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FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

| | |
|--|---|
| Name of Employers' Association: | Yorkshire and Humber (Local Authorities) Employers Association |
| Year ended: | 31 st March 2018 |
| List No: | CO/246E |
| Head or Main Office: | C/O Martin Hunter Wakefield Council 3 rd Floor Wakefield One Burton Street Wakefield West Yorkshire WF1 2EB |
| Website address (if available) | |
| Has the address changed during the year to which the return relates? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Tick as appropriate) |
| General Secretary: | Steve Walmsley |
| Contact name for queries regarding the completion of this return: | Martin Hunter |
| Telephone Number: | 01924 306992 |
| e-mail: | mhunter@wakefield.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: 0330 109 3602

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
Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

For Employers' Associations based in Scotland:
Certification Office for Trade Unions and Employers' Associations
Melrose House, 69a George Street, Edinburgh EH2 2JG
(Revised November 2017)



Annex YHEA Officers in Post

Steve Walmsley, Regional Employers Director and Employers Secretary

Julie Brookes, Employers Services Officer

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 |
| 26 | | | | 26 |

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 |
|-----------------|--|---------------------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

| Previous Year | | | £ | £ |
|-----------------|-------------------------------------|--|---------|----------------|
| | INCOME | | | |
| 103,654 | From Members | Subscriptions, levies, etc | 103,654 | |
| 223 | Investment income | Interest and dividends (gross) Bank interest (gross) Other (specify) | 39 | |
| | | | | 103,693 |
| 5,575 | Other income | Consultancy fees | 12,370 | |
| 90,762 | | Special Projects | | |
| | | Information Services, handbooks | | |
| 2,925 | | Publications/Seminars | | |
| | | Miscellaneous - Subscriptions | 2,741 | |
| | | | | 15,111 |
| 203,139 | TOTAL INCOME | | | 118,804 |
| | EXPENDITURE | | | |
| | Administrative expenses | | | |
| 93,507 | | Remuneration and expenses of staff | 92,066 | |
| 97,623 | | Pension Strain Costs | | |
| | | Printing, Stationery, Post | | |
| 209 | | Telephones | 250 | |
| 15,727 | | Legal and Professional fees | 8,410 | |
| 2,039 | | Insurances | 1,668 | |
| 3,912 | | Subscriptions, Publications, Website | 8,245 | |
| | | | | 110,639 |
| 352 | Other charges | Bank charges | 388 | |
| | | Depreciation | | |
| | | Sums written off | | |
| | | Affiliation fees | | |
| | | Donations | | |
| | | Meeting Expenses | | |
| | | Expenses | 65 | |
| | | Miscellaneous (specify) | | |
| | | | | 453 |
| | Taxation | | | |
| 213,369 | TOTAL EXPENDITURE | | | 111,092 |
| (10,230) | Surplus/Deficit for year | | | 7,712 |
| 173,411 | Amount of fund at beginning of year | | | 163,181 |
| 163,181 | Amount of fund at end of year | | | 170,893 |

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 31st March 2018

(see notes 19 and 20)

| Previous Year | | £ | £ |
|----------------|---|---------|----------------|
| | Fixed Assets (as at page 11) | | |
| | Investments (as per analysis on page 13) | | |
| | Quoted (Market value £) | | |
| | Unquoted | | |
| | Total Investments | | |
| | Other Assets | | |
| 32,002 | Sundry debtors | 19,512 | |
| 140,633 | Cash at bank and in hand | 156,381 | |
| | Stocks of goods | | |
| | Others (specify) | | |
| 172,635 | Total of other assets | | 175,893 |
| 172,635 | TOTAL ASSETS | | 175,894 |
| | | | |
| | | | |
| | | | |
| | | | |
| 163,181 | Fund (Account) | | |
| | Fund (Account) | | |
| | Fund (Account) | | |
| | General Reserve | 170,893 | |
| | Liabilities | | |
| | Loans | | |
| | Bank overdraft | | |
| | Tax payable | | |
| 9,454 | Sundry creditors | 5,000 | |
| | Accrued expenses | | |
| | Provisions | | |
| | Other liabilities | | |
| 9,454 | TOTAL LIABILITIES | | 5000 |
| 172,635 | TOTAL ASSETS | | 175,893 |

