

# Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## Annual Return for a Trade Union

Name of Trade Union:	Professional Pilots Union		
Year ended:	31 December 2019		
List no:	812T		
Head or Main Office address:	Chester House		
	68 Chestergate		
	Macclesfield		
	Cheshire		
Postcode	SK11 6DY		
Website address (if available)	<a href="http://www.theppu.co.uk">www.theppu.co.uk</a>		
Has the address changed during the year to which the return relates?	Yes		No <b>X</b> ('X' in appropriate box)
General Secretary:	Unfilled		
Telephone Number:	01614 080 787		
Contact name for queries regarding the completion of this return	Tracey Mullen		
Telephone Number:	01727 896 000		
E-mail:	ppu@theppu.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: 0330 109 3602

You should send the annual return to the following email address stating the name of the union in subject:

For Unions based in England and Wales: [returns@certoffice.org](mailto:returns@certoffice.org)

For Unions based in Scotland: [ymw@tcyoung.co.uk](mailto:ymw@tcyoung.co.uk)

# Contents

Trade Union's details.....	1
Return of members.....	2
Change of officers.....	2
Officers in post.....	2a
General fund.....	3
Analysis of income from federation and other bodies and other income.....	4
Analysis of benefit expenditure shown at general fund.....	5
Accounts other than the revenue account/general fund.....	6-8a
Political fund account.....	9-9vii
Analysis of administrative expenses .....	10
Analysis of officials' salaries and benefits.....	11
Analysis of investment income.....	12
Balance sheet as at.....	13
Fixed assets account.....	14
Analysis of investments.....	15
Analysis of investment income (controlling interests).....	16
Summary Sheet.....	17
Summary sheet (Only for Incorporated Bodies).....	17a
Information on Industrial action ballots.....	18-19
Information on Industrial action.....	20-21
Notes to the accounts.....	22
Accounting policies.....	23
Signatures to the annual return.....	23
Checklist.....	23
Checklist for auditor's report.....	24
Auditor's report (continued).....	25
Membership audit certificate.....	i-iii
Guidance on completion.....	26

# 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	238		10	22	270
Female	8		1	3	12
Other					
<b>Total</b>	246		11	25	A 282

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

282

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

## Change of Officers

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

Position Held	Name of Officer ceasing to hold Office	Name of Officer Appointed	Date of change
Trustee	Karl Bufton	Jon Pugh	20 November 2019
Chairman	Roy Wheatley	Dave Mutty	13 October 2019
Board member	David Williams	Helen Hoar	20 November 2019
Board member	Steve Johnson	Derek Haynes	20 November 2019
Board member		Alex Light	20 November 2019
Board member		Karl Bufton	20 November 2019

State whether the union is:

a. A branch of another trade union?

Yes

No

X

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

X

If yes, state the number of affiliated unions:

and names:

## Officers in post

(see note 12)

**Please complete list of all officers in post at the end of the year to which this return relates.**

[illegible]

# General Fund

(see notes 13 to 18)

	£	£
<b>Income</b>		
<b>From Members:</b> Contributions and Subscriptions		190,834
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		
<b>Total of all income from members</b>		190,834
<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)		
Total of other income (as at page 4)		
<b>Total income</b>		190,834
<b>Interfund Transfers IN</b>		
<b>Expenditure</b>		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		222,649
<b>Federation and other bodies</b> (specify)		
<b>Total expenditure Federation and other bodies</b>		
<b>Taxation</b>		
<b>Total expenditure</b>		222,649
<b>Interfund Transfers OUT</b>		
Surplus (deficit) for year		-31,815
Amount of general fund at beginning of year		175,492
Amount of general fund at end of year		143,677

(see notes 19 and 20)

P4

# Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

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

(See notes 21 and 23)

Fund 2		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>		
	Interfund Transfers IN		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<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 3		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>		
	Interfund Transfers IN		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<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 21 and 23)

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>		
	Interfund Transfers IN		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<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		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>		
	Interfund Transfers IN		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<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 21 and 23)

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>		
	Interfund Transfers IN		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<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		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>		
	Interfund Transfers IN		
<b>Expenditure</b>			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	<b>Total Expenditure</b>		
	Interfund Transfers OUT		
	<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 21 and 23)

