

- DO NOT STAPLE  
- 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:

CITY SCREEN STAFF FORUM

Year ended:

2012

List no:

7817

Head or Main Office:

PHOENIX PICTURE HOUSE  
57 WALTON STREET  
OXFORD OX2 6AE

Website address (if available)

Has the address changed during the year to which the return relates?

Yes

No

(Click the appropriate box)

General Secretary:

NATALIE SAWER

Telephone Number:

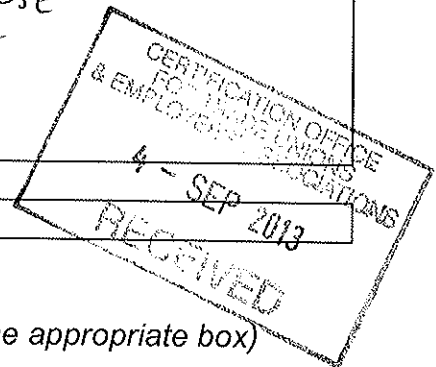
01865 316570

Contact name for queries regarding

Telephone Number:

E-mail:

natalie.sawer@googlemail.com



**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  
22<sup>nd</sup> 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					
FEMALE					
TOTAL	176				A 176

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

0
<del>176</del> N/A

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

(no contributions)

## OFFICERS IN POST

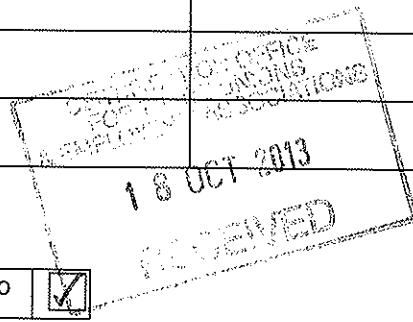
(see note 12)

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



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)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		
<b>From Members:</b> Other income from members (specify)	0	0
<b>Total other income from members</b>		0
<b>Total of all income from members</b>		
<b>Investment income (as at page 12)</b>		
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)	0	0
<b>Total of other income (as at page 4)</b>		0
		0
	<b>TOTAL INCOME</b>	0
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		
<b>Administrative expenses (as at page 10)</b>	0	0
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		0
	<b>TOTAL EXPENDITURE</b>	0
		0
Surplus (deficit) for year		0
		0
Amount of general fund at beginning of year		0
		0
Amount of general fund at end of year		0

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies	0	0
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
Other income	0	0
<b>TOTAL OTHER INCOME</b>		0
<b>TOTAL OF ALL OTHER INCOME</b>		0

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	0	<b>brought forward</b>	0
		Education and Training services	0
Representation – Non Employment Related Issues	0		
		Negotiated Discount Services	0
Communications	0		
		Salary Costs	0
Advisory Services	0		
		Other Benefits and Grants (specify)	0
Dispute Benefits	0		
Other Cash Payments	0		
<b>carried forward</b>	0	<b>Total (should agree with figure in General Fund)</b>	0

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 12)	0	0
	Other income (specify)		
	<b>Total other income as specified</b>		0
	<b>Total Income</b>		0
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	0	0
	<b>Total Expenditure</b>		0
	<b>Surplus (Deficit) for the year</b>		0
	<b>Amount of fund at beginning of year</b>		0
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		0
	<b>Number of members contributing at end of year</b>		0

FUND 3		Fund Account	
Name:		£	£
<b>Income</b>	From members		
	Investment income (as at page 12)	0	0
	Other income (specify)		
	<b>Total other income as specified</b>		0
	<b>Total Income</b>		0
<b>Expenditure</b>	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	0	0
	<b>Total Expenditure</b>		0
	<b>Surplus (Deficit) for the year</b>		0
	<b>Amount of fund at beginning of year</b>		0
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		0
	<b>Number of members contributing at end of year</b>		0

FUND 4		Fund Account	
Name:		£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)	0	0
	<b>Total other income as specified</b>		0
	<b>Total Income</b>		0
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	0	0
	<b>Total Expenditure</b>		0
	<b>Surplus (Deficit) for the year</b>		0
	<b>Amount of fund at beginning of year</b>		0
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		0
	<b>Number of members contributing at end of year</b>		0

