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- PRINT ON ONE SIDE ONLY

FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

Year ended:

List no:

Head or Main Office:

Website address (if available)

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

General Secretary:

Telephone Number:

Contact name for queries regarding

Telephone Number:

E-mail:

PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

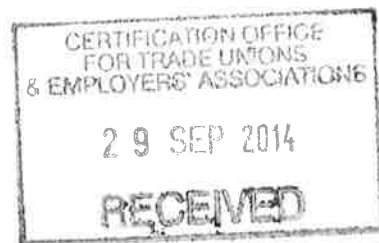
The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations
22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

For Unions based in Scotland:

Certification Office for Trade Unions and Employers' Associations
Melrose House, 69a George Street, Edinburgh EH2 2JG



(Revised February 2011)

RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	71				71
FEMALE	83				83
TOTAL	154				A 154

Number of members included in totals box 'A' above for whom no home or authorised address is held:

Nil
Nil

Number of members at end of year contributing to the General Fund

OFFICERS IN POST

(see note 12)

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

RETURN OF CHANGE OF OFFICERS

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

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
General Secretary	Natalie Sauer	Bor McDerwin	17/3/14

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions	Nil	Nil
From Members: Other income from members (specify)		
Total other income from members		Nil
Total of all income from members	Nil	
Investment income (as at page 12)		
Other Income		Nil
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		
	TOTAL INCOME	Nil
EXPENDITURE		
Benefits to members (as at page 5)	Nil	Nil
Administrative expenses (as at page 10)		
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	TOTAL EXPENDITURE	Nil
Surplus (deficit) for year		Nil
Amount of general fund at beginning of year		Nil
Amount of general fund at end of year		Nil

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies	Nil	Nil
TOTAL FEDERATION AND OTHER BODIES		
Other income	Nil	Nil
TOTAL OTHER INCOME		Nil
TOTAL OF ALL OTHER INCOME		Nil

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	Nil	brought forward	Nil
		Education and Training services	Nil
Representation – Non Employment Related Issues	Nil		
		Negotiated Discount Services	Nil
Communications	Nil		
		Salary Costs	Nil
Advisory Services	Nil		
		Other Benefits and Grants (specify)	Nil
Dispute Benefits	Nil		
Other Cash Payments	Nil		
carried forward	Nil	Total (should agree with figure in General Fund)	Nil

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
Income	From members	Nil	Nil
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified	Nil	
	Total Income	Nil	
Expenditure	Benefits to members	Nil	Nil
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure	Nil	
	Surplus (Deficit) for the year	Nil	
Amount of fund at beginning of year	Nil		
Amount of fund at the end of year (as Balance Sheet)	Nil		
Number of members contributing at end of year	Nil		

FUND 3		Fund Account	
Name:		£	£
Income	From members	Nil	Nil
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified	Nil	
	Total Income	Nil	
Expenditure	Benefits to members	Nil	Nil
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure	Nil	
	Surplus (Deficit) for the year	Nil	
Amount of fund at beginning of year	Nil		
Amount of fund at the end of year (as Balance Sheet)	Nil		
Number of members contributing at end of year	Nil		

(See notes 24 and 25)

FUND 4		Fund Account	
Name:		£	£
Income	From members	Nil	Nil
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified	Nil	
	Total Income	Nil	
Expenditure	Benefits to members	Nil	Nil
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure	Nil	
		Surplus (Deficit) for the year	Nil
		Amount of fund at beginning of year	Nil
		Amount of fund at the end of year (as Balance Sheet)	Nil
	Number of members contributing at end of year	Nil	

FUND 5		Fund Account	
Name:		£	£
Income	From members	Nil	Nil
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified	Nil	
	Total Income	Nil	
Expenditure	Benefits to members	Nil	Nil
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure	Nil	
		Surplus (Deficit) for the year	Nil
		Amount of fund at beginning of year	Nil
		Amount of fund at the end of year (as Balance Sheet)	Nil
	Number of members contributing at end of year	Nil	

