



**AUDITED
STATEMENT
OF ACCOUNTS
2017**

Narrative Statement by the Managing Director

1. INTRODUCTION

This document is the Statement of Accounts for the Yorkshire Purchasing Organisation. The Statement of Accounts shows the Organisation's financial performance for the year ended 31st December 2017. The Narrative Statement provides a guide to the most significant matters in the financial statements.

The Yorkshire Purchasing Organisation (YPO) was established in 1974 to fulfil the supplies requirements of a number of local authorities. The enabling act for the organisation is the Local Authorities (Goods and Services) Act 1970 and its objectives are for the supply of goods and procurement of services to the public sector.

There are currently 13 founder member authorities and fifty nine associate member authorities of YPO as of 31st December 2017, although the Organisation trades extensively outside the membership area. Management of the organisation reports periodically to a Management Committee of two elected members from each founder member authority.

The membership consists of:

Founder Member Authorities

Barnsley MBC	North Yorkshire CC
Bolton MBC	Rotherham MBC
City of Bradford MC	St Helens MBC
MB of Calderdale	City of Wakefield MDC
Doncaster MBC	Wigan MBC
Kirklees MC	City of York Council
Knowsley MBC	

Associate Member Authorities

first year of membership

Bury Metropolitan Borough Council	2011
Cumbria City Council	2011
Durham City Council	2011
Leeds City Council	2011
North East Lincolnshire Council	2011
North Lincolnshire Council	2011
Sheffield City Council	2011
Cheshire East Council	2012
East Riding of Yorkshire Council	2012
Hull City Council	2012
Rochdale Metropolitan Borough Council	2012
South Yorkshire Fire and Civil Defence Authority	2012
South Yorkshire Police Authority	2012
Stockport Metropolitan Borough Council	2012
Trafford Council	2012
Warrington Borough Council	2012
West Yorkshire Fire and Civil Defence Authority	2012
West Yorkshire Police Authority	2012
Blackpool Borough Council	2013
Lancashire Fire & Rescue Service	2013
London Borough of Hillingdon	2013
Malvern Hills District Council	2013
Manchester City Council	2013
Northumberland County Council	2013
Staffordshire City Council	2013
West Midlands Fire & Rescue Authority	2013
Wiltshire Fire and Rescue Service	2013
Wyre Forest District Council	2013
Birmingham City Council	2014
Kettering Borough Council	2014
London Borough of Harrow	2014
Tameside Council	2015
Lancaster City Council	2015
Walsall Council	2015
Cheshire Fire and Rescue Service	2016
Coventry City Council	2016
Craven District Council	2016
Fylde Council	2016
Greater Manchester Fire and Rescue	2016
Greater Manchester Police	2016
Halton Borough Council	2016
Lancashire Police	2016
London Borough of Brent	2016

Narrative Statement by the Managing Director

London Borough of Hackney	2016
London Borough of Waltham Forest	2016
Liverpool City Council	2016
Merseyside Fire and Rescue Service	2016
Merseytravel	2016
Oldham Council	2016
Salford City Council	2016
Sefton Borough Council	2016
Solihull Metropolitan Borough Council	2016
Wyre Council	2016
Allerdale Borough Council	2017
Devon County Council	2017
London Borough of Camden	2017
London Borough of Haringey	2017
London Borough of Westminster	2017
Pendle Borough Council	2017

Certain services, including legal, treasury and internal audit, are provided by the City of Wakefield MDC in accordance with arrangements agreed by the Management Committee.

Associate membership allows for attendance at the public section of all committee meetings but does not carry voting rights.

2. ACCOUNTABILITY AND FINANCIAL REPORTING

There is no longer a statutory requirement for YPO, as a joint committee, to have an external audit. However, in March 2016 the Management Committee and Section 151 Officer of the lead authority agreed that YPO should continue to prepare, each year, a statement of accounts in accordance with the C.I.P.F.A Code of Practice that is subject to an external audit.

As a result this will be a non-statutory audit meaning that compliance with the Accounts and Audit Regulations 2015 is not mandatory.

We have continued to categorise our Reserves as "Usable" and "Unusable" in line with the C.I.P.F.A Code of Practice. This is purely for presentational needs and we acknowledge that any powers attributed to this classification no longer applies to the organisation.

3. THE STATEMENTS

The financial activity of the Organisation in relation to the service it provides is shown through a number of key financial statements and notes:

Core Statements

The Movement In Reserves Statement shows the movement in year on the different reserves held by the Organisation.

The Comprehensive Income and Expenditure Account summarises the income and expenditure of the Organisation during the year.

The Balance Sheet shows the value as at the 31st of December 2017 of the assets and liabilities recognised by the Organisation. The net assets of the Organisation (assets less liabilities) are matched by the reserves held by the Organisation.

The Cash Flow Statement shows the changes in cash and cash equivalents of the Organisation during the reporting period. The statement shows how the Organisation generates and uses cash and cash equivalents by classifying cash flows between operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which operations of the Organisation are performing. Investing activities represent the extent to which cash inflows have been made for resources which are intended to contribute to the Organisation's future operations.

The Statement of Responsibilities for the Statement of Accounts sets out the respective responsibilities of the organisation and the Chief Finance Officer at WMDC for the Statement of Accounts.

Narrative Statement by the Managing Director

The Annual Governance Statement sets out the framework designed to ensure that the organisation operates a sound system of internal control which facilitates the effective exercise of its operations, and which includes arrangements for the management of risk. Whilst it is not a requirement to be part of this Statement of Accounts it is attached as appendix A to this statement to aid the user to better understand the governance arrangements in force within the Organisation.

4. FINANCIAL SUMMARY

The 2017 budget approved in November 2016 was for a turnover of £118.75m and a surplus of £8.463m, excluding any income for pensions interest or expenditure financed from earmarked reserves.

Invoiced sales for the year are £110.965m and the reported surplus on trading of £7.492m is under the budget set of £8.463m by £0.971m, this excludes any income for pensions interest or expenditure financed from earmarked reserves.

Turnover targets for the year included growth aspirations which haven't fully materialised. However, the ability to meet these targets have also been impacted by adverse market conditions, particularly within the early years, primary and secondary education sectors. With overall spending across these areas reducing by around 4.5% in the year the organisation's focus shifted to one of customer retention with elements of exploring new opportunities. Therefore whilst an adverse variance in sales of £7.8m may seem worrying it is important to appreciate that maintaining, and in some sectors increasing, market share is equally as significant.

Income from stock and framework contracts at £5.3m were under the budget of £5.39m, mainly due to emergency services framework contributions being lower than expected.

Operating costs for 2017 were £30.800m, £0.306m over budget. A significant contribution for the adverse variance was an increase in our employer pension contributions of 2.5% from April resulting in additional costs of around £0.240m. There has also been high distribution costs due to a greater number of consignments being carried out by third party contractors due to our Logistics team being unable to fully utilise our own fleet resources through staff sickness. Added to this have been higher than expected software license costs due an increase in rates from our suppliers. Helping to offset these have been savings with facilities improvements and a general vacancy saving across the organisation within salaried staff.

In 2017 £0.529m of expenditure was funded through the internal earmarked reserve funds. This was planned expenditure approved at the November 2016 Management Committee.

Trade debtors are at £8.9m, £1.5m greater than in 2016. There are no specific or significant causes of this, we are have just seen a general increase in our average debtor days of 5.5 to 29.5 days in 2017. This is still within our standard credit terms and the level of debt written off has also remained in line with 2016 at less than £0.010m.

The net assets of the organisation as at 31st December 2017 are £14.6m, an increase on £11.2m in last years accounts. Net current assets have remained stable and are at a similar position to that of last year with slight decreases in cash balances. It is a reduction in our long term liabilities that has contributed to the increase in our net worth and this is thanks to a reduction in the net pension liability of £4.3m due to asset returns in the accounting period being higher than expected.

Cash flow movement in the year has reduced the cash at bank balances by £3m. This reflects the operating performance of the organisation in the year and reconciles to the in-year profits, dividends paid, and movements in debtors and creditors as per the cash flow statement. There has been no capital expenditure in the year and no other extraordinary movement in cash. It is also expected that future cash flows will only be effected by the day to day operations of the organisation.

An agreed dividend distribution of £7.928m for the trading year 2016 was distributed in September 2017. This distribution, as last year, included all customers.

No acquisitions or discontinuation of operations were made during 2017.

Narrative Statement by the Managing Director

5. RETIREMENT BENEFITS

The value of the organisation's retirement benefits liability as at 31 December 2017 was £25.6 million (31 December 2016 £29.9 million). This decrease is due to the return on the funds assets within the accounting period being higher than expected.

The employer's contribution rate was 11.9% from Jan to Mar and 14.4% from Apr to Dec 2017. (see note 7 to Core Financial Statements - Retirement Benefits)

International Accounting Standard (IAS) 19 - Employee Benefits which covers pension accounting was revised in 2011 and applies to the Organisation's statements from 2014 onwards.

6. SIGNIFICANT MATTERS

The budget submission for the 2017 financial year was given approval by the Management Committee at the meeting in November 2016. The budget was built on assumptions of growth in core business and keeping the Operating Costs to Sales ratio at 24.6% which has gone up to 26.5% in 2017's performance.

A dividend distribution of £7.928m declared in respect of the 2016 trading year, was distributed in September 2017. This included a non cash loyalty bonus of £1.4m payable to individual customers by way of a voucher to be used against future purchases of product.

YPO Procurement Holdings and its subsidiary YPO Supplies Ltd began trading with YPO Joint Committee in 2014. Board members for YPO Procurement Holdings and YPO Supplies are also members of the Joint Committee board and therefore all transactions in 2017 between the above companies are classed as related party transactions.

7. MEDIUM TERM FINANCIAL STRATEGIES

The 2018 Budget was approved by the Management Committee in November 2017 as the first year of our new three year strategy. This strategy focuses on relevance and the importance of YPO remaining relevant not only to their owners and various customer groups but also to an ever changing marketplace. This will ensure we remain competitive whilst continuing to deliver value for money to all public sector organisations when procuring goods and services.

A medium term financial strategy has also been drawn up alongside the 2018 budget, this assesses the implications today's actions will have over the next 2-5 years and what impact it will have on future profits and financial position.

Within the medium term financial strategy we have prudently estimated that our sales demand remains at current volumes plus inflation over the planning period. This along with an expected growth within our rebates business and a continued focus on efficiencies within our overheads should see net profits increased by 2022.

Simon Hill
Managing Director

Statement of Responsibilities

THE ORGANISATION'S RESPONSIBILITIES

The Organisation is required to:

- make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this Organisation that officer is the Chief Finance Officer of the Serving Authority, Wakefield MDC. Day to day financial management is the responsibility of the Managing Director YPO.
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- approve the Statement of Accounts.

