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# FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:

Year ended:

List No:

Head or Main Office:

Website address (if available)

Has the address changed during the year to which the return relates? Yes  No  (Tick as appropriate)

General Secretary:

Contact name for queries regarding the completion of this return:

Telephone Number:

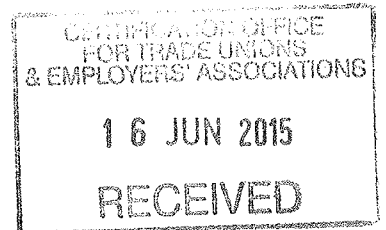
e-mail:

**PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.**  
Any difficulties or problems in the completion of this return should be directed to the Certification Office as below or by telephone to: 020 7210 3734

The address to which returns and other documents should be sent are:

**For Employers' Associations based in England and Wales:**  
Certification Office for Trade Unions and Employers' Associations  
22<sup>nd</sup> Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

**For Employers' Associations based in Scotland:**  
Certification Office for Trade Unions and Employers' Associations  
Melrose House, 69a George Street, Edinburgh EH2 2JG



Year ended: 31 December 2014

I confirm the list of officers:

Tim Knowles - Secretary

Tracey Orr

Heather Lee

Mark O'Hagan

Mari Frost

# 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	-	-	1	21

## OFFICERS IN POST

(see note 10)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

## CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of Change

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Prior Year			£	£
	<b>INCOME</b>			
250,165	From Members	Subscriptions, levies, etc	177,121	
-	Investment income	Interest and dividends (gross)	-	
-		Bank interest (gross)	-	
-		Other (specify)	-	
250,165	Other income	Rents received	-	177,121
		Insurance commission	-	
		Consultancy fees	-	
		Publications/Seminars	-	
		Miscellaneous receipts (specify)	-	
-			-	-
250,165	<b>TOTAL INCOME</b>			177,121
	<b>EXPENDITURE</b>			
	Administrative expenses			
(206,626)		Remuneration and expenses of staff	(161,379)	
(87)		Occupancy costs	(4)	
(428)		Printing, Stationery, Post	(174)	
(1,525)		Telephones	(674)	
(6,984)		Legal and Professional fees	(6,725)	
-		Miscellaneous – periodicals	(22)	
(215,650)	Other charges	Travel	(754)	(168,978)
(6,553)		Contract car hire	(2,686)	
(5,779)		External course fees	-	
-		Software	(40)	
(27)		Conference and meeting fees	-	
-		Social events	(25)	
(484)		Miscellaneous (reorganisation costs)	(664)	
(19,225)		Training materials	(3,974)	
(2,447)				
(34,515)				(8,143)
(250,165)	<b>TOTAL EXPENDITURE</b>			(177,121)
-	Surplus/Deficit for year			-
-	Amount of fund at beginning of year			-
-	Amount of fund at end of year			-

## ACCOUNTS OTHER THAN THE 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>Expenditure</b>	Administrative expenses		-
	Other expenditure (specify)		-
			-
			-
	<b>Total Expenditure</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>Expenditure</b>	Administrative expenses		-
	Other expenditure (specify)		-
			-
			-
	<b>Total Expenditure</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 THE 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>Expenditure</b>	Administrative expenses		-	
	Other expenditure (specify)		-	
			-	
			-	
			<b>Total Expenditure</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>Expenditure</b>	Administrative expenses		-	
	Other expenditure (specify)		-	
			-	
			-	
			<b>Total Expenditure</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 THE 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>Expenditure</b>	Administrative expenses		-
	Other expenditure (specify)		-
			-
			-
	<b>Total Expenditure</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>Expenditure</b>	Administrative expenses		-
	Other expenditure (specify)		-
			-
	<b>Total Expenditure</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 1<sup>st</sup> JANUARY 2015

(see notes 19 and 20)