FIXED ASSETS ACCOUNT

(see note 21)

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

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? | | <input type="checkbox"/> | 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 | | <input type="checkbox"/> | 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? | | <input type="checkbox"/> | 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 | 103,654 | | 103,654 |
| From Investments | 39 | | 39 |
| Other Income (including increases by revaluation of assets) | 15,111 | | 15,111 |
| Total Income | 118,804 | | 118,804 |
| EXPENDITURE (including decreases by revaluation of assets) | 111,092 | | 111,092 |
| Total Expenditure | 111,092 | | 111,092 |
| Funds at beginning of year (including reserves) | 163,181 | | 163,181 |
| Funds at end of year (including reserves) | 170,893 | | 170,893 |
| ASSETS | | | |
| Fixed Assets | | | |
| Investment Assets | | | |
| Other Assets | | | 175,893 |
| | | Total Assets | 175,893 |
| LIABILITIES | | | |
| | | Total Liabilities | 5,000 |
| NET ASSETS (Total Assets less Total Liabilities) | | | 170,893 |

NOTES TO THE ACCOUNTS

(see note 36)

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

A large, empty rectangular box with a black border, intended for the user to enter notes to the accounts. The box occupies most of the page's vertical space below the instructions.

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><i>SWalmsley</i></u> Name: <u>MR. STEPHEN WALMSLEY</u> Date: <u>30/7/18</u> | Chairman's Signature: <u><i>Alison Lowe</i></u> (or other official whose position should be stated) Name: <u>ALISON LOWE</u> Date: <u>31/7/18</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

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

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

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)

| | | |
|--------------------------------------|--|--|
| Signature(s) of auditor or auditors: | <i>Galsbury & Elliott Audit Ltd.</i> | |
| Name(s): | GALSBURY & ELLIOTT AUDIT LTD | |
| Profession(s) or Calling(s): | STATUTORY AUDITOR | |
| Address(es): | ARABEUXME HOWE MONKS CROSS DRIVE YORK YO32 9GW | |
| Date: | 10.8.18. | |
| Contact name and telephone number: | ALAN SIDEBOTTOM 01904 464100 | |

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

**Yorkshire and Humber (Local Authorities)
Employers' Association**

**Financial Statements
for the year ended 31 March 2018**

Yorkshire and Humber (Local Authorities) Employers' Association

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Yorkshire and Humber (Local Authorities) Employers' Association

Statement of Council Members' Responsibilities

Applicable law requires the Yorkshire and Humber (Local Authorities) Employers' Association ("YHEA") Council Members to prepare financial statements for each financial year which give a true and fair view of the state of the affairs and of the surplus or deficit of the organisation for that year. In preparing these financial statements, the YHEA Council Members are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the organisation will continue in operation.

The YHEA Council Members are responsible 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 financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The YHEA Council Members also confirm that, as far as they are aware, there is no relevant audit information of which the organisation's auditor is unaware and they have taken all steps that they ought to have taken as YHEA Council Members in order to make themselves aware of any relevant audit information and to establish that the organisation's auditor is aware of that information.

Confirmed by the YHEA Council on 2/8/18 2018 and signed on its behalf by:


.....

Mr S Walmsley

Yorkshire and Humber (Local Authorities) Employers' Association

Independent Auditors' Report to the Members of Yorkshire and Humber (Local Authorities) Employers' Association

Opinion

We have audited the financial statements of Yorkshire and Humber (Local Authorities) Employers' Association ("YHEA") for the year ended 31 March 2018. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 March 2018 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the YHEA Council Members' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the YHEA Council Members have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Association's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The YHEA Council Members are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Yorkshire and Humber (Local Authorities) Employers' Association

Independent Auditors' Report to the Members of Yorkshire and Humber (Local Authorities) Employers' Association (cont...)

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Association and its environment obtained in the course of the audit, we have not identified material misstatements in the Financial Statements.

We have nothing to report in respect of the following matters in relation to which the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- proper accounting records have not been kept in accordance with Section 28; or
- a satisfactory system of control over transactions has not been maintained; or
- the financial statements are not in agreement with the accounting records and returns.

