

Form AR27

Trade Union and Labour relations (Consolidation) Act 1992

Employers' Association's details

Name of Employers' Association:

Universities and Colleges Employers' Association

Year ended:

31/07/2019

List number:

1581E

Head or Main Office:

Woburn House
Tavistock Square
London
WC1H 9HU

Has the address changed during the year to which the return relates?

Yes

No

(Tick as appropriate)

Website address (if available)

www.ucea.ac.uk

General Secretary:

Helen Fairfoul

Contact name for queries regarding the completion of this return:

Roshan Israni

Telephone Number:

020 7383 2444

E-mail:

r.israni@ucea.ac.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.

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
4				4

Change of officers

Please complete the following to record any changes of officers during the twelve months covered by this return.

Position held	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of Change
Director	Professor J Crampton		10/01/2019
Director	Professor K Lamberts		12/06/2019
Director	Professor J Lydon		31/12/2018
Director		Professor J Higham	13/06/2019
Director		J Palca	01/04/2019
Director		Professor A Tickell	01/10/2018
Director		Professor E Treasure	01/01/2019
Director		Professor R Warner	01/11/2018

Officers in post

(see note 10)

Please insert a complete list of all officers in post at the end of the year to which this form relates.

OFFICERS IN POST AS AT 31 JULY 2019

Professor G Baldwin
J Cope
Professor S Corbridge
Dr F Dow
Professor J Higham
J Hoskins
Professor F McCormac
Professor A Nolan
J Palca
Professor S Palmer
Professor E Peck
Professor N Petford
Professor M E Smith
Professor M Spyer
Professor A Tickell
Professor E Treasure
Professor R Warner
Professor S Wonnacott

Senior Management

Chief Executive

Helen Fairfoul

Company Secretary

Roshan Israni

Revenue account/General Fund

(see notes 11 to 16)

Previous Year			£	£
	Income			
1,400,733	From Members	Subscriptions, levies, etc		1,430,272
22,284	Investment income	Interest and dividends (gross) Bank interest (gross) Other (specify)		31,303
6,027	Other income	Rents Received		8,608
175,080		Remuneration Surveys		181,079
313,626		Seminars/Events		322,177
10,050		HEFCE Gender Pay Gap Project		0
12,140		Consultancy		42,116
2,115		Membership Event Income		500
519,038				554,480
1,942,055		Total income		2,016,055
	Expenditure			
	Administrative expenses			
1,171,576		Remuneration and expenses of staff		1,414,644
135,378		Occupancy costs		145,162
140,320		Surveys & Seminars expenditure		197,659
6,096		Research & Consultancy		7,737
133,440		Operating expenditure		81,392
486		Pensions Strategy Project		14,869
59,299		Other Professional Charges		75,367
22,992		Communications		20,643
17,793		JNCHES Expenditure		20,026
15,503		Meeting Expenses		19,098
6,013	Other charges	Depreciation		41,918
68,921		Irrecoverable VAT		81,469
7,383		Other finance costs		6,664
4,326	Taxation			5,849
1,789,526		Total expenditure		2,132,498
152,529		Surplus/Deficit for year		(116,443)
1,724,732		Amount of fund at beginning of year		1,877,261
1,877,261		Amount of fund at end of year		1,760,818

Accounts other than the revenue account/general fund

(See notes 11 to 16)

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 11 to 16)

Account 4		Fund Account	
Name of account:		£	£
Income	From members Investment income Other income (specify)		
		Total Income	
Expenditure	Administrative expenses Other expenditure (specify)		
		Total Expenditure	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

Account 5		Fund Account	
Name of account:		£	£
Income	From members Investment income Other income (specify)		
		Total Income	
Expenditure	Administrative expenses Other expenditure (specify)		
		Total Expenditure	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

Accounts other than the revenue account/general fund

(see notes 17 to 18)

Account 6		Fund Account	
Name of account:		£	£
Income	From members Investment income Other income (specify)		
		Total Income	
Expenditure	Administrative expenses Other expenditure (specify)		
		Total Expenditure	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

Account 7		Fund Account	
Name of account:		£	£
Income	From members Investment income Other income (specify)		
		Total Income	
Expenditure	Administrative expenses Other expenditure (specify)		
		Total Expenditure	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