Fund 8		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>			
Interfund Transfers IN			
<b>Expenditure</b>			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
<b>Total Expenditure</b>			
Interfund Transfers OUT			
<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 9		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>			
Interfund Transfers IN			
<b>Expenditure</b>			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
<b>Total Expenditure</b>			
Interfund Transfers OUT			
<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>			

## Political fund account

(see notes 24 to 33)

£

£

### Political fund account 1

To be completed by trade unions which maintain their own political fund

<b>Income</b>	Members contributions and levies			
	Investment income (as at page 12)			
Other income (specify)				
	Total other income as specified			
	Total income			

**Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period**

<b>Expenditure A</b> (as at page i)			
<b>Expenditure B</b> (as at page ii)			
<b>Expenditure C</b> (as at page iii)			
<b>Expenditure D</b> (as at page iv)			
<b>Expenditure E</b> (as at page v)			
<b>Expenditure F</b> (as at page vi)			
<b>Non-political expenditure</b> (as at page vii)			
	Total expenditure		
	Surplus (deficit) for year		
	Amount of political fund at beginning of year		
	Amount of political fund at the end of year (as <u>Balance Sheet</u> )		
	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 contribute to the political fund		

### Political fund account 2

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			
	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			

**The following pages 9i to 9vii relate to the Political Fund Account Expenditure**

**Political fund account expenditure (a)**

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

[illegible]

### **Political fund account expenditure (b)**

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

[illegible]

### Political fund account expenditure (c)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

[illegible]

**Political fund account expenditure (d)**

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

[illegible]



**Political fund account expenditure (e)**

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party

Name of political party	£
<b>Total</b>	

**Political fund account expenditure (f)**

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

On the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate

[illegible]

**Expenditure from the political fund not falling within section 72 (1) of the trade union & labour relations  
(consolidation) act 1992**

**For expenditure not falling within section 72 (1) the required information is-**

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	£

Total expenditure

(b) the name of each organisation to which money was paid (otherwise than for a particular cause of campaign), and the total amount paid to each one

£


Total expenditure

£

(c) the total amount of all other money expended


Total expenditure

**Total of all expenditures**

# Analysis of administrative expenses and other outgoings excluding amounts charged to political fund accounts

(see notes 34 and 35)

		£
<b>Administrative Expenses</b>		
Remuneration and expenses of staff		
Salaries and Wages included in above		
Auditors' fees		4,800
Legal and Professional fees		15,465
Occupancy costs		69,365
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Insurance		112,913
Accountancy		17,633
Bank charges		2,473
<b>Other Outgoings</b>		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
tretet		
<b>Total</b>		222,649
Charged to:	General Fund (Page 3)	222,649
<b>Total</b>		222,649

## Analysis of officials' salaries and benefits

(see notes 36 to 46 below)

[illegible]

## Analysis of investment income

(see notes 47 and 48)

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

# Balance sheet as at

(see notes 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (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		178,898
	Income tax to be recovered		
175,492	Stocks of goods		
	Others (specify)		
	<b>Total of other assets</b>		178,898
	<b>Total assets</b>		178,898
	General fund (page 3)		143,677
	Political Fund Account		
	<b>Liabilities</b>		
	Amount held on behalf of central trade union political fund		
	Trade creditors		-8,171
	Accruals		-27,050
	<b>Total liabilities</b>		-35,221
	<b>Total assets</b>		178,898

# Fixed assets account

(see notes 53 to 57)

	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						
Net book value at end of year						
Net book value at end of previous year						



# Analysis of investments

(see notes 58 and 59)

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		
Unquoted			
	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 60 and 61)

**Does the union, or any constituent part of the union, have a controlling interest in any limited company?**

Yes

☐

No

☐

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

☐

No

☐

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 62 to 73)

	All funds except Political Funds	Political Funds £	Total Funds £
<b>Income</b>			
From Members	190,834		190,834
From Investments			
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>	190,834		190,834
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>	222,649		222,649
<b>Funds at beginning of year</b> (including reserves)	175,492		175,492
<b>Funds at end of year</b> (including reserves)	143,677		143,677
<b>Assets</b>			
	Fixed Assets		
	Investment Assets		
	Other Assets		178,898
	<b>Total Assets</b>		178,898
<b>Liabilities</b>		<b>Total Liabilities</b>	-35,221
<b>Net Assets (Total Assets less Total Liabilities)</b>			214,119

# Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>Income</b>			
From Members			
From Investments			
Other Income (including increases by revaluation of assets)			
<b>Total Income</b>			
<b>Expenditure</b> (including decreases by revaluation of assets)			
<b>Total Expenditure</b>			
<b>Funds at beginning of year</b> (including reserves)			
<b>Funds at end of year</b> (including reserves)			
<b>Assets</b>			
	Fixed Assets		
	Investment Assets		
	Other Assets		
	<b>Total Assets</b>		
<b>Liabilities</b>	<b>Total Liabilities</b>		
<b>Net Assets (Total Assets less Total Liabilities)</b>			

(see notes 74 to 80)

<b>Did the union hold any ballots in respect of industrial action during the return period?</b> <input style="width: 50px; height: 20px;" type="text"/>	
If Yes How many ballots were held: <input style="width: 50px; height: 20px;" type="text"/>	
For each ballot held please complete the information below:	
<b>Ballot 1</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px; height: 20px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px; height: 20px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px; height: 20px;" type="text"/> <sup>3</sup>
<b>1-3 should total "Number of votes cast"</b>	
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px; height: 20px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px; height: 20px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px; height: 20px;" type="text"/>
<b>Ballot 2</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px; height: 20px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px; height: 20px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px; height: 20px;" type="text"/> <sup>3</sup>
<b>1-3 should total "Number of votes cast"</b>	
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px; height: 20px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px; height: 20px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px; height: 20px;" type="text"/>
<b>Ballot 3</b>	
Number of individual who were entitled to vote in the ballot	<input style="width: 80px; height: 20px;" type="text"/>
<b>Number of votes cast in the ballot</b>	<input style="width: 80px; height: 20px;" type="text"/>
Number of Individuals answering "Yes" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>1</sup>
Number of individuals answering "No" to the question	<input style="width: 80px; height: 20px;" type="text"/> <sup>2</sup>
Number of invalid or otherwise spoiled voting papers returned	<input style="width: 80px; height: 20px;" type="text"/> <sup>3</sup>
<b>1-3 should total "Number of votes cast"</b>	
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px; height: 20px;" type="text"/>
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?	<input style="width: 60px; height: 20px;" type="text"/>
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot	<input style="width: 60px; height: 20px;" type="text"/>

**Ballot 4**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

**1-3 should total "Number of votes cast"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

**Ballot 5**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

**1-3 should total "Number of votes cast"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

**Ballot 6**

Number of individual who were entitled to vote in the ballot

**Number of votes cast in the ballot**

Number of Individuals answering "Yes" to the question

1

Number of individuals answering "No" to the question

2

Number of invalid or otherwise spoiled voting papers returned

3

**1-3 should total "Number of votes cast"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

**Ballots and Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet**

(see note 81)

**\*Categories of Nature of Trade Dispute**

A: terms and conditions of employment, or the physical conditions in which any workers require to work;

B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;

C: allocation of work or the duties of employment between workers or groups of workers;

D: matters of discipline;

E: a worker's membership or non-membership of a trade union;

F: facilities for officials of trade unions;

G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

**Did Union members take industrial action during the return period in response to any inducement on the part of the Union? YES/NO**

☐

If **YES**, for each industrial action taken please complete the information below:

**Industrial Action 1**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 2**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Industrial Action 3**

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**use a continuation page if necessary**

#### Industrial Action 4

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

#### Industrial Action 5

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

#### Industrial Action 6

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

#### Industrial Action 7

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

#### Industrial Action 8

1. please tick the nature of the trade dispute for which industrial action was taken using the categories\* below:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

2. Dates of the industrial action taken:  to

3. Number of days of industrial action:

4. Nature of industrial action.

**Ballots & Industrial Action- If you have 6 or more entries for either of these, please complete the Excel Spreadsheet**



## Notes to the accounts

(see notes 82 and 83)

