

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:

Postcode

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"/>
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 ('X' in appropriate box)

General Secretary:

Contact name for queries regarding the completion of this return:

Telephone Number:

E-mail:

Please follow the guidance notes in the completion of this return

Any difficulties or problems in the completion of this return should be directed to the Certification Office as below or by telephone to: 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: eymw@tctyoung.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
43				43

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
Chair	Councillor Trevor Holt	Councillor Trevor Holt	11 July 2019
Deputy Chair	Councillor Pam Howard	Councillor Pam Howard	11 July 2019
Vice Chair	Councillor Tasleem Fazal	Councillor Tasleem Fazal	11 July 2019
Vice Chair	Councillor Oliver Robinson	Councillor Oliver Robinson	11 July 2019

Officers in post

(see note 10)

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

Name of Officer	Position held
Councillor Trevor Holt	Chair
Councillor Pam Howard	Deputy Chair
Councillor Tasleem Fazal	Vice Chair
Councillor Oliver Robinson	Vice Chair
Councillor Janet Willis	Member
Councillor Alan Vincent	Member
Councillor John Ferguson	Member
Councillor Daalat Ali	Member
Councillor Joanne Bennett	Member
Councillor Mohammed Iqbal	Member
Councillor Phil Crowe	Member
Councillor Yvonne Gagen	Member
Councillor Paul Donovan	Member
Councillor Cathy Mitchell	Member
Councillor Rachael Hogg	Member
Councillor Derek Brook	Member
Councillor Mike Wharton	Member
Councillor Joe Hanson	Member

Revenue Account / General Fund

(see notes 11 to 16)

Previous Year			£	£
	Income			
	From Members	Subscriptions, levies, etc	669,641	669,641
	Investment income	Interest and dividends (gross)		
		Bank interest (gross)	4,435	4,435
		Other (specify)		
		Total Investment Income	4,435	4,435
	Other Income	Rents received		
		Insurance commission		
		Consultancy fees	896,590	896,590
		Publications/Seminars		
		Miscellaneous receipts (specify)		
		Total of other income		896,590
		Total income		1,570,666
		Interfund Transfers IN		
	Expenditure			
	Administrative expenses	Remuneration and expenses of staff	714,774	714,774
		Occupancy costs	99,057	99,057
		Printing, Stationery, Post	4,071	4,071
		Telephones	7,693	7,693
		Legal and Professional fees	8,878	8,878
		Miscellaneous (specify)		
		Website Cost	6,247	6,247
		Travel & Subsistence	9,955	9,955
		Car Leasing	16,218	16,218
		Training & Consultancy	609,530	609,530
		Total of Admin expenses		1,476,423
	Other Charges	Bank charges	757	757
		Depreciation	19,331	19,331
		Sums written off	374	374
		Affiliation fees	1,000	1,000
		Donations		
		Conference and meeting fees		
		Expenses	4,994	4,994
		Miscellaneous (specify)		
		Information Service	1,550	1,550
		Sundry Expenses	769	769
		Office Equipment	20,564	20,564
		Regional Employers	2,285	2,285
		Total of other charges		51,624
		Taxation		
		Total expenditure		1,528,047
		Interfund Transfers OUT		
		Surplus/Deficit for year		42,619
		Amount of fund at beginning of year		1,021,111
		Amount of fund at end of year		1,063,730

Accounts other than Revenue Account/General Fund

(see notes 17 to 18)

Account 2		Fund Account	
Name of account:	Defined benefit pension liability	£	£
Income			
	From members		
	Investment income		
	Other Income (specify)		
	Change in present value of defined benefit scheme	485,000	
		485,000	485,000
		Total Income	485,000
	Interfund Transfers IN		
Expenditure			
	Administrative expenses		
	Other expenditure (specify)		
		Total Expenditure	
	Interfund Transfers OUT		
		Surplus (Deficit) for the year	485,000
		Amount of fund at beginning of year	-3,977,000
		Amount of fund at the end of year (as Balance Sheet)	-3,492,000

Account 3		Fund Account	
Name of account:		£	£
Income			
	From members		
	Investment income		
	Other income (specify)		
		Total Income	
	Interfund Transfers IN		
Expenditure			
	Administrative expenses		
	Other expenditure (specify)		
		Total Expenditure	
	Interfund Transfers OUT		
		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 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	
Interfund Transfers IN			
Expenditure			
Administrative expenses			
Other expenditure (specify)			
		Total Expenditure	
Interfund Transfers OUT			
		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	
Interfund Transfers IN			
Expenditure			
Administrative expenses			
Other expenditure (specify)			
		Total Expenditure	
Interfund Transfers OUT			
		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 2020]

(see notes 19 and 20)

