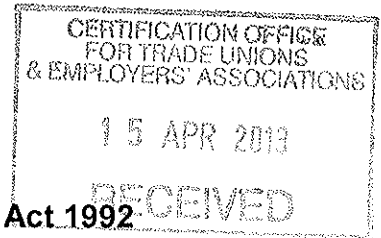


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FORM AR21



Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Palm Paper Staff Association		
Year ended:	31 December 2012		
List no:	798T		
Head or Main Office:	Poplar Avenue Saddlebow Industrial Estate King's Lynn Norfolk PE34 3AL		
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"/>	(Click the appropriate box)
General Secretary:	J Saunders		
Telephone Number:	01553 782251		
Contact name for queries regarding	J Saunders		
Telephone Number:	01553 782251		
E-mail:	jacqui.saunders@palmpaper.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 Officer as below or by telephone to: 020 7210 3734

The address to which returns and other documents should be sent are:

For Unions based in England and Wales:
Certification Office for Trade Unions and Employers' Associations
22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

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

(Revised February 2011)

RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	107				107
FEMALE	3				3
TOTAL	110				A 110

Number of members included in totals box 'A' above for whom no home or authorised address is held:

110

Number of members at end of year contributing to the General Fund

OFFICERS IN POST

(see note 12)

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.

RETURN OF 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
Committee Member – Sales & Administration	Paul Bloodworth		15/02/2012
Committee Member - Mechanical		Mark Stubbs	13/01/2012

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

**PALM PAPER STAFF ASSOCIATION
OFFICERS
31 DECEMBER 2012**

Chairman Mr Graham Thompson

General Secretary Mrs Jacqui Saunders

Committee Members Mr Jake Whitehouse
 Mr Terry Evans
 Mr Tim Jarred
 Mr Ian Wedd-Johnson
 Mr Kevin Turner
 Mr Mark Stubbs

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		5278
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		5278
Investment income (as at page 12)		8
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	443	
Total of other income (as at page 4)		443
		TOTAL INCOME
		5729
EXPENDITURE		
Benefits to members (as at page 5)		825
Administrative expenses (as at page 10)		932
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		1757
Taxation		
		TOTAL EXPENDITURE
		1757
		3972
Surplus (deficit) for year		
		3972
Amount of general fund at beginning of year		16274
		16274
Amount of general fund at end of year		20246
		20246

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION AND OTHER BODIES		
Other income Vending machine surplus	443	
TOTAL OTHER INCOME		443
TOTAL OF ALL OTHER INCOME		443

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		Education and Training services	
Representation – Non Employment Related Issues			
		Negotiated Discount Services	
Communications			
		Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
		Prize money	825
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	825

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	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)			
Number of members contributing at end of year			

FUND 3		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	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)			
Number of members contributing at end of year			

(See notes 24 and 25)

FUND 4		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	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)			
Number of members contributing at end of year			

FUND 5		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	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)			
Number of members contributing at end of year			

(See notes 24 and 25)

FUND 6		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	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)		
	Number of members contributing at end of year		

FUND 7		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	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)		
	Number of members contributing at end of year		

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund	
		£	£
Income	Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total income		
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
	Total expenditure		
	Surplus (deficit) for year		
	Amount of political fund at beginning of year		
	Amount of political fund at the end of year (as Balance Sheet)		
	Number of members at end of year contributing to the political fund		
	Number of members at end of the year not contributing to the political fund		
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

POLITICAL FUND ACCOUNT 2		To be completed by trade unions which act as components of a central trade union	
		£	£
Income	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
	Total other income as specified		
	Total income		
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
	Total expenditure		
	Surplus (deficit) for year		
	Amount held on behalf of trade union political fund at beginning of year		
	Amount remitted to central political fund		
	Amount held on behalf of central political fund at end of year		
	Number of members at end of year contributing to the political fund		
	Number of members at end of the year not contributing to the political fund		
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

	£
Administrative Expenses	
Remuneration and expenses of staff	
Salaries and Wages included in above	£
Auditors' fees	660
Legal and Professional fees	
Occupancy costs	
Stationery, printing, postage, telephone, etc.	44
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify)	
Subscriptions	208
Marketing	20
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Total	932
Charged to:	
General Fund (Page 3)	932
Fund (Account)	
Fund (Account)	
Fund (Account)	
Fund (Account)	
Total	932

