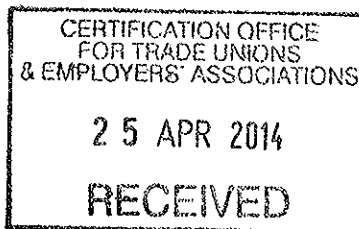


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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

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 | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | (Click the appropriate box) |
|-----|--------------------------|----|-------------------------------------|-----------------------------|

General Secretary:

Telephone Number:

Contact name for queries regarding

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 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 | 101 | | | | 101 |
| FEMALE | 3 | | | | 3 |
| TOTAL | 104 | | | | A 104 |

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

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

| |
|-----|
| |
| 104 |

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 | Jake Whitehouse | | 21/05/2013 |
| Committee Member | Tim Jarred | | 18/06/2013 |
| Committee Member | Kevin Turner | | 19/03/2013 |
| Committee Member | | Tom Bell | 17/06/2013 |
| Committee Member | | Neil Cuthbert | 28/06/2013 |
| Committee Member | | Nigel Fisher | 15/07/2013 |

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 2013**

Chairman Mr Graham Thompson

General Secretary Mrs Jacqui Saunders

Committee Members Mr Terry Evans
 Mr Ian Wedd-Johnson
 Mr Mark Stubbs
 Mr Tom Bell
 Mr Neil Cuthbert
 Mr Nigel Fisher

GENERAL FUND

(see notes 13 to 18)

| | £ | £ |
|--|--------------------------|-------------|
| INCOME | | |
| From Members: Contributions and Subscriptions | | 4978 |
| From Members: Other income from members (specify) | | |
| Total other income from members | | |
| Total of all income from members | | 4978 |
| Investment income (as at page 12) | | 11 |
| Other Income | | |
| Income from Federations and other bodies (as at page 4) | | |
| Income from any other sources (as at page 4) | 390 | |
| Total of other income (as at page 4) | | 390 |
| | TOTAL INCOME | 5379 |
| EXPENDITURE | | |
| Benefits to members (as at page 5) | | 775 |
| Administrative expenses (as at page 10) | | 1508 |
| Federation and other bodies (specify) | | |
| Total expenditure Federation and other bodies | | 2283 |
| Taxation | | |
| | TOTAL EXPENDITURE | 2283 |
| Surplus (deficit) for year | | 3096 |
| Amount of general fund at beginning of year | | 20246 |
| Amount of general fund at end of year | | 23342 |

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 | 390 | |
| TOTAL OTHER INCOME | | 390 |
| TOTAL OF ALL OTHER INCOME | | 390 |

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) | |
| Dispute Benefits | | Prize draw winnings | 775 |
| Other Cash Payments | | | |
| carried forward | | Total (should agree with figure in General Fund) | 775 |

(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 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 | | 690 |
| Legal and Professional fees | | |
| Occupancy costs | | |
| Stationery, printing, postage, telephone, etc. | | 246 |
| Expenses of Executive Committee (Head Office) | | |
| Expenses of conferences | | |
| Other administrative expenses (specify) | | |
| Members' social event | | 370 |
| Subscriptions | | 182 |
| 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 | | 1508 |
| Charged to: | | |
| General Fund (Page 3) | | 1508 |
| Fund (Account) | | |
| Fund (Account) | | |
| Fund (Account) | | |
| Fund (Account) | | |
| Total | | |

ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

| Office held | Gross Salary £ | Employers N.I. contributions £ | Benefits | | | Total £ |
|-------------|-------------------|---|--------------------------------|----------------|------------|------------|
| | | | Pension Contribution s £ | Other Benefits | | |
| | | | | Description | Value £ | |
| | | | | | | |
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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 | | | 11 |
| Other investment income (specify) | | | |
| | | | |
| | | Total investment income | 11 |
| | | | |
| Credited to: | | | |
| | | General Fund (Page 3) | 11 |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Fund (Account) | |
| | | Political Fund | |
| | | Total Investment Income | 11 |

BALANCE SHEET as at 31 December 2013

(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 | 545 | |
| | Cash at bank and in hand | 23486 | |
| | Income tax to be recovered | | |
| | Stocks of goods | | |
| | Others (specify) | | |
| | Total of other assets | | 24031 |
| | TOTAL ASSETS | | 24031 |
| | 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 | | 690 |
| | Provisions | | |
| | Other liabilities | | |
| | TOTAL LIABILITIES | | 690 |
| | TOTAL ASSETS | | 23341 |

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/Transfer s | | | | | | |
| At end of year | | | | | | |
| Accumulated Depreciation | | | | | | |
| At start of year | | | | | | |
| Charges for year | | | | | | |
| Disposals | | | | | | |
| Revaluation/Transfer s | | | | | | |
| 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

NO

If YES name the relevant companies:

| COMPANY NAME | COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered) |
|--------------|--|
| | |
| | |
| | |
| | |
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| | |
| | |
| | |

Are the shares which are controlled by the union registered in the names of the union's trustees?

