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# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:	East Midlands Councils
Year ended:	31 <sup>st</sup> March 2011
List No:	204E 1592E
Head or Main Office:	Phoenix House Nottingham Road Melton Mowbray Leics LE13 0UL
Website address (if available)	www.eastmidlandscouncils.gov.uk
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
General Secretary:	Samantha Maher
Contact name for queries regarding the completion of this return:	Alison Neal
Telephone Number:	01664 502633
e-mail:	alison.neal@emcouncils.gov.uk

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

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

**For Employers' Associations based in England and Wales:**  
Certification Office for Trade Unions and Employers' Associations  
22<sup>nd</sup> 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
<b>45</b>				<b>45</b>

## 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
Head of regional planning	Paul Bland		July 2010
Policy adviser conformity and best practice	Steve Bolton		July 2010
Policy adviser - energy	Helen Chadwick		July 2010
Graduate placement	Maria Coles		July 2010
Head of Transport	Barry Davies		July 2010
Improvement Co-ordinator	Caroline Taylor		July 2010
Policy adviser minerals and waste	Bryn Walters		July 2010
Admin assistant	Val Fraser		July 2010
Policy adviser - environment	Alison Hepworth		July 2010

## East Midlands Councils – Staff in Post 31.3.2011

S Young	Executive Director
A Pritchard	Director of Policy & Infrastructure
A Neal	Head of Corporate Governance
C Jones	Head of Housing
P Williams	Policy Advisor
R Marriott	Research & Information Officer (1)
L Hopkins	PA (1)
B Redwood	Administrative Assistant
B Jones	Administrative Assistant - Finance
J Whowell	PR consultant
L.Bushill	PA
L Butterfill	HR & development manager
K Lowe	Learning & Development Adviser
L Dawson	Cleaner
M Hunt	HR & development manager
S Maher	Regional employers director
S Short	HR & development manager
M Wheatley	Scrutiny officer (left 31.3.2011)



HR Adviser	Rebecca Herod		July 2010
Policy adviser - transport	Mike Hewitt		July 2010
HR Adviser	Melisa Jordon		July 2010
Improvement Co-ordinator	Nailesh Ramaija		July 2010
Senior administrator	Irene Reynolds		July 2010

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year £000's	2010/11	£000's	£000's
	<b>INCOME</b>		
	From Members      Subscriptions and other services etc		1,150
	Investment income      Interest and dividends (gross) Bank interest (gross) Other (specify)		(2)
	Other income      Rents received Insurance commission Consultancy fees/Trading/Other Govt Contributions Publications/Seminars Income from reserves		1,584
	<b>TOTAL INCOME</b>		<b>(2,732)</b>
	<b>EXPENDITURE</b>		
	Administrative expenses		
	Remuneration and expenses of staff	1,509	
	Occupancy costs	117	
	Transport Expenses	53	
	Other Recharges	52	
	Legal and Professional fees		
	Supplies and Services	980	
	Other charges      Bank charges Depreciation Loss on Disposal of Finance Lease Affiliation fees Donations Conference and meeting fees Expenses - Members	0	
	Taxation		
	<b>TOTAL EXPENDITURE</b>		<b>2,711</b>
	Surplus/Deficit for year		<b>21</b>
	Amount of fund at beginning of year		977
	Amount of fund at end of year		998

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 2	N/A	Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	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	N/A	Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	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	N/A	Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	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	N/A	Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	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	N/A	Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	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	N/A	Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	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 [ 31/03/12 ]**  
(see notes 19 and 20)

Previous Year £000's	£000's	£000's
<b>Fixed Assets</b> (as at page 11)		14
<b>Investments</b> (as per analysis on page 13)		
Quoted (Market value £ )	0	
Unquoted	0	
<b>Total Investments</b>		0
<b>Other Assets</b>		
Sundry debtors	255	
Cash at bank and in hand	1248	
Stocks of goods	0	
Others (specify)	0	
<b>Total of other assets</b>		1,503
	<b>TOTAL ASSETS</b>	1,517
	Fund (Account)	998
	Pension Reserve (Account)	(584)
	Fund (Account)	
	Revaluation Reserve	
<b>Liabilities</b>		
Loans		
Bank overdraft		
Tax payable		
Sundry creditors	(199)	
Accrued expenses	(320)	
Provisions		
Other liabilities (Net Pension Liability)	(584)	
	<b>TOTAL LIABILITIES</b>	1,103
	<b>TOTAL ASSETS</b>	1,517

# SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members			(1,150)
From Investments			2
Other Income (including increases by revaluation of assets)			(1,584)
<b>Total Income</b>			(2,732)
<b>EXPENDITURE</b> (including decreases by revaluation of assets)			2,711
<b>Total Expenditure</b>			2,711
<b>Funds at beginning of year</b> (including reserves)			977
<b>Funds at end of year</b> (including reserves)			998
<b>ASSETS</b>			
Fixed Assets			14
Investment Assets			0
Other Assets			1,503
<b>Total Assets</b>			1,517
<b>LIABILITIES</b>			
<b>Total Liabilities</b>			(1,103)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			414

# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 23 to 25)

