

Registered number: 06964651

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
(A Company Limited by Guarantee)

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**DIRECTORS' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
**(A Company Limited by Guarantee)**

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**COMPANY INFORMATION**

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**DIRECTORS**

Steven Browne  
Robert Donovan  
Anne Griffiths  
Shaun Randell  
Paul Hodgson  
Roland Jackson (appointed 19 June 2014)  
Richard Jeffs (appointed 19 June 2014)  
Matthew Lacy (appointed 19 June 2014)  
Stephen Lewis (appointed 8 January 2015)

**REGISTERED NUMBER**

06964651

**REGISTERED OFFICE**

Linford Wood House  
6-12 Capital Drive  
Linford Wood  
Milton Keynes  
MK14 6XT

**INDEPENDENT AUDITORS**

Nexia Smith & Williamson  
Chartered Accountants & Statutory Auditor  
Imperial House  
18-21 Kings Park Road  
Southampton  
SO15 2AT

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
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**CONTENTS**

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	Page
<b>Directors' Report</b>	1 - 2
<b>Independent Auditors' Report</b>	3 - 4
<b>Profit and Loss Account</b>	5
<b>Balance Sheet</b>	6
<b>Notes to the Financial Statements</b>	7 - 9
<b>Appendix I</b>	10
<b>Appendix II</b>	11

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
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**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

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The directors present their report and the financial statements for the year ended 31 December 2014.

**PRINCIPAL ACTIVITIES**

The activities of the company are:

1) To develop, operate and manage systems and processes capable of recording, capturing and making available on a database such details of employers' liability insurance policies written and/or capable of having effect in the United Kingdom as the membership may determine necessary from time to time and ultimately which are likely to contribute to and assist with the successful tracing of employers liability policies for the mutual benefit of:

(a) Claimants that have suffered injury during the course of employment and are unable to trace an employer's insurer for the purposes of pursuing a claim;

(b) Insurers seeking to identify other insurers holding employers' liability policies in respect to any claim or potential claim for the purposes of establishing whether any grounds for joint and several liability exist; and

(c) Such other individuals, partnerships, associations, bodies or corporations as ELTO may determine from time to time on giving consideration to the objects.

2) To take action as may be required to assist in identifying employers operating without such employers' liability insurance as required by law in the United Kingdom.

3) To act as arbitrators or mediators or to nominate arbitrators or mediators for the settlement of disputes and to pay, satisfy or compromise any claims made against ELTO which it may seem expedient to pay, satisfy or compromise.

**DIRECTORS**

The directors who served during the year were:

Adrian Brown (resigned 30 June 2014)

Steven Browne

Robert Donovan

Anne Griffiths

Shaun Randell

Paul Hodgson

Craig Bennett (resigned 16 May 2014)

Roland Jackson (appointed 19 June 2014)

Richard Jeffs (appointed 19 June 2014)

Matthew Lacy (appointed 19 June 2014)

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
**(A Company Limited by Guarantee)**

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**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

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**DIRECTORS' RESPONSIBILITIES STATEMENT**

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

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

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**DISCLOSURE OF INFORMATION TO AUDITORS**

Each of the persons who are directors at the time when this Directors' Report is approved has confirmed that:


- so far as that director is aware, there is no relevant audit information of which the company's auditors are unaware, and
- that director has taken all the steps that ought to have been taken as a director in order to be aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**AUDITORS**

The auditors, Nexia Smith & Williamson, will be proposed for reappointment in accordance with section 485 of the Companies Act 2006.

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board and signed on its behalf.

  
.....  
**Stephen Lewis**  
Director

Date: 6/7/15

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF EMPLOYERS' LIABILITY TRACING OFFICE**

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We have audited the financial statements of Employers' Liability Tracing Office for the year ended 31 December 2014, which comprise the Profit and Loss Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS**

As explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Financial Reporting Council (FRC's) Ethical Standards for Auditors.

**SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

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

**OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2014 and of its results for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
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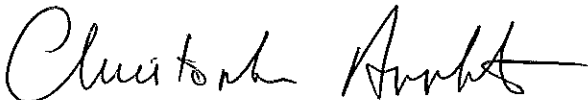
**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF EMPLOYERS' LIABILITY TRACING OFFICE**

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**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and to take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Directors' Report.



Christopher Appleton (Senior Statutory Auditor)

for and on behalf of

**Nexia Smith & Williamson**

Chartered Accountants & Statutory Auditor

Imperial House  
18-21 Kings Park Road  
Southampton  
SO15 2AT

Date: 9. 7. 13

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
**(A Company Limited by Guarantee)**

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**PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

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	Note	2014 £	2013 £
<b>TURNOVER</b>	1	<b>2,168,513</b>	<b>1,662,889</b>
Administrative expenses		<u>(2,168,339)</u>	<u>(1,662,737)</u>
<b>OPERATING PROFIT</b>	2	<b>174</b>	<b>152</b>
Interest payable and similar charges		<u>(270)</u>	<u>(268)</u>
<b>LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>(96)</b>	<b>(116)</b>
Tax on loss on ordinary activities	3	<u>96</u>	<u>116</u>
<b>PROFIT FOR THE FINANCIAL YEAR</b>		<u><u>-</u></u>	<u><u>-</u></u>

The notes on pages 7 to 9 form part of these financial statements.




