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News from the Finance & Membership Team

January 2011

*Part of the North West Region's
Corporate Services Section*

Annual Financial Returns & Final Accounts

Don't forget the deadline for receipt of the branch annual return,

15th March 2011

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.



Branch Audit Requirements

We have copies of the Internal Audit guide for branch auditors.

If your branch auditors need a copy let us know and we will send them one or you can download from the UNISON North West Region's website.

Branch Treasurers Convention

A reminder that this will be held on Friday 28th / Saturday 29th January, at the Hilton Hotel, Blackpool.

This year's topics will include the following-

Web based accounting system – the new way to keep your books of account.

RMS enhancements – what's new and what's coming next.

The role of the branch committee in the branch finances.

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

Retention of Branch Accounting Records

The Trade Union & Labour Relations (Consolidation) Act 1992 gives members the right to inspect branch accounting records.

To comply with any requests that may be made under this legislation the branch must keep its accounting records for a period of seven years (six years plus the current year).

Branch Funding & Branch Finance Statement Enquiries.

All branch funding issues are now dealt with by the National Imps Unit (phone number below) if you have any queries on your branch funding give them a call.

Branch Finance Handbook

UNISON is introducing a branch finances handbook, and a considerable number of branch treasurers attended a consultation meeting held at Arena Point on the 8th October when NEC members and HQ finance staff explained the reason behind the handbook and took away comments made.

While this is still subject to final NEC approval if you haven't got a copy of the draft handbook let us know and we will send you one.

Branch Officer Changes

The form to notify us of changes to Branch Officers at your Branch a.g.m will be sent to your branch electronically and this can be returned to us again electronically. The form and instructions will be sent out very shortly. Please complete and return it to us after the branch a.g.m. as it's needed to update the RMS membership records.

RMS – Membership Records

With the probability of more & more industrial action being taken to defend members jobs brought about by the Government spending cuts it's vitally important that the membership records are up to date and accurate.

If yours is a RMS rolled out branch and you need assistance please contact your RMS Learning Support person at the Regional Office.

Honoraria

If your branch intends to pay Honoraria don't forget the new rules. Copies can be obtained from the Regional Finance Team.

Branch Insurance

UNISON provides corporate insurance cover for all branches centrally and at no cost to the branch.

This covers the normal business needs of a typical branch - business interruption, public liability, branch property and possessions, branch officials on branch business (personal accident cover), and employer's liability. **(Note however this does not cover cars used by branch officers/stewards on branch business)**

Should you require more details of this call UNISON direct on 0845 355 0845.

Helpline telephone numbers

Finance Team 0161 661 6700
Membership Team 0161 661 6795

National Imps Unit

Join on line 0161 831 1622
Branch funding 0161 831 1626

Regional Treasurer

Carol Lukey 01772 533072

and finally, the finance & membership team wishes you a happy and prosperous 2011.

