

First, can we welcome those new treasurer's who were elected at branch annual general meetings that have been held in the first part of this year.

This may be the first time that you have had any contact from the Regional Finance Team so can we wish you success in your new post, and offer you any assistance that you may need in carrying out the post of branch treasurer.

Annual Financial Returns

We know we have mentioned this in previous issues of the newsletter but it is such an important topic that we felt that treasurer's, especially those new to the post would benefit from our mentioning it again.

9 branches did not manage to get the return in on time, however 8 of these branches did get the return in a few days late, with only 1 branch not sending it back at all.

Appeals against the penalties for not getting the return in on time were received from those branches and these were considered by the N. E.C.

The Regional Finance Team was pleased to assist 3 branches with their year-end accounts, and annual return.

For the new treasurers amongst us can we strongly recommend that you start your final accounts process well in advance of the year-end. This will greatly assist you and spare you a few sleepless nights.

Also several treasurers had problems getting the branch auditors to put aside the hour or two needed to audit the accounts and the annual return. Can we advise that you remind the branch auditors of their responsibility and the deadline needed to get the annual return in by.

If you feel that you may need assistance with your accounts or return, remember we are here to help.

Regional Pool

We still have lots of money to give away for branch development initiatives.

To qualify for some of this money it must be used for one or more of the branch development organising objectives, which are: -

- ? **Recruitment & Retention of members.**
- ? **Organisation of Stewards, Safety Reps, & or Workplace Contacts.**
- ? **Improving member participation.**
- ? **Ensuring effective negotiation & representation.**

Detailed guidance and an application form to apply for these funds can be obtained from your Branch Development Officer or the Regional Finance Team.

Members payments of subscriptions

Do you still have members who pay direct to your branch?

If so, don't forget that these should be paid over to the Region or accounted for and paid over to Head Office at the end of the year.

These should be detailed on Form AR1 on the Branch Annual Return.

However, why not ask the member to pay by means of direct debit, direct to UNISON. Forms to do this are available from the Regional Centre.

Sources of funds available to

branches

We still have a few copies of the book that we used on last year's branch treasurer's convention left.

If you have lost your copy or if you are a new treasurer and not had a copy give us a ring and we will send one to you.

How to contact the Regional Finance Team

Give us a ring on 0161 211 1000 or

E-mail us: -

Delphine Conway on extension 422

d.conway@unison.co.uk

Linda Hamilton on extension 418

l.hamilton@unison.co.uk

Stephen Jones on extension 459

stephen.jones@unison.co.uk

Kim Scott on extension 465

k.scott@unison.co.uk

A to Z of UNISON Finance & Accounting Requirements

Continuing from our last edition

Depreciation –

UNISON's policy is that if you have assets that you are depreciating then you must do it at 25% per year on the straight line method.

Branch Treasurers Convention

We are in the planning stage for our next convention. Details to follow

Bank Information

As those of you who have tried recently to either open a bank account or change signatories on an existing account will have found out – this is now next to impossible due to all the rules and regulations that banks and building societies have introduced to comply with the new money laundering regulations

being introduced by the government.

However help is at hand, the Unity Trust Bank has a Business Development Manager in our Region who will come and visit you and sort out all these problems for you.

He is **Mark Topham** and you can contact Mark on **01625 874004**

..... and finally, a few tips you may find of use

- ? keep things simple,
- ? keep everything,
- ? keep the bits of paper in the right order,
- ? record things accurately,
- ? do it regularly,
- ? do a monthly bank reconciliation,



- ? if you use petty cash, use the imprest system,
- ? try to cut down on cash payments,
- ? insist on receipts,
- ? don't struggle with a problem, give us a ring and we will help you sort it out.