FUND 5		Fund Account	
Name:		£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)	0	0
	<b>Total other income as specified</b>		0
	<b>Total Income</b>		0
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	0	0
	<b>Total Expenditure</b>		0
	<b>Surplus (Deficit) for the year</b>		0
	<b>Amount of fund at beginning of year</b>		0
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		0
	<b>Number of members contributing at end of year</b>		0

FUND 6		Fund Account	
Name:		£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)	0	0
	Other income (specify)		
	<b>Total other income as specified</b>		0
	<b>Total Income</b>		0
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	0	0
	<b>Total Expenditure</b>		0
	<b>Surplus (Deficit) for the year</b>		0
	<b>Amount of fund at beginning of year</b>		0
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		0
	<b>Number of members contributing at end of year</b>		0

FUND 7		Fund Account	
Name:		£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)	0	0
	Other income (specify)		
	<b>Total other income as specified</b>		0
	<b>Total Income</b>		0
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	0	0
	<b>Total Expenditure</b>		0
	<b>Surplus (Deficit) for the year</b>		0
	<b>Amount of fund at beginning of year</b>		0
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		0
	<b>Number of members contributing at end of year</b>		0



(see notes 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>		
		£	£	
<b>Income</b>	Members contributions and levies	0	0	
	Investment income (as at page 12)			
	Other income (specify)			
		Total other income as specified	0	
		Total income	0	
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)	0	0	
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
			Total expenditure	0
			Surplus (deficit) for year	0
			Amount of political fund at beginning of year	0
			Amount of political fund at the end of year (as Balance Sheet)	0
			Number of members at end of year contributing to the political fund	0
			Number of members at end of the year not contributing to the political fund	0
			Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	0

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>		
		£	£	
<b>Income</b>	Contributions and levies collected from members on behalf of central political fund	0	0	
	Funds received back from central political fund			
	Other income (specify)			
		Total other income as specified	0	
		Total income	0	
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)	0	0	
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
			Total expenditure	0
			Surplus (deficit) for year	0
			Amount held on behalf of trade union political fund at beginning of year	0
			Amount remitted to central political fund	0
			Amount held on behalf of central political fund at end of year	0
			Number of members at end of year contributing to the political fund	0
			Number of members at end of the year not contributing to the political fund	0
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	0	

# ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

	£
<b>Administrative Expenses</b>	
Remuneration and expenses of staff	
Salaries and Wages included in above	£ 0
Auditors' fees	0
Legal and Professional fees	0
Occupancy costs	
Stationery, printing, postage, telephone, etc.	
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify)	
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
<b>Total</b>	0
Charged to:	
General Fund (Page 3)	
Fund (Account )	
Fund (Account )	
Fund (Account )	0
Fund (Account )	
<b>Total</b>	0

# ANALYSIS OF OFFICIALS SALARIES AND BENEFITS

(see notes 34 to 44 below)

Office held	Gross Salary	Employers N.I. contributions	Pension Contribution s £	Benefits		Total
				Other Benefits		
				Description	Value £	
	£	£				£

# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			0
Equities (e.g. shares)	0		
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
	0		0
Total investment income			0
Credited to:			
General Fund (Page 3)			0
Fund (Account )			0
Fund (Account )			0
Fund (Account )			0
Fund (Account )			0
Fund (Account )			0
Political Fund			0
Total Investment Income			0

# BALANCE SHEET as at

(see notes 47 to 50)

Previous Year		£	£
	<b>Fixed Assets</b> (at page 14)		
	<b>Investments</b> (as per analysis on page 15)	0	0
	Quoted (Market value £ )		
	Unquoted		
	<b>Total Investments</b>	0	0
	<b>Other Assets</b>		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand	0	0
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		0
	<b>TOTAL ASSETS</b>		0
	Fund (Account )		
	Fund (Account )		
	Fund (Account )	0	0
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
	Sundry creditors		
	Accrued expenses		
	Provisions		
	Other liabilities		
	<b>TOTAL LIABILITIES</b>		0
	<b>TOTAL ASSETS</b>		0

