

# 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 2024				
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?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	('X' in appropriate box)
General Secretary:	Martin Williams				
Contact name for queries regarding the completion of this return:	Martin Hunter				
Telephone Number:	01924 306992				
E-mail:	<a href="mailto:mhunter@wakefield.gov.uk">mhunter@wakefield.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 send the annual return to the following address stating the name of the union in subject:

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

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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
20				20

## 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
Regional Employers Director and Employers Secretary	Steve Walmsley	Martin Williams	01 October 2023

# 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
Martin Williams	Regional Employers Director and Employers Secretary
Julie Brookes	Employers Services Officer

## Revenue Account / General Fund

(see notes 11 to 16)

Previous Year			£	£
	<b>Income</b>			
101,506	From Members	Subscriptions, levies, etc	95,884	95,884
	Investment income	Interest and dividends (gross)		
962		Bank interest (gross)	2,801	2,801
		Other (specify)		
		Total Investment Income	2,801	2,801
	Other Income	Rents received		
28,463		Insurance commission		
		Consultancy fees	13,103	13,103
		Publications/Seminars		
		Miscellaneous receipts (specify)		
1,834		Miscellaneous receipts – E-Pay Check	1,975	1,975
		Miscellaneous receipts – Subscriptions		
		Total of other income		15,078
		<b>Total income</b>		<b>113,763</b>
		<b>Interfund Transfers IN</b>		
	<b>Expenditure</b>			
97,631	Administrative expenses	Remuneration and expenses of staff	90,564	90,564
		Occupancy costs		
		Printing, Stationery, Post		
168		Telephones	168	168
13,220		Legal and Professional fees	14,857	14,857
		Miscellaneous (specify)		
1,453		Subscriptions, Publications, Website	864	864
313		Computer costs	986	986
		Total of Admin expenses		107,439
	Other Charges	Bank charges	294	294
		Depreciation		
		Sums written off		
		Affiliation fees		
		Donations		
20,783		Conference and meeting fees	4,240	4,240
		Expenses		
		Miscellaneous (specify)		
		Travel expenses	1,147	1,147
		Total of other charges		5,681
		Taxation		
		<b>Total expenditure</b>		<b>113,120</b>
		<b>Interfund Transfers OUT</b>		
		Surplus/Deficit for year		643
		Amount of fund at beginning of year		191,944
		Amount of fund at end of year		192,587

**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)			
[Redacted]			
		<b>Total Income</b>	
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>			
Administrative expenses			
Other expenditure (specify)			
[Redacted]			
		<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)			
[Redacted]			
		<b>Total Income</b>	
	<b>Interfund Transfers IN</b>		
<b>Expenditure</b>			
Administrative expenses			
Other expenditure (specify)			
[Redacted]			
		<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)	





**Balance Sheet as at [ 31 March 2023 ]**

(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>		
11,305	Sundry debtors	12,538	12,538
212,081	Cash at bank and in hand	213,655	213,655
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>	226,193	226,193
	<b>Total Assets</b>	<b>226,193</b>	<b>226,193</b>
191,944	Revenue Account/ General Fund	192,587	
	Revaluation Reserve		
	<b>Liabilities</b>		
31,442	Accruals	33,606	
	<b>Total Liabilities</b>		33,606
	<b>Total Assets</b>		<b>226,193</b>

# 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)

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	<b>X</b>
-----	--	----	----------

If Yes name the relevant companies:

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

### Incorporated Employers' Associations

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

Yes		No	<b>X</b>
-----	--	----	----------

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

Company name	Names of shareholders

### Unincorporated Employers' Associations

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

Yes		No	<b>X</b>
-----	--	----	----------

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	95,884	95,884
From Investments	2,801	2,801
Other Income (including increases by revaluation of assets)	15,078	15,078
<b>Total Income</b>	113,763	113,763
<b>Expenditure</b> (including decreases by revaluation of assets)		
<b>Total Expenditure</b>	113,120	113,120
<b>Funds at beginning of year</b> (including reserves)	191,944	191,944
<b>Funds at end of year</b> (including reserves)	192,587	192,587
<b>ASSETS</b>		
	Fixed Assets	
	Investment Assets	
	Other Assets	226,193
	<b>Total Assets</b>	226,193
<b>Liabilities</b>	<b>Total Liabilities</b>	33,606
<b>Net Assets (Total Assets less Total Liabilities)</b>		192,587

# Summary Sheet

(see notes 24 to 33)

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

## 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)

Please see attached company accounts.

## 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>Martin Williams</i>	Chairman's Signature:	<i>Jane Nightingale</i>
			<small>(or other official whose position should be stated)</small>
Name:	Martin Williams	Name:	Jane Nightingale
Date:	24/07/2024	Date:	26/07/2024

## 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	<b>X</b>	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 attached company accounts.

