



## UNITE Housing Workers LE1111 Branch

### 2015 finance summary report

#### Introduction

This branch gets a proportion of its funding from membership subscriptions which come to the branch via the national union. This works out at approximately £10 a year from each member. The rest accounts for regional resources, our Regional Industrial Officer Adam Lambert. The Branch Committee do not claim a wage and are paid only reasonable expenses.

The branch levy of £1.65 per member pays into the branch fund account, set up some years ago for education, donations, conferences and social events. It now also pays for the Branch Organiser with the additional £1 extra being agreed from September to pay for related costs.

#### Policy

Our expenses policy requests that payments are for union related work *only* that is not covered by recognition agreements. Members are paid on the basis of an expense sheet and scanned evidence, with an attempt to make the payment within 2 weeks. Kerry Brier is the current Branch Treasurer, and claims should be clear, evidenced and emailed to [unitele1111finance@gmail.com](mailto:unitele1111finance@gmail.com). Originals should be sent or passed onto Kerry at least quarterly for audit purposes.

#### BUDGET

We have been well within our budgeted annual income in the year, and have not needed to make any transfers from reserves in 2015. This is mainly due to little industrial action this year, despite a growing workload for reps and branch committee members. The Branch agreed that we should increase its member levy to fund a Branch Organiser in 2015/16.

#### Finances

*We have 3 accounts:*

**Admin Account** – used for strikes, website, IT, telephone, travel, refreshments, mail outs, Secretarial honorarium, subsistence, and care costs. The Overspend in the year was mainly due to lay reps expenses in Q1, and “other” sources which mainly related to ALTO payments by Secretary and Assistant Secretary to fund branch activities. The detail of the ALTO payments is provided in the quarterly accounts with budget headings.

Overall, the admin account came well within budget and showed actual spend being £13k less than forecasted. £5k is restricted funds which have been transferred back to the Branch fund.

Year end = **£10,698.59** has been carried forward to 1 January 2016.

**Branch Fund** – used for donations, education, publications, promotions, socials and conferences.

Overall, the branch account came within budget for the year and we spent £16k less than forecasted.

Year end = **£16,193.44 has been carried forward to 1 January 2016.**

**Reserves** - This provides a contingency fund for the branch.

Year end = **£17,700.13 has been carried forward to 1 January 2016.**

We have reviewed some payments and I will transfer money between the branch/admin accounts as some payments were paid into the wrong account (purely for accounting purposes). This accounted for £5,422.25 from the final quarter which will be transferred from the branch to admin account. This mainly related to ALTO payments and the Organisers wage

The LE1111 Housing Worker's Branch has total funds **of £44,007.47 as at 31 December 2015.**

### **Conclusion**

The branch has been prudent in the year, and has spent money wisely on branch activities and directed its resources where necessary. The branch has the scopes to develop, and increases its activities in 2016 to meet its objectives. There was noticeable less expenditure on industrial action in 2015, but we are forecasting more activity in 2016! Here's to a good 2016.

**Kerry Brier, Unite LE1111 Treasurer**