

Form AR27

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for an Employers' Association

Name of Employers' Association:	Yorkshire and Humber (Local Authorities) Employers' Association					
Year ended:	31st March 2021					
List No:	CO/246E					
Head or Main Office:	C/O Martin Hunter, Wakefield Council, 3rd Floor					
	Wakefield One					
	Burton Street					
	Wakefield					
	West Yorkshire					
Postcode	WF1 2EB					
Website address (if available)						
Has the address changed during the year to which the return relates?	<table><tr><td>Yes</td><td><input type="checkbox"/></td><td>No</td><td><input checked="" type="checkbox"/></td><td>('X' in appropriate box)</td></tr></table>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	('X' in appropriate box)
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	('X' in appropriate box)		
General Secretary:	Steve Walmsely					
Contact name for queries regarding the completion of this return:	Martin Hunter					
Telephone Number:	01924 306992					
E-mail:	mhunter@wakefield.gov.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 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
27				27

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

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
Steve Walmsley	Regional Employers Director and Employers Secretary
Julie Brookes	Employers Services Officer

Revenue Account / General Fund

(see notes 11 to 16)

Previous Year			£	£
	Income			
101,858	From Members	Subscriptions, levies, etc	101,858	101,858
52	Investment income	Interest and dividends (gross)		
		Bank interest (gross)	70	70
		Other (specify)		
		Total Investment Income	70	70
23,343	Other Income	Rents received		
		Insurance commission		
		Consultancy fees	20,828	20,828
		Publications/Seminars		
		Miscellaneous receipts (specify)		
2,670		Miscellaneous receipts - Apprenticeship		
1,000		Miscellaneous receipts – E-Pay Check	2,495	2,495
670		Miscellaneous receipts – Subscriptions	1,929	1,929
		Miscellaneous receipts – Events funding		
		Total of other income		25,252
		Total income		127,180
		Interfund Transfers IN		
	Expenditure			
95,425	Administrative expenses	Remuneration and expenses of staff	93,916	93,916
28		Occupancy costs		
242		Printing, Stationery, Post		
9,097		Telephones	243	243
		Legal and Professional fees	10,705	10,705
		Miscellaneous (specify)		
1,297		Insurances	1,307	1,307
2,404		Subscriptions, Publications, Website	2,404	2,404
342		Computer & Software	255	255
		Total of Admin expenses		108,830
11,991	Other Charges	Bank charges		
		Depreciation		
		Sums written off		
		Affiliation fees		
		Donations		
		Conference and meeting fees	10,645	10,645
		Expenses		
		Miscellaneous (specify)		
		Total of other charges		10,645
		Taxation		
120,826		Total expenditure		119,475
		Interfund Transfers OUT		
8,767		Surplus/Deficit for year		7,705
177,740		Amount of fund at beginning of year		186,507
186,507		Amount of fund at end of year		194,212

Accounts other than Revenue Account/General Fund

(see notes 17 to 18)

Account 2		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 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 4		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 5		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 [31st March 2021]

(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		
20,030	Sundry debtors	13,548	13,548
166,670	Cash at bank and in hand	180,857	180,857
	Stocks of goods		
	Others (specify)		
186,700	Total of other assets	194,405	194,405
	Total Assets		194,405
186,507	Revenue Account/ General Fund	194,212	
	Revaluation Reserve		
	Liabilities		
193	Sundry creditors		
	Accrued expenses	193	
193	Total Liabilities		193
186,507	Total Assets		194,405

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

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	X
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If Yes name the relevant companies:

Company name	Company registration number (if not registered in England & Wales, state where registered)
None	

Incorporated Employers' Associations

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

Yes		No	X
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If NO, please state the names of the persons in whom the shares controlled by the association are registered.

