



CHARTERED ACCOUNTANTS  
REGISTERED AUDITORS

**PRIVATE AND CONFIDENTIAL**

Mr G McCloskey  
Pension Practitioner.com  
Daws House  
33-35 Daws Lane  
London  
NW7 4SD

BIR16T/JKM/CLD

13 September 2010

Dear Mr McCloskey

**BIRCHLAND EXECUTIVE PENSION SCHEME**

Further to your letter dated 20 August 2010 please find attached the following information requested:

1. A copy of the pension accounts for the year ended 31 March 2009. I can confirm that the 2010 accounts have not been prepared;
2. The HM Revenue and Customs pension scheme tax reference is 00009331RF, the Government Gateway ID is 9KDPTIU6A3NE and the password is BIR016PEN;
3. The key code for the Pension regulator is QHEEJMFWC8FD and I enclose a recently received letter from the regulator stating that a return must be done.

Yours sincerely

*pp* *Heleu.*

**Jeni MacRae**  
[Jeni.MacRae@dunkleyco.com](mailto:Jeni.MacRae@dunkleyco.com)

Woodlands Grange, Woodlands Lane, Bradley Stoke, Bristol BS32 4JY  
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DIRECTOR: MIKE DUNKLEY FCA. ASSOCIATES: MATTHEW DOBBINS ACA. DAVID JENKINS ACA. JENI MACRAE FCCA. JON ROBERTS FMAAT. FIONA SHEAHAN. NATASHA WHEELER FCCA.

DUNKLEY'S IS THE TRADING NAME OF DUNKLEY & CO LTD. COMPANY NUMBER: 2994930 REGISTERED IN ENGLAND

REGISTERED TO CARRY OUT AUDIT WORK AND REGULATED FOR A RANGE OF INVESTMENT BUSINESS ACTIVITIES BY THE INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES

**Annual Report for the Year Ended 31 March 2009**

**for**

**Birchland Executive Pension Scheme**

**Dunkley's  
Woodlands Grange  
Woodlands Lane  
Bradley Stoke  
Bristol  
BS32 4JY**

**Birchland Executive Pension Scheme**

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for the Year Ended 31 March 2009**

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Birchland Executive Pension Scheme

Trustee and Advisers  
for the Year Ended 31 March 2009

**TRUSTEE:**

B K Milton

**ACCOUNTANTS:**

Dunkley's  
Woodlands Grange  
Woodlands Lane  
Bradley Stoke  
Bristol  
BS32 4JY

**BANKERS:**

Bank of Scotland  
Citymark  
150 Fountainbridge  
Edinburgh  
EH3 9PE

**Report of the Accountants to the Trustee of  
Birchland Executive Pension Scheme**

In accordance with instructions given to us we have prepared without carrying out an audit the annexed financial statements from the accounting records of Birchland Executive Pension Scheme and from information and explanations supplied to us.

Dunkley's  
Woodlands Grange  
Woodlands Lane  
Bradley Stoke  
Bristol  
BS32 4JY

Date: .....

**Birchland Executive Pension Scheme**

**Fund Account**  
**for the Year Ended 31 March 2009**

		<u>31.3.09</u>	<u>31.3.08</u>
	Notes	£	£
<b>CONTRIBUTIONS AND BENEFITS</b>			
Benefits	2	<u>15,000</u>	<u>-</u>
<b>Net withdrawals from dealings with members</b>		<u>(15,000)</u>	<u>-</u>
<b>RETURNS ON INVESTMENTS</b>			
Investment income	3	38,039	27,990
Change in market value of investments	4	<u>(217,641)</u>	<u>(143,097)</u>
<b>Net returns on investments</b>		<u>(179,602)</u>	<u>(115,107)</u>
<b>NET DECREASE IN THE FUND DURING THE YEAR</b>		(194,602)	(115,107)
<b>NET ASSETS OF THE SCHEME AT 1 APRIL 2008</b>		<u>674,573</u>	<u>789,680</u>
<b>AT 31 MARCH 2009</b>		<u>479,971</u>	<u>674,573</u>

**Birchland Executive Pension Scheme**

**Net Assets Statement**

**31 March 2009**

		<u>31.3.09</u>	<u>31.3.08</u>
	Notes	£	£
Investment assets	4	479,811	674,413
Current liabilities	5	<u>160</u>	<u>160</u>
<b>NET ASSETS OF THE SCHEME AT 31 MARCH 2009</b>		<b><u>479,971</u></b>	<b><u>674,573</u></b>

The financial statements summarise the transactions of the scheme and deal with the net assets at the disposal of the trustee. They do not take account of obligations to pay pensions and benefits which fall due after the end of the scheme year.

