

August 2002

First of all welcome to those branch treasurers who have taken up the post since we last wrote a newsletter. We know there are several of you so here is a run down of the team members, who are:-

**Stephen Jones** – who is responsible for;

Overall management of the team

Preparing budgets for Regional Lay Activity Account

Budgeting and monitoring for the three regional sites,

Staffing costs etc.

**Kim Scott**

Processes expense cheques and other payments for the Regional Lay Activity Account

Processes payments for the Regional Political Fund

Deals with subscription banding appeals

**Delphine Conway and Emma Hamilton;**

Jointly responsible for the processing of subscription received in the Regional Centre.

## AT MABLEDON PLACE

Steve Tasker      Head of finance

John Nagle        Chief Internal Auditor

Derek Sharp        Head of Membership

Income

Tim Bertuchi      Head of Payments

Mabledon Place Telephone Number

**0207 388 2366**

## USEFUL INFORMATION

### BRANCH FUNDING

Branches are funded as follows,

Basic funding rate at 20%. Additional amounts are paid for-

Number of members

Location of members

Low subscription income

Low reserves

Multiple employers

However as some branches have found out to their cost – if the branch does not send at least 50% of its delegate entitlement to the National Delegate Conference its funding will be reduced by 2.5%.

This makes it even more important for branches to participate in UNISON's democratic function by attending conference.

Of course, it you don't get the **ANNUAL BRANCH FINANCIAL RETURN** back in time your branch cannot attend



## TALKING OF BRANCH RETURNS...

Congratulations to the vast majority of those branches who conformed to UNISON's requirements and got the return back in time.

However we did not manage 100% this year as seven branches failed to meet the deadline.

## WHAT'S HAPPENING IN THE NEXT FEW MONTHS

Moving from Mabledon Place to the Region will be responsibility for branch finance, and the annual return. Currently the region is acting as a 'post box' for Mabledon Place for receipt of annual returns funding queries. This function will be moved to the Region over the next few months when the region will take on most of the work associated with this.

## DIRECT DEBIT-V-STANDING ORDER

Do you still have members paying to you by standing order?

If you do why not try and persuade them to pay by direct debit?

**DON'T FORGET  
THE  
BRANCH  
TREASURERS  
CONVENTION  
15/16 NOVEMBER 2002**

## A TO Z OF UNISON FINANCE AND ACCOUNTING REQUIREMENTS

In this issue we thought we would start a brief A – Z guide to UNISON's financial requirements, which we hope will be of use to all you newly appointed treasurers, and will act as a reminder to everyone.

**ACCOUNTS** – Branches must prepare these and they must conform to the requirements of the Trade Union & Labour Relation Act.

**AUDITOR** – Branch Auditors branch accounts should be audited each year by two auditors appointed by the branch. They certify the correctness of the branch accounts.

Internal Audit – Based at Mabledon Place with John Nagle leading the team.

National Auditors – Howard, Clark, Whitehill who audit UNISON's accounts.

**BANK ACCOUNT** – Branches can use which ever bank they wish, but UNISON recommends UNITY TRUST. Their phone number is

**0121 616 4114.**

**BUILDING SOCIETY** – Useful to invest branch funds in which are not needed to fund day to day activity. UNISON recommends BRITANNIA BUILDING SOCIETY. Their phone number is

**0800 77 88 88**

**BALANCE SHEET** – A statement drawn up at the end of the financial year which lists the various assets and liabilities at the year end. This must be prepared to comply with UNISON's financial regulations.

**BUDGETS** – Each branch should set one. Think about what

