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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)

General Secretary:

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  
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
49	-	-	-	49

## OFFICERS IN POST

### Regional Director

Jennifer McNeill

### Treasurer

Alexis Garlick resigned 8 March 2016  
Stephen Fitzgerald as interim 9 March – 16 May 2016

### Executive Committee

Cllr Richard Burrett	re-elected 17 July 2015
Cllr Rory Love	re-elected 17 July 2015
Cllr Neville Whiteley	resigned 17 July 2015
Cllr Maureen Holding	re-elected 17 July 2015
Cllr Mo Marsh	resigned 17 July 2015
Cllr Paul Taylor	re-elected 17 July 2015
Cllr Ian Ward	re-elected 17 July 2015
Cllr Bob Wade	resigned 17 July 2015
Cllr Rob Blezzard	re-elected 17 July 2015
Cllr Paulina Stockell	re-elected 17 July 2015
Cllr Rob Stanton	resigned 17 July 2015
Cllr John Burden	resigned 17 July 2015
Cllr Jeanette Green	re-elected 17 July 2015
Cllr Andrew Pope	resigned 17 July 2015
Cllr Stuart Munro	re-elected 17 July 2015
Cllr David Elkin	elected 17 July 2015
Cllr David Bilbé	elected 17 July 2015
Cllr Robin Bradburn	elected 17 July 2015
Cllr Tony Page	elected 17 July 2015
Cllr Sohail Munawar	elected 17 July 2015
Cllr Preston Brooker	elected 17 July 2015
Cllr Brian Parnell	elected 17 July 2015
	resigned 20 November 2015
Cllr Arif Hussain	elected 17 July 2015

## 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
Treasurer	Alexis Garlick	Stephen Fitzgerald	8 <sup>th</sup> March 2016
Executive Committee Member	Cllr Mo Marsh	Cllr David Elkin	17 <sup>th</sup> July 2015
Executive Committee Member	Cllr Bob Wade	Cllr David Bilbe	17 <sup>th</sup> July 2015
Executive Committee Member	Cllr Rob Stanton	Cllr Robin Bradburn	17 <sup>th</sup> July 2015
Executive Committee Member	Cllr John Burden	Cllr Tony Page	17 <sup>th</sup> July 2015
Executive Committee Member	Cllr Andrew Pope	Cllr Sohail Munawar	17 <sup>th</sup> July 2015
Executive Committee Member	Cllr Neville Whiteley	Cllr Preston Booker	17 <sup>th</sup> July 2015
Executive Committee Member	-----	Cllr Arif Hussain	17 <sup>th</sup> July 2015
Executive Committee Member	Cllr Brian Parnell	-----	20 <sup>th</sup> November 2015

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	<b>INCOME</b>			
381,404	From Members	Subscriptions, levies, etc	372,448	
	Investment income			
7,581		Bank interest (gross)	7,319	
20,000		Defined Benefit Pension Scheme	(70,000)	309,767
	Other income	Consultancy fees	305,491	
356,184		Other project funding	18,286	
16,077				323,777
781,246	<b>TOTAL INCOME</b>			633,544
	<b>EXPENDITURE</b>			
	Administrative expenses			
442,830		Remuneration and expenses of staff	441,804	
46,429		Occupancy costs	47,244	
5,431		Printing, Stationery, Post	6,807	
9,766		Telephones	9,818	
5,931		Legal and Professional fees	5,585	
6,697		Insurance	6,232	
11,469		Equipment leases & maintenance	10,629	
47,000		Finance/IT contract	46,000	
1,937		Website	1,450	
1,286		Other IT costs	1,308	
	Other charges	Affiliation fees	3,400	
3,150				
8,466		Conference and meeting costs	5,677	
69,962		External consultancy and other training	46,722	
12,456		Other project expenditure	12,809	
	<b>TOTAL EXPENDITURE</b>			645,485
672,810	Surplus/Deficit for year			(11,941)
108,436	Actuarial gain/(loss) in respect of defined benefit pension scheme			380,000
(290,000)	Amount of fund at beginning of year			(1,665,738)
(1,484,174)	Amount of fund at end of year			(1,297,679)
(1,665,738)				

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(See notes 17 to 18)

<b>ACCOUNT 2</b>		<b>Fund Account</b>	
<b>Name of account:</b>		£	£
<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)		

<b>ACCOUNT 3</b>		<b>Fund Account</b>	
<b>Name of account:</b>		£	£
<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)

<b>ACCOUNT 4</b>		<b>Fund Account</b>	
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)	

<b>ACCOUNT 5</b>		<b>Fund Account</b>	
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)

<b>ACCOUNT 6</b>		<b>Fund Account</b>	
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)		

<b>ACCOUNT 7</b>		<b>Fund Account</b>	
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<sup>st</sup> March 2016

(See notes 19 and 20)

