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- PRINT ON ONE SIDE ONLY

## FORM AR21

To be used for reporting years starting on or after 6 April 2015

Trade Union and Labour Relations (Consolidation) Act 1992

### ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Association of Flight Attendants (AFA Council 7)
Year ended:	31 May 2016
List no:	1249T
Head or Main Office:	AFA Council 7 32 Wingford Road Brixton, London, SW2 4DS
Website address (if available)	
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	Anthony King
Telephone Number:	+44-0789-118-2947
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 June 2016)





## 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	100				100
FEMALE	393				393
TOTAL	493				A 493

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

	0
Number of members at end of year contributing to the General Fund	493

## 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:



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

<b>President</b>	Anthony King
<b>Vice President</b>	Christian Bowie
<b>Secretary</b>	Angie Fletcher
<b>Council Representative</b>	Heidi Yoder
<b>Council Representative</b>	Jennifer Rivera

The above is a complete list of elected Local Officers in post on 31 May 2016.



## GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members: Contributions and Subscriptions</b>		
<b>From Members: Other income from members (specify)</b>		
<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>		
<b>Benefits to members (as at page 5)</b>		
<b>Administrative expenses (as at page 10)</b>		
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		39,515
<b>Taxation</b>		
		<b>TOTAL EXPENDITURE</b>
		39,515
		Surplus (deficit) for year
		(39,515)
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		<b>brought forward</b>	
NONE		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 4		NO Fund 4	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 5		NO Fund 5	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 union	
		£	£
<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	<input style="width: 100px; height: 20px;" type="text" value="£"/>	
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) <u>See Attached Audit</u>		
		<b>39,515</b>
<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>39,515</b>
Charged to:		
General Fund (Page 3)		
Fund (Account )		
Fund (Account )		
Fund (Account )		
Fund (Account )		
		<b>Total</b>
		<b>39,515</b>







## BALANCE SHEET as at

(see notes 47 to 50)

Previous Year	NO Fixed Assets held locally	£	£
	<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>		
	<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/Transfers						
At end of year						
<b>Accumulated Depreciation</b>						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfers						
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)		
<b>TOTAL QUOTED (as Balance Sheet)</b>		
<b>Market Value of Quoted Investment</b>		
<b>UNQUOTED</b>		
Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
<b>TOTAL UNQUOTED (as Balance Sheet)</b>		
<b>Market Value of Unquoted Investments</b>		

## 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 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>	39,515	0	39,515
<b>Funds at beginning of year</b> (including reserves)	0	0	0
<b>Funds at end of year</b> (including reserves)	(39,515)	0	(39,515)
<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.

NO Other Accounts

## ACCOUNTING POLICIES

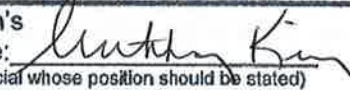
(see notes 74 and 75)

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: 	Chairman's Signature:  <small>(or other official whose position should be stated)</small>
Name: <u>Angie Fletcher</u> Date: <u>JAN 9 2017</u>	Name: <u>Anthony King</u> Date: <u>JAN 9 2017</u>

## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? <small>(see Page 2 and Note 12)</small>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? <small>(see Page 2 and Note 12)</small>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? <small>(see Pages 19 and 21 and Notes 76 and 77)</small>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? <small>(see Pages 20 and 21 and Notes 2 and 77)</small>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? <small>(see Notes 8 and 78)</small>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: <small>(see Note 80)</small>	ENCLOSED	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED <small>(see Page 17 and Notes 7 and 59)</small>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED <small>(See Pages 23 and 24 and Notes 88 to 94)</small>	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)





## REPORT OF INDEPENDENT ACCOUNTANTS

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, 2016. 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 believe the accounts which are contained in this report give a true and fair view of the matters to which they relate.

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*

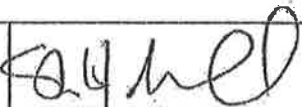

Bethesda, MD  
November 18, 2016





## AUDITOR'S REPORT (continued)

See attached report

Signature(s) of auditor or auditors:		
Name(s):	SHAWN MILLER	Kevin P Creighan
Profession(s) or Calling(s):	CPA	AFA-CWA International Secretary-Treasurer
Address(es):	7501 WISCONSIN AVE SUITE 1200W BETHESDA MD 20814 UNITED STATES	501 3 <sup>rd</sup> St. NW Washington DC 20001 United States
Date:	Nov 23, 2016	DEC 2, 2016
Contact name and telephone number:	SHAWN MILLER 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.

# MEMBERSHIP AUDIT CERTIFICATE

(see notes 88 to 94)

made in accordance with section 24ZD of the  
Trade Union and Labour Relations (Consolidation) Act 1992.

At the end of the reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

YES/NO - NO

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21.

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21.

**MEMBERSHIP AUDIT CERTIFICATE**

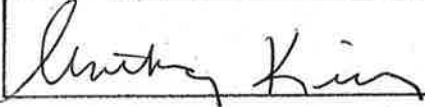
**SECTION TWO**

*For a trade union with no more than 10,000 members at the end of the reporting period preceding the one to which this audit relates.*

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

YES/NO - YES

If "NO" Please explain below:

Signature	
Name	<b>Anthony King</b>
Office held	Local President
Date	9 Jan 2017



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

**SCHEDULE OF REVENUE AND EXPENSES**

**MAY 31, 2016**





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

**SCHEDULE OF REVENUE AND EXPENSES**

**MAY 31, 2016**

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

**SCHEDULE OF REVENUE AND EXPENSES**

YEAR ENDED MAY 31, 2016

CONVERSION RATE: \$1.44 PER BRITISH POUND

REVENUE	\$ -	£ -
<b>EXPENSES</b>		
Flight pay loss (net of reimbursements)	25,505	17,712
Travel	2,483	1,724
Meals	7,646	5,310
Hotels	7,372	5,119
Meeting rooms	265	184
Affiliation and other fees	6,245	4,337
Telephone	6,089	4,228
Printing and postage	1,283	891
Office supplies and subscriptions	14	10
Total expenses	<u>56,902</u>	<u>39,515</u>
<b>EXCESS EXPENSES OVER REVENUE</b>	<u>\$ 56,902</u>	<u>£ 39,515</u>

See accompanying notes to schedule.



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

**NOTES TO SCHEDULE OF REVENUE AND EXPENSES**

MAY 31, 2016

**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 of the Civil Rights Act of 1964 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 this schedule 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.

**NOTE 2. SUBSEQUENT EVENTS REVIEW**

Subsequent events have been evaluated through November 18, 2016, which is the date the schedule was available to be issued. This review and evaluation revealed no new material event or transaction that would require an additional adjustment to or disclosure in the accompanying schedule.

