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News from the Finance Team

January 2009

Annual Financial Returns & Final Accounts

You will be getting soon your branch annual return in its new format. You can either send it back by post or by using the excel version and e-mailing it back.

Which ever method you use don't forget the deadline

15th March 2009

If you think that you may have a problem with your accounts then please get in touch with the regional finance team who will be pleased to assist.



Also, don't forget, the branch auditors cannot be members of the branch committee.

This new annual return format is the first of several changes to the way that UNISON finances are run.

We will keep you informed of all the changes as they happen.

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.

Branch Treasurers Convention

A reminder that this will be held on Friday 23rd / Saturday 24th January, at the Hilton Hotel, Blackpool.

The convention will include a demonstration of a simple accounting package (based on Excel) that will help with branch book-keeping, budgeting, and annual accounts and annual return production.

Helen Titherington, the Region's Education Officer will be leading a session on Public Speaking, to assist you if you have to answer questions at your branch committee's and a.g.m.

As always we will finish with a session on the annual financial return completion.

Leasing Equipment

Branches sometimes use this as a way of acquiring items of equipment. Leasing equipment has the attraction of obtaining it and paying for it monthly rather than all at once.

For some branches this may be the only way of obtaining an expensive piece of equipment, however some branches have found out to their cost that leases can work out quite expensive and once you have signed up you can be tied into the agreement till it runs its course.

The following should be considered as a minimum -

Price of the equipment (is this full price/discounted price/or higher price)

Whether the equipment provided is new or used

Total costs to be paid during the lease period.

Are the amounts quoted inclusive or exclusive of VAT?

What level of maintenance/support is included in the agreement?

The length of the agreement – will this be longer than the realistic life of the equipment?

What is the cost of terminating the contract early?

What insurance will the branch have to take out on the equipment to cover it for loss or damage?

Also don't forget to enter details of any leased equipment on the form that comes out with the annual return and send it back to H.Q. with the return.

Does your branch have funds they wish to invest in an interest earning account?

If it has why not invest them in the UNISON branch deposit account with the Britannia Building Society.

Contact the Britannia on 0800 77 88 88

Useful Head Office telephone numbers

Derek Sharp – Branch Accounting Section
- 0207 551 1231

John Nagle – Chief Internal Auditor –
0207 551 1367

Sotirios Loizou – Regional & Branch
Development Office – 0207 551 1454

Contact telephone numbers for the Regional Finance Team (direct dial numbers)

Stephen Jones - 0161 661 6733

Delphine Conway - 0161 661 6757

Linda Hamilton - 0161 661 6753

Kim Scott - 0161 661 6742

Reminder

Please remember to notify us if you stop being your branch's treasurer so we can keep our records up to date.

and finally, the finance team wishes you a happy and prosperous 2009.

