

Form AR27

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for an Employers' Association

Name of Employers' Association:	Co-operative Employers Association Ltd				
Year ended:	31 December 2019				
List No:	N/a				
Head or Main Office:	Holyoake House				
	Hanover Street				
	Manchester				
Postcode	M60 0AS				
Website address (if available)					
Has the address changed during the year to which the return relates?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	('X' in appropriate box)
General Secretary:	Secretary - Karen Hill				
Contact name for queries regarding the completion of this return:	Tim Knowles				
Telephone Number:	0161 214 1783				
E-mail:	tim.knowles@uk.coop				

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 1093602

You should sent the annual return to the following address stating the name of the union in subject:

For Employers' Associations based in England and Wales: returns@certoffice.org

For Employers' Associations based in Scotland: ymw@tcyoung.co.uk

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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
	Tracey Orr	Kellee Torr	04 December 2019
	Mark O'Hagan	Karen Hill	23 July 2019 and 4 December 2019
	Andrew Clarke	Gary Dewin	30 September 2019 and 4 December 2019

Revenue Account / General Fund

(see notes 11 to 16)

Previous Year		£	£	
	Income			
	From Members	Subscriptions, levies, etc		
	Investment income	Interest and dividends (gross)		
		Bank interest (gross)		
		Other (specify)		
		Total Investment Income		
	Other Income	Rents received		
		Insurance commission		
		Consultancy fees		
		Publications/Seminars		
		Miscellaneous receipts (specify)		
		Total of other income		
		Total income		
		Interfund Transfers IN		
	Expenditure			
	Administrative expenses	Remuneration and expenses of staff		
		Occupancy costs		
		Printing, Stationery, Post		
		Telephones		
		Legal and Professional fees		
		Miscellaneous (specify)		
		Total of Admin expenses		
Other Charges	Bank charges		#N/A	
	Depreciation		#N/A	
	Sums written off		#N/A	
	Affiliation fees		#N/A	
	Donations		#N/A	
	Conference and meeting fees		#N/A	
	Expenses		#N/A	
	Miscellaneous (specify)			
	Total of other charges		#N/A	
	Taxation			
	Total expenditure		#N/A	
	Interfund Transfers OUT			
	Surplus/Deficit for year		#N/A	
	Amount of fund at beginning of year			
	Amount of fund at end of year		#N/A	

Balance Sheet as at []

(see notes 19 and 20)

Previous Year		£	£
	Fixed Assets (as at Page 8)		
	Investments (as per analysis on page 9)		
	Quoted (Market value £) as at Page 9		
	Unquoted (Market value £) as at Page 9		
	Total Investments		
	Other Assets		
	Sundry debtors		
	Cash at bank and in hand		
	Stocks of goods		
	Others (specify)		
	Total of other assets		
		Total Assets	
	Revenue Account/ General Fund	#N/A	
	Revaluation Reserve		#
			#
			#
			#
			#
			#
	Liabilities		
		Total Liabilities	
		Total Assets	

Fixed Assets account

(see note 21)

	Land and Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total £
Cost or Valuation				
At start of period				
Additions during period				
Less: Disposals				
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)				
Total of Fixed Assets				

Analysis of Investments

(see note 22)

Quoted		Other Funds
	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 investments (to be specified)	
	Total Unquoted (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

Summary Sheet

(see notes 24 to 33)

	All Funds	Total Funds
		£
Income		
From Members		
From Investments		
Other Income (including increases by revaluation of assets)		
Total Income		
Expenditure (including decreases by revaluation of assets)		
Total Expenditure	#N/A	#N/A
Funds at beginning of year (including reserves)		
Funds at end of year (including reserves)	#N/A	#N/A
ASSETS		
Fixed Assets		
Investment Assets		
Other Assets		
Total Assets		
Liabilities		
Total Liabilities		#N/A
Net Assets (Total Assets less Total Liabilities)		#N/A

Summary Sheet

(see notes 24 to 33)

	All Funds	Total Funds
	£	£
Income		
From Members		nil
From Investments		nil
Other Income (including increases by revaluation of assets)		nil
Total Income		
Expenditure (including decreases by revaluation of assets)		
Total Expenditure		nil
Funds at beginning of year (including reserves)		nil
Funds at end of year (including reserves)		nil
ASSETS		
Fixed Assets		nil
Investment Assets		nil
Other Assets		nil
Total Assets		nil
Liabilities		
Total Liabilities		nil
Net Assets (Total Assets less Total Liabilities)		nil

Notes to the accounts

(see note 34)

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

Please see the attached report, accounts and financial statements.

