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# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Association of Flight Attendants (AFA Council 07)					
Year ended:	31 May 2012					
List no:	1249T					
Head or Main Office:	AFA Council 7 United Air Lines Cargo Centre Shoreham Road East London Heathrow Airport Hounslow, MIDDX, TW6 3UA					
Website address (if available)						
Has the address changed during the year to which the return relates?	<table><tr><td>Yes</td><td><input type="checkbox"/></td><td>No</td><td><input checked="" type="checkbox"/></td><td>(Click the appropriate box)</td></tr></table>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	(Click the appropriate box)
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	(Click the appropriate box)		
General Secretary:	Anthony King					
Telephone Number:	+44 208 276 6723					
Contact name for queries regarding	As above					
Telephone Number:	As above					
E-mail:	AFALHR@unitedafa.org					

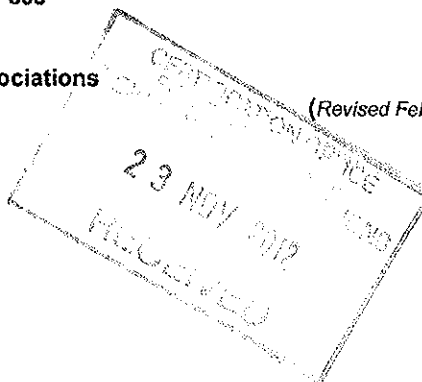
**PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.**  
Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

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	105				<b>105</b>
FEMALE	426				<b>426</b>
TOTAL	531				<b>531</b>

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

0
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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
President	Ronn Brunelle	Anthony King	15 June 2012
Vice President	Charles Einloth	Christian Bowie	15 June 2012
Secretary	Lisa Stern	Sandra Rowland	15 June 2012
Council Representative	Tricia Heraty	Heidi Yoder	15 June 2012
Council Representative			

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

Association of Flight Attendants - CWA

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

**AFA Council 7 – Local Executive Council Officers in Post**  
(Reference p.2)

President	Anthony King
Vice President	Christian Bowie
Secretary	Sandra Rowland
Council Representative	Heidi Yoder
Council Representative	Jennifer Rivera

The above is a complete list of elected Local Officers in post on 31 May 2012.

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
From Members: Contributions and Subscriptions		
From Members: Other income from members (specify)		
<b>NOTE:</b> Council 7 has no resources of its own. All expenses are funded expenses are out of operational revenue of the AFA-CWA International Office.		
<b>Total other Income from members</b>		
<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)		
<b>Total of other income (as at page 4)</b>		
	<b>TOTAL INCOME</b>	
<b>EXPENDITURE</b>		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		
Federation and other bodies (specify)		
		32,527
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
	<b>TOTAL EXPENDITURE</b>	32,527
Surplus (deficit) for year		(32,527)
Amount of general fund at beginning of year		
Amount of general fund at end of year		

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

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b> None		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
<b>Other income</b> None		
<b>TOTAL OTHER INCOME</b>		
<b>TOTAL OF ALL OTHER INCOME</b>		

## ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues None		<b>brought forward</b>	
		Education and Training services	
Representation – Non Employment Related Issues None		Negotiated Discount Services	
Communications None		Salary Costs	
Advisory Services None		Other Benefits and Grants (specify)	
Dispute Benefits None			
Other Cash Payments None			
<b>carried forward</b>		<b>Total (should agree with figure in General Fund)</b>	







(See notes 24 and 25)

FUND 6		NO FUND 6	Fund Account
Name:		£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

FUND 7		NO FUND 7	Fund Account
Name:		£	£
<b>Income</b>			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	<b>Total other income as specified</b>		
	<b>Total Income</b>		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	<b>Surplus (Deficit) for the year</b>		
	<b>Amount of fund at beginning of year</b>		
	<b>Amount of fund at the end of year (as Balance Sheet)</b>		
	<b>Number of members contributing at end of year</b>		

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1 – NONE		To be completed by trade unions which maintain their own fund	
		£	£
<b>Income</b>	Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
		Total other income as specified	
		Total income	
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus (deficit) for year	
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as Balance Sheet)	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

POLITICAL FUND ACCOUNT 2 - NONE		To be completed by trade unions which act as components of a central trade	
		£	£
<b>Income</b>	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
		Total other income as specified	
		Total income	
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects (specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of year	
		Amount remitted to central political fund	
		Amount held on behalf of central political fund at end of year	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund			

