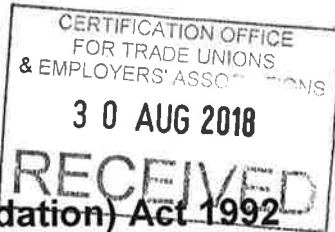


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PRINT ON ONE SIDE ONLY**

# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992



## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:

Year ended:

List No:

Head or Main Office:

Website address (if available)

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

Chief Executive:

Contact name for queries regarding the completion of this return:

Telephone Number:

e-mail:

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

# North Western Local Authorities' Employers' Organisation

## List of Officers in Post

As at 31 March 2018

Councillor Alan Dean	Chair	Liverpool City Council
Councillor Brian D Rigby MBE	Deputy Chair	Trafford Council
Councillor Ateeque UR Rehman	Vice-Chair	Oldham Council
Councillor Kate Lewis	Vice-Chair	Salford City Council
Councillor Geoff Driver	Member	Lancashire County Council
Councillor Janet Willis	Member	Cumbria County Council
Councillor Vicky McGurk	Member	Blackburn Borough Council
Councillor Ivan Taylor	Member	Blackpool Borough Council
Councillor John Flanagan	Member	Manchester City Council
Councillor Trevor Holt	Member	Bury Council
Councillor John Bowman	Member	Copeland Borough Council
Councillor Derek Brook	Member	Barrow Borough Council
Councillor Paul Findlow	Member	Cheshire East Council
Councillor Mike Wharton	Member	Halton Borough Council
Councillor Martin Bond	Member	St Helens Council

# 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>41</b>				<b>41</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
Chair	Cllr Alan Dean	Cllr Alan Dean	26/07/2017
Deputy Chair	Cllr B D Rigby MBE	Cllr B D Rigby MBE	26/07/2017
Vice-Chair	Cllr T Halliwell	Cllr Ateeque UR Rehman	26/07/2017
Vice-Chair	Cllr K Lewis	Cllr K Lewis	26/07/2017

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year		£	£
	<b>INCOME</b>		
687,579	From Members      Subscriptions, levies, etc	682,189	
1,389	Investment income      Interest and dividends (gross) Bank interest (gross) Other (specify)	881	
1,339,505	Other income      Rents received Insurance commission Consultancy fees Publications/Seminars Miscellaneous receipts (specify)	1,421,699	
2,028,473	<b>TOTAL INCOME</b>		2,104,769
	<b>EXPENDITURE</b>		
	Administrative expenses		
795,305	Remuneration and expenses of staff	726,834	
87,118	Occupancy costs	78,075	
14,521	Printing, Stationery, Post & Telephones	14,165	
961,364	Consultancy/Training	1,074,765	
13,653	Legal and Professional fees	10,040	
1,506	Miscellaneous (specify) website	6,388	
15,129	Travel & Subsistence	14,557	
20,918	Car Leasing	21,308	
970	Other charges      Bank charges	886	
15,663	Depreciation	19,212	
35,041	Office Equipment	38,989	
3,550	Affiliation fees	3,550	
3,353	Regional Events	9,086	
(517)	Bad Debt Provision	-	
8,054	Expenses/Staff Training	5,957	
2,358	Miscellaneous (specify) Info Service	2,093	
1,782	Sundry Expenses	2,473	
0	Room Facilities		
1,979,768			2,028,378
	<b>TOTAL EXPENDITURE</b>		
48,705	<b>Operating Surplus for the Year</b>		76,391
(598,000)	Actuarial gain/(loss) in respect of defined Pension Scheme		(14,000)
(1,907,707)	Amount of fund at beginning of year		(2,457,002)
(2,457,002)	Amount of fund at end of year		(2,394,611)

**ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND**  
(see notes 17 to 18)

<b>ACCOUNT 2</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 3</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 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 MARCH 2018 ]**  
(see notes 19 and 20)