Previous Year		£	£
-	<b>Fixed Assets</b> (as at page 11)		-
	<b>Investments</b> (as per analysis on page 13)		
-	Quoted (Market value £ - )		-
-	Unquoted		-
	<b>Total Investments</b>		-
	<b>Other Assets</b>		
-	Sundry debtors		-
-	Cash at bank and in hand		-
-	Stocks of goods		-
-	Others (specify)		-
	<b>Total of other</b>		-
-	<b>assets</b>		-
-		<b>TOTAL ASSETS</b>	-
-			-
-			-
-			-
	<b>Revaluation Reserve</b>		-
	<b>Liabilities</b>		
-	Loans		-
-	Bank overdraft		-
-	Tax payable		-
-	Sundry creditors		-
-	Accrued expenses		-
-	Provisions		-
-	Other liabilities		-
-		<b>TOTAL LIABILITIES</b>	-
-		<b>TOTAL ASSETS</b>	-



# FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	-	-	-	-
Additions during period	-	-	-	-
Less: Disposals during period	-	-	-	-
Less: DEPRECIATION:				
Total to end of period	-	-	-	-
<b>BOOK AMOUNT</b> at end of period	-	-	-	-
Freehold	-	-	-	-
Leasehold (50 or more years unexpired)		-	-	-
Leasehold (less than 50 years unexpired)		-	-	-
<b>AS BALANCE SHEET</b>	-	-	-	-

# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
<b>QUOTED</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 securities (to be specified)	-
	TOTAL QUOTED (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 notes 23 to 25)

Does the association, or any constituent part of the association, have a controlling interest in any limited company?		YES	NO X
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
<b>INCORPORATED EMPLOYERS' ASSOCIATIONS</b>			
Are the shares which are controlled by the association registered in the association's name If NO, please state the names of the persons in whom the shares controlled by the association are registered.		YES	NO X
COMPANY NAME	NAMES OF SHAREHOLDERS		
<b>UNINCORPORATED EMPLOYERS ASSOCIATIONS</b>			
Are the shares which are controlled by the association registered in the names of the association's trustees? If NO, state the names of the persons in whom the shares controlled by the association are registered.		YES	NO X
COMPANY NAME	NAMES OF SHAREHOLDERS		

# SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	177,121	-	177,121
From Investments	-	-	-
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	177,121	-	177,121
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	-	-	-
<b>Total Expenditure</b>	(177,121)	-	(177,121)
<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 36)

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

## Notes to the Financial Statements

	<u>2015</u> £	<u>2014</u> £
<b>1 Contributions</b>		
Members' and Associate Contributions	<u>177,121</u>	<u>250,165</u>
<b>2 Operating Expenses</b>		
Personnel costs	161,379	206,626
Office Accommodation costs	4	87
Legal and Professional fees	6,725	6,984
Conference expenses	-	-
Other expenses	8,259	29,915
Travel expenses	754	6,553
	<u>177,121</u>	<u>250,165</u>
<b>3 Taxation</b>		
Charges for Taxation	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

# ACCOUNTING POLICIES

(see notes 37 and 38)

## Going concern


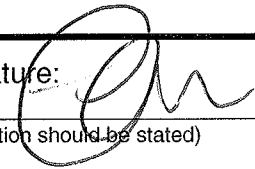
During 2014, and into 2015, discussions have taken place concerning changes to the established structure and governance for the Co-operative Employers Association ("CEA") and its membership. The changes which are envisaged are that the Co-operative Group Limited will cease to supply resources to the CEA from 1 June 2015, and from that date the CEA's membership will instead receive personnel services from Co-operatives UK Limited. Co-operative UK Limited would directly invoice the CEA's membership for these services.

As a consequence, no expenditure will be incurred by CEA from 1 June 2015 and the organisation will cease trading in its present unincorporated status. Although CEA may continue trading from 1 June 2015 in a new incorporated state, the company would be non-trading, and would incur no liabilities and receive no income from its members. As part of the changes, the Co-operative Group Limited has agreed to meet the costs incurred by CEA up to and including 31 May 2015. Consequently the financial statements have been prepared on a going concern basis.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature: 	Chairperson's Signature: 
(Name: Mr T J Knowles)	(or other official whose position should be stated)
Date: <u>27 May 2015</u>	Name: Ms T Orr
	Date: <u>28.5.15</u>

## CHECK LIST

(see note 41)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)	YES		NO	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)	YES		NO	
HAS THE RETURN BEEN SIGNED? (see Note 38)	YES		NO	
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	YES		NO	
IS A RULE BOOK ENCLOSED? (see Note 40)	YES		NO	
HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)	YES		NO	

# AUDITOR'S REPORT

(see notes 42 to 47)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

## Statement of Responsibilities of the Executive Council

The Executive Council is responsible for preparing the financial statements in accordance with Trade Union and Labour Relations Law and Rules of the Co-operative Employers Association.