**EMPLOYERS' LIABILITY TRACING OFFICE**  
**(A Company Limited by Guarantee)**  
**REGISTERED NUMBER: 06964651**

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2014**

	Note	£	2014 £	£	2013 £
<b>CURRENT ASSETS</b>					
Debtors	5	269,162		138,990	
Cash at bank		119,962		429,126	
		389,124		568,116	
<b>CREDITORS: amounts falling due within one year</b>	6	(389,124)		(568,116)	
<b>NET CURRENT ASSETS</b>			-		-
<b>NET ASSETS</b>			-		-
<b>CAPITAL AND RESERVES</b>					
			-		-

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

  
 .....  
**Stephen Lewis**  
 Director

Date: 6/1/15

The notes on pages 7 to 9 form part of these financial statements.

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
(A Company Limited by Guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**1.2 Cash flow**

The financial statements do not include a Cash Flow Statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

**1.3 Turnover**

Turnover represents contributions received or receivable from Members. Turnover has been recognised during the year based on the amount the Company is entitled to invoice out by way of levy which in turn is based on the costs incurred by the Company (paid and accrued). This reflects the articles of association, under which the Company is entitled to recharge all costs on to members.

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office equipment	-	3 years straight line
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**1.5 Deferred taxation**

Full provision is made for deferred tax assets and liabilities arising from all timing differences between the recognition of gains and losses in the financial statements and recognition in the tax computation.

A net deferred tax asset is recognised only if it can be regarded as more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted.

Deferred tax assets and liabilities are calculated at the tax rates expected to be effective at the time the timing differences are expected to reverse.

Deferred tax assets and liabilities are not discounted.

**1.6 Research and development**

Research and development expenditure is written off in the year in which it is incurred.

**EMPLOYERS' LIABILITY TRACING OFFICE**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014**

**2. OPERATING PROFIT**

The operating profit is stated after charging:

	2014 £	2013 £
Depreciation of tangible fixed assets: - owned by the company	-	885
Auditors' remuneration	8,770	8,515
	8,770	9,400

During the year, no director received any emoluments (2013 - £NIL).

**3. TAXATION**

	2014 £	2013 £
<b>Analysis of tax credit in the year/period</b>		
UK corporation tax charge on loss for the year/period	-	96
Adjustments in respect of prior periods	(96)	(212)
	(96)	(116)

There were no factors that may affect future tax charges.

**4. TANGIBLE FIXED ASSETS**

	Office equipment £
<b>Cost</b>	
At 1 January 2014 and 31 December 2014	3,185
<b>Depreciation</b>	
At 1 January 2014 and 31 December 2014	3,185
<b>Net book value</b>	
At 31 December 2014	-
At 31 December 2013	-

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
(A Company Limited by Guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

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**5. DEBTORS**

	2014	2013
	£	£
Trade debtors	219,239	115,674
Prepayments and accrued income	49,923	23,316
	<u>269,162</u>	<u>138,990</u>

**6. CREDITORS:**  
**Amounts falling due within one year**

	2014	2013
	£	£
Trade creditors	127,992	499,859
Corporation tax	-	96
Deferred income	148,127	20,600
Accruals	113,005	47,561
	<u>389,124</u>	<u>568,116</u>

**7. COMPANY STATUS**

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the company in the event of liquidation.

**8. RELATED PARTY TRANSACTIONS**

There have been no related party transactions during the year ended 31 December 2014 (2013: none).

**9. ULTIMATE PARENT UNDERTAKING AND CONTROLLING PARTY**

Given the fact that the company is limited by guarantee, there is no controlling party.

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**EMPLOYERS' LIABILITY TRACING OFFICE**

**(A Company Limited by Guarantee)**

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**Appendix I**

**Report by the Director of Employers' Liability Tracing Office Limited ("ELTO") on the requirements of ICOBS 8.4.9 as set out in the FCA Handbook in respect of the year ended 31 December 2014**

**Directors' Statement**

In accordance with the requirements in ICOBS 8.4.9R(7)(a) of the Financial Conduct Authority ("FCA") Handbook effective as at 31 December 2014, the board of directors of the Employers' Liability Tracing Office ("ELTO") are able to confirm that for the year to 31 December 2014, ELTO complied in all material respects with the requirements in ICOBS 8.4.9R(1) to (6).