Previous Year		£	£
76,009	<b>Fixed Assets</b> (as at page 11)	68,090	
	<b>Investments</b> (as per analysis on page 13)		
	Quoted (Market value £           )		
	Unquoted		
76,009	<b>Total Investments</b>		68,090
	<b>Other Assets</b>		
436,996	Sundry debtors	644,059	
1,332,982	Cash at bank and in hand	1,236,104	
	Stocks of goods		
	Others (specify)		
1,769,978	<b>Total of other assets</b>		1,880,163
<b>1,845,987</b>		<b>TOTAL ASSETS</b>	<b>1,948,253</b>
894,998	General Fund (Account)		971,389
(3,352,000)	Defined Benefit Pension Scheme Liability		(3,366,000)
<b>(2,457,002)</b>	<b>Total Funds</b>		<b>(2,394,611)</b>
	<b>Liabilities</b>		
-	Loans	-	
103,327	Trade Creditors	124,576	
36,307	VAT Creditor	51,590	
723,083	Deferred Grant/Income	773,493	
88,272	Accrued expenses	27,205	
3,352,000	Provisions – Defined Benefit Pension Scheme	3,366,000	
	Other liabilities		
<b>4,302,989</b>		<b>TOTAL LIABILITIES</b>	<b>4,342,864</b>
<b>1,845,987</b>		<b>TOTAL FUNDS AND LIABILITIES</b>	<b>1,948,253</b>



# FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period		105,343		
Additions during period		11,293		
Less: Disposals during period		-		
<b>Total cost to end of period</b>		<b>116,636</b>		
Less: DEPRECIATION:				
At the start of the period		(29,334)		
Change in the period		(19,212)		
<b>Total to end of period</b>		<b>(48,546)</b>		
<b>BOOK AMOUNT at end of period</b>		<b>68,090</b>		
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>AS BALANCE SHEET</b>		<b>68,090</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 X
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	682,189		
From Investments	881		
Other Income (including increases by revaluation of assets)	1,421,699		
<b>Total Income</b>	2,104,769		
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	2,028,378		
<b>Total Expenditure</b>	2,028,378		
<b>Actuarial +/- in respect of Defined Pension Benefit Scheme</b>	(14,000)		
<b>Funds at beginning of year</b> (including reserves)	(2,457,002)		
<b>Funds at end of year</b> (including reserves)	(2,394,611)		
<b>ASSETS</b>			
Fixed Assets			68,090
Investment Assets			-
Other Assets			1,880,163
		<b>Total Assets</b>	<b>1,948,253</b>
<b>LIABILITIES</b>		<b>Total Liabilities</b>	<b>4,342,864</b>
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			<b>(2,394,611)</b>

# NOTES TO THE ACCOUNTS

(see note 36)

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

## Staff costs

	2018	2017
	£	£
<b>Employment costs within external projects</b>		
Wages and salaries	218,929	109,820
Employers' NI (including Class 1A)	23,110	10,657
Superannuation and pension costs	20,413	6,059
	<u>262,452</u>	<u>126,536</u>
<b>Other employment costs</b>		
Wages and salaries	469,565	470,746
Employers' NI (including Class 1A)	60,259	54,544
Superannuation and pension costs	108,038	179,978
Temporary staff costs	87,877	89,074
	<u>725,739</u>	<u>794,342</u>
<b>Totals</b>		
Wages and salaries	688,494	580,566
Employers' NI (including Class 1A)	83,369	65,201
Superannuation and pension costs	128,451	186,037
Temporary staff costs	87,877	89,074
	<u>988,191</u>	<u>920,878</u>

The average number of employees during the year, excluding temporary staff, was 21 (2017: 18).

## Lease commitments

At the reporting end date, the organisation had outstanding commitments for future minimum lease payments under non-cancellable operating leases amounting to £291,261 (2017: £311,818).