Previous Year		£	£
0	<b>Fixed Assets</b> (as at page 11)	0	
	<b>Investments</b> (as per analysis on page 13)		
0	Quoted (Market value £            )	0	
0	Unquoted	0	0
	<b>Total Investments</b>		
	<b>Other Assets</b>		
507,603	Sundry debtors	534,556	
913,753	Reserve Deposits & Bank Accounts	944,596	
	<b>Total of other assets</b>		
<b>1,421,356</b>	<b>TOTAL ASSETS</b>		<b>1,479,152</b>
914,262	General 'Fund		972,321
(2,580,000)	Defined Benefit Pension Scheme Liability		(2,270,000)
(1,665,738)			(1,297,679)
	<b>Liabilities</b>		
85,551	VAT payable	84,180	
10,548	Sundry Creditors	16,071	
35,508	Accrued expenses	51,285	
375,487	Other liabilities – Deferred Grant /Income	355,295	
2,580,000	Defined Benefit Pension Scheme Liability	2,270,000	
<b>3,087,094</b>	<b>TOTAL LIABILITIES</b>		<b>2,776,831</b>
<b>1,421,356</b>	<b>TOTAL ASSETS</b>		<b>1,479,152</b>



# FIXED ASSETS ACCOUNT

(See note 21)

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

# 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)	
	TOTAL QUOTED (as Balance Sheet)	
	*Market Value of Quoted Investments	
<b>UNQUOTED</b>	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)

<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>			
<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>			
<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		

# SUMMARY SHEET

(See notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	372,448		372,448
From Investments	7,319		7,319
Other Income (including increases by revaluation of assets)	323,777		323,777
Actuarial <b>gain</b> in respect of defined benefit pension scheme	380,000		380,000
<b>Total Income</b>	1,083,544		1,083,544
<b>EXPENDITURE</b>			
	645,485		645,485
Defined Benefit Pension Scheme	70,000		70,000
<b>Total Expenditure</b>	715,485		715,485
<b>Funds at beginning of year</b> (including reserves)	(1,665,738)		(1,665,738)
<b>Funds at end of year</b> (including reserves)	(1,297,679)		(1,297,679)
<b>ASSETS</b>	Other Assets		1,479,152
		<b>Total Assets</b>	1,479,152
<b>LIABILITIES</b>		<b>Total Liabilities</b>	(2,776,831)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			(1,297,679)

# NOTES TO THE ACCOUNTS

(See note 36)

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

## SOUTH EAST EMPLOYERS

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2015

#### 1. Accounting policies

##### Basis of accounting

The accounts have been prepared on the basis of the historical cost convention and incorporate the results of the principal activity which is that of an employers' association.

The financial statements are prepared in accordance with applicable UK accounting standards and with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992.

The pension liability uses the Consumer Price Index (CPI) as the inflation measure for determining the minimum pension increase to be applied to the statutory index-linked features of retirement benefits. There is no expectation that the pension fund will need to be distributed in full during the next twelve months and therefore there will be no requirement to make good the pension fund liability. The net asset position of the organisation excluding the pension scheme deficit is £972,321, with the majority of this being cash reserves. On this basis, the executive committee considers it appropriate to prepare the financial statements on the going concern basis.

##### Income

Subscription income is recognised in the year to which the subscriptions relate. Where it relates to a future period the income is deferred.

Course and seminar income represents the amount receivable by the organisation for training services and information provided in the normal course of business, after making due allowance for deferred amounts, exclusive of Value Added Tax. Amounts receivable for courses and seminars are recognised in the period in which the course or seminar is delivered.

##### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

##### Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

**SOUTH EAST EMPLOYERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

**1. Accounting policies (continued)**

**Pension costs and other post-retirement benefits**

The organisation operates a defined benefit pension scheme for certain employees. The assets of the scheme are held separately from those of the organisation. Contributions to the scheme are charged to the Income and Expenditure account so as to spread the cost of pensions over the employees' working lives. The contributions are determined by a qualified actuary on the basis of triennial valuations.

Pension scheme liabilities are measured on an actuarial basis using a projected unit method and are discounted to their present value using an AA corporate bond rate.

Pension scheme assets are valued at market value at the Balance Sheet date.

The pension scheme deficit is recognised in full on the Balance Sheet.

**2. Operating surplus**

Operating surplus is stated after charging:

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Auditors remuneration	4,300	4,200
	4,300	4,200

**3. Interest payable and similar charges**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Net finance expense/(gain) in respect of defined benefit pension schemes	70,000	(20,000)
	70,000	(20,000)

**SOUTH EAST EMPLOYERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

**4 Debtors**

	2016	2015
	£	£
Trade debtors	500,781	458,000
Other debtors	33,776	49,603
	<u>534,557</u>	<u>507,603</u>

**5 Creditors: Amounts falling due within one year**

	2016	2015
	£	£
Trade creditors	16,071	10,548
Other taxation and social security	84,180	85,551
Other creditors	406,581	410,995
	<u>506,832</u>	<u>507,094</u>

**6 Pension commitments**

The organisation contributes to a Local Government Pension Scheme (LGPS) providing benefits based on final pensionable pay. The LGPS is a funded defined-benefit scheme, with the assets of the scheme held separately from those of the organisation and are administered under an Admission agreement with Hampshire County Council Pension Fund.