THE RESPONSIBILITIES OF THE CHIEF FINANCE OFFICER

The Chief Finance Officer is responsible for the preparation of the Organisation's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the code).

In preparing this statement of accounts, the Chief Finance Officer has:

- selected suitable accounting policies and then applied them consistently.
- made judgements and estimates that were reasonable and prudent.
- complied with the local authority Code.

The Chief Finance Officer has also:

- kept proper accounting records which were up to date.
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

CHIEF FINANCE OFFICER

I certify that the Statement of Accounts presents a true and fair view of the financial position of the Yorkshire Purchasing Organisation at 31st December 2017 and its Income and Expenditure for the year then ended.

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NEIL WARREN
Chief Finance Officer

APPROVAL OF THE ACCOUNTS

As the Chair of the body considering the Yorkshire Purchasing Organisation's Statement of Accounts for 2017, I certify that the Accounts have been approved by the Management Committee and are authorised for issue.

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Cllr LES SHAW
Chairperson YPO Management Committee

Auditors Opinion

Independent auditor's report to the Members of the Yorkshire Purchasing Organisation

We have audited the non-statutory accounts of the Yorkshire Purchasing Organisation ("the Organisation") for the year ended 31 December 2017 which comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and related notes, including the statement of accounting policies in note 1. These non-statutory accounts have been prepared for the reasons set out on page 13 in the Statement of Accounting Policies and on the basis of the financial reporting framework of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

In our opinion the non-statutory accounts:

- give a true and fair view of the state of the Organisation's affairs as at 31 December 2017 and of its expenditure and income for the year then ended; and
- have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) ("ISAs (UK)") and the terms of our engagement letter dated 9 June 2016. Our responsibilities are described below. We have fulfilled our ethical responsibilities under, and are independent of the Organisation in accordance with, UK ethical requirements including the FRC Ethical Standard. We believe that the audit evidence we have obtained is a sufficient and appropriate basis for our opinion.

Going concern

We are required to report to you if we have concluded that the use of the going concern basis of accounting is inappropriate or there is an undisclosed material uncertainty that may cast significant doubt over the use of that basis for a period of at least twelve months from the date of approval of the non-statutory accounts. We have nothing to report in these respects.

Other information

The Managing Director of Yorkshire Purchasing Organisation is responsible for the other information, which comprises of the Narrative Statement. Our opinion on the non-statutory accounts does not cover the other information and, accordingly, we do not express an audit opinion or any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether, based on our non-statutory accounts audit work, the information therein is materially misstated or inconsistent with the non-statutory accounts or our audit knowledge. Based solely on that work, we have not identified material misstatements in the other information.

Matters on which we are required to report by exception

We are required to report to you if:

- the Annual Governance Statement which accompanies the financial statements does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007; or
- the information given in the Narrative Statement for the financial year for which the financial statements are prepared is not consistent with the financial statements

We have nothing to report in respect of these matters.

Auditors Opinion

Chief Finance Officer's responsibilities

As explained more fully in the Statement of Responsibilities set out on page 6, the Chief Finance Officer is responsible for: the preparation of the non-statutory accounts, which are intended to give a true and fair view; such internal control as they determine is necessary to enable the preparation of non-statutory accounts that are free from material misstatement, whether due to fraud or error; assessing the Organisation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and using the going concern basis of accounting unless they either intend to liquidate the Organisation or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities

Our objectives are to obtain reasonable assurance about whether the non-statutory accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue our opinion in an auditor's report. Reasonable assurance is a high level of assurance, but does not 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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the non-statutory accounts.

A fuller description of our responsibilities is provided on the FRC's website at www.frc.org.uk/auditorsresponsibilities.

The purpose of our audit work and to whom we owe our responsibilities

Our report has been prepared for the Organisation solely [in accordance with the terms of our engagement]/[in connection with [explain reason for non-statutory accounts being prepared]]. It has been released to the Organisation on the basis that our report shall not be copied, referred to or disclosed, in whole (save for the Organisation's own internal purposes) or in part, without our prior written consent.

Our report was designed to meet the agreed requirements of the Organisation determined by the Organisation's needs at the time. Our report should not therefore be regarded as suitable to be used or relied on by any party wishing to acquire rights against us other than the Organisation for any purpose or in any context. Any party other than the Organisation who obtains access to our report or a copy and chooses to rely on our report (or any part of it) will do so at its own risk. To the fullest extent permitted by law, KPMG LLP will accept no responsibility or liability in respect of our report to any other party.

Rashpal Khangura
for and on behalf of KPMG LLP

Chartered Accountants
1 Sovereign Square
Sovereign Street
Leeds
LS1 4DA

June 2018

MOVEMENT IN RESERVES STATEMENT

The Movement in Reserves Statement shows the movement in year on the different reserves held by the Organisation. The surplus (deficit) on Operations line shows the true economic cost of operational activity in the year more details of which, are shown in the Comprehensive Income and Expenditure Statement. The Net increase/(decrease) before transfer to Earmarked Reserves line shows the General Fund Balance prior to any discretionary transfers to or from earmarked reserves applied by the Organisation.

2016	£000's										
	Usable Reserves			Unusable Reserves					Total Usable reserves	Total Unusable reserves	Total Reserves
	General Fund Balance	Capital Receipt Reserve	Internal Investment Reserve	Joint Committee Capital Adjustment Account	Earmarked Pension Reserve	Earmarked Accumulated absences account	Revaluation Reserve				
Balance as at 31 December 2015	30,302	85	2,303	11,014	(16,827)	(112)	0	32,690	(5,925)	26,765	
Movement in Reserves during 2016											
Surplus or (Deficit) on Operations	(4,039)							(4,039)	0	(4,039)	
Other Comprehensive Income					(11,513)		0	0	(11,513)	(11,513)	
Total Comprehensive Expenditure and Income	(4,039)	0	0	0	(11,513)	0	0	(4,039)	(11,513)	(15,552)	
Adjustments between accounting basis and funding basis under regulation											
Net Increase / (Decrease) before transfer to Earmarked Reserves	(4,039)	0	0	0	(11,513)	0	0	(4,039)	(11,513)	(15,552)	
Transfer (to) / from Earmarked Reserves	2,556		(533)	(470)	(1,555)	1	0	2,023	(2,023)	0	
Increase / (Decrease) in Movement in Year	(1,484)	0	(533)	(470)	(13,068)	1	0	(2,016)	(13,536)	(15,552)	
Balance as at 31 December 2016	28,818	85	1,770	10,545	(29,895)	(111)	0	30,674	(19,461)	11,213	13

2017	£000's										
	Usable Reserves			Unusable Reserves					Total Usable reserves	Total Unusable reserves	Total Reserves
	General Fund Balance	Capital Receipt Reserve	Internal Investment Reserve	Joint Committee Capital Adjustment Account	Earmarked Pension Reserve	Earmarked Accumulated absences account	Revaluation Reserve				
Balance as at 31 December 2016	28,818	85	1,770	10,545	(29,895)	(111)	0	30,674	(19,461)	11,213	
Movement in Reserves during 2017											
Surplus or (Deficit) on Operations	(3,593)							(3,593)	0	(3,593)	
Other Comprehensive Income				0	7,016		0	0	7,016	7,016	
Total Comprehensive Expenditure and Income	(3,593)	0	0	0	7,016	0	0	(3,593)	7,016	3,423	
Adjustments between accounting basis and funding basis under regulation				10				0	10	10	
Net Increase / (Decrease) before transfer to Earmarked Reserves	(3,593)	0	0	10	7,016	0	0	(3,593)	7,026	3,433	
Transfer (to) / from Earmarked Reserves	3,036		(74)	(270)	(2,692)	0	0	2,962	(2,962)	0	
Increase / (Decrease) in Movement in Year	(557)	0	(74)	(259)	4,324	0	0	(631)	4,065	3,433	
Balance as at 31 December 2017	28,261	85	1,696	10,285	(25,571)	(111)	0	30,042	(15,396)	14,646	

Comprehensive Income and Expenditure Account

2016		2017
<u>£'000</u>		<u>£'000</u> Note
113,904	<i>Invoiced Turnover</i>	110,965 1(b),6
<u>(83,926)</u>	<i>Cost of Sales</i>	<u>(80,316)</u>
29,978	<i>Gross Margin</i>	30,649
142	Discounts	128
4,335	Rebates	5,299 1(b),6
2,905	Other Income	2,216 1(b),6
<u>37,361</u>	<i>Gross Surplus</i>	<u>38,292</u>
	<i>Operating Expenses</i>	
(17,705)	Employees	(18,001)
(1,115)	Premises	(1,224)
(6,994)	Supplies and Services	(6,850)
(4,583)	Transport	(4,608)
(102)	S.L.A. Costs	(127)
(143)	Financial and Miscellaneous	(267)
(475)	Depreciation and revaluation increase/(decrease)	(270) 1(e),8
(962)	Pension service gain(cost) net of charges made to the general fund	(1,909) 1(h),7
<u>(32,079)</u>	<i>Net Operating Expenditure</i>	<u>(33,256)</u>
<u>5,282</u>	<i>Surplus/(deficit) on trading operations</i>	<u>5,036</u>
	<i>Other Operating expenditure</i>	
0	Gain/(Loss) on Disposal of Property, Plant and Equipment	0
<u>0</u>		<u>0</u>
	<i>Financing and investment income and expenditure</i>	
(593)	Pensions Interest Cost and Expected Return on Pension Assets	(783) 1(h),7
70	Interest Receivable	17
(8,798)	Dividend paid	(7,864)
<u>(9,321)</u>		<u>(8,629)</u>
<u>(4,039)</u>	<i>Surplus/(Deficit) on provision of service</i>	<u>(3,593)</u>
	<i>Other Comprehensive income and expenditure</i>	
(11,513)	Actuarial gains / (losses) on pension assets / liabilities	7,016
0	Gains / (losses) on revaluations of PPE and depreciation	0
<u>(11,513)</u>		<u>7,016</u>
<u>(15,552)</u>	<i>Total comprehensive Income and Expenditure</i>	<u>3,423</u>

BALANCE SHEET

The Balance Sheet shows the value as at 31st December 2017 of the assets and liabilities recognised by the Organisation. The net assets of the Organisation (assets less liabilities) are matched by the reserves held by the Organisation.