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £	Other Fund(s) £
Rent from land and buildings		
Dividends (gross) from:		
Equities (e.g. shares)		
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		8
Other investment income (specify)		
		8
Total investment income		8
Credited to:		
General Fund (Page 3)		8
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Fund (Account)		
Political Fund		
Total Investment Income		8

BALANCE SHEET as at

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
	Sundry debtors	882	
	Cash at bank and in hand	20394	
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		21276
	TOTAL ASSETS		21276
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses		660
	Provisions		
	Other liabilities		370
	TOTAL LIABILITIES		1030
	TOTAL ASSETS		20246

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year						
Additions						
Disposals						
Revaluation/Transfers						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfers						
At end of year						
Net book value at end of year						
Net book value at end of previous year						

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)		
Market Value of Quoted Investment		
UNQUOTED Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	5278		5278
From Investments	8		8
Other Income (including increases by revaluation of assets)	443		443
Total Income	5729		5729
EXPENDITURE (including decreases by revaluation of assets)	1757		1757
Total Expenditure	1757		1757
Funds at beginning of year (including reserves)	16274		16274
Funds at end of year (including reserves)	20246		20246
ASSETS			
Fixed Assets			
Investment Assets			
Other Assets			21276
Total Assets			21276
LIABILITIES			
Total Liabilities			1030
NET ASSETS (Total Assets less Total Liabilities)			20246

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

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

See attached accounts

ACCOUNTING POLICIES

(see notes 74 and 75)

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with generally accepted accounting principles.

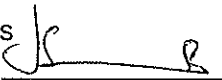

Income

Income represents monthly contributions due from members, supplemented with donations received from the sponsoring employer: Palm Paper Limited.

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>JACQUI SAUNDERS</u> Date: <u>8.4.13</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>GRAHAM THOMPSON</u> Date: <u>8-4-13</u>
---	--

CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

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 83 and 84)

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 83)

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 rule 83)

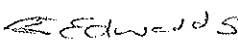
YES/~~NO~~

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 AR21 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 85)

AUDITOR'S REPORT (continued)

See attached report

Signature(s) of auditor or auditors:		
Name(s):	Mrs Sharon Edwards F.C.A	
Profession(s) or Calling(s):	Chartered Accountant	
Address(es):	Mapus-Smith & Lemmon 48 King Street King's Lynn Norfolk, PE30 1HE	
Date:	12/04/2013.	
Contact name and telephone number:	See above - 01553 774761	

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

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2012

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PALM PAPER STAFF ASSOCIATION

We have audited the financial statements of Palm Paper Staff Association for the year ended 31 December 2012 which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the society's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. 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.

Respective responsibilities of the committee of management and auditor

As explained more fully in the Committee of Management's Responsibilities Statement, the Committee of Management is responsible for the preparation of financial statements which 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 (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 society's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the Committee of Management, and the overall presentation of the financial statements.

Opinion on financial statements

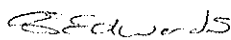
In our opinion the financial statements:

- give a true and fair view, in accordance with UK Generally Accepted Accounting Practice, of the state of the association's affairs as at 31 December 2012 and of its profit for the year then ended, and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and with the requirements of 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 require us to report to you if, in our opinion:

- proper books of account have not been kept by the association in accordance with the requirements of the legislation;
- a satisfactory system of control over transactions has not been maintained by the association in accordance with the requirements of the legislation;
- the profit and loss account to which our report relates, and the balance sheet are not in agreement with the books of account of the association, or
- we have not obtained all the information and explanations necessary for the purposes of our audit.