Previous Year		£	£
49,737	Fixed Assets (as at Page 8)	30,406	30,406
	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		
521,784	Sundry debtors	299,586	299,586
1,322,907	Cash at bank and in hand	1,287,323	1,287,323
	Stocks of goods		
	Others (specify)		
	Total of other assets	1,586,909	1,586,909
1,844,691			
	Total Assets		1,617,315
1,021,111	Revenue Account/ General Fund	1,063,730	
-3,977,000	Defined benefit pension liability	-3,492,000	
	Revaluation Reserve		
	Liabilities		
	Tax payable	81,801	
	Sundry creditors	26,618	
	Accrued expenses	40,044	
	Provisions	3,492,000	
	Other liabilities (Deferred Grant / Income)	405,122	
	Total Liabilities		4,045,585
	Total Assets		1,617,315

Fixed Assets account

(see note 21)

	Land and Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total £
Cost or Valuation				
At start of period		116,636		116,636
Additions during period				
Less: Disposals				
Less: Depreciation		-86,230		-86,230
Total to end of period		30,406		30,406
Book Amount at end of period		30,406		30,406
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
Total of Fixed Assets		30,406		30,406

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	669,641	669,641
From Investments	4,435	4,435
Other Income (including increases by revaluation of assets)	1,381,590	1,381,590
Total Income	2,055,666	2,055,666
Expenditure (including decreases by revaluation of assets)		
Total Expenditure	1,528,047	1,528,047
Funds at beginning of year (including reserves)	-2,955,889	-2,955,889
Funds at end of year (including reserves)	-2,428,270	-2,428,270
ASSETS		
Fixed Assets		30,406
Investment Assets		
Other Assets		1,586,909
Total Assets		1,617,315
Liabilities		
Total Liabilities		4,045,585
Net Assets (Total Assets less Total Liabilities)		-2,428,270

Notes to the accounts

(see note 34)

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

See attached AR27 - Notes to the Accounts

Please note on P7 there is no option to add the figures for last years' liabilities, these are as follows:

Tax Payable 65,853

Sundry creditors 232,484

Accrued expenses 29,184

Provisions 3,977,000

Other liabilities (Deferred Grant / Income) 545,796

Total Liabilities 4,850,317

NORTH WESTERN LOCAL AUTHORITIES' EMPLOYERS' ORGANISATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

9. 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 2020.

The major assumptions used by the actuary were:

	2020	2019
	% p.a.	% p.a.
Rate of increase in salaries	2.7%	3.3%
Rate of increase in pensions in payment	1.9%	2.5%
Discount rate	2.3%	2.4%

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 31.03.20	Value at 31.03.19	Value at 31.03.18
	£'000	£'000	£'000
Equities	3,244	3,815	3,416
Bonds	705	830	828
Property	329	442	362
Cash	423	442	569
Total market value of assets	4,701	5,529	5,175
Present value of scheme liabilities	(8,193)	(9,506)	(8,541)
	(3,492)	(3,977)	(3,366)

NORTH WESTERN LOCAL AUTHORITIES' EMPLOYERS' ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

9. Pension commitments (*continued*)

Analysis of the defined benefit cost

	2020 £	2019 £
Current service costs	(286,000)	(206,000)
	2020 £	2019 £
Contributions in the year	157,000	134,000
	2020 £	2019 £
Other finance costs		
Interest income on plan assets	133,000	133,000
Interest cost on defined benefit obligation	(230,000)	(229,000)
	(97,000)	(96,000)
	2020 £	2019 £
Actuarial loss arising from latest valuation		
Actual return on assets excluding amounts included in net interest	(925,000)	244,000
Changes in assumptions underlying the present value of the scheme liabilities.	1,636,000	(687,000)
Actuarial gain/(loss) arising from latest valuation	711,000	(443,000)

Changes in the present value of the defined benefit obligation are as follows:

	2020 £	2019 £
Opening defined benefit obligation	(3,977,000)	(3,366,000)
Movements in the year:		
Current service costs	(286,000)	(206,000)
Contributions in the year	157,000	134,000
Other finance costs	(97,000)	(96,000)
Actuarial gain/(loss) arising from latest valuation	711,000	(443,000)
Net change in present value of obligation	485,000	(611,000)
Closing defined benefit obligation	(3,492,000)	(3,977,000)