## 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	£
Auditors' fees	
Legal and Professional fees	
Occupancy costs	
Stationery, printing, postage, telephone, etc.	
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify) <b>SEE ATTACHED AUDIT</b>	
	32,527
<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>	<b>32,527</b>
Charged to:	
General Fund (Page 3)	
Fund (Account )	
Fund (Account )	
Fund (Account )	
Fund (Account )	
<b>Total</b>	





## BALANCE SHEET as at

(see notes 47 to 50)

Previous Year	<b>NO FIXED ASSETS HELD Locally</b>	£	£
	<b>Fixed Assets</b> (at page 14)		
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £ )		
	Unquoted		
	<b>Total Investments</b>		
	<b>Other Assets</b>		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand		
	Income tax to be recovered		
	Stocks of goods		
	Others (specify) :		
	<b>Total of other assets</b>		
	<b>TOTAL ASSETS</b>		
	Fund (Account )		
	Fund (Account )		
	Fund (Account )		
	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>	32,527	32,527
	<b>TOTAL ASSETS</b>		

## FIXED ASSETS ACCOUNT

(see notes 51 to 55)

**NO ASSETS HELD or OWNED by Council 7**

	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						
Additions						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Accumulated Depreciation</b>						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfer s						
At end of year						
<b>Net book value at end of year</b>						
<b>Net book value at end of previous year</b>						

## ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

**NO INVESTMENTS OWNED by Council 7**

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



## 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 checked="" type="checkbox"/>	NO <input 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 assets)			
<b>Total Expenditure</b>	32,527	0	32527
<b>Funds at beginning of year</b> (including reserves)	0	0	0
<b>Funds at end of year</b> (including reserves)	(32,527)	0	(32,527)
<b>ASSETS</b>			
Fixed Assets			0
Investment Assets			0
Other Assets			0
		<b>Total Assets</b>	0
<b>LIABILITIES</b>			
		<b>Total Liabilities</b>	32,527 <sup>0r</sup>
<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.

**NO OTHER ACCOUNTS**

## ACCOUNTING POLICIES

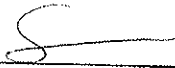

(see notes 74 and 75)

**SEE ATTACHED REPORT**

## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>Sandra Rowland</u> Date: <u>21 Nov 2012</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>Anthony King</u> Date: <u>20 Nov 2012</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	X	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	X	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	X	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	X	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	X	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	X	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	X	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)

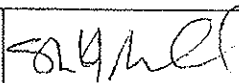

YES/NO

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)

SEE ATTACHED REPORT

Signature(s) of auditor or auditors:		
Name(s):	CALIBRE CPA GROUP PLLC	Kevin P Creighan
Profession(s) or Calling(s):	CPA	AFA-CWA International Secretary-Treasurer
Address(es):	7501 WISCONSIN AVE B00W BETHESDA MD 20814	501 3 <sup>rd</sup> St NW Washington DC 20001 USA
Date:	11-2-2012	5 <sup>th</sup> NOV 2012
Contact name and telephone number:	202-331-9880	As above +1-202-434-0580

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



**ASSOCIATION OF FLIGHT ATTENDANTS**

*AFA Council 07, United Airlines Cargo Centre, Shoreham Road East, Heathrow Airport, MIDDX TW6 3UA*

PHONE: +44-(0)20-8276-6723

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EMAIL: [AFALHR@unitedafa.org](mailto:AFALHR@unitedafa.org)

**ASSOCIATION OF FLIGHT ATTENDANTS - CWA**  
**Council 7**

**STATEMENT TO MEMBERS ISSUED IN CONJUNCTION WITH THE UNION'S ANNUAL  
RETURN FOR THE PERIOD ENDED 31 MAY 2012  
AS REQUIRED BY SECTION 32A OF TRADE UNION AND LABOUR RELATIONS  
(COLSOLIDATION) ACT 1992**

**Income and Expenditures**

The total income for the period was nil as AFA Local Executive Council 7 has no revenue source of its own and all expenditures are funded out of the regular operational revenue of AFA-CWA International.

The Union's total expenditure for the period was £32,527.

The Union does not maintain a political fund.

**Salary paid to and other benefits provided to the President and members  
of the Local Executive Council**

The President, Vice President, Secretary, and Council Representatives were not paid any amount in respect of salary or benefits.

**Irregularity Statement**

A member who is concerned that some irregularity may be occurring, or has occurred, in the conduct of the financial affairs of the Union may take steps with a view to investigating further, obtaining clarification, and if necessary, securing regularisation of the conduct.

The member may raise any such concern with one or more of the following as it seems appropriate: the officials of the Union; the trustees of the property of the Union; the auditors of the Union; the Certification Office (who is an independent officer appointed by the Secretary of State); and the police.