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

In the attached financial statements


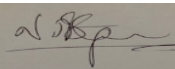
# Accounting policies

(see notes 84 and 85)

## Signatures to the annual return

(see notes 86 & 87)

**Including the accounts and balance sheet contained in the return. Please send the return with the original signatures. Copies will not be accepted.**

Secretary's Signature:	Alex Light	Chairman's Signature:	Nigel Stanyon
			(or other official whose position should be stated)
Name:		Name:	
Date:	30 September 2020	Date:	30 September 2020

## Checklist

(see notes 88 to 89)

**(please tick as appropriate)**

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	<b>X</b>	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	<b>X</b>	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	<b>X</b>	No	
Has the auditor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	<b>X</b>	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	<b>X</b>	No	
A member statement is: (see Note 80)	Enclosed		To follow	<b>X</b>
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	<b>X</b>	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	<b>X</b>	No	

# Checklist for auditor's report

(see notes 90 and 96)

**The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.**

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 related? (See section 36(1) and (2) of the 1992 Act and notes 92 and 93)

Please explain in your report overleaf or attached.

2. 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 note 92)

Please explain in your report overleaf or attached

3. Your auditors or auditor must include in their report the following wording:

**In our opinion the financial statements:**

- **give a true and fair view of the matters to which they relate to.**
- **have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.**

## Auditor's report (continued)

Please see the attached Financial Statements and audit report

Signature(s) of auditor or auditors:

Moore Kingston Smith LLP

Name(s):

Moore Kingston Smith LLP

Profession(s) or Calling(s):

Chartered Accountants

Address(es):

4 Victoria Square

St Albans

Hertfordshire

Postcode

AL1 3TF

Date

Contact name for inquiries and  
telephone number:

Magda Meier - 01727 896 000

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

## Membership audit certificate

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

(See notes 97 to 103)

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

**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 inforamation and explanations necessary for the performance of his/her functions?

**Yes**

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

If "No" Please explain below:

Signature	<i>Moore Kishan Sun ul</i>
Name	Silvia Vitiello
Office held	Partner
Date	30/09/2020

The PPU



Annual Accounts

For the year ended 31 December 2019



# The PPU

## Contents

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	<b>Page</b>
Trustees' Annual Report	<b>1 - 4</b>
Independent Auditors' Report	<b>5 - 7</b>
Income and Expenditure Account	<b>8</b>
Balance Sheet	<b>9</b>
Notes to the Financial Statements	<b>10 - 11</b>

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# Trustees Annual Report 2019

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Dear Members,

The PPU Trustees present their Annual Report for the period January to December 2019. Submission has been delayed due to the effects of the ongoing Coronavirus pandemic.

It was a long and frustrating year for the PPU both internally and externally. The resilience of the PPU and its members has been tested severely, but it has not been found wanting.

## RECOGNITION AND INDUSTRIAL RELATIONS

We started the year in the aftermath of the strike which was called in Dec 2018 due to the failure of VAA to make any progress in the recognition of the PPU. The strike was called off after losing the court case on a technicality and the appeal was not given leave to occur. This left the PPU liable for VAAs significant costs. Our insurers attempted to avoid payment, but thanks to the efforts of the Board and the detailed work originally put into setting up the PPU's policy, the claim was resolved covering all costs and proving our industrial strength.

At the same time, talks continued with VAA. The meeting on the 3<sup>rd</sup> Jan resulted in the following joint statement:

***'We are pleased to confirm that significant progress is being made. VAA recognises the right of the PPU to represent their membership in seeking formal recognition. It also respects their input in developing employee relations at VAA moving forward. Further meetings are planned over the next couple of weeks to progress this issue without undue delay.'***

Despite this commitment, ACAS involvement and the best efforts of the Board, progress was slow in the first half of the year despite 8 meetings by June. But progress was being made and the Board decision, supported by the Trustees, was to continue this strategy. PPU Board members were, for the first time ever, given roster release for monthly company briefings; a significant step forward in communication. Webinars were also held in June to alleviate concerns raised on the forum and to ensure the Board's current strategy was fully understood and supported by the membership.