These financial statements were approved by the Trustee on .....

Signed by the Trustee:

.....

**Birchland Executive Pension Scheme**

**Notes to the Financial Statements**  
**for the Year Ended 31 March 2009**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements have been prepared in accordance with the guidelines set out in the Statement of Recommended Practice, Financial Reports of Pension Schemes (revised May 2007).

**Valuation of investments**

Unit trust or managed fund investments are stated at the mid-point of the latest prices quoted by the managers prior to 31 March 2009.

**Benefits payable**

Benefits payable include all valid benefit claims notified to the trustee during the financial year.

**Investment income**

Interest and dividends, together with imputed tax credits (where applicable) are accounted for on an accruals basis.

**2. BENEFITS**

	31.3.09	31.3.08
	£	£
Pensions	<u>15,000</u>	<u>-</u>

**3. INVESTMENT INCOME**

	31.3.09	31.3.08
	£	£
Income from managed or unitised funds	34,133	15,288
Interest on cash deposits	<u>3,906</u>	<u>12,702</u>
	<u>38,039</u>	<u>27,990</u>



**Birchland Executive Pension Scheme**

**Notes to the Financial Statements**  
**for the Year Ended 31 March 2009**

**4. INVESTMENTS**

Investments purchased by the scheme are allocated to provide benefits to the individuals on whose behalf the corresponding contributions were paid. Accordingly, any assets identified as designated to members in the net assets statement do not form a common pool of assets available for members generally.

Managed funds at the year end were:

	31.3.09	31.3.08
	£	£
Investments held by Redmayne Bentley	295,933	653,881
Cash held by Redmayne Bentley	<u>181,362</u>	<u>18,082</u>
<b>Market value at 31 March</b>	<b><u>477,295</u></b>	<b><u>671,963</u></b>
<b>Cash deposits and cash in hand</b>		
	31.3.09	31.3.08
	£	£
Royal Bank of Scotland	2,516	2,450

**5. CURRENT LIABILITIES**

	31.3.09	31.3.08
	£	£
Accrued expenses	<u>(160)</u>	<u>(160)</u>

**Birchland Executive Pension Scheme**

**Investment Report**  
**for the Year Ended 31 March 2009**

**INVESTMENT PRINCIPLES**

The trustee has produced a statement of investment principles as required by Section 35 of the Pensions Act 1995, a copy of which is available on request.

**Scheme return  
Immediate action required  
2009-2010**

**For the trustees or managers of  
Birchland Executive Pension Scheme  
Mr M Dunkley  
Dunkley and Co.  
4 The Courtyard  
Woodlands  
Bradley Stoke  
BS32 4NB**

# The Pensions Regulator

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Trafalgar Place  
Brighton  
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[www.trusteetoolkit.com](http://www.trusteetoolkit.com)

0137 225 70

25 August 2010

**Dear Trustee**

**Scheme name: Birchland Executive Pension Scheme**

On 7 July 2010 the Pensions Regulator sent you a notice to complete your scheme return by 18 August 2010 which has not been submitted.

It is now a matter of urgency that the scheme return is submitted. It is the trustee's or manager's responsibility to ensure that this is completed and submitted without delay. The trustees or managers may be in breach of s64 of the Pensions Act 2004 which carries a maximum penalty of £50,000.

To access the return, log on to the Exchange website at:

<https://exchange.thepensionsregulator.gov.uk>

For assistance with completing your return, please visit our Exchange help pages where you'll find example submissions, 'how to ...' guides and answers to frequently asked questions at:

[www.thepensionsregulator.gov.uk/exchange](http://www.thepensionsregulator.gov.uk/exchange)

If you are new to Exchange you can register as a new user at:  
<https://login.thepensionsregulator.gov.uk/Register.aspx>. Once registered, you'll need this unique scheme key to access your scheme's details online.

**Scheme key: QHEEJMFWC8FD Pension Scheme Registration Number: 10274610**

We are committed to help you meet your statutory obligation. If you require assistance, we encourage you to contact us by:

- phone on 0870 6063636 (option 2), Monday to Friday 9am to 5:30pm,
- email at [exchange@thepensionsregulator.gov.uk](mailto:exchange@thepensionsregulator.gov.uk)

Yours sincerely

**The Pensions Regulator**

Please note that all calls to and from The Pensions Regulator may be recorded for quality and monitoring purposes.