31st Dec 2016 <u>£'000</u>		31st Dec 2017 <u>£'000</u>	<u>Note</u>
ASSETS AND LIABILITIES			
Long term Assets			
Property, Plant and Equipment			
9,058	Land and Buildings	9,000	1(e),8
784	Vehicles, Furniture & Equipment	612	1(e),8
<u>30</u>	Intangible Assets	<u>0</u>	1(e),8
<u>9,872</u>	Total Long Term Assets	<u>9,612</u>	
Current Assets			
12,213	Inventories	12,749	1(m),9
12,353	Short term debtors	14,654	1(u),10
<u>14,214</u>	Cash and cash equivalents	<u>11,183</u>	
<u>38,780</u>	Total Current Assets	<u>38,587</u>	
Current Liabilities			
<u>(7,543)</u>	Short term creditors	<u>(7,982)</u>	1(v),11
<u>(7,543)</u>	Total Current Liabilities	<u>(7,982)</u>	
<u>31,236</u>	Net Current Assets	<u>30,605</u>	
Long term Liabilities			
<u>(29,895)</u>	Liability relating to Defined Benefit Pension Scheme	<u>(25,571)</u>	1(h),7
<u>11,213</u>	Net Assets	<u>14,646</u>	
Financed by:			
Usable Reserves			
28,818	General Fund	28,261	
85	Usable Capital Receipts Reserve	85	1(g),13
1,770	Internal Investment reserve	1,696	1(g),13
Unusable Reserves			
10,545	Joint Committee Capital Adjustment Account	10,285	1(g),13
<u>(29,895)</u>	Pension Reserve	<u>(25,571)</u>	1(h),7,13
<u>(111)</u>	Earmarked Accumulated Absences Account	<u>(111)</u>	1(g),13
0	Revaluation Reserve	0	1(g),13
<u>11,213</u>	Total Reserves	<u>14,646</u>	

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash, and cash equivalents, of the Organisation during the reporting period. The statement shows how the Organisation generates and uses cash, and cash equivalents, by classifying cash flows between operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which operations of the Organisation are performing. Investing activities represent the extent to which cash inflows have been made for resources which are intended to contribute to the Organisation's future operations.

2016		2017
£'000		£'000
(4,039)	Net surplus/(deficit) on the provision of service	(3,593)
	Adjustment to the net surplus/(deficit) for non cash movements	
475	Depreciation and revaluation increase/(decrease)	270
331	(Increase)/Decrease in Inventories	(537)
(526)	(Increase)/Decrease in Debtors	(2,301)
1,555	(Increase)/Decrease in Pension Liability	2,692
(813)	Increase/(Decrease) in Creditors	439
(1,690)	Redemption of loyalty vouchers	(1,212)
(668)		(650)
	Adjustments for items included in the net surplus/(deficit) that are financing/investing activities	
8,798	Proceeds from sale of PPE	7,864
8,798	Dividend payment	7,864
4,091	Net cash flows from operating activities	3,621
	Investing Activities	
(6)	Purchase of PPE	0
0	Proceeds from Sale of PPE	0
(6)		0
	Financing Activities	
(7,108)	Dividends paid to Members	(6,651)
(7,108)		(6,651)
(3,023)	Net Increase/(Decrease) in Cash and Cash Equivalents	(3,031)
17,237	Cash and Cash Equivalents at the beginning of the reporting period	14,214
14,214	Cash and Cash Equivalents at the end of the reporting period	11,183

Note on operating activities		
	The cash flows from operating activities include the following items	
70	Interest Receivable	17
70		17

Notes to the Core Financial Statements

The following notes provide more detailed information in order to assist understanding of the main financial statements.

1. STATEMENT OF ACCOUNTING POLICIES

GENERAL PRINCIPLES

As a Joint Committee, YPO is no longer required to comply with the Accounts and Audit regulations 2015. However, it has been agreed that YPO will continue to produce a statement of accounts in accordance with the C.I.P.F.A Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 and Service Reporting Code of Practice 2016/17, supported by International Financial Reporting Standards (IFRS).

The Organisation recognises that the Comprehensive Income and Expenditure Statement does not fully comply with the Code of Practice by not including a service analysis. This is due to the Organisation being a single service business operation with no reliance on external funding, or having any direct impact on the finances of any member authority. Additionally the Organisation's status as a joint committee prevent it from taking advantages of certain statutory overrides contained within the code.

In this respect, certain aspects of the code are redundant. In each of these cases the Organisation has adopted policies which it believes present fairly the financial position of the Organisation.

The following policies have been adopted in compiling the accounts:

Fundamental Accounting Concepts:

- The accounts have been prepared on a historical cost basis, except that certain categories of assets are re-valued at regular intervals.
- The revenue and capital accounts are maintained on an accruals basis. This means that expenditure and income are recognised in the accounts in the period in which they are incurred or earned, not as money is paid or received. Income is also matched with associated costs and expenses as far as the relationship can be established or justifiably assumed.
- Consistent accounting policies have been applied both within the year and between years. Where accounting policies are changed, the reason and effect have been separately disclosed.
- Income has only been recognised within the accounts where there is a reasonable certainty, and proper allowances have been made for all foreseeable losses and liabilities.
- The accounts have been prepared on a going concern basis.
- The accounting statements have been prepared so as to reflect the reality or substance of the transactions and activities underlying them, rather than their formal legal character.
- As allowed under the Code the concept of materiality has been utilised in the process of preparing the accounts, such that insignificant items and fluctuations under an acceptable level of tolerance are permitted provided that in aggregate they would not affect the interpretation of the accounts by an informed reader.
- Where estimating techniques are required to enable the accounting practices adopted to be applied, the techniques which have been used are, in YPOs view, appropriate and consistently applied. Where the effect of a change to an estimation technique is material, a description of the change and, where practical, the effect on the results for the current period are separately disclosed, Note 4 to the core financial statements provides further details.
- In accordance with the Code, where an accounting treatment is prescribed by law, then it has been applied, even if it contradicts accounting standards or generally accepted accounting concepts.

a. ACCRUALS OF INCOME AND EXPENDITURE

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular debtors and creditors for revenue and capital transactions are accrued, except for certain cases which are not considered material. For items of this nature, a consistent approach is adopted.

b. TURNOVER

invoices were not raised until January. Rebates refer to the value of commission earned on contractual activity in the year. Other income includes marketing support for catalogue production and promotion.

c. OVERHEADS

The Organisation is a single service entity and as such all overhead costs are included in the revenue account inclusive of accruals prepayments for the period to which they relate.

d. COMPONENTISATION OF NON CURRENT ASSETS

Non Current assets valued through the Organisation's five year programme of valuations are assessed for any significant components, where the value of the asset is greater than £1 million on revaluation. If an individual component's value is deemed by the business to be significant in relation to the total value of the asset then that component will be depreciated separately.

Capital expenditure is monitored throughout the year and included in the budget and business planning process to identify replacement or changes of a significant component on non current assets.

The carrying value of any component being replaced will be charged to the revenue account as a disposal. This balance is then reversed out of the General Fund in the Movement in Reserves Statement and posted to the Joint Committee Capital Adjustment Account.

Notes to the Core Financial Statements

e. NON CURRENT ASSETS

- i) Expenditure on the acquisition, creation or enhancement of non current assets , with a value in excess of £5,000, is capitalised on an accruals basis, provided they have an estimated life in excess of one year. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits is charged as an expense when it is incurred. All expenditure on non current assets that is capitalised is recognised in the Organisation's Asset Register and Balance Sheet and depreciated over the useful life of the asset.
- ii) Non current assets are valued at purchase price plus any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.
- iii) Non-current Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from the fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Where decreases in value are identified the accounting treatment is that the carrying amount of the asset is written down against any revaluation gain in the Revaluation Reserve or where there is no, or insufficient balance in the Revaluation Reserve the asset is written down against the Comprehensive Income and Expenditure Account

The latest valuation date of land and buildings was 15th December 2017, and was carried out by J Duck FRICS of NPS Humber Ltd.

- iv) Non-current Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where an impairment of a non current asset has been recognised it is accounted for as a charge in the Comprehensive Income and Expenditure Statement where there is no or insufficient accumulated gains in the Revaluation Reserve against which all losses can be written off.

Where an impairment loss is reversed subsequently, the reversal is credited to the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

- v) Where a revaluation loss on a non current asset is recognised as part of a review or a valuation exercise it is accounted for as a charge against the Comprehensive Income and Expenditure Account where there is no or insufficient accumulated gains in the Revaluation Reserve which all losses can be written off.
 - vi) When a non-current asset is disposed of, or decommissioned, any gain or loss on the disposal is credited or charged to the Comprehensive Income and Expenditure Statement. The gain or loss is calculated by reference to the difference between the sale proceeds of the asset and the value of the asset in the balance sheet plus any material costs of disposal. Any revaluation gains in the Revaluation Reserve, relating to the asset disposed of, are transferred to the Joint Committee Capital Adjustment Account.
- Receipts from disposals are credited to the Usable Capital Receipts Reserve and can be used for new capital investment. Receipts are appropriated to the Usable Capital Receipts Reserve from the Movement in Reserves Statement.
- vii) Depreciation has been provided for using the straight-line method on Buildings (excluding land), Vehicles and Equipment and is charged from the time the asset becomes operational. The useful lives of the various assets held on the Asset Register are as follows:

Freehold Buildings	2017
41 Industrial Park	44 years
Flanshaw Way	40 years
Motor Vehicles	up to 5 years
Warehouse and Office Equipment	up to 15 years
Computers	up to 5 years

Where an item of Property, Plant and Equipment has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

Revaluation gains are also depreciated with an amount equal to the difference between the current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Joint Committee Capital Adjustment Account.

f. INTANGIBLE FIXED ASSETS

Intangible fixed assets are assets that do not have any physical substance but which the Organisation controls access to the future economic benefits derived from them, either through custody or legal protection.

Expenditure on intangible assets is subject to the same recognition criteria as tangible fixed assets as stated in note d. Intangible assets will be brought on to the Balance Sheet at cost and amortised on a straight line basis over the period for which benefit is received. It is assumed there will be nil residual value. Annual reviews of the value of intangible fixed assets will be undertaken.

Amortisation has been provided for using the straight line method on Intangible fixed assets and is charged from the time the asset becomes operational. The useful life of the Intangible fixed assets held on the Register are as follows:

Internally generated intangible assets - IT Development/Testing & Project management - 3 years

Notes to the Core Financial Statements

g. RESERVES

The Organisation sets aside specific amounts as reserves for future purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure financed from a reserve is incurred, it is charged to the Consolidated Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement.

The Organisation differentiates between usable and unusable reserves on the basis contained within the Code however certain statutory overrides allowable by statute to Local Authorities and contained within the Code are not available to a joint committee. Where this is the case the Organisation has voluntarily adopted the principles of the Code.

h. EMPLOYEE BENEFITS

The Organisation accounts for employee benefits in accordance with the requirements of IAS 19.