YES

NO

If NO, state the names of the persons in whom the shares controlled by the union are registered.

| COMPANY NAME | NAMES OF SHAREHOLDERS |
|--------------|-----------------------|
| | |
| | |
| | |
| | |
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| | |
| | |
| | |

SUMMARY SHEET

(see notes 60 to 71)

| | All funds except Political Funds £ | Political Funds £ | Total Funds £ |
|--|--|-------------------------|---------------------|
| INCOME | | | |
| From Members | 4978 | | |
| From Investments | 11 | | |
| Other Income (including increases by revaluation of assets) | 390 | | |
| Total Income | 5379 | | |
| EXPENDITURE (including decreases by revaluation of | 2283 | | |
| Total Expenditure | 2283 | | |
| | | | |
| Funds at beginning of year (including reserves) | 20246 | | |
| Funds at end of year (including reserves) | 23342 | | |
| | | | |
| ASSETS | | | |
| Fixed Assets | | | |
| Investment Assets | | | |
| Other Assets | | | 24031 |
| Total Assets | | | 24031 |
| LIABILITIES | | | |
| Total Liabilities | | | 690 |
| NET ASSETS (Total Assets less Total Liabilities) | | | 23341 |

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.


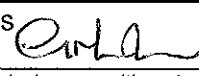
Income

Income represents monthly contributions due from members.

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>8/4/14</u> | Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>GRAHAM THOMPSON</u> Date: <u>8/4/14</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) | ENCLOSE D | <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)

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2013

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 2013 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

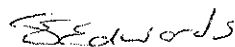
In our opinion the financial statements:

- 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 2013 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: 23.1.2014.....

48 KING STREET
KING'S LYNN
NORFOLK
PE30 1HE

AUDITOR'S REPORT (continued)

See attached audit report.

| | | |
|--------------------------------------|--|--|
| Signature(s) of auditor or auditors: | <i>S Edwards</i> | |
| Name(s): | Mrs Sharon Edwards FCA | |
| Profession(s) or Calling(s): | Chartered Accountant | |
| Address(es): | Mapus-Smith & Lemmon 48 King Street King's Lynn, Norfolk PE30 1HE | |
| Date: | 23/04/2014 | |
| Contact name and telephone number: | Sharon Edwards – 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.

List No: 798T

PALM PAPER STAFF ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

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

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2013

CONTENTS

PAGE

| | |
|---|---|
| Officers | 1 |
| Committee of management statement of responsibility | 1 |
| Independent auditor's report to the members | 2 |
| Profit and Loss account | 3 |
| Balance sheet | 4 |
| Notes to the financial statements | 5 |

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2013

OFFICERS

| | | |
|-------------------|---------------------|--------------------------|
| Chairman | Mr Graham Thompson | |
| General Secretary | Mrs Jacqui Saunders | |
| Committee Members | Mr Jake Whitehouse | (resigned 21 May 2013) |
| | Mr Terry Evans | |
| | Mr Tim Jarred | (resigned 18 June 2013) |
| | Mr Ian Wedd-Johnson | |
| | Mr Kevin Turner | (resigned 19 March 2013) |
| | Mr Mark Stubbs | |
| | Mr Tom Bell | (appointed 17 June 2013) |
| | Mr Neil Cuthbert | (appointed 28 June 2013) |
| | Mr Nigel Fisher | (appointed 15 July 2013) |

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 2013

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 2013 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

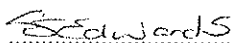
In our opinion the financial statements:

- 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 2013 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: 23/01/2014

48 KING STREET

KING'S LYNN

NORFOLK

PE30 1HE

PALM PAPER STAFF ASSOCIATION

FOR THE YEAR ENDED 31 DECEMBER 2013

PROFIT AND LOSS ACCOUNT

| | 2013 £ | 2012 £ |
|--------------------------------|------------|------------|
| Income | | |
| Contributions from members | 4,977.66 | 5,277.73 |
| Expenses | | |
| Stationery | - | 43.66 |
| Sundry expenses | 370.00 | - |
| Noticeboard | 246.00 | - |
| Prize draw winnings | 775.00 | 825.00 |
| Audit & accountancy fees | 690.00 | 660.00 |
| Subscriptions | 181.83 | 208.00 |
| Marketing | 20.38 | 20.38 |
| | (2,283.21) | (1,757.04) |
| | 2,694.45 | 3,520.69 |
| Other income | | |
| Bank interest receivable | 10.83 | 7.89 |
| Other income | 390.26 | 443.34 |
| | 401.09 | 451.23 |
| Net profit for the year | 3,095.54 | 3,971.92 |


PALM PAPER STAFF ASSOCIATION


BALANCE SHEET AS AT 31 DECEMBER 2013

| | Note | 2013 £ | 2012 £ |
|----------------------------|------|------------------|------------------|
| Current Assets | | | |
| Cash at bank | | 23,486.19 | 20,394.00 |
| Debtors | 2 | 544.89 | 881.54 |
| | | <u>24,031.08</u> | <u>21,275.54</u> |
| Current Liabilities | | | |
| Creditors | 3 | (690.00) | (1,030.00) |
| | | <u>23,341.08</u> | <u>20,245.54</u> |
| Net Assets | | | |
| | | <u>23,341.08</u> | <u>20,245.54</u> |
| Represented by:- | | | |
| Profit and loss account | | <u>23,341.08</u> | <u>20,245.54</u> |

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

On... 8 April 2014
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 2013

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

| | 2013 | 2012 |
|---------------------|---------------|---------------|
| Contributions owing | 508.52 | 431.54 |
| Prepayments | 36.37 | 450.00 |
| | <u>544.89</u> | <u>881.54</u> |

3. Creditors

| | | |
|------------------------------|---------------|-----------------|
| Payments received in advance | - | 370.00 |
| Audit and accountancy fee | 690.00 | 660.00 |
| | <u>690.00</u> | <u>1,030.00</u> |