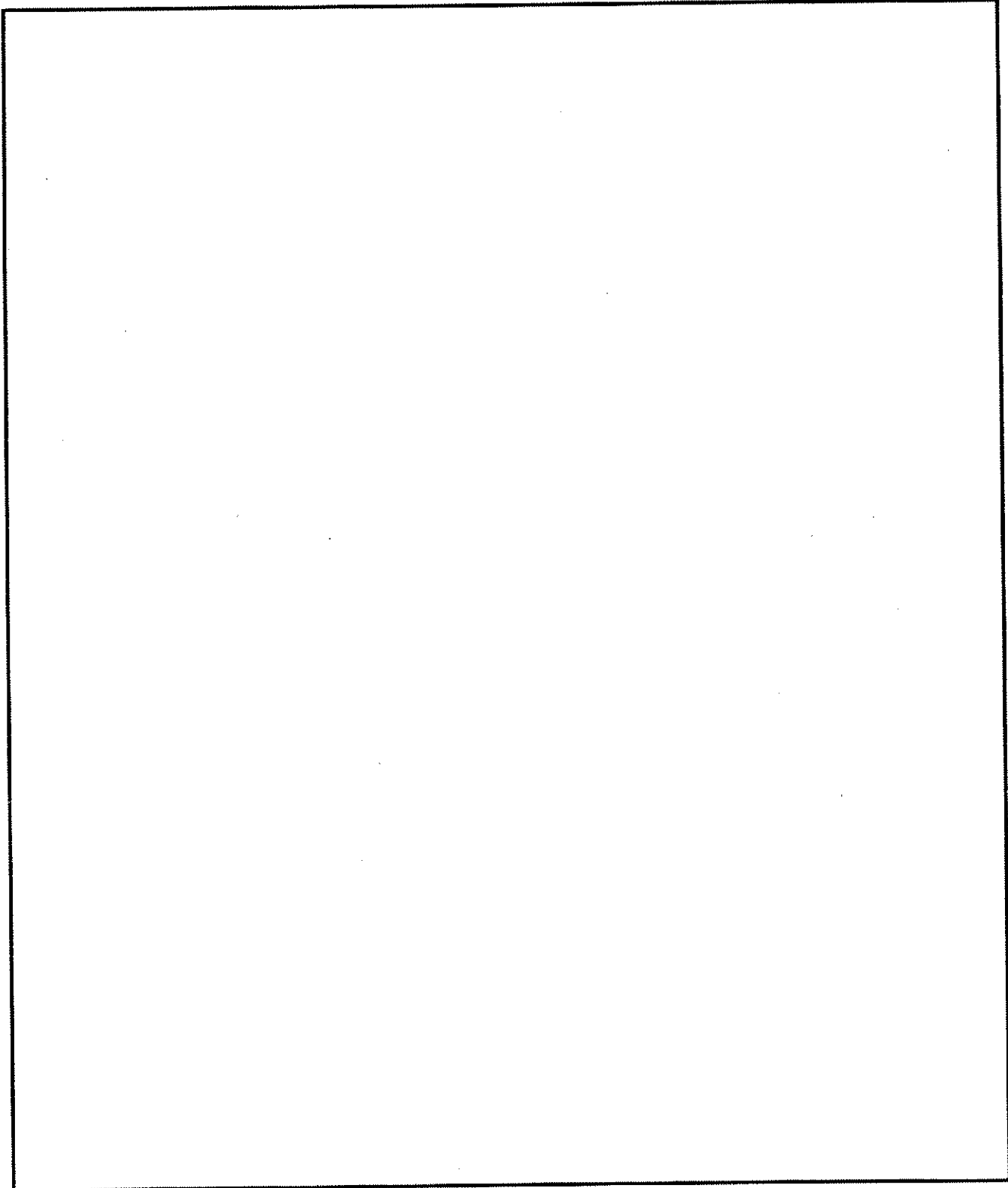
(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	6,875		6,875
From Investments			
Other Income (including increases by revaluation of assets)	30,179		30,179
Total Income	37,054		37,054
EXPENDITURE (including decreases by revaluation of assets)	10,122		10,122
Total Expenditure			
Funds at beginning of year (including reserves)	66,773		66,773
Funds at end of year (including reserves)	93,705		93,705
ASSETS			
Fixed Assets			637
Investment Assets			
Other Assets			109,099
Total Assets			109,736
LIABILITIES			
Total Liabilities			16,031
NET ASSETS (Total Assets less Total Liabilities)			93,705

NOTES TO THE ACCOUNTS

(see note 36)