Benefits payable during employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non monetary benefits (e.g. cars) for current employees and are recognised as an expense in the year in which employees render service. An accrual is made for the cost of holiday entitlements (or any form of leave) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at average salary rate. The accrual is charged to the Comprehensive Income and Expenditure Statement but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Organisation to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accrual basis to the relevant line in the Comprehensive Income and Expenditure Statement.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Organisation to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post Employment Benefits

Employees of the Organisation are members of the Local Government Pensions Scheme known as the West Yorkshire Pension Fund and administered by Bradford Council. The scheme is a defined benefit scheme providing employees with a retirement lump sum and pension.

The Local Government Pension Scheme

The liabilities of the West Yorkshire Pension Fund attributable to the Organisation are included in the Balance Sheet on an actuarial basis using the projected unit method - i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc and projections of earnings for current employees.

Liabilities are discounted to their value at current prices, using a discount rate of 2.5% on funded liabilities and 2.5% on unfunded liabilities (based on a weighted average of "spot yields" on AA rated corporate bonds).

The assets of West Yorkshire Pension Fund attributable to the Organisation are included in the Balance Sheet at their fair value:

- . quoted securities - current bid price
- . unquoted securities - professional estimate
- . unitised securities - current bid price
- . property - market value

The change in the net pensions liability is analysed into seven components:

Current service cost - the increase in liabilities as a result of years of service earned this year allocated in the Comprehensive Income and Expenditure Statement.

Past service cost - the increase / decrease in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years - debited to the Comprehensive Income and Expenditure Statement.

Interest Cost - the expected increase in the present value of liabilities during the year as they move one year closer to being paid debited to the Comprehensive Income and Expenditure Statement

Expected return on Assets - the annual investment return on the fund assets attributable to the Organisation, based on the average of the expected long term return credited to the Comprehensive Income and Expenditure Statement.

Gains or losses on settlements and curtailments - the result of actions to relieve the Organisation of liabilities or events that reduce the expected future service or accrual of benefits of employees - debited or credited to the Comprehensive Income and Expenditure Statement.

Actuarial Gains and Losses - Changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions - debited to the Pensions Reserve.

Contributions paid to the West Yorkshire Pension Fund - cash paid as employers contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

Notes to the Core Financial Statements

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Organisation to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The balance that arises on the Pensions Reserve thereby measures the beneficial impact on the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits earned by employees.

Discretionary Benefits

The Organisation has limited powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Scheme.

i. TAXATION

Local authorities are exempt from Income, Corporation and Capital Gains Taxes. Income and expenditure normally excludes amounts relating to Value Added Tax (VAT), as VAT collected is payable to HM Revenue and Customs and VAT paid is normally recoverable from them. Exceptionally, if VAT is irrecoverable it is charged to revenue expenditure or capital expenditure as appropriate.

j. EXCEPTIONAL ITEMS, EXTRAORDINARY ITEMS AND PRIOR YEAR ADJUSTMENTS

Any material exceptional or extraordinary items are separately disclosed in the accounts.

Material prior period adjustments arising from changes in accounting policies or from the correction of fundamental errors have been accounted for by restating the comparative figures in the financial statements and notes, together with the cumulative effect on reserves. The effect of material prior period adjustments is disclosed separately as a note to the Core Financial Statements.

k. EVENTS AFTER THE BALANCE SHEET DATE

Events after the Balance Sheet date are reflected in the accounts up to the date when the Statement of Accounts was authorised for issue and are accounted for in accordance with IAS10.

Where an event arises which provides additional evidence relating to conditions existing at the Balance Sheet date, or which indicates that application of the going concern concept to the Organisation is not appropriate (an adjusting event), then adjustments have been made to the accounts, where the amounts are material.

Any material event, which concerns conditions that did not exist at the Balance Sheet date (a non-adjusting event), has been disclosed as a note to the Core Financial Statements. The note states the nature of the event and, where possible, an estimate of its financial effect.

l. INTEREST RECEIVABLE/PAYABLE

Bank interest is recognised in the Financial Statements during the period in which it became due for payment to or by the Organisation.

m. INVENTORIES

Inventories are valued at average cost, and shown in the accounts at the lower of cost or net realisable value.

n. LEASES

The Organisation accounts for leases in accordance with the requirements of IAS17.

YPO accounts for leases as finance leases when substantially all the risks and rewards relating to the leased property transfer to YPO. Rental payments under finance leases are apportioned between the finance charge and the reduction of the outstanding lease obligation (deferred liability). Fixed Assets held under finance leases are accounted for as part of Property, Plant and Equipment. No assets were held on finance leases as at 31st December 2017.

Rentals payable under operating leases are charged to revenue on a straight line basis over the term of the lease even if this does not match the pattern of payments (e.g. quarterly billing straddling an accounting period).

o. CONTINGENT LIABILITIES & ASSETS

Contingent liabilities are not accrued in the accounting statements. Material contingent liabilities are identified in a note to the core financial statements if there is a possible obligation, which may require a payment or transfer of economic benefits.

p. PROVISIONS

Provisions are recognised in the accounts in accordance with IAS 37, where:

- i) The Organisation has a present obligation (legal or constructive) as a result of a past event,
- ii) It is probable that a transfer of economic benefits will be required to settle the obligation, but the timing of the transfer is uncertain; and
- iii) A reliable estimate can be made of the amount of the obligation.

Contributions to provisions are charged to the appropriate revenue account and any subsequent expenditure arising, to which the provision relates, is charged to the provision. The level of each provision is reviewed at the year end and, if appropriate, adjusted by reversing the contribution to the provision and crediting the relevant revenue account.

Provisions are classified as long term (in excess of twelve months) and short term (less than twelve months).

Notes to the Core Financial Statements

g. FINANCIAL INSTRUMENTS

The Organisation's financial instruments are represented by bank balances, inventories, trade creditors and trade debtors.

Bank balances are represented by cash balances held in UK bank accounts and are shown on the face of the Balance Sheet. Interest earned on balances are credited to the Comprehensive Income and Expenditure Statement.

Inventories are valued at average cost, and shown in the Balance Sheet at the lower of cost or net realisable value. Adequate measures are taken by the Organisation to minimise losses to inventory items through delivery processing, damage, obsolescence and security issues.

Trade debtors are stated in the Balance Sheet at historical cost. Irrecoverable debt is written off in the Comprehensive Income and Expenditure Statement. The Organisation is restricted to dealing with customers in the Public Sector and therefore its exposure to bad debt is minimised.

Trade Creditors are carried at historical cost and represent amounts owing to third party suppliers. Creditor accounts are settled on a cash basis when:-

- . satisfactory provision of the goods or service has been performed
- . there is reasonable evidence that the goods or service is imminent or substantially complete
- . an agreed contractual obligation exists to remit payment.

The Organisation has developed a global sourcing programme leading to increased trade with non euro zone suppliers. Every reasonable action to minimise the risk associated with sourcing product from non UK based suppliers has been taken.

r. ESTIMATION TECHNIQUES

This statement of accounts includes estimated figures for income due from suppliers in respect of marketing contributions and rebates earned on contractual business. The estimations are based on a prudent approach utilising prevailing market conditions, historical knowledge and contracted agreements.

Additionally estimates are included on valuations of certain elements of property, plant and equipment, stock and the pension fund. These estimates are provided by third parties holding relevant professional qualifications and are disclosed in the relevant notes to these accounts.

s. CASH & CASH EQUIVALENTS

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are deposits that are readily convertible to known amounts of cash with insignificant risk of change in value.

t. FOREIGN CURRENCY TRANSLATION

Where business transactions are processed in a currency other than Sterling the Sterling value at the point of the currency translation has been used. Where the amounts in foreign currency are outstanding at the year-end, they are reconverted at the spot exchange rate as at the 31 December. Resulting gains or losses are recognised in the Comprehensive Income and Expenditure Statement.

u. DEBTORS

Debtors are represented by balances due to the Organisation on trading activities net of a provision for bad or doubtful debt. They are stated at historical cost.

v. CREDITORS

Creditors are represented by balances owed by the Organisation on trading activities they are stated at historical cost. Creditor amounts due in foreign currencies at the end of the accounting period are re-stated on the prevalent conversion rate as at 31st December.

w. IMPACT OF ACCOUNTING STANDARDS ADOPTED SINCE THE LAST ACCOUNTING PERIOD

The Organisation has not been impacted through any accounting standards adopted since the last accounting period.

2. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT NOT YET ADOPTED

The Code of Practice on Local Authority Accounting 2016/17 requires the Organisation to disclose information relating to the impact on the financial statements as a result of the adoption by the Code of a new standard that has been issued, but is not yet required to be adopted by the Organisation. There are no new accounting standards due to come into force in the next year.

The Organisation does not expect any significant changes however all the standards will be fully assessed and adopted where necessary in the 2018 Statement of Accounts.

Notes to the Core Financial Statements

3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying these accounting policies the Organisation has made certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are :

Leasing

The Organisation has reviewed all classes of leases held by the Organisation and concluded that all of these leases constitute operating leases and therefore have no impact on the re-statement to and IFRS basis of accounting.

Related Party Transactions

The Organisation trades extensively with its owning authorities however, as no one particular authority can exert any controlling influence over the Organisation and all transactions are on an arms length basis they are not classified as related parties in this statement of accounts. For clarity trading with member authorities is included under note 17 of this statement.

Asset ownership

Under s102 of the Local Government Act 1972, a Joint Committee does not have the corporate status to acquire assets. However, given that YPO both enjoys the economic benefits from and assumes liabilities for its land and building assets, the "substance over form" policy justifies the inclusion of the assets in the Organisation's accounts.

Invoicing of direct supply goods

The Organisation recognises that due to the method employed to charge customers for direct supply deliveries, that goods delivered and in transit which have been invoiced by the supplier but not yet processed by the Organisation, are accounted for in the period in which the transaction is processed rather than delivered. This figure is not material for this statement of accounts and is reviewed annually.

4. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Statement of Accounts contains estimated figures that are based on either assumptions made by the Organisation about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

Items included in this Statement of Accounts for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Pensions Liability

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the rate at which salaries are projected to increase, changes in retirement ages, mortality rates, expected returns on pension assets and the discount rates used bring future assumptions to present values. A firm of consulting actuaries is engaged to provide the Organisation with expert advice about the assumptions to be applied.

These assumptions interact in complex ways and could produce a range of different results depending on the mix of changes in assumptions. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of around £2.241m.

Framework Contract Income

This statement of accounts includes an estimate of income due to the Organisation from suppliers operating on the Organisation's framework contracts as at 31st December. This estimate is on the basis described in note 1 (point r).

Whilst every effort is made by the Organisation to accurately forecast balances due to the Organisation as at the year end, there is a risk that returns on these contracts may either exceed or be less than the estimate made at the date of the closure of the accounts. The impact on the statements in the following year will be dependent on the mix of positive and negative variances against estimates. If the estimate of income due was to be different by 5% this would represent a movement of around £200K.