Company name	Names of shareholders
None	

Unincorporated Employers' Associations

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

Yes		No	X
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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
None	

Summary Sheet

(see notes 24 to 33)

	All Funds	Total Funds
	£	£
Income		
From Members	101,858	101,858
From Investments	70	70
Other Income (including increases by revaluation of assets)	25,252	25,252
Total Income	127,180	127,180
Expenditure (including decreases by revaluation of assets)		
Total Expenditure	119,475	119,475
Funds at beginning of year (including reserves)	186,507	186,507
Funds at end of year (including reserves)	194,212	194,212
ASSETS		
Fixed Assets		
Investment Assets		
Other Assets		194,405
Total Assets		194,405
Liabilities		
Total Liabilities		193
Net Assets (Total Assets less Total Liabilities)		194,212

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		
Funds at beginning of year (including reserves)			
Funds at end of year (including reserves)			
ASSETS			
	Fixed Assets		
	Investment Assets		
	Other Assets		
	Total Assets		
Liabilities			
	Total Liabilities		
Net Assets (Total Assets less Total Liabilities)			

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 attached company 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:	<i>Steve Walmsley</i>	Chairman's Signature:	<i>Cllr Jane Nightingale</i>
			<small>(or other official whose position should be stated)</small>
Name:	Steve Walmsley	Name:	Cllr Jane Nightingale
Date:	16/08/2021	Date:	20/08/2021

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)

Signature(s) of auditor or auditors:	<i>Garbutt & Elliott Audit Limited</i>	
Name(s):	Garbutt & Elliott Audit Ltd	
Profession(s) or Calling(s):	Statutory Auditor	
Address(es)	33 Park Place, Leeds, LS1 2RY	
Date:	23/08/2021	
Contact name for enquiries and telephone number:	Jessica Lawrence 01904 464100	

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

**Yorkshire and Humber (Local Authorities)
Employers' Association**

**Financial Statements
for the year ended 31 March 2021**

Yorkshire and Humber (Local Authorities) Employers' Association

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Yorkshire and Humber (Local Authorities) Employers' Association

Statement of Council Members' Responsibilities

Applicable law requires the Yorkshire and Humber (Local Authorities) Employers' Association ("YHEA") Council Members to prepare financial statements for each financial year which give a true and fair view of the state of the affairs and of the surplus or deficit of the Association for that year. In preparing these financial statements, the YHEA Council Members are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Association will continue in operation.

The YHEA Council Members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to enable them to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The YHEA Council Members also confirm that, so far as they are aware, there is no relevant audit information of which the Association's auditor is unaware and they have taken all steps that they ought to have taken as YHEA Council Members in order to make themselves aware of any relevant audit information and to establish that the Association's auditor is aware of that information.

07/08/2021

Confirmed by the YHEA Council on and signed on its behalf by:

Steve Walmsley

.....

Mr S Walmsley

Yorkshire and Humber (Local Authorities) Employers' Association

Independent Auditor's Report to the Members of Yorkshire and Humber (Local Authorities) Employers' Association

Opinion

We have audited the financial statements of Yorkshire and Humber (Local Authorities) Employers' Association ("YHEA") for the year ended 31 March 2021, which comprise the income and expenditure account, the balance sheet, the statement of cash flows 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 UK Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (UK Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 March 2021 and of its surplus for the year then ended;
- have been properly prepared in accordance with UK Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) 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 Association 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 YHEA Council Members' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the YHEA Council Members have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Association'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.

Other information

The YHEA Council Members are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Yorkshire and Humber (Local Authorities) Employers' Association

Independent Auditor's Report to the Members of Yorkshire and Humber (Local Authorities) Employers' Association (cont.)

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Association and its environment obtained in the course of the audit, we have not identified material misstatements in the financial statements.

We have nothing to report in respect of the following matters in relation to which the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- proper accounting records have not been kept in accordance with Section 28; or
- a satisfactory system of control over transactions has not been maintained; or
- the financial statements are not in agreement with the accounting records and returns.
- the members were not entitled to prepare the financial statements in accordance with the small companies regime.