The contributions are determined annually by the administrators of the Hampshire County Council Pension Fund based on a triennial actuarial valuation using the projected unit method and determined by a qualified actuary. The last valuation was carried out on 31 March 2013.

**Principal Actuarial Assumptions**

The organisation has applied the following financial assumptions in assessing the defined benefit liabilities:

	2016	2015	2014	2013
	%	%	%	%
Rate of increase in salaries	3.2	3.3	3.8	4.6
Rate of increase in pensions in payment	1.7	1.8	2.3	2.7
Discount rate	3.4	3.2	4.3	4.3
RPI Inflation assumption	2.8	2.9	3.3	3.6
CPI Inflation assumption	1.7	1.8	2.3	2.7

Effective from 1 April 2011, the organisation switched to use the Consumer Price Index (CPI) rather than the Retail Price Index (RPI) as the inflation measure for determining the minimum pension increase to be applied to the statutory index-linked features of retirement benefits.

**SOUTH EAST EMPLOYERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

**6. Pension commitments (continued)**

The fair value of the scheme assets, the present value of the scheme liabilities and the resulting deficit are:

	2016	2015	2014	2013
	£	£	£	£
Total market value of assets	5,590,000	5,620,000	5,000,000	4,690,000
Present value of scheme liabilities	(7,860,000)	(8,200,000)	(7,310,000)	(7,380,000)
<b>Net pension liability</b>	<b>(2,270,000)</b>	<b>(2,580,000)</b>	<b>(2,310,000)</b>	<b>(2,690,000)</b>
	<b>Value at</b>			<b>Value at</b>
	<b>31 March 2016</b>			<b>31 March 2015</b>
	£			£
Equities	3,147,170			3,248,360
Property	458,380			449,600
Bonds	1,554,020			1,517,400
Cash	262,730			207,940
Other	167,700			196,700
<b>Total market value of assets</b>	<b>5,590,000</b>			<b>5,620,000</b>
Present value of scheme liabilities:				
- funded	(7,860,000)			(8,200,000)
<b>Deficit in the scheme</b>	<b>(2,270,000)</b>			<b>(2,580,000)</b>

An analysis of the defined benefit cost follows:

Analysis of the amount charged to operating surplus:

	2016	2015
	£	£
Current service cost	(70,000)	(60,000)
<b>Total operating charge</b>	<b>(70,000)</b>	<b>(60,000)</b>

Analysis of the amount charged to finance costs:

	2016	2015
	£	£
Other finance costs: Interest on pension scheme liabilities	(260,000)	(310,000)
Other finance costs: Expected return on assets of the scheme	180,000	310,000
<b>Total finance costs</b>	<b>(80,000)</b>	<b>-</b>



**SOUTH EAST EMPLOYERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

**6. Pension commitments (continued)**

An analysis of the amount recognised in the statement of total recognised gains and losses is shown below:

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Total actuarial gain/(losses)	380,000	(290,000)

An analysis of the movements in deficit during the year are shown below:

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
At 1 April	(2,580,000)	(2,310,000)
Total operating charge	(70,000)	(60,000)
Total other finance costs	(80,000)	-
Actuarial (loss)/gain	380,000	(290,000)
Contributions	80,000	80,000
<b>At 31 March</b>	<b>(2,270,000)</b>	<b>(2,580,000)</b>

**Asset and Liability Reconciliation**

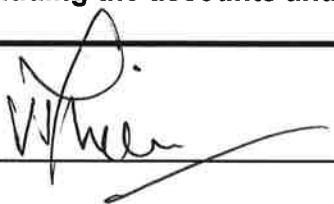

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Reconciliation of liabilities</b>		
At 1 April	8,200,000	7,310,000
Current service cost	70,000	60,000
Interest cost	260,000	310,000
Employee contributions	20,000	20,000
Actuarial loss/(gain)	(470,000)	700,000
Net benefits paid out	(220,000)	(200,000)
<b>At 31 March</b>	<b>7,860,000</b>	<b>8,200,000</b>

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Reconciliation of assets</b>		
At 1 April	5,620,000	5,000,000
Expected return on assets	180,000	310,000
Actuarial (loss)/gain on assets	(90,000)	410,000
Employer contributions	80,000	80,000
Employee contributions	20,000	20,000
Net benefits paid out	(220,000)	(200,000)
<b>At 31 March</b>	<b>5,590,000</b>	<b>5,620,000</b>

## SIGNATURES TO THE ANNUAL RETURN

(See notes 39 and 40)

Including the accounts and balance sheet contained in the return.