Property, Plant & Equipment

Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets.

The Organisation takes independent advice on the valuation of buildings and believes the depreciation policies adopted accurately reflect the current market value of assets held, however there is a risk that any sale value will be very much dependent on the economic climate at the point of sale. At the year end the Organisation was not intending disposing of any major assets.

Foreign currency transactions

Transactions in foreign currencies are recorded in the statement of accounts in sterling using the spot exchange rate on recognition of the liability.

Goods in transit from an overseas source are included in this statement of accounts valued at the spot rate as at the 31st December and any exchange rate difference arising on the actual payment will be accounted for in the income and expenditure account. The difference relates to the movement in spot rates between the two events.

5. MATERIAL ITEMS OF INCOME AND EXPENDITURE

During 2017 there have been several items of material income and expenditure that have been reflected in this statement of accounts. The main ones are;

Invoiced turnover in 2017 was £110.965m, £7.8m below the budget for the year and down on last year by £2.9m. A reduction in sales across most selling categories has contributed to this with Directs Furniture and School supplies the largest adverse variance against budget.

Notes to the Core Financial Statements

An additional £0.172m of catalogue contribution income has been taken in the year due to an under accrual of expected income in the 2016 year end accounts.

An increase in Employer's pension contribution rates from April 2017, up to 14.4% from 11.9% resulted in additional expenditure of £0.240m in the year.

An agreed dividend distribution of £7.928m for the trading year 2016 was distributed in September 2017. This distribution included all customers. As at the 31st December 2017 there was a balance of £173K of loyalty vouchers unredeemed.

6. TURNOVER

Turnover is the VAT exclusive value of invoiced sales for goods supplied from stock and by 'direct supply' arrangements. See also Statement of Accounting Policies note 1(b). Commission income from framework contracts arranged by the Organisation for customers is shown as Rebates. Supplier contributions for marketing support, canteen sales and other non-trading income are shown in Other Income.

7. RETIREMENT BENEFITS

Participation in pension schemes

As part of the terms and conditions of employment of its officers and other employees, YPO offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Organisation has a commitment to disclose the payments as at the time that officers and employees earn their future entitlement.

The organisation participates in the Local Government Pension Scheme (LGPS), administered by the West Yorkshire Pension Fund (WYPF). This is a funded defined benefit final salary scheme, meaning that the organisation pays contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets. The employers' rate of contribution for January to March 2017 was 11.9% and from April to December 2017 14.4%. Employees contributions in 2017 were between 5.5% and 12.5% depending on salary.

In addition the Organisation has awarded discretionary post-retirement benefits upon early retirement - this is an unfunded element of the defined benefit final salary scheme, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due.

Transactions relating to post - employment benefits

The Organisation is required to recognise the cost of retirement benefits when employees earn them, rather than when they are actually paid to pensioners. However the charge made against the general fund balance is limited to the employer's contributions payable to the Pensions Fund in the year, so the real cost of retirement benefits is reversed out in the Movement in Reserves Statement.

The following transactions have been made in the Comprehensive Income and Expenditure Statement and the Statement of Movement in Reserves Statement during the year.

	Funded	Unfunded	Total	Funded	Unfunded	Total
	2016	2016	2016	2017	2017	2017
	£'000	£'000	£'000	£'000	£'000	£'000
Comprehensive Income and Expenditure Account						
Cost of Service						
Current Service Cost	2,511	0	2,511	3,662	0	3,662
Past Service (Gain)/Cost	0	0	0	20	0	20
Curtailment (Gain)/Loss		0	0		0	0
Financing and investment income and Expenditure						
Net interest Expense	561	32	593	758	25	783
Total Post Employment Benefit Charged to the surplus or Deficit on the Provision of Services	3,072	32	3,104	4,440	25	4,465
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement						
Remeasurement of the net defined benefit liability						
Return on plan assets (gains)/losses	(11,444)	0	(11,444)	(7,387)	0	(7,387)
Actuarial (Gains) and losses-demographic assumptions	0	0	0	(3,311)	(22)	(3,333)
Actuarial (Gains) and losses-experience	(750)	(16)	(766)	(2,131)	(7)	(2,138)
Actuarial (Gains) and losses-financial assumptions	23,618	105	23,723	5,827	15	5,842
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	14,496	121	14,617	(2,562)	11	(2,551)
Movement in Reserves Statement						
Reversal of net charges made to the comprehensive Income and Expenditure account for post employment benefits in accordance with the Code	(3,072)	(32)	(3,104)	(4,440)	(25)	(4,465)
Actual amount charged against the General Fund balance for pensions in the year:						
- employer's contributions to the pension scheme	1,485		1,485	1,710		1,710
-retirement benefits payable to pensioners		64	64		63	63
Total Charge against the General fund	(1,587)	32	(1,555)	(2,730)	38	(2,692)

Notes to the Core Financial Statements

Post retirement mortality assumptions as at 31st December applicable to funded and unfunded pensions

	Males		Females	
	2016	2017	2016	2017
Rating to base table	0	0	0	0
Scaling to base table rates (Current)	105%	100%	100%	90%
Scaling to base table rates (Future)	-	115%	-	90%
Cohort improvement factors	CMI2012	CMI2012	CMI2012	CMI2012
Minimum underpin to improvement factors	1.50%	1.50%	1.50%	1.50%
Future lifetime from age 65 (currently aged 65)	22.7	22.1	25.6	25.2
Future lifetime from age 65 (currently aged 45)	24.9	23	28	27

Pension assets and liabilities recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the organisations obligation in respect of its defined benefit schemes is as follows

Pension Assets and Liabilities

Recognised in the Balance Sheet

Fair value of assets

Present value of the defined benefit obligation

Net liability arising from defined benefit obligation

Funded		Unfunded	
2016	2017	2016	2017
£000s	£000s	£000s	£000s
85,381	94,471	0	0
(114,302)	(119,120)	(974)	(922)
(28,921)	(24,649)	(974)	(922)

Reconciliation of Fair Value of the Scheme Assets

The unfunded liabilities do not have assets in the scheme to support them. Below is a breakdown of scheme assets in relation to the funded liabilities.

	2016 £'000	2017 £'000
Balance at 1st January	71,953	85,381
Interest income	2,651	2,298
Remeasurement gains/ (losses) on assets	11,444	7,387
Employer contributions	1,485	1,710
Contributions by scheme participants	811	834
Benefits paid	(2,963)	(3,139)
Balance at 31st December	85,381	94,471

Reconciliation of present value of the scheme liabilities (defined benefit obligation)

	Funded Liabilities		Unfunded Liabilities	
	2016	2017	2016	2017
	£'000	£'000	£'000	£'000
Balance at 1st January	(87,863)	(114,302)	(917)	(974)
Current Service Cost	(2,511)	(3,662)		
Interest Cost	(3,212)	(3,056)	(32)	(25)
Contributions by scheme participants	(811)	(834)		
Remeasurement gains and (losses)				
Actuarial gains and (losses) - demographic assumptions	0	3,311		22
Actuarial gains and (losses) - financial assumptions	(23,618)	(5,827)	(105)	(15)
Actuarial gains and (losses) - experience	750	2,131	16	7
Benefits paid	2,963	3,139	64	63
Past service costs and curtailments	0	(20)		
Balance at 31st December	(114,302)	(119,120)	(974)	(922)

Local Government Pension Scheme Assets

The discretionary benefits arrangements have no assets to cover liabilities. The Local Government Pension Scheme's assets consist of the following categories, by proportion of the total assets held:

	Assets held	
	2016	2017
Equity investments	76.00%	77.30%
Property	4.40%	4.50%
Bonds	14.50%	13.10%
Other assets *	5.10%	5.10%
TOTAL	100.0%	100.0%

* Other holdings may include hedge funds, currency, asset allocation futures and other financial instruments. It is assumed that these will get a return in line with equities.

Notes to the Core Financial Statements

Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates and salary levels. The scheme has been assessed by Hewitt Associates Limited, an independent firm of actuaries. Estimates for the fund have been based on the latest full valuation of the funded scheme as at the 31st March 2016 and the unfunded scheme as at 31st December 2017.

	Funded element		Unfunded element	
	2016	2017	2016	2017
Mortality assumptions				
Longevity at 65 for future pensioners				
Men	24.9 years	23.0 years		
Women	28.0 years	27.0 years		
Longevity at 65 for current pensioners				
Men	22.7 years	22.1 years	22.7 years	22.1 years
Women	25.6 years	25.2 years	25.6 years	25.2 years
Rate of Inflation (RPI)	3.20%	3.30%	3.20%	3.30%
Rate of Inflation (CPI)	2.10%	2.20%	2.10%	2.20%
Rate of Increase in Salaries	3.60%	3.45%	-	-
Rate of Increase in Deferred Pensions	2.10%	2.20%	-	-
Rate of Increase in Pensions	2.10%	2.20%	2.10%	2.20%
Rate for discounting scheme liabilities	2.70%	2.50%	2.70%	2.50%
Take-up of option to convert annual pension into retirement lump sum	75.00%	75.00%		

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analysis below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, ie on an actuarial basis using the projected unit credit method.

Impact on the Defined benefit Obligation in the Scheme

	Increase in Assumption £000	Decrease in Assumption £000
Member Life expectancy (+ or - 1 year)	3,719	(3,688)
Rate of increase in salaries (+ or - 0.1%)	576	(571)
Rate of increase in pensions (+ or - 0.1%)	1,701	(1,676)
Rate for discounting scheme liabilities (+ or - 0.1%)	(2,241)	2,284

Impact on the Organisation's Cash Flows

The liabilities show the underlying commitment that the Organisation has in the long run to pay post employment / retirement benefits. The total liability of £25,571k has a substantial impact on the net worth of the organisation as recorded in the balance sheet. Arrangements for funding the deficit mean that the financial position of the organisation remains healthy.

- The deficit on the scheme will be made good by contributions over the remaining working life of employees (i.e. before payments fall due), as assessed by the scheme actuary.
- Finance is only required to be raised to cover discretionary benefits when the pensions are actually paid.

The contributions expected to be made by the Organisation to the Local Government Pension Scheme in the year to 31st December 2018 are £1.828m. In addition, contributions towards the unfunded obligations will be required. Expected contributions for the discretionary benefits in the year to 31st December 2018 are £0.065m.

The weighted average duration of the defined benefit obligation for scheme members is 19.0 years.

The scheme will need to take account of the national charges to the scheme under the Public Pensions Services act 2013 Under the act, the Local Government pension Scheme in England and Wales and other main existing public service schemes may not provide benefits in relation to service after 31 March 2014 (or service after 31 March 2015 for other main existing public service pension schemes in England and Wales). The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits.

