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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:	City Screen Staff Forum
Year ended:	2016
List no:	781T
Head or Main Office:	57 Walton Street Oxford OX2 6AE
Website address (if available)	N/A
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:	Will Hoffman
Telephone Number:	020 7733 6206
Contact name for queries regarding	Ben McSeoin
Telephone Number:	07745 256 406
E-mail:	ben.mcseoin@hotmail.co.uk

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 2017)

Return of Officers

Position	Name Of Officer
General Manager	Ben McSeoin
General Administrator	Will Hoffman

I, Ben McSeoin, certify that the above return of officers for The City Screen Staff Forum is correct.

Yours,



Ben McSeoin

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	179				
FEMALE	176				
TOTAL					A 355

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	Marc Allenby	Will Hoffman	20/4/17

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		
From Members: Other income from members (specify)	Nil	Nil
Total other income from members		Nil
Total of all income from members		
Investment income (as at page 12)	Nil	Nil
Other Income		
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)		
Administrative expenses (as at page 10)	Nil	Nil
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		Nil
Taxation		Nil
		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		Nil
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

(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

(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

(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 ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

		£
Administrative Expenses		
Remuneration and expenses of staff		
Salaries and Wages included in above	£	Nil
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)		
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		Nil
Mortgages		Nil
Other loans		Nil
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
		Total
		Nil
Charged to:		General Fund (Page 3)
		Fund (Account)
		Fund (Account)
		Fund (Account)
		Fund (Account)
		Total
		Nil

ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £	Other Fund(s) £
Rent from land and buildings		
Dividends (gross) from:		
Equities (e.g. shares)	Nil	Nil
Interest (gross) from:		
Government securities (Gilts)		
Mortgages		
Local Authority Bonds		
Bank and Building Societies		
Other investment income (specify)	Nil	Nil
	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)		
	Quoted (Market value £)	Nil	Nil
	Unquoted		
	Total Investments	Nil	Nil
	Other Assets		
	Loans to other trade unions		
	Sundry debtors	Nil	Nil
	Cash at bank and in hand		
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		/
	TOTAL ASSETS		/
	Fund (Account)		
	Fund (Account)		
	Fund (Account)	Nil	Nil
	Superannuation Fund (Account)		
	Political Fund (Account)	Nil	Nil
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions	Nil	Nil
	Loans: Other		
	Bank overdraft	Nil	Nil
	Tax payable		
	Sundry creditors		
	Accrued expenses		
	Provisions		
	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)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)	Nil	Nil
	Market Value of Quoted Investment		
	UNQUOTED		
	Equities	Nil	Nil
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	TOTAL UNQUOTED (as Balance Sheet)	Nil	Nil

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ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

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		

(see notes 58 and 59)

SUMMARY SHEET

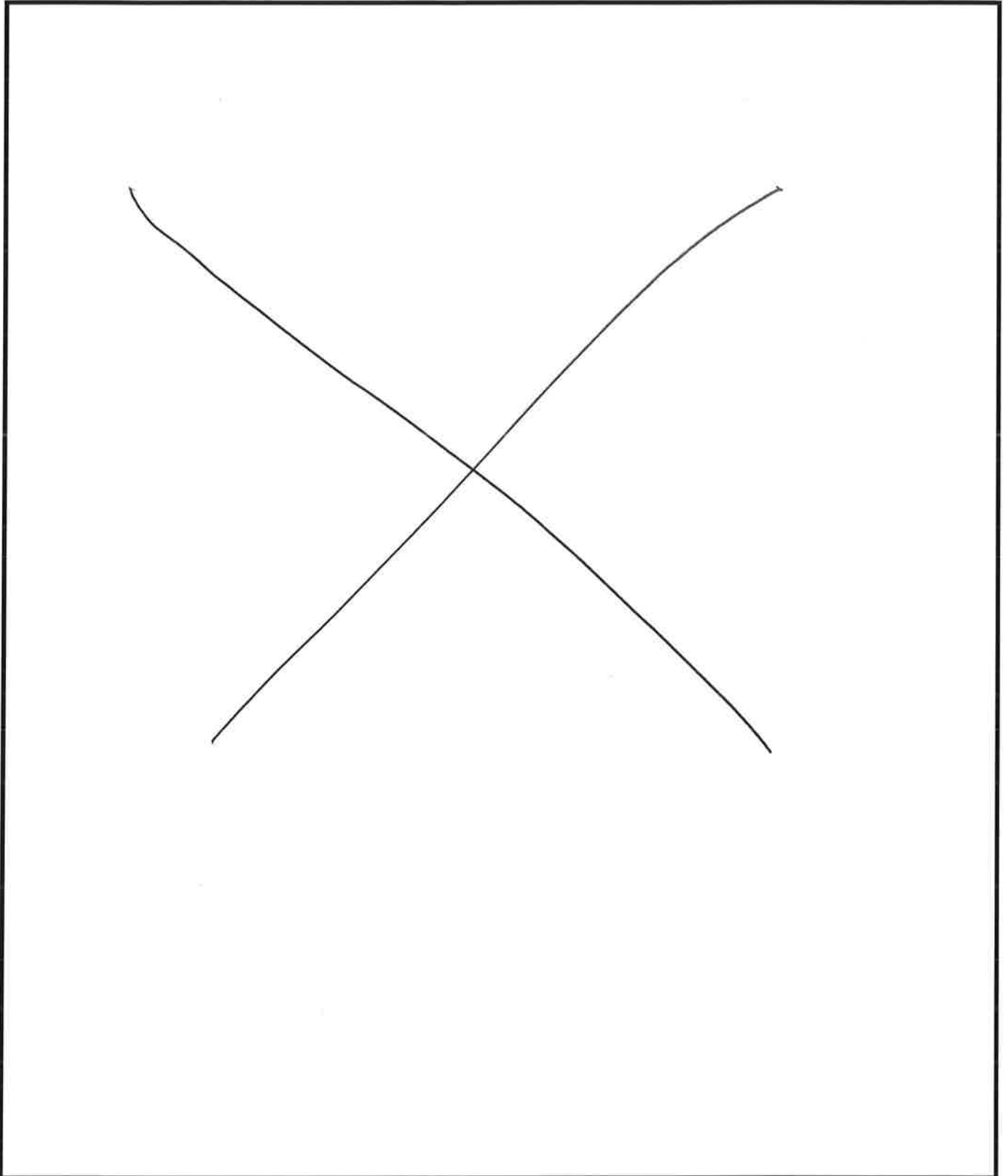
(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
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	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