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 6/7/15



**Stephen Lewis**  
Director

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EMPLOYERS' LIABILITY TRACING OFFICE

(A Company Limited by Guarantee)

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## Appendix II

### Independent Assurance Report to the Directors of Employers' Liability Tracing Office on the requirements of ICOBS 8.4.9 of the FCA Handbook in respect of the year ended 31 December 2014

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1. In accordance with the terms of our letter of engagement dated 11 March 2013, we have been commissioned by the directors of Employers' Liability Tracing Office Limited ("the Company") to perform an independent reasonable assurance engagement in respect of the requirements of ICOBS 8.4.9 of the FCA Handbook effective as at 31 December 2014. ICOBS 8.4.9 requires an auditor satisfying the requirements of SUP 3.4 and SUP 3.8.5 R to SUP 3.8.6 R, to provide an independent assurance report to the directors of the Company addressing the accuracy and completeness of the Database as defined in paragraph 2 below for the year ended 31 December 2014.
2. The database maintained by the Company comprises information provided to it by the members of Employers' Liability Tracing Office ("the Underwriters"). Under the FCA regulations (ICOBS 8.4), it is the responsibility of the Underwriters to ensure that information provided to the Company is accurate and complete. Underwriters provide information to the Company by uploading their own information onto the database. The Company then has responsibility to ensure that it maintains a database which accurately and reliably stores information submitted to it by the Underwriters for the purpose of complying with the FCA regulations and has systems which can adequately keep it up to date in the light of new information provided to the Company by the Underwriters. Any reference in this report to accuracy and completeness of the Company's database relates only to the accurate and complete maintenance of data uploaded to the database by the Underwriters.
3. For the purposes of this report, a 'material error' is an error in a data field which would significantly affect the outcome of a search by an external user of the database. We have determined for the purposes of this report that materiality is defined as the occurrence of errors at a rate of 1% or more in the specific population which is subject to a test or other procedure.

#### **Respective responsibilities of the Directors and Nexia Smith & Williamson**

4. The Directors of the Company are responsible for the Company's policies for the accuracy and completeness of the Database and for ensuring that the Company complies with all relevant requirements of the FCA including those of ICOBS 8.4.9 in order to meet the requirement of a Qualifying Tracing Office.
5. The Directors of the Company are responsible for preparing a certificate stating whether the Company has complied with the requirements in ICOBS 8.4.9 (1) to (6) in relation to the year ended 31 December 2014. The directors have included their report in this published annual report.
6. As set out in paragraph 1, our responsibility is to form an independent opinion based on our assurance procedures, addressing the accuracy and completeness of the database for the year ended 31 December 2014.

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
**(A Company Limited by Guarantee)**

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7. This report, including our opinion, has been prepared for the Company to assist the Directors in complying with ICOBS 8.4.9 of the FCA Handbook. As required by ICOBS 8.4.7 7(b), we permit the disclosure of this report by the Directors in their published annual report to enable the Directors to demonstrate they have discharged their governance responsibilities by commissioning an independent assurance report in connection with those requirements of ICOBS 8.4.9 that relate to the accuracy and completeness of the Company's database. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company for our work or this report save where terms are expressly agreed in advance and with our prior consent in writing.

**Scope of assurance work**

8. We conducted our reasonable assurance engagement in accordance with International Standard on Assurance Engagements 3000 – 'Assurance Engagements other than Audits or Reviews of Historical Financial Information' issued by the International Auditing and Assurance Standards Board.
9. Our work included examination, on a test basis, of evidence relevant to the accuracy and completeness of the Database for the year ended 31 December 2014. We planned and performed our work so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence on which to base our opinion in respect of the accuracy and completeness of the Database for the year ended 31 December 2014.

Our work included the following procedures:

- Making enquiries of relevant management;
- Evaluating the design and implementation of the key processes and controls for the accuracy and completeness of the database for the year ended 31 December 2014;
- Testing, on a sample basis, the preparation and maintenance of the Database using a combination of compliance and substantive procedures; and
- Obtaining written representations from management.

**Inherent and other limitations**

10. Non-financial information is subject to more inherent limitations than financial information, given the characteristics of the subject matter and the methods used for determining such information. The absence of a significant body of established practice on which to draw allows for the selection of different but acceptable assessment and evaluation techniques which can result in materially different outcomes and conclusions and can affect comparability. The precision of different assessment and evaluation techniques may also vary. Furthermore the nature and methods to determine such information, as well as the assessment and evaluation criteria and precision thereof may change over time.

Our reference to accuracy and completeness of the Company's database relates only to the accurate and complete maintenance of data uploaded to the database by the Underwriters. Accordingly, our assurance work has not included an examination of the data uploaded to the database by those firms required to maintain an employers' liability register under ICOBS 8.4.4 of the FCA Handbook.

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**EMPLOYERS' LIABILITY TRACING OFFICE**  
**(A Company Limited by Guarantee)**

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Our assurance work has not included examination of the derivation of the information contained within such employers' liability registers nor upon any other third party information.

**Conclusion**

Based on the results of our procedures, in our opinion, the database is complete and accurate in all material aspects as regards to the maintenance of data uploaded to the Database by the Underwriters, at the year ended 31 December 2014, and that there are systems in place which can adequately keep the database up to date in the light of new information provided by the Underwriters, in accordance with the requirements of ICOBS 8.4.9 of the FCA Handbook.

*Nexia Smith & Williamson*

**Nexia Smith & Williamson**

Imperial House  
18 -21 Kings Park Road  
Southampton  
SO15 2AT

Date *9. 7. 15*