(See notes 24 and 25)

FUND 6		Fund Account	
Name:		£	£
Income	From members	Nil	Nil
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified	Nil	
	Total Income	Nil	
Expenditure	Benefits to members	Nil	Nil
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure	Nil	
		Surplus (Deficit) for the year	Nil
		Amount of fund at beginning of year	Nil
		Amount of fund at the end of year (as Balance Sheet)	Nil
	Number of members contributing at end of year	Nil	

FUND 7		Fund Account	
Name:		£	£
Income	From members	Nil	Nil
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified	Nil	
	Total Income	Nil	
Expenditure	Benefits to members	Nil	Nil
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure	Nil	
		Surplus (Deficit) for the year	Nil
		Amount of fund at beginning of year	Nil
		Amount of fund at the end of year (as Balance Sheet)	Nil
	Number of members contributing at end of year	Nil	

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own fund	
		£	£
Income	Members contributions and levies	Nil	Nil
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified	Nil	
	Total income	Nil	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)	Nil	Nil
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
		Total expenditure	Nil
		Surplus (deficit) for year	Nil
		Amount of political fund at beginning of year	Nil
		Amount of political fund at the end of year (as Balance Sheet)	Nil
		Number of members at end of year contributing to the political fund	Nil
		Number of members at end of the year not contributing to the political fund	Nil
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	Nil	

POLITICAL FUND ACCOUNT 2		To be completed by trade unions which act as components of a central trade union	
		£	£
Income	Contributions and levies collected from members on behalf of central political fund	Nil	Nil
	Funds received back from central political fund		
	Other income (specify)		
	Total other income as specified	Nil	
	Total income	Nil	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)	Nil	Nil
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
		Total expenditure	Nil
		Surplus (deficit) for year	Nil
		Amount held on behalf of trade union political fund at beginning of year	Nil
		Amount remitted to central political fund	Nil
		Amount held on behalf of central political fund at end of year	Nil
		Number of members at end of year contributing to the political fund	Nil
		Number of members at end of the year not contributing to the political fund	Nil
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	Nil	

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings	Nil		Nil
Dividends (gross) from:	Nil		Nil
Equities (e.g. shares)	Nil		Nil
Interest (gross) from:			
Government securities (Gilts)	Nil		Nil
Mortgages	Nil		Nil
Local Authority Bonds	Nil		Nil
Bank and Building Societies	Nil		Nil
Other investment income (specify)			
	Nil		Nil
		Total investment income	Nil
Credited to:			
		General Fund (Page 3)	Nil
		Fund (Account)	Nil
		Fund (Account)	Nil
		Fund (Account)	Nil
		Fund (Account)	Nil
		Fund (Account)	Nil
		Political Fund	Nil
		Total Investment Income	Nil

BALANCE SHEET as at

(see notes 47 to 50)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)	Nil	Nil
	Quoted (Market value £)		
	Unquoted		
	Total Investments	Nil	Nil
	Other Assets		
	Loans to other trade unions	Nil	Nil
	Sundry debtors	Nil	Nil
	Cash at bank and in hand	Nil	Nil
	Income tax to be recovered	Nil	Nil
	Stocks of goods	Nil	Nil
	Others (specify)	Nil	Nil
	Total of other assets		
	TOTAL ASSETS		Nil
	Fund (Account)	Nil	Nil
	Fund (Account)	Nil	Nil
	Fund (Account)	Nil	Nil
	Superannuation Fund (Account)	Nil	Nil
	Political Fund (Account)	Nil	Nil
	Revaluation Reserve	Nil	Nil
	LIABILITIES		
	Amount held on behalf of central trade union political fund	Nil	Nil
	Loans: From other trade unions	Nil	Nil
	Loans: Other	Nil	Nil
	Bank overdraft	Nil	Nil
	Tax payable	Nil	Nil
	Sundry creditors	Nil	Nil
	Accrued expenses	Nil	Nil
	Provisions	Nil	Nil
	Other liabilities		
	TOTAL LIABILITIES		Nil
	TOTAL ASSETS		Nil

FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year	Nil	Nil	Nil	Nil	Nil	Nil
Additions						
Disposals						
Revaluation/Transfer s						
At end of year	Nil	Nil	Nil	Nil	Nil	Nil
Accumulated Depreciation						
At start of year	Nil	Nil	Nil	Nil	Nil	Nil
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year	Nil	Nil	Nil	Nil	Nil	Nil
Net book value at end of year						
	Nil	Nil	Nil	Nil	Nil	Nil
Net book value at end of previous year						
	Nil	Nil	Nil	Nil	Nil	Nil

ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund £
Equities (e.g. Shares)	Nil	Nil
Government Securities (Gilts)	Nil	Nil
Other quoted securities (to be specified)	Nil	Nil
TOTAL QUOTED (as Balance Sheet)	Nil	Nil
Market Value of Quoted Investment	Nil	Nil
UNQUOTED		
Equities	Nil	Nil
Government Securities (Gilts)	Nil	Nil
Mortgages	Nil	Nil
Bank and Building Societies	Nil	Nil
Other unquoted investments (to be specified)	Nil	Nil
TOTAL UNQUOTED (as Balance Sheet)	Nil	Nil
Market Value of Unquoted Investments	Nil	Nil

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME	Nil	Nil	Nil
From Members	Nil	Nil	Nil
From Investments	Nil	Nil	Nil
Other Income (including increases by revaluation of assets)	Nil	Nil	Nil
Total Income	Nil	Nil	Nil
EXPENDITURE (including decreases by revaluation of assets)	Nil	Nil	Nil
Total Expenditure	Nil	Nil	Nil
Funds at beginning of year (including reserves)	Nil	Nil	Nil
Funds at end of year (including reserves)	Nil	Nil	Nil
ASSETS			
Fixed Assets			Nil
Investment Assets			Nil
Other Assets			Nil
		Total Assets	Nil
LIABILITIES			
		Total Liabilities	Nil
NET ASSETS (Total Assets less Total Liabilities)			Nil

NOTES TO THE ACCOUNTS

(see notes 72 and 73)

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

A large, empty rectangular box with a black border, intended for the user to enter or attach notes to the accounts. The box occupies most of the page below the instructions.

ACCOUNTING POLICIES

(see notes 74 and 75)

SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u>Ben McKeon</u> Name: <u>BEN McSEOIN</u> Date: <u>22 9 14</u>	Chairman's Signature: <u>Marc Allenish</u> (or other official whose position should be stated) Name: <u>MARC ALLENISH</u> Date: <u>22 9 14</u>
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CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSE D	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 81 to 86)

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

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records?
(See section 36(3) of the 1992 Act, set out in note 83)

YES/NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
(See section 36(4) of the 1992 Act set out in rule 83)



YES/NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.
(See note 85)

AUDITOR'S REPORT (continued)

I, the undersigned Natalie Sawyer, certify that the information given in the annual return of the City Screen Staff Forum 2013 is true and correct. The receipts and payments in respect of the unions last preceding accounting period did not in the aggregate exceed £5000; the number of its members at the end of that period did not exceed 500; the value of its assets at the end of that period did not in the aggregate exceed £5000. I am not an officer or employee of the forum, I am not a qualified auditor, but I understand that this is not a necessary qualification in the event of a nil return.

Signature(s) of auditor or auditors:		
Name(s):	NATALIE SAWER	CHAKA BLACKINGS
Profession(s) or Calling(s):	BOX OFFICE ASSISTANT	MARKETING MANAGER
Address(es):	48 BRAMPTON RD. OXFORD OX3 9NE	18 BERGAMOT PLACE OXFORD OX1 7GL
Date:	15/09/14	15/09/14
Contact name and telephone number:	07900460026	07907365065

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