

ANNUAL RETURNS TO THE CERTIFICATION OFFICER

Industrial Relations (Northern Ireland) Order 1992 (as amended)

AR(NI)21 Annual Return for a Trade Union

Name of Trade Union:	Belfast Airport Police Association		
Financial Year ended:	31 March 2024		
Head or Main Office:	Police Headquarters		
	Belfast International Airport		
	Belfast		
Postcode:	BT29 4AB		
Website address (if available)	N.A.		
Has the address changed during the year to which the return relates?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	(Tick as appropriate)
General Secretary:	Mark Rowntree		
Telephone Number:	028 9448 4412		
E -mail:	Mark.Rowntree@bfs.aero		
Contact name for queries regarding the completion of this return:	Paul Martin		
Telephone Number:	028 9448 4412		
E-mail:	Paul.Martin@bfs.aero		

Every trade union having its head or main office outside Northern Ireland has a statutory obligation to provide the Certification Officer with names and addresses of one or more persons resident in Northern Ireland authorised to accept on its behalf service of process and any notices required to be served on it. The Certification Officer has no authority to waive this provision.

Name of Authorised Person:	N.A.
Northern Ireland Address:	N.A.
Postcode:	N.A.

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 Northern Ireland Certification Office as below or by telephone to: 028 9023 7773

You should send the annual return to the following address stating the name of the union in subject:
info@nicertooffice.org.uk

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Return Of Members

(See notes 8 & 9)

Number of members at the end of the year					
	Northern Ireland	Great Britain	Republic of Ireland	Elsewhere Abroad (Including Channel Islands)	Totals
Total	16	0	0	0	16

Total number of members (including Northern Ireland members) above for whom no home or authorised address is held

0

Number of Northern Ireland members for whom no home or authorised address is held

0

Total number of members (including Northern Ireland members) contributing to the general fund at end of year

16

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

16

Change of Officers

Please complete the following to record any change 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 of Change
N.A.	N.A.	N.A.	N.A.

State whether the union is:

a. A branch of another trade union?

☐ YES

☒ NO

If yes, state the name of that union:

N.A.

b. A federation of trade unions?

☐ YES

☒ NO

If yes, state the number of affiliated unions:

N.A.

and names:

N.A.

Officers in post

(See note 10)

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

[illegible]

General Fund

(See Notes 12 - 18)

For year ended

	£	£
Income		
Members Contributions and Subscriptions		
Northern Ireland members only		1,880
All other members		
From Members: Other income from members (please specify)		
Total Income from Members		1,880
From Federations and other bodies (as at page 4)		
From any other sources (as at page 4)		
Total of Other Income (as at page 4)		
Investment Income (as at page 13)		422
Total Income		2,302
Interfund Transfers IN		
Expenditure		
Benefits to members (as at page 5)		
Administrative expenses (as at page 11)		
Federations and other bodies (please specify)		
Administrative expenses (as at page 11)	1,194	
Taxation		
Total Expenditure		1,194
Interfund Transfers OUT		
Surplus/Deficit for year		1,108
Amount of General Fund at beginning of year		32,365
Amount of General Fund at end of year		33,473

Analysis of income from federation and other bodies and other income

(see notes 19 & 20)

Description	£
Federation and other bodies <div style="background-color: #e0e0e0; height: 200px; margin-top: 10px;"></div>	<div style="background-color: #e0e0e0; height: 200px; margin-top: 10px;"></div>
Total federation and other bodies	
Any other sources <div style="background-color: #e0e0e0; height: 200px; margin-top: 10px;"></div>	<div style="background-color: #e0e0e0; height: 200px; margin-top: 10px;"></div>
Total other sources	
Total of all other Income	

Analysis of benefit expenditure shown at the general fund

(see notes 21 - 22)

	£		£
Representation -		Brought Forward	
Employment Related Issues		Advisory Services	
Representation -		Other Cash Payments	
Non Employment Related Issues			
		Education and Training Services	
Communications			
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants	
Carried Forward		Total (should agree with figure on General Fund)	

Accounts other than Revenue Account / General Fund

(see notes 23 & 24)

Fund 2		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income (as at page 13)		
	Other (Please specify)		
	Total Other Income		
	Total Income		
	Interfund transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 11)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus/Deficit for year		
	Amount of fund at beginning of year		
	Amount of fund at end of year (as per balance sheet)		
	Number of members contributing at end of year		

Accounts other than Revenue Account / General Fund

Fund 3		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income (as at page 13)		
	Other (Please specify)		
	Total Other Income		
	Total Income		
	Interfund transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 11)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus/Deficit for year		
	Amount of fund at beginning of year		
	Amount of fund at end of year (as per balance sheet)		
	Number of members contributing at end of year		