Responsibilities of the YHEA Council Members

As explained more fully in the Statement of Council Members' Responsibilities, the YHEA Council Members 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 they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the YHEA Council Members are responsible for assessing the Association'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 YHEA Council Members either intend to liquidate the Association 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 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

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.

Yorkshire and Humber (Local Authorities) Employers' Association

Independent Auditor's Report to the Members of Yorkshire and Humber (Local Authorities) Employers' Association (cont.)

Extent to which the audit was capable of identifying irregularities, including fraud

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience, through discussion with the directors and other management, and from inspection of the company's regulatory and legal correspondence. We discussed with the directors and other management the policies and procedures regarding compliance with laws and regulations. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance during the audit.

The association is subject to laws and regulations that directly affect the financial statements including financial reporting legislation, distributable profits legislation, taxation legislation and further laws and regulations that could indirectly affect the financial statements, comprising environmental legislation and, in the current climate, Covid regulations. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the directors and other management and inspection of regulatory and legal correspondence, if any. These procedures did not identify any potentially material actual or suspected non-compliance.

To identify risks of material misstatement due to fraud we considered the opportunities, incentives and pressures that may exist within the company to commit fraud. Our risk assessment procedures included: enquiry of directors to understand the high-level policies and procedures in place to prevent and detect fraud, reading Board minutes and considering performance targets and incentive schemes in place for management. We communicated identified fraud risks throughout our team and remained alert to any indications of fraud during the audit.

As a result of these procedures, we identified the greatest potential for fraud in the following areas:

- revenue recognition and in particular the risk that revenue is recorded in the wrong period; and
- subjective accounting estimates

The fraud risks arise due to a desire to present stronger results and enable management to benefit from enhanced incentives. As required by auditing standards we also identified and addressed the risk of management override of controls.

We performed the following procedures to address the risks of fraud identified:

- identifying and testing high risk journal entries through vouching the entries to supporting documentation.
- assessing significant accounting estimates for bias.
- testing the timing and recognition of revenue and, in particular, sales cut off testing, and testing post year end credit notes.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

In addition, as with any audit, there remained a higher risk of non-detection of fraud, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. Our audit procedures are designed to detect material misstatement. We are not responsible for preventing non-compliance or fraud and cannot be expected to detect non-compliance with all laws and regulations.

Yorkshire and Humber (Local Authorities) Employers' Association

Independent Auditor's Report to the Members of Yorkshire and Humber (Local Authorities) Employers' Association (cont.)

Use of our report

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

Garbutt & Elliott Audit Limited

Jessica Lawrence
Garbutt & Elliott Audit Limited
Statutory Auditor

09/08/2021

.....
33 Park Place
Leeds
LS1 2RY

Yorkshire and Humber (Local Authorities) Employers' Association

Income and Expenditure Account for the year ended 31 March 2021

	Notes	2021 £	2020 £
INCOME			
<i>Income from members</i>			
Subscriptions, levies etc.		101,858	101,858
<i>Investment income</i>			
Bank interest		70	52
<i>Other income</i>			
Consultancy fees (seminars, conferences and exhibitions)		20,828	23,343
Information services, handbooks, sundry income		4,424	4,340
Total income		127,180	129,593
EXPENDITURE			
<i>Administrative expenses</i>			
Staff remuneration and expenses		93,916	95,425
Computer expenses and software		255	342
Printing, stationery, postage and telephone		243	270
Legal and professional fees		10,705	9,097
Insurances		1,307	1,297
Subscriptions, publications, website		2,404	2,404
<i>Other charges</i>			
Bank charges		-	-
Meeting expenses		10,645	11,991
Total expenditure		119,475	120,826
Net surplus / (deficit)		7,705	8,767
Funds brought forward at 1 April 2020		186,507	177,740
Funds carried forward at 31 March 2021	6	194,212	186,507