## Accumulated funds

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

<b>Tangible fixed assets</b>		
		<b>Furniture, fittings and equipment £</b>
<b>Cost</b>		
At 1 April 2017		105,343
Additions		11,293
		<hr/>
At 31 March 2018		116,636
		<hr/>
<b>Accumulated Depreciation</b>		
At 1 April 2017		29,334
Charge for the year		19,212
		<hr/>
At 31 March 2018		48,546
		<hr/>
<b>Net Book Value</b>		
At 31 March 2018		68,090
		<hr/>
At 31 March 2017		76,009
		<hr/>
<b>Debtors</b>		
	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade debtors	614,689	414,965
Prepayments	29,370	22,031
	<hr/>	<hr/>
	644,059	436,996
	<hr/>	<hr/>
<b>Creditors</b>		
	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	124,576	103,327
VAT creditor	51,590	36,307
Accruals	27,205	88,272
Deferred income	773,493	723,083
	<hr/>	<hr/>
	976,864	950,989
	<hr/>	<hr/>

## Pension commitments

The organisation provides pensions for some employees through participation in the Greater Manchester Pension Fund (the Fund), a funded defined benefit scheme which is administered by Tameside Metropolitan Borough Council and maintained independently of the organisation's finances. More than one employer participates in the scheme.

The organisation operates a defined benefit scheme in the UK. A full actuarial valuation was carried out at 31 March 2017 and updated to 31 March 2018 by a qualified independent actuary.

The major assumptions used by the actuary were:

	2018 % p.a.	2017 % p.a.
Rate of increase in salaries	3.2%	3.2%
Rate of increase in pensions in payment	2.4%	2.4%
Discount rate	2.7%	2.6%

## Pension disclosures under FRS102

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

	Value at 31.03.18 £'000	Value at 31.03.17 £'000	Value at 31.03.16 £'000
Equities	3,416	3,777	2,995
Bonds	828	806	698
Property	362	252	246
Cash	569	201	164
Total market value of assets	5,175	5,036	4,103
Present value of scheme liabilities	(8,541)	(8,388)	(6,857)
	(3,366)	(3,352)	(2,754)

# ACCOUNTING POLICIES

(see notes 37 and 38)

## NORTH WESTERN LOCAL AUTHORITIES' EMPLOYERS' ORGANISATION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

#### 1. Accounting policies

##### Organisational information

North Western Local Authorities' Employers' Organisation is a registered Employers' Association with the Certification Office under the Trade Union and Labour Relations (Consolidation) Act 1992, registration number CO/257E. The organisation head office is Suite 2-4, 2nd Floor, Building 8, Exchange Quay, Salford Quays, M5 3EJ.

##### 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standards applicable in the UK and Republic of Ireland" ("FRS 102"). The disclosure requirements of section 1A of FRS 102 for small entities 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 organisation. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

Despite the overdrawn balance sheet, the executive board believes there is no going concern issue. There is a positive general reserve before the pension provision is taken into account and there is no requirement to make contributions to the pension deficit in the next twelve months. The position is being monitored regularly.

##### 1.3 Income

Income is recognised at the fair value of the consideration received or receivable for services provided in the normal course of business, and is shown net of VAT.

##### 1.4 Expenditure

Expenditure is recognised on an accruals basis.

##### 1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computer equipment	3 years
Other equipment and furniture	5 years
Office fit-out, partitioning etc.	10 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to income or expenditure.

##### 1.6 Impairment of fixed assets

At each reporting period end date, the organisation reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).



### **1.7 Cash and cash equivalents**

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks and bank overdrafts.

### **1.8 Financial instruments**

The organisation 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 organisation's balance sheet when the organisation 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.

#### ***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price.

#### ***Basic financial liabilities***

Basic financial liabilities, including creditors, are recognised at transaction price. 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.

### **1.9 Taxation**

As the organisation is regarded as a mutual one, trading predominantly with its members, no taxation is required. Any surplus income is carried forward to use against expenditure in future years in accordance with the non-profit-making structure of the organisation. If the organisation ceased to trade, any surplus would be returned to members.