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

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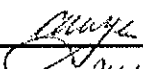
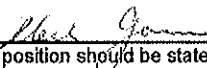
ACCOUNTING POLICIES

(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: <u></u> Name: <u>ALLAN GLEN</u> Date: <u>20th APRIL 2013</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>NEIL JARVIS</u> Date: <u>20th APRIL 2013</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	

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

YES

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

YES

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

YES

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)

AS PER ACCOUNTS ATTACHED

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	<i>Susan Wood</i>	
Name(s):	HENDERSON LOGGIE	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANTS	
Address(es):	HENDERSON LOGGIE CHARTERED ACCOUNTANTS 90 MITCHELL STREET GLASGOW G1 3NQ	
Date:	TEL: 0141 221 6807 FAX: 0141 228 4081 LEGAL POST, 1PT8, GLASGOW 7	
Contact name and telephone number:	SUSAN WOOD	

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 2012
FOR
THE BRITISH PACKAGING ASSOCIATION

THE BRITISH PACKAGING ASSOCIATION

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

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THE BRITISH PACKAGING ASSOCIATION

**GENERAL INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2012**

PROPRIETOR: A Glen

ADDRESS: 24 Grange Street
Kilmarnock
KA1 2AR

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2012

AUDITORS' REPORT TO

THE BRITISH PACKAGING ASSOCIATION

We have audited the accounts of the Association for the year ended 31 December 2012, 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 2012 and the results for the year ended on that date.

Henderson Loggie

Henderson Loggie
90 Mitchell Street
Glasgow
G1 3NQ

Date: 23/4/13

THE BRITISH PACKAGING ASSOCIATION

PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2012

	2012		2011	
	£	£	£	£
Income				
Subscriptions	6,875		7,625	
Consultancy fees	<u>30,000</u>		<u>15,000</u>	
		36,875		22,625
Other income				
Profit on sale of fixed asset investments	-		23,333	
Deposit account interest	<u>179</u>		<u>-</u>	
		<u>179</u>		<u>23,333</u>
		37,054		45,958
Expenditure				
Corporation tax	36		4,724	
Printing, postage & stationery	149		213	
Internet fees	143		160	
Administration fees	5,000		6,232	
Council meetings and secretarial expenses	882		894	
Website costs	267		800	
Sundry expenses	827		452	
Conference - net	-		1,237	
Presidents dinner	-		1,447	
Telephone	402		661	
Paperpak expenses	-		672	
National agreement update	500		-	
Accountancy	995		815	
Legal helpline	<u>200</u>		<u>-</u>	
		<u>9,401</u>		<u>18,307</u>
		27,653		27,651
Finance costs				
Bank charges		<u>83</u>		<u>-</u>
		27,570		27,651
Depreciation				
Fixtures and fittings		<u>638</u>		<u>638</u>
NET PROFIT		<u>26,932</u>		<u>27,013</u>

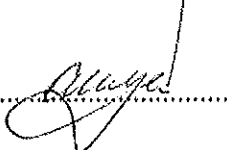
THE BRITISH PACKAGING ASSOCIATION

BALANCE SHEET
31 DECEMBER 2012

	2012		2011	
	£	£	£	£
FIXED ASSETS				
Fixtures and fittings		637		1,275
CURRENT ASSETS				
VAT	150		824	
Other debtors	-		8,000	
Bank account no. 1	<u>108,949</u>		<u>107,213</u>	
	<u>109,099</u>		<u>116,037</u>	
CURRENT LIABILITIES				
Creditors & accrued charges	15,995		45,815	
Taxation	<u>36</u>		<u>4,724</u>	
	<u>16,031</u>		<u>50,539</u>	
		<u>93,068</u>		<u>65,498</u>
NET ASSETS		<u>93,705</u>		<u>66,773</u>
FINANCED BY				
ACCUMULATED FUND				
Brought forward	66,773		39,760	
Add				
Net profit	<u>26,932</u>		<u>27,013</u>	
		<u>93,705</u>		<u>66,773</u>
		<u>93,705</u>		<u>66,773</u>

Approved on behalf of the Association on... 20th April 2013

President... 

Secretary... 

THE BRITISH PACKAGING ASSOCIATION

**TANGIBLE FIXED ASSETS SCHEDULE
31 DECEMBER 2012**

	Fixtures and fittings £
COST	
At 1 January 2012	
and 31 December 2012	<u>3,189</u>
DEPRECIATION	
At 1 January 2012	1,914
Charge for year	<u>638</u>
At 31 December 2012	<u>2,552</u>
NET BOOK VALUE	
At 31 December 2012	<u>637</u>
At 31 December 2011	<u>1,275</u>