Responsibilities of the YHEA Council Members

As explained more fully in the Statement of Council Members' Responsibilities, the YHEA Council Members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the YHEA Council Members are responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the YHEA Council Members either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.



Garbutt & Elliott Audit Limited
Statutory Auditor

10 August 2018

Arabesque House
Monks Cross Drive
York
YO32 9GW

Yorkshire and Humber (Local Authorities) Employers' Association

Income and Expenditure Account for the year ended 31 March 2018

| | Notes | 2018 £ | 2017 £ |
|--|----------|----------------|-----------------|
| INCOME | | | |
| <i>Income from members</i> | | | |
| Subscriptions, levies etc. | | 103,654 | 103,654 |
| <i>Investment income</i> | | | |
| Bank interest | | 39 | 223 |
| <i>Other income</i> | | | |
| Consultancy fees (seminars, conferences and exhibitions) | | 12,370 | 5,575 |
| Special projects | | - | 90,762 |
| Information services, handbooks, sundry income | | 2,741 | 2,925 |
| Total income | | 118,804 | 203,139 |
| EXPENDITURE | | | |
| <i>Administrative expenses</i> | | | |
| Staff remuneration and expenses | | 92,066 | 93,507 |
| Pension strain costs | | - | 97,623 |
| Printing, stationery, postage and telephone | | 250 | 209 |
| Legal and professional fees | | 8,475 | 15,727 |
| Insurances | | 1,668 | 2,039 |
| Subscriptions, publications, website | | 8,245 | 3,912 |
| <i>Other charges</i> | | | |
| Bank charges | | 388 | 352 |
| Total expenditure | | 111,092 | 213,369 |
| Net income / (deficit) | | 7,712 | (10,230) |
| Funds brought forward at 1 April 2017 | | 163,181 | 173,411 |
| Funds carried forward at 31 March 2018 | 6 | 170,893 | 163,181 |

Yorkshire and Humber (Local Authorities) Employers' Association

Balance Sheet as at 31 March 2018

| | Notes | 2018 | | 2017 | |
|--|-------|---------|---------|---------|---------|
| | | £ | £ | £ | £ |
| Current assets | | | | | |
| Debtors | 4 | 19,512 | | 32,002 | |
| Cash at bank and in hand | | 156,381 | | 140,633 | |
| | | 175,893 | | 172,635 | |
| Creditors: amount falling due within one year | 5 | (5,000) | | (9,454) | |
| Net assets | | | 170,893 | | 163,181 |
| Reserves | | | | | |
| General reserve | 6 | | 170,893 | | 163,181 |

The financial statements were approved by YHEA Council on 2/8/18 2018 and signed on its behalf by:


.....
Mr S Walmsley

Yorkshire and Humber (Local Authorities) Employers' Association

Statement of Cash Flows for the year ended 31 March 2018

| | 2018 | 2017 |
|---|----------------|------------------|
| | £ | £ |
| Cash flows from operating activities | | |
| Cash generated from operations (see below) | 15,709 | (157,716) |
| Interest received | 39 | 223 |
| Net increase / (decrease) in cash and cash equivalents | 15,748 | (157,493) |
| Relating to: | | |
| Cash at bank and in hand | 15,748 | (157,493) |
| Cash and cash equivalents at beginning of year | 140,633 | 298,126 |
| Cash and cash equivalents at end of year | 156,381 | 140,633 |

Cash generated from operations

| | 2018 | 2017 |
|---|---------------|------------------|
| | £ | £ |
| Net surplus / (deficit) for the year | 7,712 | (10,230) |
| Adjustments for: | | |
| Returns on investments and servicing of finance | | |
| Interest received | (39) | (223) |
| Movements in working capital: | | |
| Decrease in debtors | 12,490 | 100,848 |
| Decrease in creditors | (4,454) | (248,111) |
| Cash generated from/(used in) operations | 15,709 | (157,716) |

Yorkshire and Humber (Local Authorities) Employers' Association

Notes to the Financial Statements for the year ended 31 March 2018

1. Accounting policies

1.1 Association information

The Association is limited by guarantee and does not have share capital. The liability of members is limited to £1 per member. The Association is incorporated in England and the registered office is C/O Martin Hunter, Finance Team, Wakefield Council, Wakefield One, Burton Street, Wakefield, WF1 2EB.