Accounting policies

(see notes 35 & 36)



Signatures to the annual return

(see notes 37 and 38)

Including the accounts and balance sheet contained in the return.

Please copy and paste your electronic signature here

Secretary's Signature: <i>Karen Hill</i>	Chairman's Signature: <i>Heather Lee</i>
Name: Karen Hill	Name: Heather Lee <small>(or other official whose position should be stated)</small>
Date: 04 August 2020	Date: 04 August 2020

Checklist

(see note 39)

(please enter 'X' as appropriate)

Is the return of officers attached? (see Page 2)	Yes	X	No	
Has the list of officers been completed? (see Page 2A)	Yes	X	No	
Has the return been signed? (see Note 37)	Yes	X	No	
Has the auditor's report been completed? (see Note 41)	Yes	X	No	
Is the rule book enclosed? (see Note 39)	Yes	X	No	
Has the summary sheet been completed? (see Notes 6 and 24 to 33)	Yes	X	No	

Checklist for auditor's report

(see notes 41 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.

2. 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)

Please explain in your report overleaf or attached.

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

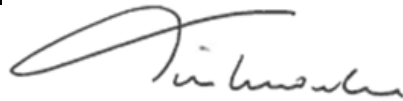
In our opinion the financial statements:

- **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.**

Auditor's report (continued)

Please find attached a copy of the y/e 2019 financial statements. In our opinion the enclosed financial statements give a true and fair view of the matters to which they relate to and have been prepared in accordance with the requirements of sections 28, 32 and 36 of the Trade Union and Labour Relations (Consolidation) Act 1992

Signature(s) of auditor or auditors:




Name(s):

Timothy Knowles

Michael Shepherd

Profession(s) or Calling(s):

Solicitor

Accountant

Address(es)

Co-operatives UK Ltd, Holyoake House, Hanover Street, Manchester M60 0AS

Co-operatives UK Ltd, Holyoake House, Hanover Street, Manchester M60 0AS

Date:

04 August 2020

04 August 2020

Contact name for enquiries and telephone number:

Tim Knowles 0161 214 1783

Michael Shepherd 0161 214 1784

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

Company Registration Number: 9634052

**Co-operative Employers Association Limited
(Company Limited by Guarantee)**

**Registered office
Holyoake House, Hanover Street, Manchester M60 0AS**

Year Ended 31 December 2019

Directors' Report and Unaudited Financial Statements

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Directors' Report

Directors

The directors who served throughout the year and to the date of this report unless otherwise stated are noted below:

HD Lee
K Torr (from 4 December 2019)
K Hill (from 4 December 2019)
G Dewin (from 4 December 2019)
T Orr (to 4 December 2019)
AT Clarke (to 30 September 2019)
M O'Hagan (to 23 July 2019)

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed by order of the directors on 4 August 2020.



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HD Lee, Director

Profit and Loss Account

Co-operative Employers Association Limited
Company number 9634052

	2019	2018
	£	£
Turnover	0	0
Other income	0	0
Cost of raw materials and consumables	0	0
Staff costs	0	0
Depreciation and other amounts written off assets	0	0
Other charges	0	0
Tax	0	0
Surplus	0	0

Balance Sheet as at 31 December 2019

Co-operative Employers Association Limited
Company number 9634052

	2019 £	2018 £
Fixed Assets		
Tangible assets	0	0
Current assets	0	0
	0	0
Current Assets		
Debtors	0	0
Cash at bank	0	0
	0	0
Creditors: amounts falling due within one year	0	0
Net current assets	0	0
Total Assets less current liabilities	0	0
Creditors: amounts falling due after more than one year	0	0
Provision for liabilities		
Deferred taxation	0	0
	0	0
Reserves		
Surplus / (loss)	0	
	0	0

Notes to the financial statements

The company is limited by guarantee.

For the year ended 31 December 2019, the company was entitled to exemption from audit

under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the directors and authorised for issue on 4 August 2020 and were signed on their behalf by:



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HD Lee, Director