Secretary's Signature: 	Treasurers Signature: 
Name: JENNIFER MCNEILL	Name: SIMON LITTLE
Date: <u>30/8/16</u>	Date: <u>30/08/2016</u>

## CHECK LIST

(See note 41)

(Please tick as appropriate)

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

Please see attached

## AUDITOR'S REPORT (continued)

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Signature(s) of auditor or auditors:	<i>Wilkins Kennedy LLP</i>	
Name(s):	Wilkins Kennedy LLP	
Profession(s) or Calling(s):	Statutory Auditor & Chartered Accountants	
Address(es):	Templars House Lulworth Close Chandlers Ford SO53 3TL	
Date:	23/08/2016	
Contact name and telephone number:	<b>Oliver Rowe</b> <b>023 8024 7070</b>	

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

## **SOUTH EAST EMPLOYERS**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SOUTH EAST EMPLOYERS YEAR ENDED 31 MARCH 2016**

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We have audited the financial statements of South East Employers for the year ended 31 March 2016 which comprise the Income and Expenditure 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 organisation'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 organisation's members those matters we are required to state to them in an auditors' 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 opinions we have formed.

#### **Respective responsibilities of the Executive Committee and auditor**

The Trade Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993 require the officers of South East Employers to: prepare financial statements and keep proper accounting records which give a true and fair view of the state of affairs of South East Employers and explain its transactions; establish and maintain a satisfactory system of control of the accounting records, cash holding and all the receipts and remittances; prepare an annual return for the Certification Officer giving a true and fair view of the revenue account and balance sheet and provide members of South East Employers with a statement of income and expenditure for the year. 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 organisation's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Executive Committee; 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 organisation's affairs as at 31 March 2016 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

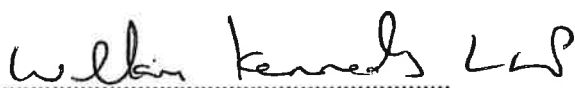
**SOUTH EAST EMPLOYERS**  
**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS**  
**OF SOUTH EAST EMPLOYERS**  
**YEAR ENDED 31 MARCH 2016**

---

**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 and the Trade Union Reform and Employment Rights Act 1993 require us to report to you if, in our opinion:

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



.....  
Wilkins Kennedy LLP  
Chartered Accountants & Statutory Auditor  
Templars House  
Lulworth Close  
Chandlers Ford  
Hampshire  
SO53 3TL

Date:..... 23 August 2016

**SOUTH EAST EMPLOYERS  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016**

**SOUTH EAST EMPLOYERS**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**SOUTH EAST EMPLOYERS**  
**LEGAL AND ADMINISTRATIVE INFORMATION**  
**YEAR ENDED 31 MARCH 2016**

<b>Regional Director</b>	Jennifer McNeill	
<b>Treasurer</b>	Alexis Garlick	resigned 8 March 2016
	Stephen Fitzgerald as interim	9 March – 16 May 2016
<b>Executive Committee</b>	Cllr Richard Burrett	re-elected 17 July 2015
	Cllr Rory Love	re-elected 17 July 2015
	Cllr Neville Whiteley	resigned 17 July 2015
	Cllr Maureen Holding	re-elected 17 July 2015
	Cllr Mo Marsh	resigned 17 July 2015
	Cllr Paul Taylor	re-elected 17 July 2015
	Cllr Ian Ward	re-elected 17 July 2015
	Cllr Bob Wade	resigned 17 July 2015
	Cllr Rob Blezzard	re-elected 17 July 2015
	Cllr Paulina Stockell	re-elected 17 July 2015
	Cllr Rob Stanton	resigned 17 July 2015
	Cllr John Burden	resigned 17 July 2015
	Cllr Jeanette Green	re-elected 17 July 2015
	Cllr Andrew Pope	resigned 17 July 2015
	Cllr Stuart Munro	re-elected 17 July 2015
	Cllr David Elkin	elected 17 July 2015
	Cllr David Bilbé	elected 17 July 2015
	Cllr Robin Bradburn	elected 17 July 2015
	Cllr Tony Page	elected 17 July 2015
	Cllr Sohail Munawar	elected 17 July 2015
	Cllr Preston Brooker	elected 17 July 2015
	Cllr Brian Parnell	elected 17 July 2015
		resigned 20 November 2015
	Cllr Arif Hussain	elected 17 July 2015
<b>Business address</b>	2 Crown Walk Jewry Street Winchester S023 8BB	
<b>Auditors &amp; Accountants</b>	Wilkins Kennedy LLP Statutory Auditors and Chartered Accountants Templars House Lulworth Close Chandlers Ford Hampshire S053 3TL	
<b>Bankers</b>	Lloyds Bank plc 49 High Street Winchester Hampshire S023 9BU	

**SOUTH EAST EMPLOYERS**  
**STATEMENT OF EXECUTIVE COMMITTEE RESPONSIBILITIES**  
**YEAR ENDED 31 MARCH 2016**

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Employers' Association legislation requires the organisation to prepare accounts for the financial year which give a true and fair view of the state of affairs of the organisation and of the surplus or deficit of the organisation for that year. In preparing those accounts the organisation delegates authority to the Executive Committee and Regional Director to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the organisation will continue in business.