NORTH WESTERN LOCAL AUTHORITIES' EMPLOYERS' ORGANISATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

2. Details of expenditure

	2020		2019	
	£	£	£	£
Employment and related costs				
Salaries	522,277		512,346	
Superannuation and pension costs	127,470		113,033	
National insurance	63,521		56,014	
Redundancy costs	-		36,966	
		713,268		718,359
Payroll administration		1,506		963
		714,774		719,322
Premises				
Rent and rates	60,987		33,710	
Repairs and renewals	5,328		5,661	
Service charge	17,682		15,347	
Electricity costs	2,082		837	
Dilapidations	3,000		3,000	
Cleaning	3,399		3,449	
		92,478		62,004
Establishment				
Postage	338		849	
Communication	7,693		11,952	
Travelling and subsistence	9,955		10,536	
Car leasing and car allowance	16,218		15,216	
Audit, accountancy and tax services	6,875		6,300	
Other legal and professional fees	2,003		1,762	
Information service	1,550		3,431	
Insurance	6,579		7,049	
Printing, stationery and reprographics	3,733		1,054	
Office equipment	20,564		34,132	
Sundry expenses	769		1,014	
Staff training	4,994		7,692	
Bank charges and interest	757		954	
C.E.E.P.	1,000		1,500	
Regional employers	2,285		6,761	
Website costs	6,247		2,748	
Irrecoverable debts	374		11,320	
Depreciation	19,331		18,353	
		111,265		142,623
Training and consultancy and external projects				
Training and consultancy	224,404		304,650	
Grant-funded external projects	385,126		940,066	
		609,530		1,244,716
Total expenditure		1,528,047		2,168,665

NORTH WESTERN LOCAL AUTHORITIES' EMPLOYERS' ORGANISATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

3. Staff costs		2020	2019
		£	£
	Employment costs within external projects		
	Wages and salaries	156,334	184,877
	Employers' NI, including Class 1A	17,429	19,340
	Superannuation and pension costs	37,819	21,722
	Redundancy costs	4,197	
		<hr/>	<hr/>
		215,779	225,939
		<hr/>	<hr/>
	Other employment costs		
	Wages and salaries	522,277	512,346
	Employers' NI, including Class 1A	63,521	56,014
	Superannuation and pension costs	127,470	113,033
	Redundancy costs	-	36,966
		<hr/>	<hr/>
		713,268	718,359
		<hr/>	<hr/>
	Totals		
	Wages and salaries	678,611	697,223
	Employers' NI, including Class 1A	80,950	75,354
	Superannuation and pension costs	165,289	134,755
	Redundancy costs	4,197	39,666
		<hr/>	<hr/>
		929,047	944,298
		<hr/>	<hr/>

The average number of employees during the year, excluding temporary staff, was 17 (2019: 17).

4. Lease commitments

At the reporting end date, the organisation had outstanding commitments for future minimum lease payments under non-cancellable operating leases amounting to £183,614 (2019: £233,973).

5. 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.

NORTH WESTERN LOCAL AUTHORITIES' EMPLOYERS' ORGANISATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

6. Tangible fixed assets

	Furniture, fittings and equipment £
Cost	
At 1 April 2019	116,636
Additions	-
	116,636
At 31 March 2020	116,636
 Accumulated Depreciation	
At 1 April 2019	66,899
Charge for the year	19,331
	86,230
At 31 March 2020	86,230
 Net Book Value	
At 31 March 2020	30,406
	30,406
At 31 March 2019	49,737
	49,737

7. Debtors

	2020 £	2019 £
Trade debtors	218,041	508,255
Other debtors	53,355	-
Prepayments	28,190	13,529
	299,586	521,784
	299,586	521,784

8. Creditors

	2020 £	2019 £
Trade creditors	26,618	232,484
VAT creditor	81,801	65,853
Accruals	40,044	29,184
Deferred income	405,122	545,796
	533,585	873,317
	533,585	873,317

Accounting policies

(see notes 35 & 36)

See attached AR27 - Accounting Policies



Signatures to the annual return

(see notes 37 and 38)

Including the accounts and balance sheet contained in the return.

Secretary's Signature:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Gillian Bishop	Name:	Councillor Trevor Holt
Date:	28 July 2020	Date:	28 July 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)

See attached AR27 - Auditors Report

Signature(s) of auditor or auditors:

David A Kay

Name(s):

David Kay of Barlow Andrews LLP

Profession(s) or Calling(s):

FCA

Address(es)

Barlow Andrews LLP
Carlyle House
Chorley New Road
Bolton, BL1 4BY

Date:

Contact name for enquiries and telephone number:

David Kay
01204 527 451

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 AUDITOR'S REPORT TO THE MEMBERS OF
NORTH WESTERN LOCAL AUTHORITIES' EMPLOYERS' ORGANISATION**

Opinion

We have audited the financial statements of North Western Local Authorities' Employers' Organisation for the year ended 31 March 2020 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 2020 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 Organisation 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 Organisation'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.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
NORTH WESTERN LOCAL AUTHORITIES' EMPLOYERS' ORGANISATION**

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 Organisation'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 Organisation 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. This description forms part of our auditor's report.

Use of our report

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



Barlow Andrews LLP
Chartered Accountants and Statutory Auditors
Carlyle House, 78 Chorley New Road, Bolton

15 July 2020