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FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

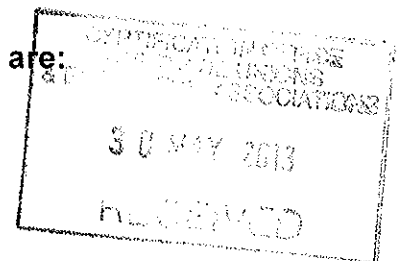
Name of Employers' Association:	The Vehicle Builders and Repairers Association Limited
Year ended:	31 December 2012
List No:	2402
Head or Main Office:	Belmont House Finkle Lane Gildersome Leeds LS27 7TW
Website address (if available)	www.vbra.co.uk
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
General Secretary:	David Hudson
Contact name for queries regarding the completion of this return:	David Hudson
Telephone Number:	0113 2538333
e-mail:	david@vbra.co.uk

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



The directors present their report and the financial statements of the company for the year ended 31 December 2012.

Principal activity

The principal activity of the company is a trade association of the vehicle body repair and commercial vehicle body building industry.

Directors

The directors who served during the year were:

	Appointed
T Turner	12.10.95
W T S Neish	29.01.97
H Charlesworth	26.09.95
G Bates	29.08.01
J R Godfrey	07.09.11
D C Hutton	(Resigned 16.05.12)
J A J Law	17.05.00
A Bracey	17.05.06
P Garth	(Resigned 07.11.12)

Directors' responsibilities statement

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for the safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

To the knowledge and belief of the directors, there is no relevant information that the company's auditors are not aware of, and the directors have taken all the steps necessary to ensure the directors are aware of any relevant information, and to establish that the company's auditors are aware of the information.

Auditors

A resolution to reappoint Montpelier Audit Limited as auditors of the company will be proposed at the forthcoming annual general meeting.

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the board

D C HUDSON
Secretary

Approved by the Board on 15 April 2013



Directors, Officers and Advisers

Directors

T Turner
W T S Neish
H Charlesworth
G Bates
J R Godfrey
J A J Law
A Bracey

Director General

M Tagg

Secretary

D C Hudson

Registered office

Belmont House
Finkle Lane
Gildersome
LEEDS
LS27 7TW

Registered number

02848320

Auditors

Montpelier Audit Limited
Sanderson House
Station Road
Horsforth
Leeds
LS18 5NT

Bankers

National Westminster Bank Plc
89a Queen Street
Morley
LEEDS
LS27 8DX

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
610	9	0	2	621

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
DIRECTOR	D C HUTTON		16/5/12
DIRECTOR	P GARTH		7/11/12

REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	INCOME		
	From Members Subscriptions, levies, etc	444,779	
	Investment income Interest and dividends (gross) Bank interest (gross) Other (specify)	14,918	
	Other income Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify) Advertising Profit on Sale of Assets	7,831 54,711 81,002 9,495	459,697
			153,039
	TOTAL INCOME		612,736
	EXPENDITURE		
	Administrative expenses		
	Remuneration and expenses of staff	427,080	
	Occupancy costs	25,089	
	Printing, Stationery, Post	19,633	
	Telephones		
	Legal and Professional fees		
	Miscellaneous (specify)		
	Motor Expenses	7,158	
	Computer Maintenance	8,467	
	Other charges		487,427
	Bank charges		
	Depreciation	31,324	
	Sums written off	166	
	Affiliation fees		
	Donations		
	Conference and meeting fees	15,475	
	Expenses	16,975	
	Miscellaneous (specify)		
	Member special services and advertising	8,308	
	Magazine and services direct cost of sales	103,191	
	Taxation		175,439
	TOTAL EXPENDITURE		662,866
	Surplus/Deficit for year		(50,130)
	Amount of fund at beginning of year		806,665
	Amount of fund at end of year		756,535

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	182,100
		Amount of fund at the end of year (as Balance Sheet)	182,100

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)	

ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 4		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		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		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		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		£	£
	Fixed Assets (as at page 11)		384,344
	Investments (as per analysis on page 13)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Sundry debtors	44,876	
	Cash at bank and in hand	580,464	
	Stocks of goods	14,121	
	Others (specify)		
	Total of other		639,461
	assets		639,461
		TOTAL ASSETS	1,023,805
		Fund (Account)	756,535
		Fund (Account)	
		Fund (Account)	
	Revaluation Reserve		182,100
	Liabilities		
	Loans		
	Bank overdraft		
	Tax payable	19,005	
	Sundry creditors	22,722	
	Accrued expenses	15,716	
	Provisions		
	Other liabilities (payments on account)	27,727	
		TOTAL LIABILITIES	85,170
		TOTAL ASSETS	1,023,805

FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
COST OR VALUATION				
At start of period	370,000	103,723	81,835	555,558
Additions during period		3,325	39,595	42,920
Less: Disposals during period			(41,690)	(41,690)
Less: DEPRECIATION:				
Total to end of period	(46,832)	(97,881)	(27,731)	(172,444)
BOOK AMOUNT at end of period	323,168	9,167	52,009	384,344
Freehold	323,168			
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
AS BALANCE SHEET	323,168	9,167	52,009	384,344

ANALYSIS OF INVESTMENTS

(see note 22)

		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
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	444,779		444,779
From Investments	14,918		14,918
Other Income (including increases by revaluation of assets)	153,039		153,039
Total Income	612,736		612,736
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	662,866		662,866
Funds at beginning of year (including reserves)	988,765		988,765
Funds at end of year (including reserves)	938,635		938,635
ASSETS			
Fixed Assets			384,344
Investment Assets			
Other Assets			639,461
		Total Assets	1,023,805
LIABILITIES			
		Total Liabilities	(85,170)
NET ASSETS (Total Assets less Total Liabilities)			938,635

NOTES TO THE ACCOUNTS

(see note 36)

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

A large, empty rectangular box with a black border, intended for the user to enter or attach notes to the accounts. The box occupies most of the page below the instruction text.

THE VEHICLE BUILDERS AND REPAIRERS ASSOCIATION LTD

Notes to the financial statements for the year ended 31 December 2012

1 Accounting policies

a) Basis of accounting

The financial statements are prepared on the historical cost basis of accounting and have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

b) Turnover

Turnover represents amounts receivable in respect of goods sold and services provided, excluding value added tax.

c) Depreciation of tangible fixed assets

Depreciation is provided on all tangible fixed assets other than freehold land at rates calculated to write off the full cost or valuation less estimated residual value of each asset over its estimated useful life. The principal rates in use are:

Freehold buildings	written off over fifty years
Motor vehicles	written off over four years
Plant and machinery	written off over four to seven years

A full year's depreciation is charged in the year of purchase in the case of motor vehicles and on a pro-rata basis for other classes of fixed assets.

d) Stocks

Stock and work in progress is valued at the lower of cost and estimated net realisable value.

e) Foreign currency translation

Assets and liabilities denominated on foreign currencies are translated at the rate of exchange ruling at the balance sheet date.

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to the profit and loss account.

2 Turnover

The turnover and loss before taxation is attributable to the one principal activity of the company.

3 Operating loss

This is stated after charging:

	<u>2012</u>	<u>2011</u>
	£	£
Depreciation	31,324	39,556
Profit on disposal of tangible fixed assets	(9,495)	(4,871)
	<u> </u>	<u> </u>

In addition, remuneration of £5,820 (2011: £6,100) was payable to the company's auditors for both audit and non-audit services.

4 Tax on profit on ordinary activities

	<u>2012</u>	<u>2011</u>
	£	£
United Kingdom corporation tax at 0%	-	-
	<u> </u>	<u> </u>

Factors that may affect future tax charges

No provision has been made for deferred tax on gains recognised on revaluing property to its market value. At the balance sheet date, the company had a potential liability to taxation on the valuation surplus of the freehold land and buildings of £25,000 if they are disposed at valuation price. This amount is not provided as the company has not entered into a binding contract to sell the assets at the balance sheet date.