Balance sheet as at [31 July 2019]

(see notes 19 and 20)

Previous Year		£	£
180	Fixed Assets (as at page 8)		84,742
	Investments (as per analysis on page 9)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
57,504	Sundry debtors		79,265
2,191,018	Cash at bank and in hand		2,172,783
	Stocks of goods		
	Others (specify)		
2,248,522	Total of other assets		2,252,048
2,248,702		Total assets	2,336,790
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Revaluation Reserve		
	Liabilities		
	Loans		
	Bank overdraft		
43,619	Tax payable		44,668
152,464	Sundry creditors		229,593
	Accrued expenses		
175,358	Provisions		301,711
	Other liabilities		
371,441		Total liabilities	575,972
1,877,261		Total assets	1,760,818

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)

Does the association, or any constituent part of the association, have a controlling interest in any limited company?		YES <input type="checkbox"/>	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)		
Incorporated Employers' Associations			
Are the shares which are controlled by the association registered in the association's name		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, please state the names of the persons in whom the shares controlled by the association are registered.			
Company name	Names of shareholders		
Unincorporated Employers' Associations			
Are the shares which are controlled by the association registered in the names of the association's trustees?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
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 24 to 33)

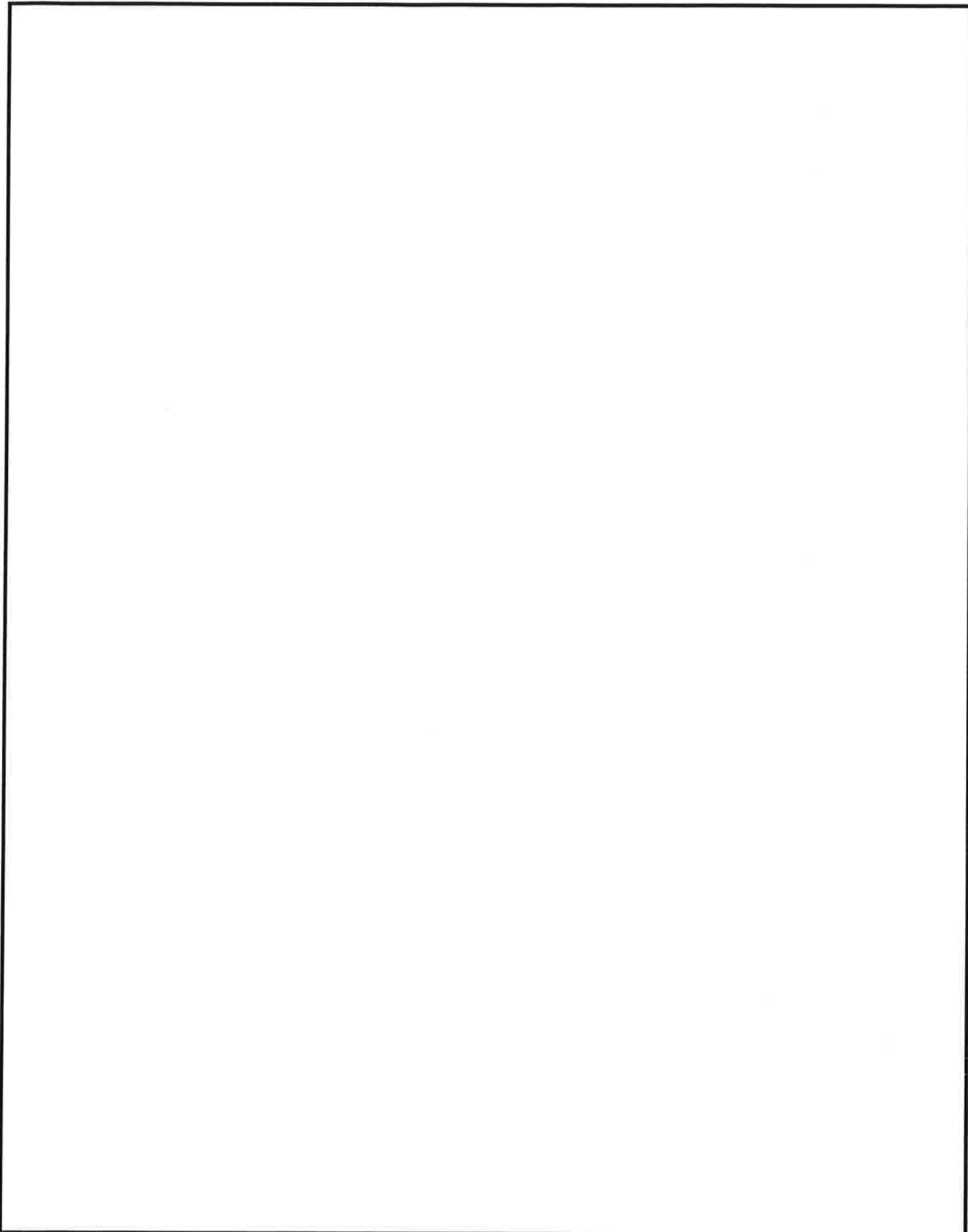
	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	1,430,272		1,430,272
From Investments	31,303		31,303
Other Income (including increases by revaluation of assets)	554,480		554,480
Total Income	2,016,055		2,016,055
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	2,132,498		2,132,498
Funds at beginning of year (including reserves)	1,877,261		1,877,261
Funds at end of year (including reserves)	1,760,818		1,760,818
Assets			
Fixed Assets			84,742
Investment Assets			0
Other Assets			2,252,048
		Total Assets	2,336,790
Liabilities			
		Total Liabilities	575,972
Net assets (Total Assets less Total Liabilities)			1,760,818

