

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  
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

ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION  
SNIPEF EDINBURGH & DISTRICT BRANCH  
AS AT 31<sup>ST</sup> DECEMBER 2013

**OFFICERS IN POST:-**

President:-Ralph Shaw – Appointed 8<sup>th</sup> March 2013

Vice President:-David Hunt – Appointed 8<sup>th</sup> March 2013

Secretary:-Alan Wilson

## 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
<b>145</b>				<b>145</b>

## 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
PRESIDENT	ROBIN HALL	RALPH SHAW	8 MARCH 2013
VICE-PRESIDENT	RALPH SHAW	DAVID HUNT	8 MARCH 2013

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
10,941	From Members	Subscriptions, levies, etc	10,641	
1,236	Investment income	Interest and dividends (gross)	1,204	
641		Bank interest (gross)	120	
0		Other (specify)		
				11,965
0	Other income	Rents received	0	
0		Insurance commission	0	
0		Consultancy fees	0	
0		Publications/Seminars	0	
0		Miscellaneous receipts (specify)	0	
				0
12,818	<b>TOTAL INCOME</b>			11,965
	<b>EXPENDITURE</b>			
	Administrative expenses			
0		Remuneration and expenses of staff	0	
0		Occupancy costs	0	
107		Printing, Stationery, Post	278	
0		Telephones	0	
1,735		Legal and Professional fees	1,737	
5,305		Management Fee	5,305	
340		Insurance	357	
				7,677
98	Other charges	Bank charges	93	
0		Depreciation	0	
0		Sums written off	0	
360		Sporting Events	0	
80		Donations	0	
3,584		Conference and meeting fees	4,991	
(110)		Expenses – Apprentice Prizegiving	230	
15		Miscellaneous –President's Medallion	79	
34		Miscellaneous Presentations	700	
1,331		Miscellaneous	28	
				6,121
128	Taxation			24
13,007	<b>TOTAL EXPENDITURE</b>			13,822
(189)	Surplus/Deficit for year			(1,857)
43,332	Amount of fund at beginning of year			43,143
43,143	Amount of fund at end of year			41,286

## ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 2		Fund Account	
Name of account:		£	£
<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)		

ACCOUNT 3		Fund Account	
Name of account:		£	£
<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)

ACCOUNT 4		Fund Account	
Name of account:		£	£
<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)			

ACCOUNT 5		Fund Account	
Name of account:		£	£
<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)

ACCOUNT 6		Fund Account	
Name of account:		£	£
<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)	

ACCOUNT 7		Fund Account	
Name of account:		£	£
<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<sup>ST</sup> DECEMBER 2013**  
(see notes 19 and 20)

Previous Year		£	£
0	<b>Fixed Assets</b> (as at page 11)	0	
	<b>Investments</b> (as per analysis on page 13)		
14,811	Quoted (Market value £           )	14,811	
0	Unquoted	0	
	<b>Total Investments</b>		14,811
	<b>Other Assets</b>		
1,537	Sundry debtors	110	
13,543	Cash at bank and in hand	12,574	
0	Standard Life Bank	0	
11	Barclays Bank	11	
20,273	Clydesdale Bank Term Deposit	20,760	
35,364	<b>Total of other</b>		33,455
	<b>assets</b>		
50,175		<b>TOTAL ASSETS</b>	48,266
43,143	Fund (Account)		41,286
0	Fund (Account)		0
0	Fund (Account)		0
0	Revaluation Reserve		0
	<b>Liabilities</b>		
0	Loans	0	
0	Bank overdraft	0	
0	Tax payable	0	
7,032	Sundry creditors	6,980	
0	Accrued expenses	0	
0	Provisions	0	
0	Other liabilities	0	
50,175		<b>TOTAL LIABILITIES</b>	6,980
		<b>TOTAL ASSETS</b>	48,266





## ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
<b>QUOTED</b>	0 British Government & British Government Guaranteed Securities	0
	0 British Municipal and County Securities	0
	Other quoted securities (to be specified)	
	764 504 J P Morgan UK Higher Income Fund	764
	4,522 2,000 Edinburgh Investment Trust Ordinary 25p Shares	4,522
	4,788 4,000 Scottish American Investment Co Ordinary 25p	4,788
	4,737 3,500 Alliance Trust Ordinary Stock 2.5p	4,737
	TOTAL QUOTED (as Balance Sheet)	14,811
	*Market Value of Quoted Investments	42,390
	<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>		YES	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>		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		
<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>		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 £
<b>INCOME</b>			
From Members	10,641	0	10,641
From Investments	1,324	0	1,324
Other Income (including increases by revaluation of assets)	0	0	0
<b>Total Income</b>	11,965	0	11,965
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	13,822	0	13,822
<b>Total Expenditure</b>	13,822	0	13,822
<b>Funds at beginning of year</b> (including reserves)	43,143	0	43,143
<b>Funds at end of year</b> (including reserves)	41,286	0	41,286
<b>ASSETS</b>			
Fixed Assets			0
Investment Assets			14,811
Other Assets			33,455
		<b>Total Assets</b>	48,266
<b>LIABILITIES</b>		<b>Total Liabilities</b>	6,980
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			41,286

# NOTES TO THE ACCOUNTS

(see note 36)

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

<b>1. Investments at cost</b>		<b>2013</b>	<b>2012</b>
		£	£
504	J P Morgan UK Higher Income Fund	764	764
2,000	Edinburgh Investment Trust Ordinary 25p shares	4,522	4,522
4,000	Scottish American Investment Co Ordinary 25p	4,788	4,788
3,500	Alliance Trust Ordinary Stock 2.5p	4,737	4,737
		-----	-----
		14,811	14,811
		=====	=====

These investments had a market value at 31 December 2013 of £42,390 (2012: £35,909).

## **2. Related Parties**

Included within sundry creditors is £5,499 (2012: £5,453) due to SNIPEF Management Ltd.

## **3. Taxation**

The SNIPEF Edinburgh & District Branch has mutual trading status and as such pays tax only on bank interest received.

# ACCOUNTING POLICIES

(see notes 37 and 38)

## 4. Accounting policies

### Basis of accounting

The financial statements are prepared under the historical cost convention and the Financial Reporting Standard for Smaller Entities (effective April 2008).

### Going Concern

The financial statements have been prepared on a going concern basis. The Committee has assessed the Branch's ability to continue as a going concern and has reasonable expectation that the Branch has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing these financial statements.

### Income and expenditure

Subscription fees are included in revenue when due.

Investment income and bank interest are included in revenue on the date on which they are receivable.

Expenditure is dealt with on an accruals basis.

### Investments at cost

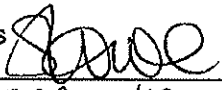
Investments are shown in the financial statements at cost. Any funds at the Branch not required for immediate disbursement shall be invested in such a way as the Committee may decide.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

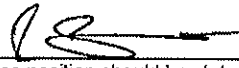
Secretary's

Signature: 

Name: STEPHANIE LOWE

Date: 23.5.14

Chairman's

Signature: 

(or other official whose position should be stated)

Name: RALPH SHAW

Date: 24/5/14

# 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

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

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

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)

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE  
SNIPEF EDINBURGH & DISTRICT BRANCH IN ACCORDANCE WITH  
THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992**



We have audited the financial statements of the SNIPEF Edinburgh & District Branch for the year ended 31 December 2013 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the Members of the Branch, as a body, in accordance with the constitution and the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Members of the Branch 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 Members of the Branch as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of Committee and auditor**

The Committee of the Branch's responsibilities for preparation of the financial statements, which give a true and fair view, in accordance with the Constitution of the Branch, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Committee's Responsibilities.

Our responsibility is to audit and express an opinion on the financial statements in accordance with relevant legal and regulatory requirements 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 Branch's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Committee's Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us during the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion**

In our opinion:

- the financial statements give a true and fair view of the state of the Branch's affairs as at 31 December 2013 and of its deficit for the year then ended;
- the financial statements have been prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- the financial statements have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

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

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 (the "Act") requires us to report to you if, in our opinion:

- the Branch has failed to comply with section 28 of the Act; or
- the financial statements do not agree with the accounting records.

*Chiene + Tait*

**CHIENE + TAIT**  
**Chartered Accountants and Statutory Auditor**  
**61 Dublin Street**  
**Edinburgh EH3 6NL**

Signature(s) of auditor or auditors:	<i>Chiene + Tait</i>	
Name(s):	Chiene + Tait	
Profession(s) or Calling(s):	Chartered Accountants	
Address(es):	61 Dublin Street Edinburgh EH3 6NL	
Date:	21 May 2014	
Contact name and telephone number:	Malcolm Beveridge 0131 558 5800	

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**