Notes to the Core Financial Statements

8. Property Plant and Equipment

As at 31 December 2017, the Organisation held the following assets

Property plant and equipment were predominantly represented by 43 Delivery vehicles (2016 = 48), 93 Container units (2016 = 93) and Land and Buildings comprising of one general supplies warehouse and office complex located at 41 Industrial Park, Wakefield and one located at Flanshaw Way, Wakefield (no change from 2016).

Property Plant and Equipment

Cost or valuation

Opening balance 1 January 2017
 Acc depreciation write out to gross carrying amount
 Revaluation increase / (decrease) recognised in the Revaluation Reserve
 Revaluation increase / (decrease) recognised in the I&E
 Additions
 Impairment
 Disposals

At 31 December 2017

Depreciation and impairments

Opening balance 1 January 2017
 Charge for depreciation 2017
 Disposals
 Impairment
 Acc depreciation write out to gross carrying amount
 Depreciation written out to I&E

At 31 December 2017

Net Book Value at 31 December 2017

Net Book Value at 1 January 2017

	Land & Buildings £'000	Furniture & Equipment £'000	Computers £'000	Vehicles £'000	TOTAL £'000
Opening balance 1 January 2017	9,058	738	925	3,336	14,057
Acc depreciation write out to gross carrying amount				-	0
Revaluation increase / (decrease) recognised in the Revaluation Reserve		-	-	-	0
Revaluation increase / (decrease) recognised in the I&E	(58)	-	-	-	(58)
Additions	0	0	0	-	0
Impairment					
Disposals					
At 31 December 2017	9,000	738	925	3,336	13,999
Opening balance 1 January 2017	0	436	864	2,915	4,215
Charge for depreciation 2017	157	42	17	112	329
Disposals		-	-	-	0
Impairment		-	-	-	0
Acc depreciation write out to gross carrying amount					0
Depreciation written out to I&E	(157)	-	-	-	(157)
At 31 December 2017	0	478	881	3,028	4,387
Net Book Value at 31 December 2017	9,000	260	44	308	9,612
Net Book Value at 1 January 2017	9,058	302	61	421	9,842

2016 Comparative

Property Plant and Equipment

Cost or valuation

Opening balance 1 January 2016
 Acc depreciation write out to gross carrying amount
 Revaluation increase / (decrease) recognised in the Revaluation Reserve
 Revaluation increase / (decrease) recognised in the I&E
 Additions
 Impairment
 Disposals

At 31 December 2016

Depreciation and impairments

Opening balance 1 January 2016
 Charge for depreciation 2016
 Disposals
 Impairment
 Acc depreciation write out to gross carrying amount
 Revaluation

At 31 December 2016

Net Book Value at 31 December 2016

Net Book Value at 1 January 2016

	Land & Buildings £'000	Furniture & Equipment £'000	Computers £'000	Vehicles £'000	TOTAL £'000
Opening balance 1 January 2016	9,240	732	925	3,336	14,233
Acc depreciation write out to gross carrying amount	(156)			-	(156)
Revaluation increase / (decrease) recognised in the Revaluation Reserve		-	-	-	0
Revaluation increase / (decrease) recognised in the I&E	(26)	-	-	-	(26)
Additions	0	6	0	-	6
Impairment					
Disposals					
At 31 December 2016	9,058	738	925	3,336	14,057
Opening balance 1 January 2016	0	387	847	2,727	3,961
Charge for depreciation 2016	156	49	17	188	410
Disposals		-	-	-	0
Impairment		-	-	-	0
Acc depreciation write out to gross carrying amount					0
Revaluation	(156)	-	-	-	(156)
At 31 December 2016	0	436	864	2,915	4,215
Net Book Value at 31 December 2016	9,058	302	61	421	9,842
Net Book Value at 1 January 2016	9,240	345	78	609	10,272

Notes to the Core Financial Statements

8a. Intangible Assets

During 2014 the Organisation spent £118K on developing the company's website, on which customers can place orders and make payments. The costs incurred included IT Development and testing time. All costs have been capitalised as Intangible Assets and amortised over 3 years from the time the assets became operational.

	Intangible Assets £'000
31st Dec 2017	
Cost or valuation	
Opening balance 1 January 2017	118
Additions	
Impairment	
Disposals	
At 31 December 2016	118
Amortisation and impairments	
Opening balance 1 January 2017	88
Amortisation charge for 2017	30
Impairment	
Disposals	
At 31 December 2017	118
Net Book Value at 31 December 2017	0
Net Book Value at 1 January 2017	30

	Intangible Assets £'000
2015 Comparative	
Cost or valuation	
Opening balance 1 January 2016	118
Additions	
Impairment	
Disposals	
At 31 December 2015	118
Amortisation and impairments	
Opening balance 1 January 2016	49
Amortisation charge for 2016	39
Impairment	
Disposals	
At 31 December 2016	88
Net Book Value at 31 December 2016	30
Net Book Value at 1 January 2016	69

9. Inventories

	Warehouse Stock £000's	Packing and Materials £000's	Total £000's
31st Dec 2017			
Opening inventory balance	12,373	63	12,436
Purchases	60,129	276	60,405
Recognised as an expense in year	(59,853)	(303)	(60,156)
Increase in Stock in Transit accrual	164	-	164
Reversals of write offs in previous years	0	-	0
Closing Inventory balance	12,813	36	12,849
Provision for stock write off	(100)	0	(100)
Closing Inventory balance net of provisions made	12,713	36	12,749

	Warehouse Stock £000's	Packing and Materials £000's	Total £000's
31st Dec 2016			
Opening inventory balance	12,577	55	12,632
Purchases	61,657	373	62,030
Recognised as an expense in year	(61,804)	(365)	(62,169)
Reduction of Stock in Transit accrual	(60)	-	(60)
Reversals of write offs in previous years	4	-	4
Closing Inventory balance	12,373	63	12,436
Provision for stock write off	(223)	0	(223)
Closing Inventory balance net of provisions made	12,150	63	12,213

Notes to the Core Financial Statements

10. DEBTORS AND PAYMENTS IN ADVANCE

Debtors represent monies owed to the Organisation at the Balance Sheet date, which are yet to be received as cash. The Organisation also makes provision for outstanding monies that it is anticipated will not be recovered.

	31st Dec 2016 £'000	31st Dec 2017 £'000
Trade Debtors	8,053	9,681
Accumulated Absences	7	7
Less - Provision for Bad Debts	(66)	(112)
	7,994	9,576
Payments in Advance and accrued income	4,359	5,078
Total	12,353	14,654

Debtors are analysed by the following categories

Trade debtors

central government bodies	0	0
other local authorities	5,736	5,931
NHS bodies	27	19
public corporations and trading funds	0	0
bodies external to general government (i.e. all other bodies).	2,289	3,730
	8,053	9,681

	31st Dec 2016 £'000	31st Dec 2017 £'000
central government bodies	0	0
other local authorities	5,736	5,931
NHS bodies	27	19
public corporations and trading funds	0	0
bodies external to general government (i.e. all other bodies).	2,289	3,730
	8,053	9,681

Payments in advance and accrued income

central government bodies	-	-
other local authorities	-	-
NHS bodies	-	-
public corporations and trading funds	-	-
bodies external to general government (i.e. all other bodies).	4,359	5,078
	4,359	5,078

central government bodies	-	-
other local authorities	-	-
NHS bodies	-	-
public corporations and trading funds	-	-
bodies external to general government (i.e. all other bodies).	4,359	5,078
	4,359	5,078

11. CREDITORS AND RECEIPTS IN ADVANCE

Creditors represent monies owed by the Organisation at the Balance Sheet date, which have not yet been paid.

	31st Dec 2016 £'000	31st Dec 2017 £'000
Creditors and Receipts in Advance		
Trade Creditors	5,693	5,212
Accruals	1,764	2,455
VAT	-32	197
Accumulated absences	118	118
Total	7,543	7,982

Creditors are analysed by the following categories

Trade creditors

central government bodies	-	-
other local authorities	47	38
NHS bodies	-	-
public corporations and trading funds	-	-
bodies external to general government (i.e. all other bodies).	5,646	5,174
	5,693	5,212

	31st Dec 2016 £'000	31st Dec 2017 £'000
central government bodies	-	-
other local authorities	47	38
NHS bodies	-	-
public corporations and trading funds	-	-
bodies external to general government (i.e. all other bodies).	5,646	5,174
	5,693	5,212

Accruals/VAT

central government bodies	-32	197
other local authorities	607	642
NHS bodies	-	-
NHS bodies	-	-
public corporations and trading funds	-	-
bodies external to general government (i.e. all other bodies).	1,275	1,931
	1,850	2,770

central government bodies	-32	197
other local authorities	607	642
NHS bodies	-	-
NHS bodies	-	-
public corporations and trading funds	-	-
bodies external to general government (i.e. all other bodies).	1,275	1,931
	1,850	2,770

Long Term Liabilities

Liability relating to Defined Benefit Pension Scheme

Total

	31st Dec 2016 £'000	31st Dec 2017 £'000
Liability relating to Defined Benefit Pension Scheme	29,895	25,571
Total	29,895	25,571

Notes to the Core Financial Statements

12. RISK TO FINANCIAL INSTRUMENTS

The organisation's financial instruments are represented by bank balances, trade creditors and trade debtors. Certain risks are associated with these classes of cash and cash equivalents as follows.

Bank balances are held in UK bank accounts and earn interest based on aggregated overnight investments rates determined by our banking providers. Risks to cash arise in the form of banking failures within the UK.

Creditors are suppliers of goods and services to the organisation. Risk is minimised from a robust set of procedures to ensure that all goods and services supplied to the organisation are properly ordered and received prior to the payment of any sums due.

Debtors are comprised of customers and some trade suppliers owing funds to the organisation. The inherent risk is one of failure to settle outstanding debts due to bankruptcy or other financial problems. Most customers are within the public sector which mitigates this risk to a large extent.

At the end of the financial year the Organisation was at increased risk over debtors due to changes in the economic climate chiefly brought about by the impact of the Government's comprehensive spending review on the organisation's customer base and the change in education from state to academy status schools. Debtors past due are as follows :-

	2016 £'000	2017 £'000
Two to six months	1,890	2,843
Six months to one year	222	216
More than one year	61	111
Total	2,173	3,170

A general provision of £112k (2016 £66k) has been included against all debtors. Bad debt calculations are based on the debtor type and agreed upon with the sales ledger manager.

13. MOVEMENTS IN RESERVES

The General Fund Reserve represents the cumulative retained surplus built up over the life of the business. The General Fund Reserve is used to finance growth in working capital and supports the medium term plans of the business.