The Executive Committee is responsible for ensuring that arrangements are made for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the organisation and to enable them to ensure that the accounts comply with the relevant legislation. It is also responsible for ensuring that there is a satisfactory system of control over these records, through the appointment of Trustees of the organisation, and for safeguarding the assets of the organisation and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

In so far as the Executive Committee, as individuals, are aware:

- there is no relevant audit information of which the organisation's auditor is unaware; and
- the Executive Committee have taken all steps that they ought to have taken to make themselves aware of any audit information and to ensure that the auditor is aware of that information.

On behalf of the committee

.....SIGNED BY JENNIFER MCNEILL

Jennifer McNeill  
Regional Director

Approved by the Executive Committee on .....20TH JULY 2016.....

## **SOUTH EAST EMPLOYERS**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SOUTH EAST EMPLOYERS YEAR ENDED 31 MARCH 2016**

---

We have audited the financial statements of South East Employers for the year ended 31 March 2016 which comprise the Income and Expenditure 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 organisation'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 organisation's members those matters we are required to state to them in an auditors' 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 opinions we have formed.

#### **Respective responsibilities of the Executive Committee and auditor**

The Trade Union and Labour Relations (Consolidation) Act 1992 and the Trade Union Reform and Employment Rights Act 1993 require the officers of South East Employers to: prepare financial statements and keep proper accounting records which give a true and fair view of the state of affairs of South East Employers and explain its transactions; establish and maintain a satisfactory system of control of the accounting records, cash holding and all the receipts and remittances; prepare an annual return for the Certification Officer giving a true and fair view of the revenue account and balance sheet and provide members of South East Employers with a statement of income and expenditure for the year. 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 organisation's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Executive Committee; 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 organisation's affairs as at 31 March 2016 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

**SOUTH EAST EMPLOYERS**  
**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS**  
**OF SOUTH EAST EMPLOYERS**  
**YEAR ENDED 31 MARCH 2016**

---

**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 and the Trade Union Reform and Employment Rights Act 1993 require us to report to you if, in our opinion:

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

.....  
WILKINS KENNEDY LLP  
Wilkins Kennedy LLP  
Chartered Accountants & Statutory Auditor  
Templars House  
Lulworth Close  
Chandlers Ford  
Hampshire  
SO53 3TL

Date: SIGNED 23<sup>RD</sup> AUGUST 2016

**SOUTH EAST EMPLOYERS**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2016**

	<b>Note</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
<b>Income</b>		696,225	753,665
Administrative expenses		(645,485)	(672,810)
<b>Operating surplus</b>	2	50,740	80,855
Interest receivable		7,319	7,581
Interest (payable) and similar (charges)/gains	3	(70,000)	20,000
<b>Surplus/(deficit) for the financial year</b>		(11,941)	108,436

All of the activities of the organisation are classed as continuing.

The notes on pages 10 to 16 form part of these financial statements.

**SOUTH EAST EMPLOYERS**  
**STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES**  
**YEAR ENDED 31 MARCH 2016**

---

	<b>2016</b>	<i>2015</i>
	<b>£</b>	<b>£</b>
Surplus/(deficit) for the financial year	(11,941)	<i>108,436</i>
Actuarial (loss)/gain in respect of defined benefit pension scheme (note 6)	380,000	<i>(290,000)</i>
Total gains and (losses) recognised since the last annual report	<u>368,059</u>	<u><i>(181,564)</i></u>

The notes on pages 10 to 16 form part of these financial statements.

**SOUTH EAST EMPLOYERS**

**BALANCE SHEET  
31 MARCH 2016**

	Note	2016		2015	
		£	£	£	£
<b>Current assets</b>					
Debtors	4	534,557		507,603	
Cash at bank		944,596		913,753	
		1,479,153		1,421,356	
<b>Creditors: Amounts falling due within one year</b>					
	5	(506,832)		(507,094)	
<b>Net current assets</b>					
			972,321		914,262
<b>Net assets excluding pension liability</b>					
			972,321		914,262
Defined benefit pension scheme Liability	6	(2,270,000)		(2,580,000)	
<b>Net (liabilities)/assets including pension liability</b>					
			(1,297,679)		(1,665,738)
<b>Capital and reserves</b>					
Income and expenditure account:	10				
General reserve			972,321		914,262
Pension liability	6		(2,270,000)		(2,580,000)
			(1,297,679)		(1,665,738)

The financial statements were approved by the Executive Committee and are signed on their behalf by:

SIGNED BY JENNIFER MCNEILL  
 Jennifer McNeill  
 Regional Director

SIGNED BY SIMON LITTLE  
 Simon Little  
 Head of Finance  
 Winchester City Council

Dated: 20th July 2016

The notes on pages 10 to 16 form part of these financial statements.