<b>Does the association, or any constituent part of the association, have a controlling interest in any limited company?</b>		YES	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)		
<b>INCORPORATED EMPLOYERS' ASSOCIATIONS</b>		N/A	
<b>Are the shares which are controlled by the association registered in the association's name</b>		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		
<b>UNINCORPORATED EMPLOYERS ASSOCIATIONS</b>		N/A	
<b>Are the shares which are controlled by the association registered in the names of the association's trustees?</b>		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		

# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
<b>QUOTED</b>	British Government & British Government Guaranteed Securities	
	British Municipal and County Securities	
	Other quoted securities (to be specified)	
	<b>TOTAL QUOTED (as Balance Sheet)</b>	<b>0</b>
	*Market Value of Quoted Investments	
<b>UNQUOTED</b>	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted securities (to be specified)	
	<b>TOTAL QUOTED (as Balance Sheet)</b>	<b>0</b>
	*Market Value of Unquoted Investments	

\* Market value of investments to be stated where these are different from the figures quoted in the balance sheet

# FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period			14	14
Additions during period			0	0
Less: Disposals during period			0	0
Less: DEPRECIATION:			(0)	(0)
Total to end of period			(0)	(0)
<b>BOOK AMOUNT</b> at end of period			14	14
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>			14	14

# NOTES TO THE ACCOUNTS

(see note 36)

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

Statement of Accounts attached.

Please see SOA submitted with the 2012/13 AR27 report which covers the periods 2010/11 2011/12 and 2012/13

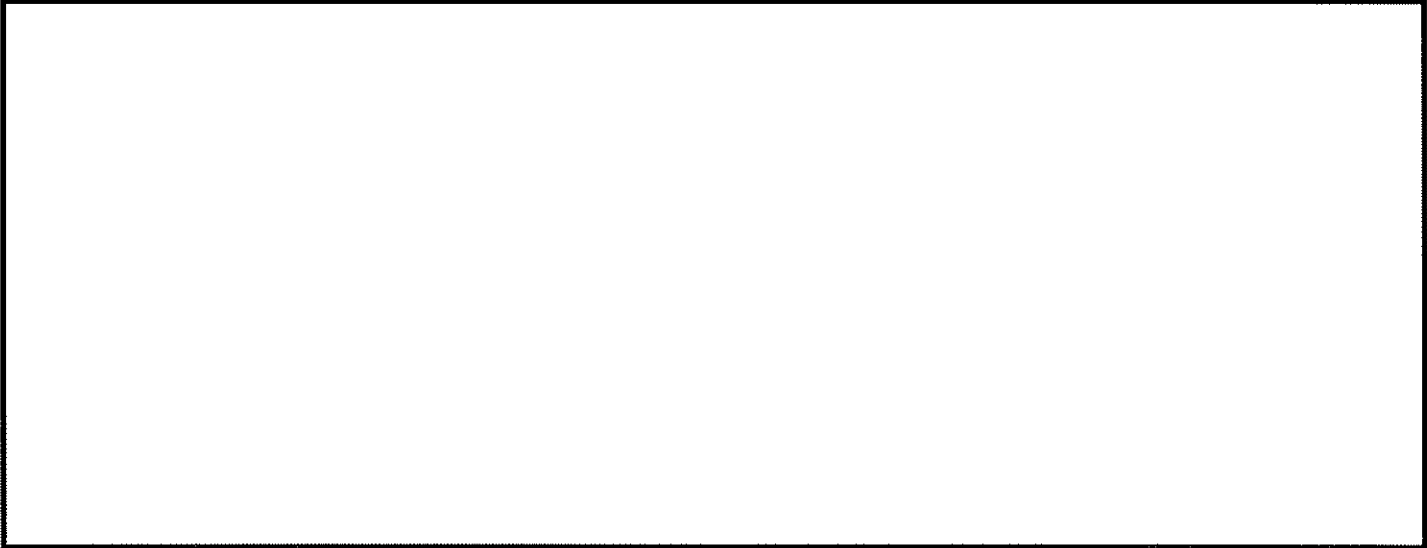
The figures in this return and the return for 2012 have been transferred from the SOA and fully compliant AR27 submitted for the 2013 accounting year.





# ACCOUNTING POLICIES


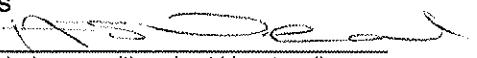
(see notes 37 and 38)



## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u>  Name: <u>Ms Sam Maher</u>  Date: <u>30</u> March 2012	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>Mrs Alison Neal</u> Corporate Governance Manager  Date: <u>30</u> March 2012
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## CHECK LIST

(see note 41)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)	YES		NO	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)	YES	/	NO	
HAS THE RETURN BEEN SIGNED? (see Note 38)	YES	/	NO	
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	YES		NO	
IS A RULE BOOK ENCLOSED? (see Note 40)	YES		NO	
HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)	YES		NO	



# AUDITOR'S REPORT

(see notes 42 to 47)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?  
(See section 36(1) and (2) of the 1992 Act and notes 43 and 44)

YES/NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:

- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
- (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
- (c) whether the accounts to which the report relates agree with the accounting records?  
(See section 36(3) of the 1992 Act, set out in note 43)

YES/NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:

- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
- (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.  
(See section 36(4) of the 1992 Act set out in note 43)

YES/NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR27 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 45)