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
<b>Cost or Valuation</b>						
At start of year	0	0	0	0	0	0
Additions						
Disposals						
Revaluation/Transfer s						
At end of year	0	0	0	0	0	0
<b>Accumulated Depreciation</b>						
At start of year	0	0	0	0	0	0
Charges for year	0	0	0	0	0	0
Disposals						
Revaluation/Transfer s						
At end of year	0	0	0	0	0	0
<b>Net book value at end of year</b>	0	0	0	0	0	0
<b>Net book value at end of previous year</b>	0	0	0	0	0	0

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)	0	0
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)	0	0
Market Value of Quoted Investment	0	0
UNQUOTED		
Equities		
Government Securities (Gilts)	0	0
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)	0	0
Market Value of Unquoted Investments	0	0

# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		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)		
<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		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 £
<b>INCOME</b>	0	0	0
From Members	0	0	0
From Investments	0	0	0
Other Income (including increases by revaluation of assets)	0	0	0
<b>Total Income</b>	0	0	0
<b>EXPENDITURE</b> (including decreases by revaluation of	0	0	0
<b>Total Expenditure</b>	0	0	0
<b>Funds at beginning of year</b> (including reserves)	0	0	0
<b>Funds at end of year</b> (including reserves)	0	0	0
<b>ASSETS</b>			
Fixed Assets			0
Investment Assets			0
Other Assets			0
		<b>Total Assets</b>	0
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	0
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			0

# 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 notes to the accounts. The box occupies most of the page's vertical space 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>MARC ALLENBY</u> Name: <u>MARC ALLENBY</u> Date: <u>3 9 13</u>	Chairman's Signature: <u>N. Sawyer</u> (or other official whose position should be stated) Name: <u>NATALIE SAWYER</u> Date: <u>16/08/13</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 type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input 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 type="checkbox"/>	TO FOLLOW	<input checked="" 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 Ben McSeoin, confirm that the receipts and payments in respect of the CityScreen Staff Forum's last preceding accounting period did not in the aggregate exceed £5000, the number of 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, and I am not an officer or employee of the union. I am not a qualified auditor but I understand that this is not necessary in the event of a nil return.

Signature(s) of auditor or auditors:	<div style="border: 1px solid black; padding: 2px;">Ben McSeoin</div>	
Name(s):	<div style="border: 1px solid black; padding: 2px;">BEN McSEOIN</div>	
Profession(s) or Calling(s):	<div style="border: 1px solid black; padding: 2px;">CINEMA STAFF</div>	
Address(es):	<div style="border: 1px solid black; padding: 2px;">30 Victoria Road Abingdon OX14 1DQ</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <small>CERTIFICATE OF REGISTRATION FOR THE &amp; EMPLOYERS</small>   <b>18 OCT 2013</b>   <small>ISSUED</small> </div>
Date:	<div style="border: 1px solid black; padding: 2px;">01/10/13</div>	
Contact name and telephone number:	<div style="border: 1px solid black; padding: 2px;">07745256406</div>	

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

## AUDITOR'S REPORT (continued)

I the undersigned, confirm the following for the period ending December 2012:

- a) the receipts and payments in respect of the forums last preceding accounting period did not in the aggregate exceed £5000
- b) the number of forum members did not exceed £500.
- c) the value of the forums assets did not exceed £5000

I am not a qualified auditor but I understand that this is not necessary in the event of a nil return such as this one.

Signature(s) of auditor or auditors:	<i>Michael Cordner</i>	
Name(s):	MICHAEL CORDNER	
Profession(s) or Calling(s):	CINEMA DUTY MANAGER	
Address(es):	55 JUXON ST. OXFORD OXON OX2 6DJ	
Date:	16/8/13.	
Contact name and telephone number:	(01865) 558602	

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

16/08/13

To Whom it may concern:

On the year ending 31<sup>st</sup> December 2012  
the officers of the City Screen Staff Forum  
were:

Natalie Sawyer - Forum President

Marc Allenby - Forum Administrator

With regards,

Natalie Sawyer

Forum President