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FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:

Year ended:

List No:

Head or Main Office:

Website address (if available)

Has the address changed during the year to which the return relates? Yes No (Tick as appropriate)

Chief Executive:

Contact name for queries regarding the completion of this return:

Telephone Number:

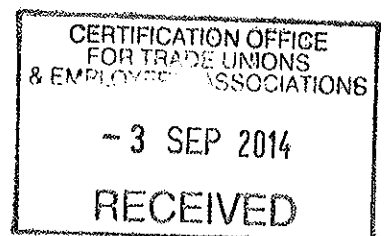
e-mail:

PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.
Any difficulties or problems in the completion of this return should be directed to the Certification Office as below or by telephone to: 020 7210 3734

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

For Employers' Associations based in England and Wales:
Certification Office for Trade Unions and Employers' Associations
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



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
41				41

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
Chair		Councillor A Dean	25 July 2013
Deputy Chair		Councillor S Quinn	25 July 2013
Vice Chair		Councillor J Harrison	25 July 2013
Vice Chair		Councillor D B Rigby MBE	25 July 2013

REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	INCOME		
711,531	From Members Subscriptions, levies, etc	690,724	
3,844	Investment income Interest and dividends (gross) Bank interest (gross) Other (specify)	2,811	
1,429	Other income Room Income Insurance commission	2,893	
1,482,344	Consultancy fees Publications/Seminars Miscellaneous receipts (specify)	1,078,766	
	TOTAL INCOME		1,775,194
	EXPENDITURE		
2,078	Administrative expenses Information Service/periodicals		1,778
641,198	Remuneration and expenses of staff		659,512
168,389	Occupancy costs inc Insurance		177,266
17,390	Printing, Stationery, Post & Telephones		18,150
1,160,077	Consultancy/Training		727,599
15,230	Legal and Professional fees		10,823
0	Miscellaneous (specify) Website		6,000
19,502	Travel & Subsistence		24,403
21,451	Car Leasing		25,535
1,003	Other charges Bank charges		1,061
402	Depreciation		148
25,566	Office Equipment		47,643
3,400	Affiliation fees		2,434
9,455	Regional Employers		8,437
1,280	Conference Expenses		0
11,419	Expenses/Staff Training		12,335
1,175	Miscellaneous (specify) Hospitality		328
1,352	Sundry Expenses		966
1,713	Room Facilities		2,206
	Taxation		
	TOTAL EXPENDITURE		1,726,624
	Surplus/Deficit for year		48,570
	Amount of fund at beginning of year		612,871
	Amount of fund at end of year		661,441

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

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 March 2014]

(see notes 19 and 20)

Previous Year		£		£
474	Fixed Assets (as at page 11)			326
	Investments (as per analysis on page 13)			
	Quoted (Market value £)			
	Unquoted			
	Total Investments			
	Other Assets			
321,004	Sundry debtors	236,074		
1,473,440	Cash at bank and in hand	1,118,103		
	Stocks of goods			
	Others (specify)			
	Total of other			1,354,177
	assets			
1,794,918			TOTAL ASSETS	1,354,503
612,871			Fund (Account)	661,441
			Fund (Account)	
			Fund (Account)	
			Revaluation Reserve	
	Liabilities			
	Loans			
	Bank overdraft			
	Tax payable			
1,182,047	Sundry creditors	693,062		
	Accrued expenses			
	Provisions			
	Other liabilities			
			TOTAL LIABILITIES	693,062
1,794,918			TOTAL ASSETS	1,354,503

FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Computers Equipment	Total
	£	£	£	£
COST OR VALUATION				
At start of period		142,000	34,024	176,024
Additions during period		0	0	0
Less: Disposals during period		0	0	0
Less: DEPRECIATION:		148	0	148
Total to end of period		142,000	33,698	175,698
BOOK AMOUNT at end of period		0	326	326
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
AS BALANCE SHEET		0	326	326