Under this law and the rules, it has elected to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice). The Executive Council must not approve the financial statements unless it is satisfied that they give a true and fair view of the state of affairs of the Association and of the surplus or deficit for that period. In preparing these financial statements, the Executive Council have accepted responsibility for:

- selecting suitable accounting policies and then applying them consistently;
- making judgements and estimates that are reasonable and prudent;
- stating whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- preparing the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Executive Council are required to act in accordance with the Rules of the Association within the framework of Trade Union and Labour Relations Law. It is responsible for keeping proper accounting records that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy at any time the financial position of the Association. It has a general responsibility for taking such steps as are reasonably open to it to safeguard the assets of the Association and to prevent and detect fraud and other irregularities.

## Independent Auditor's Report to the Members of the Co-operative Employers Association

We have audited the financial statements of the Co-operative Employers Association for the year ended 1 January 2015 set out on pages 3 to 12. The financial reporting framework that has been applied in their preparation is applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

This report is made solely to the Association's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992 (the Act). 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 and the Association's members, as a body, for our audit work, for this report, or for the opinions we have formed.

## Respective responsibilities of Executive Council and Auditor

As explained more fully in the Executive Council's Responsibilities Statement set out above, the Executive Council is responsible for the preparation of financial statements which give a true and fair view. We have been appointed as Auditors under Section 35 of the Trade Union and Labour Relations (Consolidation) Act 1992 and report in accordance with the Act. Our responsibility is to audit, and express an opinion on, the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate)

## **Opinion on financial statements**

In our opinion the financial statements give a true and fair view in accordance with UK Generally Accepted Accounting Practice of the state of the Association's affairs as at 1 January 2015 and of its surplus for the year then ended.

## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Act requires us to form an opinion as to:

- whether the Association has kept proper accounting records in accordance with the requirements of section 28;
- whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of section 28; and
- whether the accounts to which the report relates agree with accounting records.

*Nicola Quayle*

### **NICOLA QUAYLE (Senior Statutory Auditor)**

For and on behalf of KPMG LLP  
Chartered Accountants  
1 St Peter's Square  
Manchester  
M2 3AE

4 June 2015



## AUDITOR'S REPORT (continued)

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Signature(s) of auditor or auditors:	<i>Nicola Quayle</i>	
Name(s):	Nicola Quayle (Senior Statutory Auditor)	
Profession(s) or Calling(s):	Chartered Accountant ACA	
Address(es):	KPMG 1 St Peter's Square Manchester M2 3AE	
Date:	<i>4 June 2015</i>	
Contact name and telephone number:	0161 246 4309	

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

*Co-operative Employers  
Association*

Financial  
Statements

For the year ended 1 January 2015

## Statement of Responsibilities of the Executive Council

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The Executive Council is responsible for preparing the financial statements in accordance with Trade Union and Labour Relations Law and Rules of the Co-operative Employers Association.

Under this law and the rules, it has elected to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice). The Executive Council must not approve the financial statements unless it is satisfied that they give a true and fair view of the state of affairs of the Association and of the surplus or deficit for that period. In preparing these financial statements, the Executive Council have accepted responsibility for:

- selecting suitable accounting policies and then applying them consistently;
- making judgements and estimates that are reasonable and prudent;
- stating whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- preparing the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Executive Council are required to act in accordance with the Rules of the Association within the framework of Trade Union and Labour Relations Law. It is responsible for keeping proper accounting records that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy at any time the financial position of the Association. It has a general responsibility for taking such steps as are reasonably open to it to safeguard the assets of the Association and to prevent and detect fraud and other irregularities.