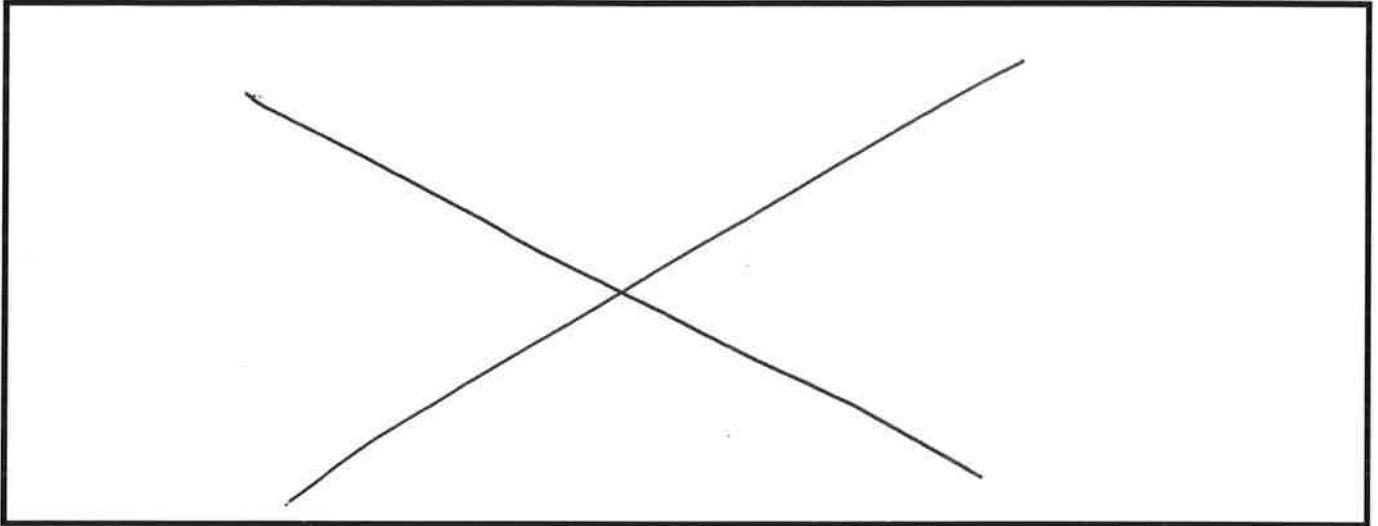
(see notes 72 and 73)

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



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></u> Name: <u>Will Hoffman</u> Date: <u>20/04/17</u>	Chairman's Signature: <u>Ben McSeoin</u> (or other official whose position should be stated) Name: <u>Ben McSeoin</u> Date: <u>9/4/17</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)	ENCLOSED	<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"/>
IS A MEMBERSHIP AUDIT CERTIFICATE PROVIDED (See Pages 23 and 24 and Notes 88 to 94)	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 Michael Cordner, certify that the information given in the annual return of The Cityscreen Staff Forum 2016 is true and correct. The receipts and payments in respect of the Unions cost 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:	<i>Michael Cordner</i>	
Name(s):	MICHAEL CORDNER	RUTH SANDERSON
Profession(s) or Calling(s):	CINEMA DUTY MANAGER	Film ASSISTANT
Address(es):	PHOENIX CINEMA 57 WALTON ST. OXFORD OX2 6AE	PHOENIX CINEMA 57 WALTON ST. OXFORD OX2 6AE
Date:	21/4/17	21/6/17
Contact name and telephone number:	01865 316570	01865 316570

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

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 ONE

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

1. In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

YES/NO

2. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

YES/NO

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) **send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.**

MEMBERSHIP AUDIT CERTIFICATE (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

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

If "NO" Please explain below:

Signature	Ben McSeoin
Name	Ben McSeoin
Office held	General Manager
Date	9/4/17