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	690,724		
From Investments	2,811		
Other Income (including increases by revaluation of assets)	1,081,659		
Total Income	1,775,194		
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	1,726,624		
Funds at beginning of year (including reserves)	612,871		
Funds at end of year (including reserves)	661,441		
ASSETS			
Fixed Assets			326
Investment Assets			
Other Assets			1,354,177
Total Assets			1,354,503
LIABILITIES			
Total Liabilities			693,062
NET ASSETS (Total Assets less Total Liabilities)			661,441

NOTES TO THE ACCOUNTS

(see note 36)

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

Tangible fixed assets			
	Refurbishment, Furniture & Equipment £	Computers £	Total £
Cost			
At 1 April 2013 and 31 March 2014	142,000	34,024	176,024
Accumulated Depreciation			
At 1 April 2013	141,852	33,698	175,550
Charge for the year	148	-	148
At 31 March 2014	142,000	33,698	175,698
Net Book Value			
At 31 March 2014	0	326	326
At 31 March 2013	148	326	474
Lease commitments			
At the year end the Organisation had annual commitments under operating leases of:			
	2014	2013	
	£	£	
Land & buildings			
Expiring between one and five years	95,390	95,390	
Other operating leases			
Less than one year	1,228		
Expiring between one and five years	31,288	32,168	
	127,906	127,558	
Debtors			
	2014	2013	
	£	£	
Trade debtors	200,456	265,951	
Prepayments	35,618	55,053	
	236,074	321,004	

Creditors

	2014 £	2013 £
Trade creditors	38,904	110,453
VAT creditor	9,937	22,417
Accruals	65,126	33,716
Deferred income	579,095	1,015,461
	<u>693,062</u>	<u>1,182,047</u>

Accumulated funds

The Organisation aims to maintain a level of accumulated funds which will protect it and its members from any contingences and/or commitments, whether foreseen or unforeseen. Any surplus income is carried forward for use against expenditure in future years in accordance with the non-profit-making structure of the Organisation. If the Organisation ceased to trade any surplus would be returned to members.

Staff costs

	2014 £	2013 £
Wages and salaries	559,237	553,864
Employer's national insurance	47,598	46,132
Superannuation and pension costs	88,406	69,780
	<u>695,241</u>	<u>669,776</u>

The above figures include £36,657 (2013: £29,424) of staff costs charged directly to external projects and therefore excluded from the "employees" figures in note 2

Pension fund

The Organisation provides pensions for its employees through participation, as an admitted body, in the Greater Manchester Pension Fund (the Fund), a funded defined benefit scheme which is administered by Tameside Metropolitan Borough Council, as administering body to the Fund and maintained independently of the Organisation's finances. More than one Employer participates in the scheme and the Organisation is unable to identify its share of the underlying assets and liabilities. Contributions to the Fund are accounted for as they fall due.

At the date of the most recent triennial valuation of the Fund (31 March 2013) the market value of the total Fund assets amounted to £12.589m. The valuation was carried out by an independent qualified actuary on the projected unit method of valuation using the following main assumptions:

	% rate per annum
Investment returns	4.8%
Rate of pay escalation	3.55%
Allowances for pension increases	2.5

At the valuation date these assets were sufficient, on the assumptions adopted, to meet 90% of the costs of the Fund's accrued liabilities, after allowing for expected future pay increases.

It is intended to clear the fund deficit by increasing the future contributions payable by member organisations. The common contribution rate payable is the cost of future benefit accrual, increased by an amount to bring the funding level back to 100% over a period of up to 20 years and continues to be phased into the contribution over the next three years. The organisation expects an increase in their contributions from 18.1% to 21.6% over the next three years.

During the year the Organisation paid £82,125 (2013: £63,637 in pension contributions, amounting to 16.3% of its pensionable payroll.

ACCOUNTING POLICIES

(see notes 37 and 38)

Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Organisation's financial statements.

a. Basis of accounting

The accounts are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

b. Income and expenditure

All income is recognised in the Income and Expenditure Account when the conditions for receipt have been met and there is reasonable assurance of receipt.