**SOUTH EAST EMPLOYERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2015**

---

**1. Accounting policies**

**Basis of accounting**

The accounts have been prepared on the basis of the historical cost convention and incorporate the results of the principal activity which is that of an employers' association.

The financial statements are prepared in accordance with applicable UK accounting standards and with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992.

The pension liability uses the Consumer Price Index (CPI) as the inflation measure for determining the minimum pension increase to be applied to the statutory index-linked features of retirement benefits. There is no expectation that the pension fund will need to be distributed in full during the next twelve months and therefore there will be no requirement to make good the pension fund liability. The net asset position of the organisation excluding the pension scheme deficit is £972,321, with the majority of this being cash reserves. On this basis, the executive committee considers it appropriate to prepare the financial statements on the going concern basis.

**Income**

Subscription income is recognised in the year to which the subscriptions relate. Where it relates to a future period the income is deferred.

Course and seminar income represents the amount receivable by the organisation for training services and information provided in the normal course of business, after making due allowance for deferred amounts, exclusive of Value Added Tax. Amounts receivable for courses and seminars are recognised in the period in which the course or seminar is delivered.

**Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**Financial instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.



**SOUTH EAST EMPLOYERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

---

**1. Accounting policies (continued)**

**Pension costs and other post-retirement benefits**

The organisation operates a defined benefit pension scheme for certain employees. The assets of the scheme are held separately from those of the organisation. Contributions to the scheme are charged to the Income and Expenditure account so as to spread the cost of pensions over the employees' working lives. The contributions are determined by a qualified actuary on the basis of triennial valuations.

Pension scheme liabilities are measured on an actuarial basis using a projected unit method and are discounted to their present value using an AA corporate bond rate.

Pension scheme assets are valued at market value at the Balance Sheet date.

The pension scheme deficit is recognised in full on the Balance Sheet.

**2. Operating surplus**

Operating surplus is stated after charging:

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Auditors remuneration	4,300	4,200
	4,300	4,200

**3. Interest payable and similar charges**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Net finance expense/(gain) in respect of defined benefit pension schemes	70,000	(20,000)
	70,000	(20,000)

**SOUTH EAST EMPLOYERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

**4. Debtors**

	<b>2016</b>	<i>2015</i>
	£	£
Trade debtors	500,781	<i>458,000</i>
Other debtors	33,776	<i>49,603</i>
	<u>534,557</u>	<u><i>507,603</i></u>

**5. Creditors: Amounts falling due within one year**

	<b>2016</b>	<i>2015</i>
	£	£
Trade creditors	16,071	<i>10,548</i>
Other taxation and social security	84,180	<i>85,551</i>
Other creditors	406,581	<i>410,995</i>
	<u>506,832</u>	<u><i>507,094</i></u>

**6. Pension commitments**

The organisation contributes to a Local Government Pension Scheme (LGPS) providing benefits based on final pensionable pay. The LGPS is a funded defined-benefit scheme, with the assets of the scheme held separately from those of the organisation and are administered under an Admission agreement with Hampshire County Council Pension Fund.

The contributions are determined annually by the administrators of the Hampshire County Council Pension Fund based on a triennial actuarial valuation using the projected unit method and determined by a qualified actuary. The last valuation was carried out on 31 March 2013.

**Principal Actuarial Assumptions**

The organisation has applied the following financial assumptions in assessing the defined benefit liabilities:

	<b>2016</b>	<i>2015</i>	<i>2014</i>	<i>2013</i>
	%	%	%	%
Rate of increase in salaries	3.2	3.3	3.8	4.6
Rate of increase in pensions in payment	1.7	1.8	2.3	2.7
Discount rate	3.4	3.2	4.3	4.3
RPI Inflation assumption	2.8	2.9	3.3	3.6
CPI Inflation assumption	1.7	1.8	2.3	2.7

Effective from 1 April 2011, the organisation switched to use the Consumer Price Index (CPI) rather than the Retail Price Index (RPI) as the inflation measure for determining the minimum pension increase to be applied to the statutory index-linked features of retirement benefits.