THE VEHICLE BUILDERS AND REPAIRERS ASSOCIATION LTD

Notes to the financial statements for the year ended 31 December 2012 (continued)

5 Tangible fixed assets

	Freehold land	Freehold buildings	Plant and machinery	Motor vehicles	Total
	£	£	£	£	£
Cost:					
At 1 January 2012	130,000	240,000	103,723	81,835	555,558
Additions	-	-	3,325	39,595	42,920
Disposals	-	-	-	(41,690)	(41,690)
At 31 December 2012	130,000	240,000	107,048	79,740	556,788
Depreciation:					
At 1 January 2012	-	40,978	92,501	41,304	174,783
Provision for the year	-	5,854	5,380	20,090	31,324
Adjustments for disposals	-	-	-	(33,663)	(33,663)
At 31 December 2012	-	46,832	97,881	27,731	172,444
Net book value:					
At 31 December 2012	130,000	193,168	9,167	52,009	384,344
At 31 December 2011	130,000	199,022	11,222	40,531	380,775

2012	2011
£	£

For the freehold land and buildings included at valuation:

Historical cost:

At 1 January 2012 and at 31 December 2012	230,000	230,000
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Depreciation based on cost:

At 1 January 2012	(74,000)	(69,400)
Charge for the year	(4,600)	(4,600)

At 31 December 2012	(78,600)	(74,000)
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Net historical cost value	151,400	156,000
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There were no capital commitments contracted for at the balance sheet date. The board had authorised capital expenditure of £215,000, being the purchase of long leasehold property.

The freehold land and buildings were valued at their open market value for existing use as at 17 April 2008 at £400,000. The valuation was performed by Edward Symmons & Partners, an independent firm of consultant surveyors and valuers. This valuation was not reflected in the accounts at the time as property market conditions at that year end suggested that the value in the accounts would not be materially different to the market value. There has been no interim or full valuation commissioned by the directors since this date. Current negotiations for a sale and informal advice have been used as a basis for the directors maintaining the carrying value in this year's accounts.

6 Debtors

	2012	2011
	£	£
Trade debtors	26,124	22,629
Prepayments and accrued income	18,752	26,326
	44,876	48,955

THE VEHICLE BUILDERS AND REPAIRERS ASSOCIATION LTD

Notes to the financial statements for the year ended 31 December 2012 (continued)

7 Creditors: amounts falling due within one year

	2012	2011
	£	£
Payments received on account	27,727	56,360
Trade creditors	22,722	15,393
Accruals and deferred income	15,716	20,777
Other taxes and social security costs	19,005	25,455
	<u>85,170</u>	<u>117,985</u>

8 Reserves

	Revaluation reserve	Profit and loss account
	£	£
At 1 January 2012	182,100	806,665
Loss for the year	-	(50,130)
	<u>182,100</u>	<u>756,535</u>

9 Related parties

During the year the company entered into transactions with several businesses controlled by some of the directors. These transactions were not material and were carried out in the normal course of business.

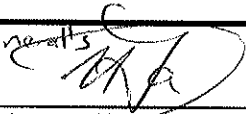
ACCOUNTING POLICIES

(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>David C Hudson</u> Name: <u>DAVID C HUDSON</u> Date: <u>3/5/13</u>	Director General's Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>MALCOLM TAGO</u> Date: <u>3/5/13</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~~

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)

THE VEHICLE BUILDERS AND REPAIRERS ASSOCIATION LTD

Independent auditors' report to the members of The Vehicle Builders And Repairers Association Ltd

We have audited the financial statements of The Vehicle Builders And Repairers Association Ltd for the year ended 31 December 2012 which are set out on pages 6 to 10. 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) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 so that we might state to the company'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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the Directors' Responsibilities Statement set out on page 2, the directors' 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 Practice's Board's (APB'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 company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2012 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

THE VEHICLE BUILDERS AND REPAIRERS ASSOCIATION LTD

Independent auditors' report to the members of The Vehicle Builders And Repairers Association Ltd (continued)

Matters on which we are required to report by exception

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 and the directors' report in accordance with the small companies regime.

GEORGE GOODMAN FCCA (Senior Statutory Auditor)
Montpelier Audit Limited, Statutory Auditor
Sanderson House
Station Road
Horsforth
Leeds
LS18 5NT

15 April 2013

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	<i>CP Goodman</i>	
Name(s):	George Goodman	
Profession(s) or Calling(s):	FCCA	
Address(es):	Sanderson House Station Road Horsforth Leeds, LS18 5NT	
Date:	05/04/2013	
Contact name and telephone number:	0113 2588216	

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