Against this backdrop, VAA were continuing to negotiate with only BALPA on both major changes to pilot Benefits and Allowances, regardless of the fact that in so doing they were not hearing the opinions, ideas and potential solutions from a significant portion of their workforce. The PPU and its members produced in-depth analysis, which had great value in informing its members, but was unable to affect the end result.

The next meetings, separately with BALPA and HoFC, continued the prevarication and disingenuous nature of discussions with barriers being erected rather than removed, despite the PPU having done everything that had previously been asked of them. The meeting of 2 August brought things to a head when Robbert Strating stated that the company were not taking the process of implementing a VRA for the PPU any further and that tri-partite meetings had never been on the cards; a far cry from the original statement above. With an end to any meaningful discussions, ASOS was reinstated and alongside a refusal by the company to engage with the PPU regarding Allowances or upcoming changes to PVWS a formal ballot for IA was announced.

Less than 24 hours later, at the request of VA, Phil Mayer and Brian Strutton of BALPA met with the chair of the PPU in a bid to de-escalate. The result was an agreement to spend the next week formalising a draft Joint Recognition Agreement. This was considered by BALPAs NEC in November but their response contained so many caveats and points for further discussion that it appears to be simply prevarication and delay. Since then, it has become increasingly difficult to arrange further meetings to achieve any progress.

## **BOARD ELECTIONS**

The challenge of taking on a Board position should not be under estimated. Many have taken up this challenge, but more will always be needed. 2019 saw a long and tortuous election campaign, in which the lack of uptake threatened the very existence of the PPU at times.

Glen Beresford decided to stand down in March, having seen the PPU through its first spate of IA. John Thuy was a very welcome replacement, coming from the junior end of our seniority list and therefore able to easily represent the First Officer community who, hopefully, still have a long career ahead of them at Virgin. With Dave Williams ending his tenure in August and John, unfortunately needing to step down for personal reasons soon after, the Board were reduced to the minimum of 2 and the PPU entered an extremely fragile, yet still operational period.

The PPU was originally set up on the basis that it is 'By Pilots For Pilots'. Without help from within the membership, the Union cannot survive. Thankfully, at the final hour, several offers of help were received along with a Trustee switching roles to Executive Officer, allowing Roy Wheatley to stand down as Chairman after extending his tenure to ensure the survival of the PPU. The year ended with the fully constituted Board and Trustees below:

Dave Mutty (Chair)  
Nigel Stanyon (Vice Chair)  
Helen Hoar  
Derek Haynes  
Alex Light  
Karl Bufton (Executive Officer)

Andy Slater (Trustee)  
Jon Pugh (Trustee)

As trustees, we would like to add our thanks to that already given by the Board in previous newsletters to Glen, John, Dave and Roy for their service. Their dedication to the PPU's cause, as well as their professional and diligent approach has been greatly appreciated. Thank you, gentlemen.

## **MEMBERSHIP AND ASSISTANCE**

As at Year End 2019, the audited membership stood at 283.

Currently there are 31 members Long Term Sick. Despite everything else occurring throughout 2019, the Board still had many of these members to help along with other disciplinary and grievance cases. As a pilot, none of us would want to join either of these lists, but thanks to the dedication of

the Board and other volunteers, sharing their significant experience, we have been able to successfully resolve virtually all cases brought.

## **LOOKING AHEAD INTO 2020**

Coronavirus is having a cataclysmic effect on the Airline Industry as a whole and especially to Virgin Atlantic. The Board continue to work hard to support our members in every way to try and ensure that Virgin pilots' interests continue to be represented at the highest levels. The detail of what has happened will be included in next year's Trustees report. However, despite the extremely difficult industry situation we are confident that the PPU remains a strong and viable union.

## **FINANCIAL REVIEW AND IMPACT OF COVID-19**

The Covid-19 pandemic has sent shockwaves through the airline industry, and the PPU has not been immune from its effects. As a Board, we took the decision to offer our members a 6-month membership payment holiday, ending in September 2020, to help alleviate some of the financial hardship our membership was suffering, appreciating this would have a negative impact on our own cash position.

Our membership is almost entirely made up of Virgin Atlantic Airways pilots, and its financial travails have been well publicised. VAA's £1.2b solvent recapitalisation has now been approved, securing the airline's immediate future, and with it that of their pilots and our members. Our decision to waive our membership fees was taken in the light of both the significant pay cut imposed, and the very real prospect further job losses which have now been allayed. The restoration of our membership fees will restore our income stream.

