

# Form AR27

## Trade Union and Labour Relations (Consolidation) Act 1992

### Annual Return for an Employers' Association

Name of Employers' Association:	East Midlands Councils		
Year ended:	31st March 2020		
List No:	1592E		
Head or Main Office:	East Midlands Councils		
	First Floor Offices, South Annexe		
	Pera Business Park		
	Nottingham Road		
	Melton Mowbray, Leicestershire		
Postcode	LE13 0PB		
Website address (if available)	<a href="http://www.eastmidlandscouncils.gov.uk">www.eastmidlandscouncils.gov.uk</a>		
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:	Samantha Maher		
Contact name for queries regarding the completion of this return:	Steve Charlesworth		
Telephone Number:	01664 502624		
E-mail:	<a href="mailto:steve.charlesworth@emcouncils.gov.uk">steve.charlesworth@emcouncils.gov.uk</a>		

**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](mailto:returns@certoffice.org)

For Employers' Associations based in Scotland: [ymw@tcyoung.co.uk](mailto: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
46				46

## 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
Programme Officer		Hannah Smith	02 September 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
Lisa Bushell	Learning and Development Advisor
Lisa Butterfill	HR & Development Manager
Matthew Clarke	UASC Policy Officer
Lois Dale	Business Support Officer
Brein Fisher	Policy Officer
Lisa Hopkins	PA to Executive Director
Catherine Jones	Housing Advisor (seconded to Lincolnshire County Council)
Kirsty Lowe	Learning and Development Advisor
Samantha Maher	Director of HR and Councillor Development
Andrew Pritchard	Director of Policy & Infrastructure
Hannah Smith	Programme Officer
Stuart Young	Executive Director

## Revenue Account / General Fund

(see notes 11 to 16)

Previous Year			£	£
	<b>Income</b>			
443	From Members	Subscriptions, levies, etc	273	273
2	Investment income	Interest and dividends (gross)		
		Bank interest (gross)	5	5
		Other (specify)		
		<b>Total Investment Income</b>	<b>5</b>	<b>5</b>
	Other Income	Rents received		
		Insurance commission		
591		Consultancy fees	406	406
		Publications/Seminars		
		Miscellaneous receipts (specify)		
		Government Grants	442	442
		Prior Year Adjustment - Pension	244	244
		<b>Total of other income</b>		<b>1,092</b>
		<b>Total income</b>		<b>1,370</b>
1,036		<b>Interfund Transfers IN</b>		
	<b>Expenditure</b>			
724	Administrative expenses	Remuneration and expenses of staff	881	881
16		Occupancy costs	23	23
6		Printing, Stationery, Post	6	6
2		Telephones	4	4
		Legal and Professional fees		
		Miscellaneous (specify)		
37		Transport	32	32
317		Supplies & Services	298	298
		Pension Adjustment	51	51
		<b>Total of Admin expenses</b>		<b>1,295</b>
	Other Charges	Bank charges		
		Depreciation		
10		Sums written off		
		Affiliation fees		
		Donations		
		Conference and meeting fees		
		Expenses		
		Miscellaneous (specify)		
		<b>Total of other charges</b>		
		Taxation		
		<b>Total expenditure</b>		<b>1,295</b>
		<b>Interfund Transfers OUT</b>		
-66		Surplus/Deficit for year		75
639		Amount of fund at beginning of year		573
573		Amount of fund at end of year		648

**Accounts other than Revenue Account/General Fund**

(see notes 17 to 18)

Account 2		Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other Income (specify)		
		<b>Total Income</b>	
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
		<b>Total Expenditure</b>	
	<b>Interfund Transfers OUT</b>		
			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:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
		<b>Total Income</b>	
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
		<b>Total Expenditure</b>	
	<b>Interfund Transfers OUT</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 Revenue Account/General Fund**

(see notes 17 to 18)

Account 4		Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	<b>Interfund Transfers OUT</b>		
		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:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	<b>Interfund Transfers OUT</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 Revenue Account/General Fund

(see notes 17 to 18)

Account 6		Fund Account	
Name of account:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	<b>Interfund Transfers OUT</b>		
	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:		£	£
<b>Income</b>	From members		
	Investment income		
	Other income (specify)		
	<b>Total Income</b>		
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>	Administrative expenses		
	Other expenditure (specify)		
	<b>Total Expenditure</b>		
	<b>Interfund Transfers OUT</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 2020 ]**