Yorkshire and Humber (Local Authorities) Employers' Association

Balance Sheet as at 31 March 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	4	13,548		20,030	
Cash at bank and in hand		180,857		166,670	
		194,405		186,700	
Creditors: amount falling due within one year					
	5	(193)		(193)	
Net assets			194,212		186,507
Reserves					
General reserve	6		194,212		186,507

The financial statements were approved by YHEA Council on 07/08/2021 2021 and signed on its behalf by:

Steve Walmsley
.....
Mr S Walmsley

Yorkshire and Humber (Local Authorities) Employers' Association

Statement of Cash Flows for the year ended 31 March 2021

	2021	2020
	£	£
Cash flows from operating activities		
Cash generated from operations (see below)	14,187	2,157
Interest received	-	-
Net increase / (decrease) in cash and cash equivalents	14,187	2,157
Cash and cash equivalents at beginning of year	166,670	164,513
Cash and cash equivalents at end of year	180,857	166,670
Relating to:		
Cash at bank and in hand	180,857	166,670

Cash generated from operations

	2021	2020
	£	£
Net surplus / (deficit) for the year	7,705	8,767
Adjustments for:		
Returns on investments and servicing of finance	-	-
Interest received	-	-
Movements in working capital:		
(Increase) / decrease in debtors	6,482	(6,610)
Cash generated from/(used in) operations	14,187	2,157

Yorkshire and Humber (Local Authorities) Employers' Association

Notes to the Financial Statements for the year ended 31 March 2021

1. Accounting policies

1.1 Association information

The Association is limited by guarantee and does not have share capital. The liability of members is limited to £1 per member. The Association is incorporated in England and the registered office is C/O Martin Hunter, Finance Team, Wakefield Council, Wakefield One, Burton Street, Wakefield, WF1 2EB.

1.2 Accounting convention

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

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.3 Going concern

The Council Members have considered all factors in light of the Covid-19 pandemic, including in the wider economy, as part of their assessment of going concern. Although the current economic climate creates both cashflow and profitability risks for the Association, the Council Members believe on balance that they have sufficient resources to enable trading to continue for a period of at least one year from the date of approval of the financial statements. Accordingly, these financial statements have been prepared on the going concern basis.

1.4 Income

Income is generated from members and derived wholly from the UK. It comprises:

- member organisation subscriptions which are recognised over the period to which the subscription relates;
- special project income which is recognised based on the level of completion of the individual project; and
- other income streams which are included at the invoiced value of services supplied, net of value added tax and any discounts.

1.5 Staff costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

1.6 Tangible fixed assets and depreciation

Tangible fixed asset purchases below £1,750 are written off fully in the year of acquisition.

1.7 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital. Bank overdrafts are shown within borrowing in current liabilities.

1.8 Financial instruments

The Association 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 Association's balance sheet when the Association becomes party to the contractual provisions of the instrument.

Yorkshire and Humber (Local Authorities) Employers' Association

Notes to the Financial Statements for the year ended 31 March 2021 (cont.)

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 initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Other financial assets

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes in fair value are recognised in profit or loss, except that investments in equity instruments that are not publicly traded and whose fair values cannot be measured reliably are measured at cost less impairment.

Impairment of financial assets

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in profit or loss.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in profit or loss.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the Association transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the Association after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

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. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Yorkshire and Humber (Local Authorities) Employers' Association

Notes to the Financial Statements for the year ended 31 March 2021 (cont.)

Other financial liabilities

Debt instruments that do not meet the conditions in FRS 102 paragraph 11.9 are subsequently measured at fair value through profit or loss. Debt instruments may be designated as being measured at fair value through profit or loss to eliminate or reduce an accounting mismatch or if the instruments are measured and their performance evaluated on a fair value basis in accordance with a documented risk management or investment strategy.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Association's contractual obligations expire or are discharged or cancelled.

1.9 Debtors

Prepayments and accrued income represent time apportioned expenses or income to be recognised in a future accounting period.

Debtors, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

Debtors are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment loss is recognised in the income and expenditure account.