Our proposed 2020-2021 Budget is designed to reflect the new reality in which we are operating. We have significantly cut our costs, and adjusted our membership figure to 180 to marry up with those existing members remaining in the reduced workforce, resulting in a net loss of £7057 for the year and a balance circa £64k as of 30/09/21. We believe that a balanced budget can be achieved for this period with the application of the following:

- Restoration of normal subscriptions - normal subscription rates will be applied from October 2020.
- RPI increase
- The membership subscriptions have historically not been increased in line with RPI -this mechanism will be introduced.
- Membership Growth Plan

We will implement a plan to grow membership, both internally within Virgin, and externally. Even a modest growth of circa 45 members would see a balanced budget without an increase in fees. There is significant dissatisfaction within the industry with how this crisis has been handled and we feel we are well placed to recruit.

No marketing budget has been allocated to this growth plan - it will initially be member-driven, using our own membership to lead a" just one more "campaign, backed up by free marketing via social media.


## CONCLUSION

2019 has undoubtedly been a tempestuous year for the PPU, at times facing an uncertain future. Throughout the year, however, regardless of the numerical strength of the Board, they have doggedly continued to pursue the original aim of the founding members of the PPU – recognition. Many might have expected the support of its members to wane and fade away given the opposition placed against it. However, that core has remained strong and supportive. Significant steps along the path to recognition have been made and with a fully constituted Board once more we hope to see those gains develop into future success.



Capt A Slater  
Trustee

30 September 2020

  
J.K.M. PUGH

Capt J Pugh  
Trustee

# The PPU

## Independent Auditors' report to the members of The PPU For the year ended 31 December 2019

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### Opinion

We have audited the financial statements of The PPU for the year ended 31 December 2019 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102.

In our opinion the financial statements:

- give a true and fair view of the matters to which they relate to;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs(UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of financial statements section of our report. We are independent of the Union in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Material uncertainty related to going concern

We draw your attention to note 1.2 in the financial statements, which indicates that the Union has been significantly affected by the impact of Covid-19 and that the Board has taken steps to control the costs in short term. We also note that the trustees are expecting the membership numbers to increase despite the impact of the Covid-19 pandemic. As stated in note 1.2, these events or conditions, along with the other matters as set forth in note 1.2 indicate that a material uncertainty exists that may cast significant doubt on the Union's ability to continue as a going concern. Our opinion is not modified in respect of this matter.

### Other information

The Union's officers are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

# The PPU

## Independent Auditors' report to the members of The PPU For the year ended 31 December 2019

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In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Responsibilities of officers**

The Union's officers are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. The Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) requires the officers of the Union to;

- keep proper accounting records which give a true and fair view of the state of affairs of The PPU and explain its transactions;
- establish and maintain a satisfactory system of control of the accounting records, cash holdings and all the receipts and remittances;
- prepare an annual return for the Certification Officer giving a true and fair view of the revenue account and balance sheet; and
- provide members of The PPU with a statement of income and expenditure for the year.

In preparing the financial statements, the officers are responsible for assessing the Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the officers either intend to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
  - Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Union's internal control.
  - Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the officers.
-

# The PPU

## Independent Auditors' report to the members of The PPU For the year ended 31 December 2019

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- Conclude on the appropriateness of the officers' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Union's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Union to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations

- proper accounting records have not been kept;
- a satisfactory system of control over its accounting records, cash holdings and receipts and
- the financial statements are not in agreement with the accounting records and returns.

### **Use of our report**

This report is made solely to the Union's members, as a body. Our audit work has been undertaken so that we might state to the Union's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the Union and Union's members as a body, for our audit work, for this report, or for the opinion we have formed.



30 September 2020

**Silvia Vitiello (Senior Statutory Auditor)**  
**for and on behalf of Moore Kingston Smith LLP**  
Chartered Accountants  
Statutory auditor

4 Victoria Square  
St Albans  
Hertfordshire  
AL1 3TF  
Date:

Moore Kingston Smith LLP is eligible to act as auditor in terms of Section 1212 of the Companies Act 2006.