Signature(s) of auditor or auditors:

*Azets Audit Services Limited*

Name(s):

Azets Audit Services Limited

Profession(s) or Calling(s):

Statutory Auditor

Address(es)

12 King Street, Leeds, LS1 2HL

Date:

29/07/2024

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 2024**

# 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.

Confirmed by the YHEA Council on <sup>24/07/2024</sup> ..... and signed on its behalf by:

*Martin Williams*

.....  
Mr M Williams

# **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 2024, 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 2024 and of its deficit 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**

In auditing the financial statements, we have concluded that the YHEA Council Members' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Association's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the YHEA Council Members with respect to going concern are described in the relevant sections of this report.

### **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.

### **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](http://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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the Association through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias; and
- Performing audit work over the timing and recognition of revenue and in particular whether it has been recorded in the correct accounting period.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

### 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.

*Azets Audit Services Limited*

**Jessica Lawrence**  
**Azets Audit Services Limited**  
**Statutory Auditor**

29/07/2024

.....  
12 King Street  
Leeds  
LS1 2HL



# Yorkshire and Humber (Local Authorities) Employers' Association

## Income and Expenditure Account for the year ended 31 March 2024

	Notes	2024 £	2023 £
<b>INCOME</b>			
<b><i>Income from members</i></b>			
Subscriptions, levies etc.		95,884	101,506
<b><i>Investment income</i></b>			
Bank interest		2,801	962
<b><i>Other income</i></b>			
Consultancy fees (seminars, conferences and exhibitions)		13,103	28,463
Information services, handbooks, sundry income		1,975	1,834
<b>Total income</b>		<b>113,763</b>	<b>132,765</b>
<b>EXPENDITURE</b>			
<b><i>Administrative expenses</i></b>			
Staff remuneration and expenses		90,564	97,631
Computer expenses and software		986	313
Printing, stationery, postage and telephone		168	168
Legal and professional fees		15,151	13,529
Subscriptions, publications, website		864	1,453
<b><i>Other charges</i></b>			
Meeting expenses		4,240	20,783
Travel expenses		1,147	-
<b>Total expenditure</b>		<b>113,120</b>	<b>133,877</b>
<b>Net gain / (deficit)</b>	<b>2</b>	643	(1,112)
Funds brought forward at 1 April 2023		191,944	193,056
<b>Funds carried forward at 31 March 2024</b>	<b>6</b>	<b>192,587</b>	<b>191,944</b>

# Yorkshire and Humber (Local Authorities) Employers' Association

## Balance Sheet as at 31 March 2024

	Notes	2024	2023
		£	£
<b>Current assets</b>			
Debtors	4	12,538	11,305
Cash at bank and in hand		213,655	212,081
		226,193	223,386
<b>Creditors: amount falling due within one year</b>			
	5	(33,606)	(31,442)
<b>Net assets</b>		192,587	191,944
<b>Reserves</b>			
General reserve	6	192,587	191,944

The financial statements were approved by the Council Members on 24/07/2024 and signed on its behalf by:

*Martin Williams*

.....  
Mr M Williams

# Yorkshire and Humber (Local Authorities) Employers' Association

## Statement of Cash Flows for the year ended 31 March 2024

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Cash generated from/(used in) operations <b>(see below)</b>	(1,227)	39,604
Interest received	2,801	962
<b>Net increase / (decrease) in cash and cash equivalents</b>	<b>1,574</b>	<b>40,566</b>
Cash and cash equivalents at beginning of year	212,081	171,515
<b>Cash and cash equivalents at end of year</b>	<b>213,655</b>	<b>212,081</b>
<b>Relating to:</b>		
Cash at bank and in hand	213,655	212,081

### Cash generated from/(used in) operations

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Net gain / (deficit) for the year	643	(1,112)
Interest receivable	(2,801)	(962)
<b>Movements in working capital:</b>		
(Increase) / decrease in debtors	(1,233)	10,236
Increase / (decrease) in creditors	2,164	31,442
<b>Cash generated from/(used in) operations</b>	<b>(1,227)</b>	<b>39,604</b>

# Yorkshire and Humber (Local Authorities) Employers' Association

## Notes to the Financial Statements for the year ended 31 March 2024

### 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 established 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

At the time of approving the financial statements, the Council Members have a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Thus, the Council Members continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 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 2024 (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 2024 (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 2024 (cont.)

### 2. Net deficit for the year

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<i>Is stated after charging:</i>		
Auditor's remuneration	3,720	2,850

### 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

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	7,054	4,968
VAT	5,484	6,337
	12,538	11,305

### 5. Creditors

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	33,606	31,442
	33,606	31,442

### 6. General reserve

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
General reserve brought forward	191,944	193,056
Net deficit for the year	643	(1,112)
General reserve carried forward	192,587	191,944

### 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.