Where a member of the Union believes the financial affairs of the Union have been or are being conducted in breach of the law or in breach of the rules of the Union and contemplates bringing civil proceedings against the Union or responsible officials or trustees, he should consider obtaining independent legal advice.

**Auditor's Report**

Attached.

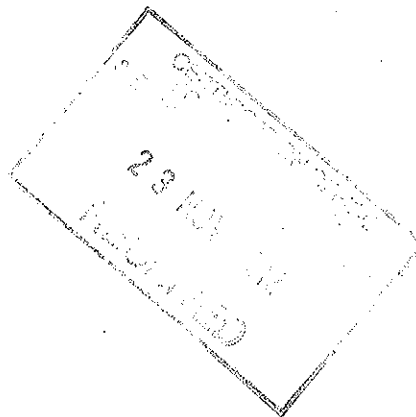
**AFFILIATIONS: AFL, CIO, ETF, ITF, TUC**

**INFLIGHT SAFETY PROFESSIONALS**

**ASSOCIATION OF FLIGHT ATTENDANTS –  
COMMUNICATION WORKERS OF AMERICA  
LOCAL EXECUTIVE COUNCIL 7**

SCHEDULE OF REVENUE AND EXPENSES

MAY 31, 2012





**ASSOCIATION OF FLIGHT ATTENDANTS – COMMUNICATION WORKERS OF AMERICA  
LOCAL EXECUTIVE COUNCIL 7**

**SCHEDULE OF REVENUE AND EXPENSES**

MAY 31, 2012

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## INDEPENDENT ACCOUNTANT'S REPORT

To the Board of Directors  
Association of Flight Attendants – Communication Workers of America  
Washington, D.C.

We have examined the accompanying schedule of revenue and expenses of Local Executive Council 7 of the Association of Flight Attendants – Communications Workers of America (LEC 7) for the year ended May 31, 2012. LEC 7's management is responsible for this schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the amounts reported on the schedule referred to above and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents in all material respects the revenue and expenses of Local Executive Council 7 of the Association of Flight Attendants – Communications Workers of America based on the criteria set forth in the United Kingdom's Trade Union and Labour Relations (Consolidation) Act of 1992.

We are members of the American Institute of Certified Public Accountants, and as such, should qualify as company auditors for the Local Executive Council 7 of the Association of Flight Attendants – Communications Workers of America under Paragraphs 25 and 33 of the United Kingdom's Companies Act of 1989.

*Calibre CPA Group, PLLC*

Washington, DC  
October 23, 2012

CERTIFIED PUBLIC ACCOUNTANTS  
AND BUSINESS ADVISORS

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ASSOCIATION OF FLIGHT ATTENDANTS - COMMUNICATION WORKERS  
OF AMERICA

SCHEDULE OF REVENUE AND EXPENSES

LOCAL EXECUTIVE COUNCIL 7

YEAR ENDED MAY 31, 2012

CONVERSION RATE: \$1.57 PER BRITISH POUND

REVENUE	\$	£
	-	-
EXPENSES		
Flight Pay Loss (net of reimbursements)	21,512	13,702
Travel	7,846	4,997
Meals	7,968	5,075
Hotels	4,629	2,948
Meeting rooms	309	197
Affiliation and other fees	1,329	846
Telephone	4,679	2,980
Printing and postage	996	634
Office supplies and subscriptions	1,799	1,146
Total Expenses	<u>51,067</u>	<u>32,525</u>
EXCESS EXPENSES OVER REVENUE	<u>\$ 51,067</u>	<u>£ 32,525</u>

**ASSOCIATION OF FLIGHT ATTENDANTS – COMMUNICATION WORKERS OF AMERICA  
LOCAL EXECUTIVE COUNCIL 7**

**NOTES TO SCHEDULE OF REVENUE AND EXPENSES**

MAY 31, 2012

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization and Other Matters** - The Association of Flight Attendants – Communication Workers of America Local Executive Council No. 7 (LEC 7) is a council Association of Flight Attendants – Communication Workers of America (AFA) located in the United Kingdom representing the flight attendants of a number of commercial airline companies in the collective bargaining process to enhance working conditions, rates of pay and employee benefits. The AFA also actively works to secure additional federal safety regulations for the airline industry and provides legal representation for Title VII class action suits for its members.

**Flight Pay Loss** - LEC 7 reimburses members for pay lost while engaged in union business and therefore absent from their regular jobs. Flight pay loss is either paid to members or reimbursed to members' employers for wages paid by the employers. Vacation time dedicated to performing union business also is reimbursed by the LEC 7.

**Use of Estimates** - The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.