1.10 Creditors, loans and provisions

Creditors, loans and provisions are recognised where the Association has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Creditors are derecognised when, and only when, obligations are discharged, cancelled or they expire.

Amounts recognised as provisions are best estimates of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

Yorkshire and Humber (Local Authorities) Employers' Association

Notes to the Financial Statements for the year ended 31 March 2021 (cont.)

2. Net surplus /(deficit) for the year

	2021	2020
	£	£
<i>Is stated after charging:</i>		
Auditor's remuneration	2,450	2,335

3. Employees

The Association has no employees. Staff support is provided by member organisations of the Association and recharged on a cost basis.

4. Debtors

	2021	2020
	£	£
Trade debtors	8,317	11,952
VAT	5,231	5,770
Prepayments and accrued income	-	2,308
	13,548	20,030

5. Creditors

	2021	2020
	£	£
Accruals and deferred income	193	193

6. General reserve

	2021	2020
	£	£
General reserve brought forward	186,507	177,740
Net surplus/(deficit) for the year	7,705	8,767
General reserve carried forward	194,212	186,507

7. Pension costs

Pension charges represent cost recharges from member organisations and are accounted for on a defined contribution basis.

8. Related party transactions

Yorkshire and Humber (Local Authorities) Employers' Association ('YHEA') exists to promote effective working between its member organisations. These member organisations provide the majority of YHEA's income, comprising subscriptions, levies and payments for specific services, as detailed in the income and expenditure account. They also provide staff support for the running of YHEA, as detailed in the income and expenditure account as staff remuneration and expenses.

Jessica Lawrence
Garbutt & Elliott Audit Limited
33 Park Place
Leeds
LS1 2RY

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your audit of the association's financial statements for the year ended 31 March 2021. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

General

1. We have fulfilled our responsibilities as members, as set out in the terms of your engagement letter dated 28 June 2021, for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
2. All the transactions undertaken by the association have been properly reflected and recorded in the accounting records.
3. All the accounting records have been made available to you for the purpose of your audit. We have provided you with unrestricted access to all appropriate persons within the association, and to all other records and related information requested, including minutes of all management and member meetings.
4. The financial statements are free of material misstatements, including omissions.

Internal Control and Fraud

5. We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud.
6. We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements.
7. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.

Assets and Liabilities

8. The association has satisfactory title to all assets and there are no liens or encumbrances on the association's assets, except for those that are disclosed in the notes to the financial statements.
9. All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
10. We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

Accounting Estimates

11. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Loans and Arrangements

12. The association has not granted any advances or credits to, or made guarantees on behalf of, directors other than those disclosed in the financial statements.

Legal Claims

13. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

Law and Regulations

14. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
15. We confirm that the association does not use contractors and meets the definition of a small company and therefore has no obligations under the off-payroll working (IR-35) legislation.

Related Parties

16. Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of company law or accounting standards.

Subsequent Events

17. All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

Going Concern

18. We believe that the association's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the association's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the association's ability to continue as a going concern need to be made in the financial statements.



Financial Statements

- 19. We confirm that no adjusted misstatements have processed in arriving at the financial statements for the year ended 31 March 2021.
- 20. We confirm that we have reviewed the unadjusted misstatements on the attached schedule (appendix 2) which have not been adjusted in arriving at the financial statements for the year ended 31 March 2020 on the grounds of immateriality. We understand that for the purposes of audit you have only reported to us items in excess of triviality.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware. Each director has taken all the steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that they are aware of that information.

Yours faithfully

Steve Walmsley

.....

Director

On behalf of the Members

07/08/2021

.....

Date

Appendix 1- Adjusted misstatements

- There were no adjusted misstatements

Appendix 2 – Unadjusted misstatements

Area	£Debit	£Credit
Bad Debt Provision		247
Reserves Brought Forward	206	
VAT Liability	41	
Being to provide for bad and doubtful debts		
Accruals	192	
Reserves Brought Forward		192
Being to reverse accrual included from prior year		