**SOUTH EAST EMPLOYERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

**6. Pension commitments (continued)**

The fair value of the scheme assets, the present value of the scheme liabilities and the resulting deficit are:

	<b>2016</b>	<i>2015</i>	<i>2014</i>	<i>2013</i>
	£	£	£	£
Total market value of assets	5,590,000	<i>5,620,000</i>	<i>5,000,000</i>	<i>4,690,000</i>
Present value of scheme liabilities	(7,860,000)	<i>(8,200,000)</i>	<i>(7,310,000)</i>	<i>(7,380,000)</i>
Net pension liability	<u>(2,270,000)</u>	<u><i>(2,580,000)</i></u>	<u><i>(2,310,000)</i></u>	<u><i>(2,690,000)</i></u>

	<b>Value at 31 March 2016</b>	<i>Value at 31 March 2015</i>
	£	£
Equities	3,147,170	<i>3,248,360</i>
Property	458,380	<i>449,600</i>
Bonds	1,554,020	<i>1,517,400</i>
Cash	262,730	<i>207,940</i>
Other	167,700	<i>196,700</i>
<b>Total market value of assets</b>	<u>5,590,000</u>	<u><i>5,620,000</i></u>
Present value of scheme liabilities: - funded	<u>(7,860,000)</u>	<u><i>(8,200,000)</i></u>
<b>Deficit in the scheme</b>	<u>(2,270,000)</u>	<u><i>(2,580,000)</i></u>

An analysis of the defined benefit cost follows:

Analysis of the amount charged to operating surplus:

	<b>2016</b>	<i>2015</i>
	£	£
Current service cost	(70,000)	<i>(60,000)</i>
Total operating charge	<u>(70,000)</u>	<u><i>(60,000)</i></u>

Analysis of the amount charged to finance costs:

	<b>2016</b>	<i>2015</i>
	£	£
Other finance costs: Interest on pension scheme liabilities	(260,000)	<i>(310,000)</i>
Other finance costs: Expected return on assets of the scheme	180,000	<i>310,000</i>
Total finance costs	<u>(80,000)</u>	<u><i>-</i></u>

**SOUTH EAST EMPLOYERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

**6. Pension commitments (continued)**

An analysis of the amount recognised in the statement of total recognised gains and losses is shown below:

	<b>2016</b> £	<b>2015</b> £
Total actuarial gain/(losses)	380,000	(290,000)

An analysis of the movements in deficit during the year are shown below:

	<b>2016</b> £	<b>2015</b> £
At 1 April	(2,580,000)	(2,310,000)
Total operating charge	(70,000)	(60,000)
Total other finance costs	(80,000)	-
Actuarial (loss)/gain	380,000	(290,000)
Contributions	80,000	80,000
At 31 March	(2,270,000)	(2,580,000)

**Asset and Liability Reconciliation**

	<b>2016</b> £	<b>2015</b> £
Reconciliation of liabilities		
At 1 April	8,200,000	7,310,000
Current service cost	70,000	60,000
Interest cost	260,000	310,000
Employee contributions	20,000	20,000
Actuarial loss/(gain)	(470,000)	700,000
Net benefits paid out	(220,000)	(200,000)
At 31 March	7,860,000	8,200,000

	<b>2016</b> £	<b>2015</b> £
Reconciliation of assets		
At 1 April	5,620,000	5,000,000
Expected return on assets	180,000	310,000
Actuarial (loss)/gain on assets	(90,000)	410,000
Employer contributions	80,000	80,000
Employee contributions	20,000	20,000
Net benefits paid out	(220,000)	(200,000)
At 31 March	5,590,000	5,620,000

**SOUTH EAST EMPLOYERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

**6. Pension commitments (continued)**

Amounts for the current and previous three periods are as follows:

	<b>2016</b>	<i>2015</i>	<i>2014</i>	<i>2013</i>
	<b>£'000</b>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
Fair value of scheme assets	5,590	5,620	5,000	4,690
Present value of scheme liabilities	(7,860)	(8,200)	(7,310)	(7,380)
Deficit in scheme	(2,270)	(2,580)	(2,310)	(2,690)
Experience adjustment on scheme assets	(90)	410	170	370
Experience adjustment on scheme liabilities	70	60	(280)	10

**7. Commitments under operating leases**

At 31 March 2016 the organisation had aggregate annual commitments under non-cancellable operating leases as set out below:

	<b>2016</b>	<i>2015</i>
	<b>£</b>	<i>£</i>
Operating leases which expire:		
Within 2 to 5 years	32,402	32,402
	<u>32,402</u>	<u>32,402</u>

The lease for Crown Walk was negotiated on the 24 December 2013. The term of the lease is 5 years with a rent free period of 4 weeks. The average cost of the lease is £23,818 per annum.

**8. Related party transactions**

During the year the organisation incurred consultancy charges from Silkstead Consultancy Ltd of £3,772 (2015 - £5,708). Keith Field is the director of Silkstead Consultancy Ltd and partner of Jennifer McNeill. At the year end, a balance of £nil (2015 - £nil) was outstanding in trade creditors.