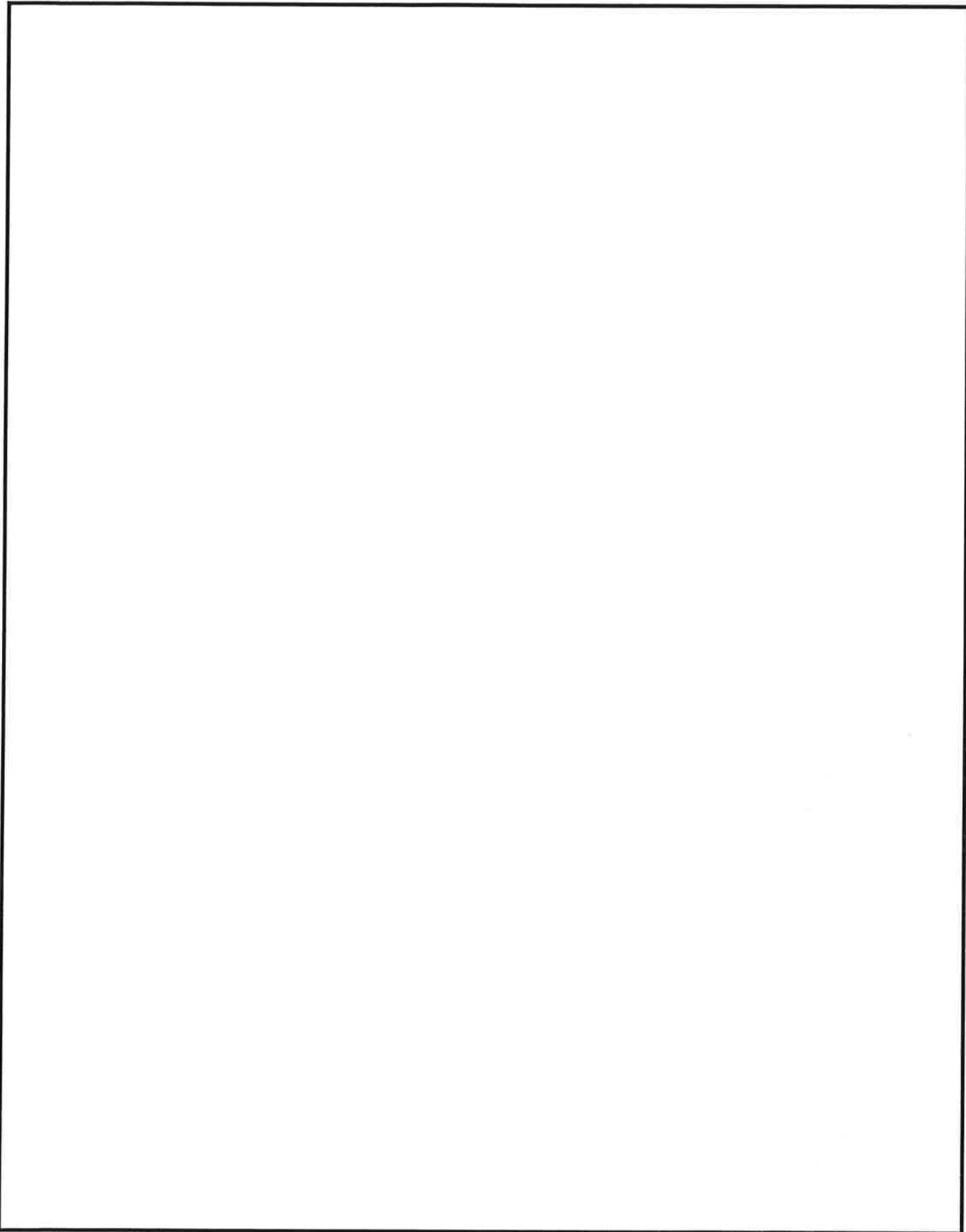
Notes to the accounts

(see note 34)

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

Attached - see UCEA Director's report and financial statements to 31 July 2019





Accounting policies



(see notes 35 and 36)

Attached - see UCEA Director's report and financial statements to 31 July 2019

Signatures to the annual return

including the accounts and balance sheet contained in the return.

(see notes 37 and 38)

Secretary's Signature: 	Chief Executive's Signature: 
Name: Roshan Israni	Name: Helen Fairfoul
Date: 18/12/19	Date: 18/12/19

Checklist

(see note 39)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has the list of officers been completed? (see page 2a)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has the return been signed? (see Note 38)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has the auditor's report been completed? (see Note 39)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Is the rule book enclosed? (see Note 40)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has the summary sheet been completed? (see Notes 6 and 25 to 34)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Checklist for auditor's report

(see notes 40 to 44)

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 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)

Please explain in your report overleaf or attached.

Please see attached accounts.

2. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - 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)

Please explain in your report overleaf or attached.

Please see attached accounts.

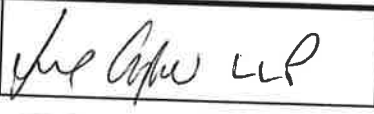
3. Your auditors or auditor must include in their report the following wording:

In our opinion the financial statements:

- give a true and fair view of the matters to which they relate to.