# The PPU

## Income and Expenditure Account For the year ended 31 December 2019

		2019		2018	
	Notes	£	£	£	£
<b>Income</b>					
Membership subscriptions		120,422		173,118	
Legal insurance subscriptions		70,412		100,796	
			190,834		273,914
<b>Expenditure</b>					
Insurance		112,913		151,045	
Accountancy		17,633		24,191	
Audit fees		4,800		4,660	
Office costs	2	69,365		195,314	
Legal and professional fees		15,465		46,284	
Bank charges		2,473		3,260	
			222,649		424,754
<b>Surplus/(deficit) for the year</b>					
			(31,815)		(150,840)
<b>Balance brought forward at 1 January 2019</b>					
			175,492		326,332
<b>Balance carried forward at 31 December 2019</b>					
			143,677		175,492

All recognised gains and losses for the year are included in the Income and Expenditure Account.

The overall result for the year arose on the Union's continuing activities.

The notes on pages 10 and 11 form part of these accounts.

# The PPU

## Balance Sheet at 31 December 2019

	Note	2019 £	2018 £
<b>Current Assets</b>			
Debtors	3	-	252
Cash at bank		178,898	222,708
<b>Current Liabilities</b>			
Creditors due within one year	4	(35,221)	(47,468)
<b>Net Assets</b>		<u>143,677</u>	<u>175,492</u>
<b>Funds</b>			
Income and Expenditure account		<u>143,677</u>	<u>175,492</u>
<b>Total Members' Funds</b>		<u>143,677</u>	<u>175,492</u>

The Annual Accounts were approved and authorised for issue by the Board on  
.....30/09/20.... and signed on its behalf by:



.....  
Nigel Stanyon  
Chairman

The notes on pages 10 and 11 form part of these accounts.

# The PPU

Notes to the financial statements  
For the year ended 31 December 2019

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## 1 Accounting Policies

### 1.1 Accounting Convention

These financial statements have been prepared in accordance with Section 1a of the FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102").

The financial statements have been prepared under the historical cost convention.

### 1.2 Going concern

Covid-19 has severely impacted the Airline industry which in turn has impacted the Union. The Board has reviewed the levels of current memberships and has also undertaken a cost reduction exercise. The Board has put together a forecast which assumes that membership numbers will increase. The cost structure is also being monitored on a regular basis. Based on these assumptions the Board expects to achieve a small surplus in 2021, however they recognise there is a material level of uncertainty.

After making these enquiries, the board has a reasonable expectation that the Union has adequate resources to continue its activities for 12 months from the date of approval of these financial statements. Accordingly, the Board continues to adopt the going concern basis in preparing the financial statements.

### 1.3 Subscriptions

Subscriptions represent amounts receivable in respect of membership subscriptions and legal insurance subscriptions levied to members.

### 1.4 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

### 1.5 Financial instruments

The PPU has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

The financial instruments are recognised in the balance sheet when the Union becomes party to the contractual provisions of the instrument.

#### **Basic financial assets**

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

#### **Classification of financial liabilities**

Basic financial liabilities, including trade payables are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

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## The PPU

Notes to the financial statements  
For the year ended 31 December 2019 (continued)

	2019 £	2018 £
<b>2 Office Costs</b>		
Affiliation fees	1,452	2,974
Board members' expenses	1,416	2,895
Insurance	428	392
IT, advertising, promotion & entertainment	18,612	87,541
Miscellaneous expenses	152	357
Room hire	98	2,504
Online voting	1,080	2,552
Website development	-	21,285
Printing, postage & stationery	8	18
Telephone & fax	6,856	7,766
Website hosting	6,011	10,656
Outsourced Staff & training costs	32,250	56,287
Travelling	1,002	87
	<u>69,365</u>	<u>195,314</u>
<b>3 Debtors</b>		
	2019 £	2018 £
Trade debtors	-	-
Prepayments	-	252
	<u>-</u>	<u>252</u>
<b>4 Creditors: Amounts falling due within one year</b>		
	2019 £	2018 £
Trade Creditors	8,171	7,910
Other Creditors	27,050	39,558
	<u>35,221</u>	<u>47,468</u>