The table below shows the balances held in other reserves at the start and end of the year and the net movement in the year. The balances represent undistributed reserves payable to the member authorities.

Reserve	31st Dec 2016 £'000	31st Dec 2017 £'000	Net Movement in the Year £'000	Note
<u>Usable reserves</u>				
General Fund Balance	28,818	28,261	(557)	i
Capital Receipts Reserve	85	85	0	ii
Internal Investment Reserve	1,770	1,696	(74)	iii
<u>Unusable reserves</u>				
Joint Committee Capital Adjustment Account	10,545	10,285	(259)	iv
Earmarked Pension reserve	(29,895)	(25,571)	4,324	v
Earmarked Accumulated Absences Account	(111)	(111)	0	vi
Revaluation reserve	0	0	0	vii
Total reserves	11,213	14,646	3,433	

to protect the Organisation against unforeseen events and the realisation of contingent liabilities. Included within the overall General Fund balance is the Financial Stability Fund which as at 31st December 2017 had a balance of £1m.

Notes to the Core Financial Statements

	2016 £'000	2017 £'000
General fund balance		
Balance brought Forward 1st of January	30,302	28,818
Surplus or deficit on operations	(4,039)	(3,593)
Total comprehensive income and expenditure	(4,039)	(3,593)
Depreciation and impairment	475	270
Revaluation losses (gains)		
Capital expenditure charged to the GF	(6)	0
Transfer of cash sale proceeds		
Use of UCRR to fund capital expenditure		
Reversal of IAS 19 charges to I&E	3,104	4,465
Employer's pension contributions	(1,549)	(1,773)
Movement in employee absence accrual	(2)	(0)
Total voluntary adjustments	2,023	2,962
Pension Contribution Reserve	-	-
Internal Investment Reserve	533	74
Total transfers to/from cash reserves	533	74
Total transfers to/from earmarked reserves	2,556	3,036
Balance Carried Forward 31st December	28,818	28,261
Movement in year represented in the Movement in Reserves Statement	(1,484)	(557)

(ii) The Usable Capital Receipts reserve records the receipts from sales of fixed assets less amounts used to finance capital expenditure.

	2016 £'000	2017 £'000
Usable Capital Receipts Reserve		
Balance brought Forward 1st of January	85	85
Amounts Received		
General receipts	-	-
Amounts Applied		
New Capital Investment	-	-
Balance Carried Forward 31st December	85	85
Movement in year represented in the Movement in Reserves Statement	-	-

(iii) The Internal Investment Reserve holds funds earmarked to support specific initiatives or activities.

	2016 £'000	2017 £'000
Internal Investment Reserve		
Balance brought Forward 1st of January	2,303	1,770
Transferred to Reserves		
Reserves for specific projects created in year	580	455
Amounts Applied		
Reserve balances utilised in year	(1,112)	(529)
Amounts released back to the General Fund		
Reserve balances no longer required and released back to the General Fund		
Balance Carried Forward 31st December	1,770	1,696
Movement in year represented in the Movement in Reserves Statement	(533)	(74)

Notes to the Core Financial Statements

(iv) The Joint Committee Capital Adjustment Account is an earmarked reserve representing the accumulation of the write down of the historical cost of fixed assets as they are consumed by depreciation and impairments or written off on disposal, offset by the resources that have been set aside to finance capital expenditure.

The Joint Committee Capital Adjustment Account accumulates (on the debit side) the write-down of the historical cost of fixed assets as they are consumed by depreciation and impairments or written off on disposal. It accumulates (on the credit side) the resources that have been set aside to finance capital expenditure and to repay debt.

	2016 £000	2017 £000
Joint Committee Capital Adjustment Account		
Balance brought Forward 1st of January	11,014	10,545
Brought Forward adjustment		
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
Charges for depreciation and impairment of non-current assets	(475)	(270)
Revaluation (losses) gains on property plant and equipment		10
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	-	-
Adjusting amounts written out of Revaluation Reserve	0	0
Net Written out amount of the cost of non-current assets consumed in the year	10,539	10,285
Capital financing applied in the year		
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-
Capital expenditure charged against the General Fund	6	0
	10,545	10,285
Balance Carried Forward 31st December	10,545	10,285
Movement in year represented in the Movement in Reserves Statement	(469)	(259)

(v) The Earmarked Pension Reserve is an earmarked reserve representing the difference between the actuarially calculated value of the pension fund assets and the present value of scheme liabilities.

	2016 £000	2017 £000
Earmarked Pension Reserve		
Balance bought forward 1st January	(16,827)	(29,895)
Actuarial Gains or (losses) on pension assets and Liabilities	(11,513)	7,016
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(3,104)	(4,465)
Employers pensions contributions and direct payments to pensioners payable in year	1,549	1,773
Balance Carried Forward 31st December	(29,895)	(25,571)
Movement in year represented in the Movement in Reserves Statement	(13,068)	4,324

(vi) The Earmarked Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund balance from accruing for compensated absences earned but not taken in the year. Proper accounting arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

	2016 £000	2017 £000
Earmarked Accumulated Absences Account		
Balance bought forward 1st January	(113)	(111)
Settlement or cancellation of accrual made in preceding year	113	111
Amount to be accrued for current year	(111)	(111)
Amount to be charged to the Comprehensive Income and Expenditure Statement	1	0
Balance as at 31st December	(111)	(111)
Movement in year represented in the Movement in Reserves Statement	1	0

Notes to the Core Financial Statements

(vii) The Revaluation reserve represents unrealised gains on the revaluation of property plant and equipment. The balance is reduced when assets with accumulated gains are:

- a) revalued downwards or impaired and the gains are removed
- b) used in provision of services and the gains are consumed through depreciation, or
- c) disposed of and the gains realised

Revaluation Reserve	2016 £000	2017 £000
Balance brought Forward 1st of January	0	0
Upward revaluation of assets	-	-
Difference between fair value depreciation and historical cost depreciation	0	0
Revaluation written out to the General Fund	0	0
Adjusting amounts written out of the Joint Committee Capital Adjustment Account		
Balance Carried Forward 31st December	0	0
Movement in year represented in the Movement in Reserves Statement	0	0

14. EMPLOYEE EMOLUMENTS

The table below indicates the numbers of employees whose remuneration was greater than £50,000. Remuneration is defined as amounts paid to or receivable by an employee, including payments in kind, expenses allowances that would be chargeable to UK Income Tax. Termination payments are also included, which can lead to year on year comparisons being distorted.

REMUNERATION BAND £	No of Employees	
	2016 Re-stated	2017
50,000 - 54,999	6	8
55,000 - 59,999	4	4
60,000 - 64,999	2	3
65,000 - 69,999	1	-
70,000 - 74,999	-	1
75,000 - 79,999	-	1
TOTAL	13	17

*2016's remuneration banding has been re-stated as the numbers disclosed in the 2016 Statement of Accounts did not include the lease car benefits.

The table below sets out the remuneration disclosure (Board of Directors) whose salary is £50,000 per year or more by job title. Comparative figures for 2015 are also shown and these officers are excluded from the above table.

2017						
Post	Salary incl. BiK	Expenses	Pay in Lieu of Notice	Redundancy Pay	Pension Contributions	Total Remuneration
Managing Director	128,733	-	-	-	16,994	145,727
Executive Director	95,203	-	-	-	12,278	107,481
Executive Director	94,047	-	-	-	12,278	106,325
Executive Director	90,613	-	-	-	11,875	102,488
	408,595	-	-	-	53,426	462,021

2016						
Post	Salary incl. BiK	Expenses	Pay in Lieu of Notice	Redundancy Pay	Pension Contributions	Total Remuneration
Managing Director	126,532	-	-	-	14,592	141,123
Executive Director	94,871	-	-	-	10,542	105,413
Executive Director	93,512	-	-	-	10,542	104,054
Assistant Director	82,239	-	-	-	9,228	91,467
	397,153	-	-	-	44,905	442,058

Notes to the Core Financial Statements

The number of exit packages with the total cost per band of compulsory and other redundancies are set out below.

EXIT PACKAGE £	No. of compulsory redundancies		No. of other departures		Total no. of exit packages		Total cost of exit packages	
	2016 No.	2017 No.	2016 No.	2017 No.	2016 No.	2017 No.	2016 £,000's	2017 £,000's
0 - 20,000	-	-	1	8	1	8	13	55
20,001 - 40,000	-	-	-	3	-	3	-	90
40,001 - 60,000	-	-	1	-	1	-	45	-
60,001 - 80,000	-	-	-	-	-	-	-	-
80,000 and over	-	-	-	1	-	1	-	139
Total	-	0	2	12	2	12	58	284

Exit packages include redundancy costs, the cost of additional payments to the pension scheme and other departure costs.

15. OPERATING LEASES

An operating lease means that the risks and rewards of ownership remain with the lessor.

The Organisation has entered into operating leases with various lives. The future minimum lease payments due under non-cancellable leases in future years are:

	2016 £000	2017 £000
Not later than one year	275	293
Later than one year and not later than five years	423	411
Later than five years	2,233	2,204
	2,931	2,908

Amounts charged, in respect of these leases, to the Comprehensive Income and Expenditure Statement during 2017 were £500k (2016 £470k) of which £29K was rent of Flanshaw Way. The later than five years figure is comprised entirely of a long term lease agreement on the land element of a warehouse property held at Flanshaw Way in Wakefield.

16. AMOUNTS REPORTED FOR DECISION MAKING AND PLANNING

The analysis of Income and Expenditure on the face of the Comprehensive Income and Expenditure Statement is that specified by the Code. This is different to the basis on which the Organisation carries out its budgeting decision making and planning process.

The following shows how the Organisations financial reporting output can be reconciled to the Comprehensive Income and Expenditure Statement.

2016 £'000	YPO Profit & Loss	2017 £'000
	Trading	
71,924	Stores	71,111
15,625	Food	15,171
26,355	Directs	24,684
113,904	Total Invoiced Sales	110,965
(83,926)	Cost of Sales	(80,316)
29,978	Gross Margin	30,649
142	Discounts	128
4,335	Rebates	5,299
2,905	Other Income	2,216
37,361	Total Income	38,292
	Operating Costs	
(17,583)	Employment costs	(17,976)
(940)	Premises	(1,117)
(6,178)	Supplies and Services	(6,453)
(4,583)	Transport	(4,608)
(102)	SLA costs	(127)
(143)	Financial & Misc	(267)
(475)	Depreciation	(270)
(30,005)	Total Operating Costs	(30,817)
70	Interest (payable)/receivable	17
-	Profit/(loss) on disposal of assets	-
-	Dividend paid	-
-	Pension costs	-
7,426	Surplus or (deficit)	7,492

Notes to the Core Financial Statements

2016 £'000	Reconciliation of P&L Account to I&E Account	2017 £'000
7,426	Net Profit in P&L Account	7,492
(11,465)	Amounts in the Comprehensive Income and Expenditure Statement not reported to management	(11,085)
-	Amounts included in the P&L not included in the Comprehensive Income and Expenditure Statement	-
(4039)	Surplus/(Deficit) on provision of service	(3593)

Reconciliation of Profit and Loss Account to Comprehensive Income and Expenditure Statement

This reconciliation shows how the figures in the profit and loss account relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement.