1.2 Accounting convention

These financial statements have been prepared in accordance with The Financial Reporting Standard applicable in the UK and Republic of Ireland ("FRS 102"). The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the association. Monetary amounts in these financial statements are rounded to the nearest £1.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.3 Going concern

At the time of approving the financial statements, the Council Members have a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Thus the Council Members continue to adopt the going concern basis of accounting in preparing the financial statements.

1.4 Income

Income is generated from members and derived wholly from the UK. It comprises:

- member organisation subscriptions which are recognised over the period to which the subscription relates;
- grant income which is recognised when the criteria associated with the grant are met;
- special project income which is recognised based on the level of completion of the individual project; and
- other income streams which are included at the invoiced value of services supplied, net of value added tax and any discounts.

1.5 Staff costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

1.6 Tangible fixed assets and depreciation

Tangible fixed asset purchases below £1,750 are written off fully in the year of acquisition.

1.7 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital. Bank overdrafts are shown within borrowing in current liabilities.

1.8 Financial instruments

The Association has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Association's balance sheet when the Association becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Yorkshire and Humber (Local Authorities) Employers' Association

Notes to the Financial Statements for the year ended 31 March 2018

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Other financial assets

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes in fair value are recognised in profit or loss, except that investments in equity instruments that are not publicly traded and whose fair values cannot be measured reliably are measured at cost less impairment.

Impairment of financial assets

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in profit or loss.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in profit or loss.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the Association transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the Association after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Yorkshire and Humber (Local Authorities) Employers' Association

Notes to the Financial Statements for the year ended 31 March 2018

Other financial liabilities

Debt instruments that do not meet the conditions in FRS 102 paragraph 11.9 are subsequently measured at fair value through profit or loss. Debt instruments may be designated as being measured at fair value through profit or loss to eliminate or reduce an accounting mismatch or if the instruments are measured and their performance evaluated on a fair value basis in accordance with a documented risk management or investment strategy.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Association's contractual obligations expire or are discharged or cancelled.

1.9 Debtors

Prepayments and accrued income represent time apportioned expenses or income to be recognised in a future accounting period.

Debtors, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

Debtors are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment loss is recognised in the income and expenditure account.

1.10 Creditors, loans and provisions

Creditors, loans and provisions are recognised where the Association has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Creditors are derecognised when, and only when, obligations are discharged, cancelled or they expire.

Amounts recognised as provisions are best estimates of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

Yorkshire and Humber (Local Authorities) Employers' Association

Notes to the Financial Statements for the year ended 31 March 2018

2. Net surplus/(deficit) for the year

| | 2018 £ | 2017 £ |
|----------------------------------|-----------|-----------|
| <i>Is stated after charging:</i> | | |
| Auditors' remuneration | 2,225 | 2,175 |

3. Employees

The Association has no employees. Staff support is provided by member organisations of the Association and recharged on a cost basis.

4. Debtors

| | 2018 £ | 2017 £ |
|--------------------------------|-----------|-----------|
| Trade debtors | 13,886 | 25,425 |
| VAT | 3,662 | 4,909 |
| Prepayments and accrued income | 1,964 | 1,668 |
| | 19,512 | 32,002 |

5. Creditors

| | 2018 £ | 2017 £ |
|------------------------------|-----------|-----------|
| Accruals and deferred income | 5,000 | 9,454 |

6. General reserve

| | 2018 £ | 2017 £ |
|------------------------------------|-----------|-----------|
| General reserve brought forward | 163,181 | 173,411 |
| General surplus/(deficit) for year | 7,712 | (10,230) |
| General reserve carried forward | 170,893 | 163,181 |

7. Pension costs

Pension charges represent costs recharges from member organisations and are accounted for on a defined contribution basis.

8. Related party transactions

Yorkshire and Humber (Local Authorities) Employers' Association ('YHEA') exists to promote effective working between its member organisations. These member organisations provide the majority of YHEA's income, comprising subscriptions, levies and payments for specific services.