### **1.10 Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense. The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

### **1.11 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. The regular cost of providing retirement pensions and related benefits under the organisation's defined benefit scheme is charged to the income and expenditure account over the employees' service lives on the basis of a constant percentage of earnings. The contributions are determined by a qualified actuary on the basis of triannual valuation.

Pension scheme assets are valued at market value at the balance sheet date. Pension scheme liabilities are measured on actuarial basis using a projected unit method and are discounted to their present value using an AA corporate rate bond. The pension scheme deficit is recognised in full on the balance sheet.

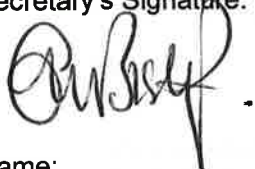

### **1.12 Leases**

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the lease asset are consumed.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature: 	Chairperson's Signature: 
Name: <b>GILLIAN BISHOP</b>	Name: <b>Cllr ALAN DEAN</b>
Date: <b>21<sup>st</sup> August 2018</b>	Date: <b>23<sup>rd</sup> August 2018</b>

## CHECK LIST

(see note 41)

(please tick as appropriate)

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

THE CHECKLIST BELOW IS FOR GUIDANCE. A REPORT IS STILL REQUIRED EITHER SET OUT OVERLEAF OR BY WAY OF AN ATTACHED AUDITOR'S REPORT THAT COVERS THE ABOVE 1992 ACT REQUIREMENTS.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?  
(See section 36(1) and (2) of the 1992 Act and notes 43 and 44)  
  
YES/NO  
If "No" please explain below.
  
2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
  - (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
  - (c) whether the accounts to which the report relates agree with the accounting records?(See section 36(3) of the 1992 Act, set out in note 43)  
  
YES/NO  
If "No" please explain below.
  
3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
  - (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.(See section 36(4) of the 1992 Act set out in note 43)  
  
YES/NO  
If "No" please explain below.
  
4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR27 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 45)

# AUDITOR'S REPORT (continued)

We have audited the financial statements of North Western Local Authorities' Employers' Organisation for the year ended 31 March 2018 which comprise of the income and expenditure account, the balance sheet, the statement of changes in reserves and notes to the financial statements, including a summary of significant accounting policies. 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 North Western Local Authorities' Employers' Organisation's affairs as at 31 March 2018 and of its transactions 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 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 union 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 officers' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the officers have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the union'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.

## Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Trades Union and Labour Relations Act 1992 requires us to report to you if, in our opinion:

- proper accounting records have not been kept;
- a satisfactory system of control over its accounting records, cash holdings and receipts and remittances has not been maintained; or
- the financial statements are not in agreement with the accounting records and returns.

**Respective Responsibilities of Executive Board**

As explained more fully in the statement of officers' responsibility set out on page 3, the officers 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 the officers determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

We have been appointed as auditor under section 33 of the Trade Union and Labour Relations Act 1992 and report in accordance with section 36 of that Act.

In preparing the financial statements, the officers are responsible for assessing the union'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 officers either intend to liquidate the union or to cease operations, or have no realistic alternative but to do so.

**Auditor's 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.

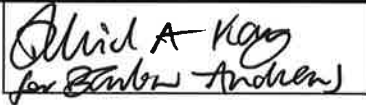
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to union's members as a body. Our work has been undertaken so that we might state to union'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 union and the union's members as a body, for our audit work, or for the opinion we have formed.

**Barlow Andrews LLP**  
Chartered Accountants and Statutory Auditors  
Carlisle House, 7B Chorley New Road, Bolton

August 2018

Signature(s) of auditor or auditors:		
Name(s):	David Kay of Barlow Andrews LLP	
Profession(s) or Calling(s):	FCA	
Address(es):	Barlow Andrews LLP Carlisle House Chorley New Road Bolton, BL1 4BY	
Date:	24/8/18	
Contact name and telephone number:	David Kay 01204 527 451	