Accounts other than Revenue Account / General Fund

(see notes 23 & 24)

Fund 4		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income (as at page 13)		
	Other (Please specify)		
	Total Other Income		
	Total Income		
	Interfund transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 11)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus/Deficit for year		
	Amount of fund at beginning of year		
	Amount of fund at end of year (as per balance sheet)		
	Number of members contributing at end of year		

Accounts other than Revenue Account / General Fund

Fund 5		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income (as at page 13)		
	Other (Please specify)		
	Total Other Income		
	Total income		
	Interfund transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 11)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus/Deficit for year		
	Amount of fund at beginning of year		
	Amount of fund at end of year (as per balance sheet)		
	Number of members contributing at end of year		

Accounts other than Revenue Account / General Fund

(see notes 23 & 24)

Fund 6		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income (as at page 13)		
	Other (Please specify)		
	Total Other Income		
	Total Income		
	Interfund transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 11)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus/Deficit for year		
	Amount of fund at beginning of year		
	Amount of fund at end of year (as per balance sheet)		
	Number of members contributing at end of year		

Accounts other than Revenue Account / General Fund

Fund 7		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income (as at page 13)		
	Other (Please specify)		
	Total Other Income		
	Total Income		
	Interfund transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 11)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus/Deficit for year		
	Amount of fund at beginning of year		
	Amount of fund at end of year (as per balance sheet)		
	Number of members contributing at end of year		

Accounts other than Revenue Account / General Fund

(see notes 23 & 24)

Fund 8		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income (as at page 13)		
	Other (Please specify)		
	Total Other Income		
	Total Income		
	Interfund transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 11)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus/Deficit for year		
	Amount of fund at beginning of year		
	Amount of fund at end of year (as per balance sheet)		
	Number of members contributing at end of year		

Accounts other than Revenue Account / General Fund

Fund 9		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income (as at page 13)		
	Other (Please specify)		
	Total Other Income		
	Total income		
	Interfund transfers IN		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 11)		
	Total Expenditure		
	Interfund Transfers OUT		
	Surplus/Deficit for year		
	Amount of fund at beginning of year		
	Amount of fund at end of year (as per balance sheet)		
	Number of members contributing at end of year		

Political Fund Account

(see notes 25 - 28)

Political Fund Account 1		To be completed by trade unions which maintain their own political fund	
		£	£
Income	Members contributions and levies		
	Northern Ireland members only		
	All other members		
	Total Income from members		
	Investment income (as at page 13)		
	Other (please specify)		
		Total Other Income	
		Total Income	
Expenditure	Expenditure under Article 57 of the Trade Union and Labour Relations (NI) Order 1995 (please specify)		
	Administration expenses in connection with political objects (please specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus/Deficit for year	
		Amount of political fund at beginning of year	
		Amount of political fund at end of year (as per balance sheet)	
		Number of Northern Ireland members contributing to political fund at end of year	
	Number of Northern Ireland members not contributing to political fund at end of year		
	Number of Northern Ireland members who have completed an exemption notice and therefore do not contribute to the political fund		
	Total number of members who have completed an exemption notice and therefore do not contribute to the political fund		

amounts charged to political fund accounts

(see notes 29 & 30)

Administrative expenses		£
Remuneration and expenses of staff		
Salaries and wages included in above		
Auditors' fees		660
Legal and professional fees		
Occupancy costs		
Stationary, printing, postage, telephone etc.		
Expenses of executive committee (head office)		
Expenses of conferences		
Other administrative expenses (please specify)		
Entertaining		500
Bank Charges		34
Other outgoings		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
Total		1,194
Charged to:		
General Fund (page 3)		
Fund 2 (page 6)		
Fund 3 (page 6)		
Fund 4 (page 7)		
Fund 5 (page 7)		
Fund 6 (page 8)		
Fund 7 (page 8)		
Fund 8 (page 9)		
Fund 9 (page 9)		
Total		

Analysis of officials' salaries and benefits
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(see notes 31 - 41)

Office Held	Gross Salary	Employers N.I. Contributions	Benefits			Total
			Pension Contributions	Other Benefits		
				Description	Value	
	£	£	£		£	£

Analysis of Investment Income

(see notes 42 & 43)

[illegible]

Balance Sheet

(see notes 44 - 48)

