

# ANNUAL RETURNS TO THE CERTIFICATION OFFICER

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

## FORM AR(NI)21 - ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	<b>Belfast Airport Police Association</b>
Year ended:	<b>31<sup>st</sup> March 2021</b>
Ref No:	

Head or Main Office:	<b>Police Headquarters, Belfast International Airport, Belfast, BT29 4AB</b>
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Has the address changed during the year to which the return relates?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	<input checked="" type="checkbox"/> <i>(Tick as appropriate)</i>
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General Secretary:	<b>Naomi Morrison</b>
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Telephone Number and e-mail address:	<b>028 9448 4400, Naomi.Morrison@bfs.aero</b>
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Contact name for queries regarding the completion of this return:	<b>Paul Martin</b>
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Telephone Number and e-mail address:	<b>028 9448 4400, Paul.Martin@bfs.aero</b>
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Every trade union having its head of 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:

### NORTHERN IRELAND ADDRESS:

(a) **Paul Martin**

**Police Headquarters, Belfast International Airport,  
Belfast, BT29 4AB**

(b) **Naomi Morrison**

**Police Headquarters, Belfast International Airport,  
Belfast, BT29 4AB**

**The address to which enquiries, returns and other documents should be sent is:**

**Northern Ireland Certification Office for Trade Unions and Employers' Associations**  
**10 - 16 Gordon Street, Belfast BT1 2LG. Telephone: 028 9023 7773 Fax: 028 9023 2271**  
**E-mail, [info@nicertoffice.org.uk](mailto:info@nicertoffice.org.uk)**

**EVERY TRADE UNION IS REQUIRED BY LAW TO COMPLETE THIS RETURN. THE REFUSAL OR WILFUL NEGLIGENCE TO PERFORM THIS DUTY IS A CRIMINAL OFFENCE.**

## **GUIDANCE ON COMPLETION**

GUIDANCE ON COMPLETING EACH SECTION IS GIVEN ALONGSIDE THE RELEVANT PAGE

### **General:**

1. Unless the Certification Officer has authorised the union to make its annual return to another date, this return must be made to 31 December and sent to the Certification Officer as soon as possible, and in any event before 1 June.
2. As long as the period is the same and there is no reduction in the amount of information supplied, a union incorporated under Company Law it may submit with the return a copy of its accounts prepared under that law providing pages 1, 3, 13, 16, 17, 27, 29, 30 and 32 of the return are completed. Where the return under Company law does not provide all the information sought in this return the additional information should be provided as appropriate. A separate Auditor's Report must always nevertheless be provided on pages 32 and 33 of the return. The consolidation summary on page 34 must be completed in every case.
3. The accounts must, in accordance with the Order, give a true and fair view of the matters to which they relate.
4. The accounts and AR(NI)21 of a trade union working through branches (ie not a federation of autonomous bodies) should include the transactions, assets and liabilities **of all the branches.**
5. Any negative values should be clearly indicated by placing the entry in brackets.
6. Where the space in any account of analysis is insufficient a separate sheet of paper should be attached to the appropriate page to provide the additional space.

### **Trade Union Rules:**

7. **A COPY OF THE RULES IN FORCE AT THE END OF THE YEAR TO WHICH THIS RETURN RELATES MUST BE SUBMITTED WITH THIS FORM EVEN IF THE RULES HAVE NOT YET BEEN ALTERED SINCE THE PREVIOUS RULE BOOK WAS SUBMITTED. THIS IS A STATUTORY REQUIREMENT WHICH THE CERTIFICATION OFFICER HAS NO AUTHORITY TO WAIVE.**

### **Return of members:**

8. In the first column figures are required for **all members;** the second column relates specifically to Northern Ireland members and, in each case, includes classes of members who may not pay contributions but who are members under the rules.
9. Authorised address means the members home address or any other address which the member has requested the trade union in writing to treat as his/her postal address.

### **Officers:**

10. The Order defines officer as including any member of the governing body of the union and any trustee of any fund applicable for the purposes of the union.