**SOUTH EAST EMPLOYERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

**9. Higher paid employees**

The number of employees whose emoluments (excluding employer's pension contributions) exceeded £50,000 was:

	2016	2015
£60,000 - £64,999	1	1
£90,000 - £94,999	1	1

During the year the following amounts were paid to higher paid employees as shown above:

	2016		2015	
	Regional Director	Development Director	Regional Director	Development Director
	£'000	£'000	£'000	£'000
Salary	86	57	86	57
Other remuneration	6	4	5	3
Employers pension contributions	14	9	13	9
	106	70	104	69

**10. Income and expenditure account**

	2016	2015
	£	£
Balance brought forward	(1,665,738)	(1,484,174)
Surplus/(deficit) for the financial year	(11,941)	108,436
Defined pension benefit scheme	380,000	(290,000)
	(1,297,679)	(1,665,738)

**11. Control**

The organisation is controlled by the Executive Committee on behalf of the members of the organisation.

**SOUTH EAST EMPLOYERS  
MANAGEMENT INFORMATION  
YEAR ENDED 31 MARCH 2016**

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**The following pages do not form part of the statutory financial statements which are the subject of the independent auditor's report on pages 5 to 6.**

**SOUTH EAST EMPLOYERS**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2016**

	<b>2016</b>	<i>2015</i>
	<b>£</b>	<b>£</b>
<b>Revenue</b>		
Membership subscriptions	355,296	<i>362,695</i>
Associate member fees	17,152	<i>18,709</i>
Consultancy, courses and seminars	305,491	<i>356,184</i>
Other project funding	18,286	<i>16,077</i>
	<u>696,225</u>	<u><i>753,665</i></u>
<b>Overheads</b>		
Administrative expenses	(645,485)	<i>(672,810)</i>
<b>Operating surplus</b>	<u>50,740</u>	<u><i>80,855</i></u>
Interest receivable	7,319	<i>7,581</i>
	<u>58,059</u>	<u><i>88,436</i></u>
Net finance (expense)/gain in respect of defined benefit pension schemes	(70,000)	<i>20,000</i>
<b>Surplus/(deficit) on ordinary activities</b>	<u>(11,941)</u>	<u><i>108,436</i></u>



**SOUTH EAST EMPLOYERS**  
**NOTES TO THE DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2016**

	2016		2015	
	£	£	£	£
<b>Administrative expenses</b>				
<b>Personnel costs</b>				
Wages and salaries	426,612		425,932	
		426,612		425,932
<b>Establishment expenses</b>				
Rent	23,818		23,820	
Rates and water	13,210		12,940	
Light and heat	4,962		4,743	
Insurance	6,232		6,697	
Cleaning of premises	3,092		3,377	
Other establishment expenses	2,162		1,549	
		53,476		53,126
<b>General expenses</b>				
Travel and subsistence	14,351		14,482	
Telephone	4,340		4,283	
Hire of equipment	10,629		11,469	
Printing, stationery and postage	6,807		5,431	
Computer costs	8,236		8,706	
Conference costs	6,369		8,917	
Staff training	150		1,965	
Sundry expenses	3,400		3,150	
Other programme expenditure	12,809		12,456	
Legal and professional fees	465		965	
External consultancy and other training expenditure	46,721		69,962	
Accountancy fees	820		766	
Auditors remuneration	4,300		4,200	
Finance and IT support	46,000		47,000	
		165,397		193,752
		645,485		672,810
<b>Interest receivable</b>				
Bank interest receivable		7,319		7,581

**SOUTH EAST EMPLOYERS**  
**MANAGEMENT BALANCE SHEET**  
**31 MARCH 2016**

	2016		2015	
	£	£	£	£
<b>Current assets</b>				
Trade debtors	500,781		458,000	
Prepayments and accrued income	33,775		49,603	
Cash at bank and in hand	944,596		913,753	
	<u>1,479,152</u>		<u>1,421,356</u>	
<b>Creditors: amounts falling due within one year</b>				
Trade creditors	16,071		10,548	
VAT liability	84,180		85,551	
Deferred income	355,295		375,487	
Accruals	51,286		35,508	
	<u>506,832</u>		<u>507,094</u>	
<b>Net current assets</b>		972,321		914,262
<b>Total assets less current liabilities</b>		<u>972,321</u>		<u>914,262</u>
<b>Net assets excluding pension liability</b>		972,321		914,262
Defined benefit pension scheme liability		(2,270,000)		(2,580,000)
<b>Net liabilities including pension liability</b>		<u>(1,297,679)</u>		<u>(1,665,738)</u>
<b>Capital and reserves</b>				
Income and expenditure account:				
General fund		972,321		914,262
Pension liability		(2,270,000)		(2,580,000)
		<u>(1,297,679)</u>		<u>(1,665,738)</u>