(see notes 19 and 20)

Previous Year		£	£
	<b>Fixed Assets</b> (as at Page 8)		
	<b>Investments</b> (as per analysis on page 9)		
	Quoted (Market value £ ) as at Page 9		
	Unquoted (Market value £ ) as at Page 9		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
137	Sundry debtors	218	218
630	Cash at bank and in hand	673	673
	Stocks of goods		
	Others (specify)		
767	<b>Total of other assets</b>	891	891
	<b>Total Assets</b>		891
573	Revenue Account/ General Fund	648	
-2,789	Revaluation Reserve	-1,650	#
	<b>Liabilities</b>		
-	Sundry Creditors	4	
194	Receipts in Advance	239	
	Net Pension Scheme Liability		
	<b>Total Liabilities</b>		243
	<b>Total Assets</b>		891

## Fixed Assets account

(see note 21)

	Land and Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total £
<b>Cost or Valuation</b>				
At start of period				
Additions during period				
Less: Disposals				
Less: Depreciation				
Total to end of period				
<b>Book Amount at end of period</b>				
Freehold				
Leasehold (50 or more years unexpired)				
Leasehold (less than 50 years unexpired)				
<b>Total of Fixed Assets</b>				

# Analysis of Investments

(see note 22)

<b>Quoted</b>		<b>Other Funds</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 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

## Analysis of investment income (Controlling interests)

(see note 23)

Does the association, or any constituent part of the association, have a controlling interest in any limited company?

Yes		No	<b>X</b>
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If Yes name the relevant companies:

Company name

Company registration number (if not registered in England & Wales, state where registered)

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### Incorporated Employers' Associations

Are the shares which are controlled by the association registered in the association's name

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

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### Unincorporated Employers' Associations

Are the shares which are controlled by the association registered in the names of the association's trustees?

Yes		No	<b>X</b>
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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	Total Funds
		£
<b>Income</b>		
From Members	273	273
From Investments	5	5
Other Income (including increases by revaluation of assets)	1,092	1,092
<b>Total Income</b>	<b>2,509</b>	<b>2,509</b>
<b>Expenditure</b> (including decreases by revaluation of assets)		
<b>Total Expenditure</b>	<b>1,295</b>	<b>1,295</b>
<b>Funds at beginning of year</b> (including reserves)	-2,216	-2,216
<b>Funds at end of year</b> (including reserves)	-1,002	-1,002
<b>ASSETS</b>		
Fixed Assets		
Investment Assets		
Other Assets		891
<b>Total Assets</b>		<b>891</b>
<b>Liabilities</b>		
<b>Total Liabilities</b>		<b>1,893</b>
<b>Net Assets (Total Assets less Total Liabilities)</b>		<b>-1,002</b>

## Summary Sheet

(see notes 24 to 33)

	All Funds	Total Funds
	£	£
<b>Income</b>		
From Members		273
From Investments		5
Other Income (including increases by revaluation of assets)		848
<b>Total Income</b>		1,126
<b>Expenditure</b> (including decreases by revaluation of assets)		1,069
<b>Total Expenditure</b>		1,069
<b>Funds at beginning of year</b> (including reserves)		582
<b>Funds at end of year</b> (including reserves)		639
<b>ASSETS</b>		
Fixed Assets		
Investment Assets		
Other Assets		882
<b>Total Assets</b>		882
<b>Liabilities</b>		
<b>Total Liabilities</b>		243
<b>Net Assets (Total Assets less Total Liabilities)</b>		639

**Notes to the accounts**

(see note 34)

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

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to enter or attach their notes to the accounts.

## 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:		Chairman's Signature:	
			(or other official whose position should be stated)
Name:	Samantha Maher	Name:	Stuart Young
Date:		Date:	

## Checklist

(see note 39)

(please enter 'X' as appropriate)

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

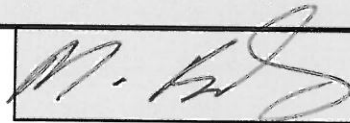
**In our opinion the financial statements:**

- **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 see pages 19 to 21 of the attached Financial Statements

Signature(s) of auditor or auditors:



Name(s):

Melvin Bailey

Profession(s) or Calling(s):

Chartered Certified Accountant

Address(es)

Rogers Spencer, Newstead House, Pelham Road, Nottingham NG5 1AP

Date:

5/2/21

Contact name for enquiries and telephone number:

Melvin Bailey 0115 960 8412

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