As at 31/03/2024

Previous Year		€	£
	Fixed Assets (as at page 15)		
	Investments (as per analysis on page 16)		
	Quoted (Market value £/€) as at page 16		
	Unquoted (Market value £/€) as at page 16		
	Total Investment Assets		
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
	Cash at bank and in hand	34,093	
	Income tax to be recovered		
	Stocks of goods		
	Others (Please specify)		
	Total Other Assets		34,093
	Total Assets		34,093
32,365		General Fund (page 3) Fund 2 (page 6) Fund 3 (page 6) Fund 4 (page 7) Fund 5 (page 7) Fund 6 (page 8) Fund 7 (page 8) Fund 8 (page 9) Fund 9 (page 9) Political Fund Account (page10)	33,473
	Reserves		
32,365	Total		33,473
	Liabilities		
	Creditors due within one year; Accruals	620	
	Total Liabilities		620
	Net Assets		33,473

Fixed Assets Accounts

(see notes 49 - 53)

	Land and Buildings		Furniture and Equipment	Motor Vehicles	Not used for union business	Total
	Freehold	Leasehold				
Cost or Valuation	£	£	£	£	£	£
At start of period						
Additions						
Disposals						
Revaluation/Transfers						
At end of year						
Accumulated Depreciation						
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 note 53)

		All Funds Except Political Funds	Political Funds
Quoted		£	£
	Equities		
	Government Securities (Gilts)		
	Other quoted securities (Please specify)		
	Total Quoted (as Balance Sheet)		
	Market Value of Quoted Investments		
Unquoted			
	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (Please specify)		
	Total Unquoted (as Balance Sheet)		
	Market Value of Unquoted Investments		

Summary Sheet

(see notes 55 - 61)

	All Funds Except Political Funds	Political Funds	Total Funds
	£	£	£
Income			
From Members	1,880		1,880
From Investments	422		422
Other Income			
Total Income	2,302		2,302
Increases by revaluation of assets			
Total Income (Including increases by revaluation of assets)	2,302		2,302
Expenditure	1,194		1,194
Decreases by revaluation of assets			
Total Expenditure (Including decreases by revaluation of assets)	1,194		1,194
Funds at beginning of year (including reserves)	32,365		32,365
Funds at end of year (including reserves)	33,473		33,473
Assets			
		Fixed Assets	
		Investment Assets	
		Other Assets	34,093
		Total Assets	34,093
Liabilities		Total Liabilities	620
Net Assets (Total Assets less Total Liabilities)			33,473

Summary Sheet

(see notes 55 - 61)

		All Funds Except Political Funds	Political Funds
		Total Funds	
		£	£
Income			
From Members			
From Investments			
Other Income			
Total Income			
Increases by revaluation of assets			
Total Income			
(Including increases by revaluation of assets)			
Expenditure			
Decreases by revaluation of assets			
Total Expenditure			
(Including decreases by revaluation of assets)			
Funds at beginning of year (including reserves)			
Funds at end of year (including reserves)			
Assets			
	Fixed Assets		
	Investment Assets		
	Other Assets		
	Total Assets		
Liabilities	Total Liabilities		
Net Assets (Total Assets less Total Liabilities)			

Notes to the Accounts

(see notes 62 - 63)

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

Accounting Policies

(see notes 64 & 65)

Refer to accounts attached

Signatures to the annual return

(see notes 66 & 67)

Including the accounts and balance sheet contained in the return.

Please copy and paste your electronic signature here

Secretary's Signature:		Treasurer's Signature:	
			(or other official whose position should be stated)
Name:	Mark Rowntree	Name:	Paul Martin, Chairman
Date:		Date:	

Checklist

(see notes 68 - 70)

(please mark 'X' as appropriate)

Is the return of officers attached? (see Page 2)	Yes	X	No	
Has the list of officers been completed? (see Page 2A)	Yes	X	No	
Has the return been signed? (see Notes 66 & 67)	Yes	X	No	
Has the auditor's report been completed? (see Notes 71 - 75)	Yes	X	No	
Is the rule book enclosed? (see Notes 7 & 68)	Yes	X	No	
A member statement is:	Enclosed	X	To Follow	
Has the summary sheet been completed? (see Page 17)	Yes	X	No	

For trade unions with their head or main office outside Northern Ireland

Has the Northern Ireland Resident name and address been provided - only for trade unions with their head or main office outside Northern Ireland - Page 1 and note	Yes		No	
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If any of the answers given in the Checklist is no, or if the member's statement is not enclosed, please comment?

N.A.

Signature:		Contact Telephone Number	
------------	--	-----------------------------	--

Auditor's Report
(see notes 71 & 72)
Refer to accounts attached.

Auditor's Report (continued)

(see note 73)

Refer to accounts attached.

Signature(s) Of
auditor(s)



Name(s)

Michael Farrell

Profession(s) or
Calling(s)

FCAA

Address(es)

1-3 Arthur Street, Belfast, Co.Antrim, BT14GA

Date

Contact name and
telephone number for
enquiries

2890243131

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



Guidance Notes AR(NI)21