Mrs Sharon Edwards, FCA (SENIOR STATUTORY AUDITOR)

for and on behalf of

MAPUS-SMITH & LEMMON LLP

Registered Auditors

Date: 12.1.2013

48 KING STREET
KING'S LYNN
NORFOLK
PE30 1HE

List No: 798T

PALM PAPER STAFF ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012

MAPUS-SMITH & LEMMON LLP
48 KING STREET
KING'S LYNN
NORFOLK
PE30 1HE

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2012

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PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2012

OFFICERS

Chairman	Mr Graham Thompson
General Secretary	Mrs Jacqui Saunders
Committee Members	Mr Jake Whitehouse Mr Terry Evans Mr Tim Jarred Mr Paul Bloodworth (Resigned 15 February 2012) Mr Ian Wedd-Johnson Mr Kevin Turner Mr Mark Stubbs (Appointed 13 January 2012)

MANAGEMENT STATEMENT OF RESPONSIBILITIES

The committee of management are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The committee of management are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the association and of its profit for that period. In preparing these financial statements, the committee of management are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the association will continue in business.

The committee of management are responsible for maintaining satisfactory systems of internal control and keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the association and enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2012

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PALM PAPER STAFF ASSOCIATION

We have audited the financial statements of Palm Paper Staff Association for the year ended 31 December 2012 which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the society's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. 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.

Respective responsibilities of the committee of management and auditor

As explained more fully in the Committee of Management's Responsibilities Statement, the Committee of Management is responsible for the preparation of financial statements which 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 (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 society's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the Committee of Management, and the overall presentation of the financial statements.

Opinion on financial statements


In our opinion the financial statements:

- give a true and fair view, in accordance with UK Generally Accepted Accounting Practice, of the state of the association's affairs as at 31 December 2012 and of its profit for the year then ended, and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and with the requirements of 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 require us to report to you if, in our opinion:

- proper books of account have not been kept by the association in accordance with the requirements of the legislation;
- a satisfactory system of control over transactions has not been maintained by the association in accordance with the requirements of the legislation;
- the profit and loss account to which our report relates, and the balance sheet are not in agreement with the books of account of the association, or
- we have not obtained all the information and explanations necessary for the purposes of our audit.


.....

Mrs Sharon Edwards, FCA (SENIOR STATUTORY AUDITOR)

for and on behalf of

MAPUS-SMITH & LEMMON LLP

Registered Auditors

Date:12/01/2013.....

48 KING STREET
KING'S LYNN
NORFOLK
PE30 1HE

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2012

PROFIT AND LOSS ACCOUNT

		2012 £		2011 £
Income				
	Contributions from members		5,277.73	4,731.07
Expenses				
	Stationery	43.66		-
	Training costs	-		242.00
	Sundry expenses	-		15.50
	Prize draw winnings	825.00		150.00
	Audit & accountancy fees	660.00		630.00
	Legal & professional	-		300.00
	Subscriptions	208.00		-
	Marketing	20.38	(1,757.04)	- (1,337.50)
			<hr/>	<hr/>
			3,520.69	3,393.57
Other income				
	Bank interest receivable	7.89		4.89
	Other income	443.34	451.23	200.00 204.89
			<hr/>	<hr/>
	Net profit for the year		3,971.92	3,598.46
			<hr/> <hr/>	<hr/> <hr/>

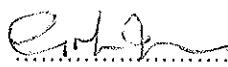
PALM PAPER STAFF ASSOCIATION

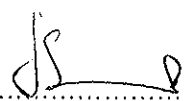
BALANCE SHEET AS AT 31 DECEMBER 2012

	Note	2012 £	2011 £
Current Assets			
Cash at bank		20,394.00	16,903.62
Debtors	2	881.54	-
		<u>21,275.54</u>	<u>16,903.62</u>
Current Liabilities			
Creditors	3	(1,030.00)	(630.00)
Net Assets		<u>20,245.54</u>	<u>16,273.62</u>
Represented by:-			
Profit and loss account		<u>20,245.54</u>	<u>16,273.62</u>

These financial statements were approved by the executive committee and authorised for issue

On 08 APRIL 2013
and are signed on their behalf by:


.....
Mr Graham Thompson
Chairman


.....
Mrs Jacqui Saunders
General Secretary

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2012

NOTES TO THE FINANCIAL STATEMENTS

1. Accountancy Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with generally accepted accounting principles.

Income

Income represents monthly contributions due from members.

2. Debtors

	2012	2011
Contributions owing	431.54	-
Prepayments	450.00	-
	<u>881.54</u>	<u>-</u>

3. Creditors

Payments received in advance	370.00	-
Audit and accountancy fee	660.00	630.00
	<u>1,030.00</u>	<u>630.00</u>