YPO Profit & Loss 2017	P&L Acct £'000	Amts not Alloc'n of rptd for mgt reporting dec making expenses		I&E Statement £'000
		£'000	£'000	
Total Invoiced Sales	110,965	-	-	110,965
Cost of Sales	(80,316)	-	-	(80,316)
Gross Margin				
Discounts	128	-	-	128
Rebates	5,299	-	-	5,299
Other Income	2,216	-	-	2,216
Total Income	38,292	0	-	38,292
Operating Costs				
Employment costs	(17,976)	-	-	(17,976)
Premises	(1,117)	-	-	(1,117)
Supplies and Services	(6,453)	-	-	(6,453)
Transport	(4,608)	-	-	(4,608)
SLA costs	(127)	-	-	(127)
Financial & Misc	(267)	-	-	(267)
Depreciation	(270)	-	-	(270)
Total Operating Costs	(30,817)	0	-	(30,817)
Interest (payable)/receivable	17	-	-	17
Profit/(loss) on disposals	-	-	-	0
Dividend paid	-	(7,864)	-	(7,864)
Earmarked reserves funding	-	(529)	-	(529)
Pension costs	-	(2,692)	-	(2,692)
Surplus or (deficit) on provision of service	7,492	(11,085)	-	(3,593)

YPO Profit & Loss 2016	P&L Acct £'000	Amts not Alloc'n of rptd for mgt reporting dec making expenses		I&E Statement £'000
		£'000	£'000	
Total Invoiced Sales	113,904	-	-	113,904
Cost of Sales	(83,926)	-	-	(83,926)
Gross Margin				0
Discounts	142	-	-	142
Rebates	4,335	-	-	4,335
Other Income	2,905	-	-	2,905
Total Income	37,361	0	-	37,361
Operating Costs				
Employment costs	(17,583)	-	-	(17,583)
Premises	(940)	-	-	(940)
Supplies and Services	(6,178)	-	-	(6,178)
Transport	(4,583)	-	-	(4,583)
SLA costs	(102)	-	-	(102)
Financial & Misc	(143)	-	-	(143)
Depreciation	(475)	-	-	(475)
Total Operating Costs	(30,005)	0	-	(30,005)
Interest (payable)/receivable	70	-	-	70
Profit/(loss) on disposals	-	-	-	0
Dividend paid	-	(8,798)	-	(8,798)
Earmarked reserves funding	-	(1,112)	-	(1,112)
Pension costs	-	(1,555)	-	(1,555)
Surplus or (deficit) on provision of service	7,426	(11,465)	-	(4,039)

Notes to the Core Financial Statements

17. RELATED PARTY TRANSACTIONS

The Organisation is required to disclose material transactions with related parties - bodies or individuals that have the potential to control or influence the Organisation or to be controlled or influenced by the Organisation.

Transactions with Founder Member Authorities are shown here for clarity. Founder member authorities are not classified as related parties under the Code of Practice or for the purpose of group accounting but have joint control over the Organisation's decision making and business planning. In addition to the founder members the Organisation has 59 associate members who have no influence over Organisational decision making.

Business transactions with the 13 founder members accounts for a significant proportion of the Organisation's turnover. Membership entitles these authorities to a share of any annual profits and equal powers over key business decisions.

The value of business transacted with each founder member was:

	2016	2017
	£'000	£'000
Barnsley	17,096	14,987
Bolton	9,998	5,932
Bradford	25,108	24,242
Calderdale	11,901	9,124
Doncaster	15,868	16,229
Kirklees	27,367	30,981
Knowsley	9,820	8,089
North Yorkshire	22,882	17,917
Rotherham	13,231	11,243
St Helens	11,138	9,986
Wakefield	21,333	16,364
Wigan	16,387	12,878
York	6,461	5,851
	208,590	183,822

The above table includes trade direct with the Organisation which is included in invoiced turnover and business transacted through framework contracts arranged by the Organisation. which are not accounted for as turnover in the comprehensive income and expenditure account.

The YPO Management Committee is made up of elected representatives from each Member Authority. No personal interest in material transactions have been disclosed by any of the elected representatives or senior officers of the Organisation.

One of the Member Authorities, City of Wakefield MDC, acts as servicing authority for YPO and as such, WMDC officers are the Organisation's statutory officers. YPO has commercial support agreements with Wakefield MDC covering certain accounting, treasury, human resource, legal services and vehicle maintenance arrangements.

In 2014 YPO Procurement Holdings and its subsidiary YPO Supplies Ltd began trading with YPO Joint Committee. Board members for YPO Procurement Holdings and YPO Supplies are also members of the Joint Committee board and therefore all transactions between the above companies are classed as related party transactions in accordance with the Code of practice for Local Authority Accounting

The transactions involve a payment from YPO Supplies Ltd to YPO Joint Committee for picking items in the warehouse and the cost of telephone call handing. Those charges are at a standard cost. The cost of goods sold is paid by the Limited Company to the Joint Committee at an agreed transfer price. This includes an element of sales, procurement and marketing costs incurred by the Joint Committee. Other charges include a fee for governance and accounting services. The rationale is to recover the costs of operating on behalf of the new company.

Below is a summary of the amount of transactions that have occurred between the related parties and the amount of Balances outstanding. All transactions are sales from YPO Joint Committee.

	Transactions Value (Ex VAT) for the year £	Outstanding Balance as at 31st Dec 2017 £
YPO Procurement Holdings	-	-
YPO Supplies Ltd	1,470,391	261,913

18. AUDIT COSTS

The following fees were paid to the external auditors for services carried out:

	2016	2017
	£000	£000
Audit Costs		
Fees payable to KPMG with regard to external audit services carried out by the appointed auditor	23	23

Notes to the Core Financial Statements

19. EVENTS AFTER THE BALANCE SHEET DATE

The 23rd March 2018 Management Committee Meeting approved the pre audit statement of Accounts and agreed a profit distribution in respect of the 2017 trading year of £7.492m covering members dividend and the YPO loyalty scheme.

This Statement incorporates changes identified during the course of the audit process and no other events have given rise to changes in this statement between the balance sheet date and the authorisation for issue date of the 25th May 2018 when the accounts were authorised for issue by the Audit and Scrutiny Sub Committee.

Glossary of Terms

This glossary is provided to assist the reader. It gives explanations of common terms used in relation to local authority finance (which are not explained elsewhere in the Statement), many of which are used within this document.

Accounting Period

The period covered by the accounts, normally a period of twelve months commencing on 1 January. The end of the accounting period is the balance sheet date, 31 December.

Actuarial Gains and Losses

For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses), or the actuarial assumptions have changed.

Accumulated Absences

Accumulated absences are sums owing to or from employees at the end of the accounting period not yet claimed back or paid over for hours owed to / from under the flexible working scheme and holiday days over or under used at the period end.

Annual Governance Statement

A non-statutory document which provides an overview of the governance arrangements within the Organisation, aids the effective exercise of Organisation functions, and includes arrangements for the management of risk.

Asset

An item having value in monetary terms. Assets are defined as current or long term. A current asset will be consumed or cease to have material value within the next financial year. A long term asset provides benefits to the Organisation and its services for more than one year.

Audit of Accounts

An independent examination conducted on a test basis, of the Organisation's financial statements.

Budget

A statement of spending plans and anticipated income for a financial year.

Cash equivalents

Are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Cash equivalent vouchers

These are vouchers issued to customers as loyalty bonus which are redeemable against future purchases.

Current Assets

Is an amount which will become receivable or could be called in within the next accounting period.

Defined Benefit Plans

Are post employment benefit plans other than a defined contribution plan. Usually the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the plan. The plan may be funded or unfunded.

Depreciation

The measure of the wearing out, consumption, or other reduction in the useful economic life of a long term asset, whether arising from use, passing of time or obsolescence through technological or other changes.

Direct Supply

Direct supply refers to the trading method employed by the Organisation where goods ordered by the customer are delivered direct from the supplier rather than the Organisation.

either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Organisation's financial performance.

Finance Lease

A lease that transfers substantially all of the risks and rewards of ownership of a long term asset to the lessee. Such a transfer of risks and rewards may be presumed to occur if at the inception of the lease the present value of the minimum lease payments including any initial payments amount to substantially all of the fair value of the leased asset.

Financial Instrument

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. The term "financial instrument" covers both financial assets and financial liabilities and includes trade receivables, trade payables and derivatives.

Financial Procedure Rules

Written rules of the Organisation relating to all matters with financial implications. All Organisation officers must comply with these rules.

Impairment

A reduction in the value of a long term asset below its carrying amount on the balance sheet.

International Accounting Standards (IAS)

Standards developed by the International Accounting Standards Board (IASB) that are required to be followed.

International Financial Reporting Standards (IFRS)

The Standards (including International Accounting Standards (IAS)) developed by the International Accounting Standards Board (IASB) and supported by interpretations of the International Financial Reporting Interpretations Committee (IFRIC) and Standing Interpretations Committee (SIC) on which the accounts of this Organisation are based.

Inventories

Inventories include stocks held for resale and all other assets held for use within the Organisation.

Liability

A liability is where the Organisation owes payment to an individual or organisation. A current liability is an amount which will become payable or could be called in within the next accounting period. A deferred liability is an amount which by arrangement is payable beyond the next year at some point in the future or to be paid off by an annual sum over a period.

Net Book Value

The amount at which long term assets are included in the Balance Sheet i.e. their historical value or current value less the cumulative amounts provided for depreciation.

Net Expenditure

Gross expenditure less specific income.

Outturn

Actual income receivable and expenditure due in a financial year.

Payments in Advance

These are payments made in advance of goods or services being provided to the Organisation.

Prior year adjustments

Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. They do not include normal recurring corrections or adjustments of accounting estimates made in prior years.

Remuneration

All sums paid to or receivable by an employee and sums due by way of expenses allowances (as

far as those sums are chargeable to UK income tax) and the money value of any other benefits received other than in cash. Pension contributions payable by the employer are excluded.

Reserve

A reserve is an amount set aside in one financial year and carried forward to meet liabilities in a subsequent financial year, both general and specific liabilities.

Turnover

Turnover is the value of invoices issued to customers for the supply of goods and services.

Useful life

The period over which the Organisation will derive benefits from the use of a long term asset.

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