## RETURN OF MEMBERS

(see Notes 8 and 9)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Northern Ireland	Great Britain	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
<b>Male</b>	<b>10</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>10</b>
<b>Female</b>	<b>4</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>4</b>
<b>TOTAL</b>	<b>14</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>14</b>

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

None

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

None

## RETURN OF CHANGE OF OFFICERS

(see Note 10)

Please complete the following to record any changes of officers during the twelve months covered by this return and attach as an annex to this form a complete list of all officers in post at the end of the year to which this form relates.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
<b>Not Applicable</b>	<b>Not Applicable</b>	<b>Not Applicable</b>	<b>Not Applicable</b>

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name:

Not Applicable

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

Not Applicable

and names:

Not Applicable

### **GUIDANCE ON COMPLETION OF GENERAL FUND**

11. If separate funds are maintained in respect of particular benefits or objects of the union (including any political fund) accounts 2-5 should be completed in respect of those funds and the contributions, benefits, etc. appropriate to those funds excluded from General Fund (page 5).
12. Please give details of income from “Federations” and other bodies and “other income” on page 7.
13. The figure for investment income must be the total of income from investments listed on page 19 and credited to this fund.
14. Expenditure on benefits to members must include all monies paid under the expenditure headings listed at page 9.
15. Expenditure on administrative expenses must include all expenditure not included under “benefit expenditure” or expenditure on “Federation and other bodies”.
16. Amount of fund at beginning of year: In all cases if this figure is not identical to the “end of year” figure given on the previous year’s return an explanation must be provided.

**GENERAL FUND**  
(see Notes 11 to 16)

	£	£
<b>INCOME</b>		
Members:		
Contributions and Subscriptions	1,940	
Other income from members (specify)	_____	
Federations and other bodies (as at page 7)	_____	
Total of other income (as at page 7)		
Total Investment income (as at page 19)	12	
	_____	
	<b>TOTAL INCOME</b>	<b>1,952</b>
<b>EXPENDITURE</b>		
Benefits to members (as at page 9)		
Administrative expenses (as at page 15)		
Federations and other bodies - Affiliation fees, grants etc. (specify)	513	
	<b>TOTAL EXPENDITURE</b>	<b>513</b>

**SURPLUS (DEFICIT) FOR YEAR**

Amount of fund at beginning of year

Amount of fund at end of year

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

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

General Fund subscription income from Northern Ireland members

**GUIDANCE ON COMPLETION OF FEDERATION AND OTHER BODIES  
AND "OTHER INCOME" ANALYSIS**

17. Please list here details and amounts of any income included as "Federation and other bodies" at page 5 - General Fund.
18. Please list here details and amounts of any income included as "other income" at page 5 - General Fund.

Examples of other income which may be listed here are:

- Profit on sale of fixed assets/investments.
- Transfer from other funds
- Refunds of tax/VAT
- Commission and income from sales of publications, etc.

**ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND  
OTHER INCOME**  
(see Notes 17 and 18)

DESCRIPTION	AMOUNT	£
<b>FEDERATION AND OTHER BODIES</b>		
<b>OTHER INCOME</b>	<b>TOTAL</b>	
	<b>TOTAL</b>	

## GUIDANCE ON COMPLETION OF ANALYSIS OF BENEFIT EXPENDITURE

19. Total should agree with figure quoted in General Fund (page 5) and exclude those funds shown on page 11.

20. The benefit expenditure should be allocated to the following headings:

### **Representation - Employment Related Issues**

This heading covers the costs incurred in the provision of professional, medical and legal advice in the representation of **individual** cases.

### **Representation - Non Employment Related Issues**

This heading covers the costs incurred in the provision of professional, medical and legal advice in the representation of **individual** cases.

### **Communications**

This heading covers the costs incurred in the provision of such items as Magazines, Journals, Newsletters, Internet, Diaries, Publications.

### **Advisory Services**

This heading includes Telephone Help Lines, Financial, Superannuation and Tax Advice, Stress Counselling.

### ***Dispute Benefits***

### **Other Cash Payments**

This heading includes welfare, hardship, educational grants where entitlement is determined at the discretion of a committee/individual within set guidelines. The heading also includes unemployment, sickness, accident benefits, etc, and related insurance premiums where entitlement is established by a set of pre-determined and published conditions.

### ***Education and Training Services***

### **Negotiated Discount Schemes**

This heading includes any costs involved in the provision of discount services e.g. Countdown, Motor Services, Holiday/Travel Schemes, Loans, Mortgages, Wills.

### **Salary Costs**

This heading includes the salary costs, where they can be identified, of staff involved in the provision of benefits to members but where not included in above.

### **Other Benefits and Grants**

This heading includes any other benefits and grants not listed above.

21. The cost of overheads, other than identifiable staff costs, should not be included in this analysis.



**ANALYSIS OF BENEFIT EXPENDITURE  
SHOWN AT GENERAL FUND**  
(see Notes 19 to 21)

£

£

Representation - Employment Related Issues		<b>brought forward</b> Education and Training Services	
Representation - Non Employment Related Issues		Negotiated Discount Services	
Communications		Salary Costs	
Advisory Services		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
<b>carried forward</b>		<b>Total (should agree with figure in General Fund)</b>	