## Independent Auditor's Report to the Members of the Co-operative Employers Association

---

We have audited the financial statements of the Co-operative Employers Association for the year ended 1 January 2015 which comprise the Income and Expenditure Account and notes to the financial statements 1 to 3. The financial reporting framework that has been applied in their preparation is applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

This report is made solely to the Association's members, as a body, in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992 (the Act). 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 and the Association's members, as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Executive Council and Auditor**

As explained more fully in the Executive Council's Responsibilities Statement set out above, the Executive Council is responsible for the preparation of financial statements which give a true and fair view. We have been appointed as Auditors under Section 35 of the Trade Union and Labour Relations (Consolidation) Act 1992 and report in accordance with the Act. Our responsibility is to audit, and express an opinion on, the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate)

### **Opinion on financial statements**

In our opinion the financial statements give a true and fair view in accordance with UK Generally Accepted Accounting Practice of the state of the Association's affairs as at 1 January 2015 and of its surplus for the year then ended.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Act requires us to form an opinion as to:

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- whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of section 28; and
- whether the accounts to which the report relates agree with accounting records.

*Nicola Quayle*

**NICOLA QUAYLE (Senior Statutory Auditor)**

For and on behalf of KPMG LLP

Chartered Accountants

1 St Peter's Square

Manchester

M2 3AE

4 June 2015

## Accounting Policies

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The following accounting policies have been consistently applied in dealing with items which are considered material in relation to the Association's financial statements.

### **Basis of Preparation**

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost accounting rules.

Income is recorded on an accruals basis.

Expenditure is charged to the Income and Expenditure account on an accruals basis.

### **Going concern**

During 2014, and into 2015, discussions have taken place concerning changes to the established structure and governance for the Co-operative Employers Association ("CEA") and its membership. The changes which are envisaged are that the Co-operative Group Limited will cease to supply resources to the CEA from 1 June 2015, and from that date the CEA's membership will instead receive personnel services from Co-operatives UK Limited. Co-operative UK Limited would directly invoice the CEA's membership for these services.

As a consequence, no expenditure will be incurred by CEA from 1 June 2015 and the organisation will cease trading in its present unincorporated status. Although CEA may continue trading from 1 June 2015 in a new incorporated state, the company would be non-trading, and would incur no liabilities and receive no income from its members. As part of the changes, the Co-operative Group Limited has agreed to meet the costs incurred by CEA up to and including 31 May 2015.

Consequently the financial statements have been prepared on a going concern basis.

### **Taxation**

Taxation is charged on any surplus made by the Association at the rate in force at the end of the year in which the surplus relates.

### **Cash**

The Association does not hold any cash and all income and expenses are paid in and out of a bank account held by The Co-operative Group Limited.

### **Pensions**

The Association operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Association in an independently administered fund. The amount charged against income represents the contributions payable to the scheme in respect of the accounting period.

### **Related Parties**

The Association makes use of the resources of the Co-operative Group, a member organisation, in its day to day operations. This includes the use of the Co-operative Group employees whose associated costs, along with any other expenses incurred by the Association, are recharged to the Association from the Co-operative Group.

# Income and Expenditure Account for the Year Ended 1 January 2015

	Note	2015		2014	
		£	£	£	£
<b>Income</b>					
Contributions .....	1	177,121		250,165	
			177,121		250,165
<b>Expenditure</b>					
Operating Expenses .....	2	(177,121)		(250,165)	
			(177,121)		(250,165)
<b>Operating Surplus .....</b>			<b>-</b>		<b>-</b>
<hr/>					
Surplus before Taxation .....			-		-
Taxation .....	3		-		-
<b>Surplus for the Year .....</b>			<b>-</b>		<b>-</b>

The Association has not presented a Balance Sheet as it does not have any assets or liabilities as at 1 January 2015 or as at 1 January 2014.

The Accounts have been approved on *27 May* 2015:-

(Signed) 

Mr T Knowles  
Secretary

## Notes to the Financial Statements

	2015	2014
	£	£
<b>1 - Contributions</b>		
Members' and Associate Contributions .....	177,121	250,165
	<u>177,121</u>	<u>250,165</u>
<b>2 – Operating Expenses</b>		
Personnel Costs .....	161,379	206,626
Office Accommodation Costs .....	4	87
Legal and Professional Fees .....	6,725	6,984
Conference Expenses .....	-	-
Other Expenses .....	8,259	29,915
Travel Expenses .....	754	6,553
	<u>177,121</u>	<u>250,165</u>
<b>3 – Taxation</b>		
Charges for Taxation .....	-	-
	<u>-</u>	<u>-</u>