Expenditure is included on an accruals basis.

c. Depreciation

In accordance with Local Government practice, payments for minor items of capital expenditure less than £100 are charged to expenditure in the year.

Tangible fixed assets are written off over their estimated useful lives on a straight-line basis at the following annual rates:

Computer equipment	33.33%
Other office equipment	25.00%
Other equipment	20.00%
Furniture and carpets	20.00%
Refurbishments	20.00%

d. Leased assets

Operating lease rentals are charged on a straight line basis to the Income and Expenditure Account over the period of the lease.

e. Government and similar grants

Revenue grants are credited to the Income and Expenditure Account on an accruals basis.

f. Pension fund

The regular cost of providing retirement pensions and related costs is charged to the Income and Expenditure Account over the employees' service lives on the basis of a constant percentage of earnings.

g. Taxation

As the Organisation is regarded as a mutual one, trading only with its members, no taxation is required.

SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u><i>E M O'Leary</i></u>	Chairman's Signature: <u><i>A. Dean</i></u> (or other official whose position should be stated)
Name: <u><i>E M O'Leary</i></u>	Name: <u><i>COUNCILLOR ALAN DEAN</i></u>
Date: <u><i>29 Aug 2014</i></u>	Date: <u><i>29TH AUGUST 2014.</i></u>

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)

AUDITOR'S REPORT (continued)

We have audited the financial statements of North Western Local Authorities' Employers' Organisation for the year to 31 March 2014 which comprise of the Income and Expenditure Account, the Balance Sheet and related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), under the historical cost convention and the accounting policies set out herein.

This report is made solely to the Organisation's members, as a body, in accordance with Section 36 of the Trade Union & Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Organisation'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 Organisation and the Organisation's members as a body, for our audit work, for this report, or for the opinion we have formed.

Respective Responsibilities of Executive Board and Auditors

As explained more fully in the statement of executive board responsibilities, the executive board 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 Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the organisations circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the board, and the overall presentation of the financial statements. In addition, we identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the organisation's affairs as at 31 March 2014 and of its income and expenditure account 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 Trade Union and Labour Relations (Consolidation) Act 1992.

Signature(s) of auditor or auditors:	<i>Alvin A Key for</i> BARLOW ANDREWS LLP	
Name(s):	<i>Alvin A Key</i>	
Profession(s) or Calling(s):	CHARTERED ACCOUNTANT	
Address(es):	CARLYLE HOUSE 78 CHORLEY NEW ROAD BOSTON BLI URY	
Date:	28/08/14	
Contact name and telephone number:	DAVID KAY 01204 527451	

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

EVERY EMPLOYERS' ASSOCIATION IS REQUIRED BY LAW TO COMPLETE THIS RETURN. THE REFUSAL OR WILFUL NEGLECT TO PERFORM THIS DUTY IS A CRIMINAL OFFENCE.

THERE IS NO LEGAL REQUIREMENT FOR THIS RETURN TO BE "APPROVED" BY THE GOVERNING BODY OF THE ASSOCIATION BEFORE SUBMISSION TO THE CERTIFICATION OFFICE

GUIDANCE ON COMPLETION

GENERAL

1. Unless the Employers' Association has been authorised to make its annual return to another date, this return must be made to 31 December and sent to the Certification Officer as soon as possible, **and at any event before 1 June.**
2. The accounts must, in accordance with the Act, give a true and fair view of the matters to which they relate.
3. The accounts and balance sheet in the annual return of an association working through branches (i.e. not a federation of autonomous bodies) should include the transactions, assets and liabilities of all the branches.
4. Any negative values should be clearly indicated by placing the entry in brackets.
5. Where the space in any account of analysis is insufficient a separate sheet of paper should be attached to the appropriate page to provide the additional space.
6. The summary sheet on page 11 **must** be completed.
7. A copy of the rules in force at the end of the year to which this return relates must be submitted with this form even if the rules have not been altered since the previous rule book was submitted. This is a statutory requirement and the Certification Officer has no authority to waive it.