- have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

Please see attached accounts.

Auditor's report (continued)

Signature(s) of auditor or auditors:		
Name(s):	Knox Cropper LLP	
Profession(s) or Calling(s):	Chartered Accountants and Registered Auditors	
Address(es):	153-155 London Road Hemel Hempstead Hertfordshire HP3 9SQ	
Date:	18/12/19	
Contact name for enquiries and telephone number:	Neil Wilkinson 01442 218309	

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

**Independent Auditors' Report
for the Year Ended 31 July 2019**

Independent Auditors' Report

Opinion

We have audited the financial statements of The Universities and Colleges Employers' Association (the 'company') for the year ended 31 July 2019 which comprise the Income Statement, Balance Sheet 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 the company's affairs as at 31 July 2019 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended by the Employment Relations Act 1999); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company 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 Directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company'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.

**Independent Auditors' Report
for the Year Ended 31 July 2019**

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

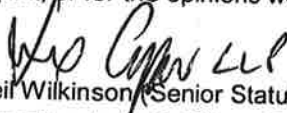
Auditors' responsibilities for the audit of the financial statements

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 a Report of the Auditors 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 Report of the Auditors.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.


Neil Wilkinson (Senior Statutory Auditor)
for and on behalf of Knox Cropper LLP
Chartered Accountants and Statutory Auditors
153 -155 London Road
Hemel Hempstead
Hertfordshire
HP3 9SQ

10 October 2019