

Branch Treasurer's report on 2017 Accounts

1. The branch accounts for the financial year 2017 were duly prepared, audited and submitted to Unison on 13th February 2018. The income and expenditure account and balance sheet is appended below, as is the Annual Financial Return. The AGM is invited to approve the accounts.
2. The accounts show a healthy year-end balance of £25,390.20, arising from a £2,006.27 annual operating surplus.
3. The major items of expenditure during the year were:
 - Conference attendances: £1,698.91
 - Branch events and socials: £ 844.24
 - Recruitment materials: £ 836.06

The branch sent delegates to the Unison National Delegate Conference, the National Higher Education Conference, the HE Branch Seminar and the International Seminar during the year, reflecting an increased level of activism and engagement with the union.

4. Branch funding rose as a result of higher subscription income from increased membership numbers: the branch receives 20% of subscriptions from central Unison.

Charlotte Cooper
Branch Treasurer
16th March 2018

General Fund Income and Expenditure Account For Higher Education Greenwich**For year ending 31 December 2017**

All Items	2017 (£)	2016 (£)
<u>Income</u>		
Income total	7,107.19	6,907.26
<u>Expenditure</u>		
Expenditure total	5,101.64	5,320.90
Surplus for year	2,006.27	1,586.36

General Fund Balance Sheet For Higher Education Greenwich**For year ending 31 December 2017**

All Items	2017 (£)	2016 (£)
<u>Fixed Assets</u>		
Total Fixed Assets	0	0
<u>Current Assets</u>		
Total Current Assets	25,480.77	23,388.22
<u>Current Liabilities</u>		
Total Current Liabilities	90.57	4.29
Net Current Assets	25,390.20	23,383.93
Total Assets	25,390.20	23,383.93
<u>Accumulated Funds</u>		
Total funds at end of year	25,390.20	23,383.93

Authorisation Sheet

Branch Name: Higher Education Greenwich
 Branch Region: 3 Branch Number: 3519

Key balances:

Locally collected subs owed to National Office	AR1	£0.00			
Tax deducted or paid on Investment Income	(AR2 + AR3 + AR4)	£0.00			
		£25,390.20			
Table of Fund Balances					
		BalBFwd	Inc	Exp	Close Bal
General Fund	AR2	£23,383.93	£7,107.91	£5,101.64	£25,390.20
Accumulated Industrial Action Fund	AR3	£0.00	£0.00	£0.00	£0.00
Accumulated Dedicated Funds	AR4	£0.00	£0.00	£0.00	£0.00
Total Funds					£25,390.20

Branch Treasurer's Statement

I certify that for the year ended December 2017, the branch has kept proper accounting records and maintaining a satisfactory system of control of accounting records, cash holdings and all the receipts and remittances as required by Section 28* of the Trade Union and Labour Relations (Consolidation) Act 1992. I also certify that Forms AR2 to AR5 include all Branch Union funds and agree with the accounting records.

Name: CHARLOTTE COOPER Signature: *Charlotte Cooper* Date: 13/02/2018

Branch Auditors' Statement

We certify that we have audited the branch accounts as set out on Forms AR2 to AR5. We have conducted our audit in accordance with the "Guidance Notes for Branch Auditors" issued by UNISON National Office and we have received all the information and explanations we required.

In our opinion the branch has kept proper accounting records and maintained a satisfactory system of control of the accounting records, cash holdings and all the receipts and remittances as required by Section 28* of the Trade Union and Labour Relations (Consolidation) Act 1992 and Forms AR2 to AR5 include all Branch Union funds and agree with the accounting records. In our opinion this return gives a true and fair view of the state of affairs of the branch as at 31 December 2017 and of its transactions for the year then ended.

<u>Auditor 1</u>	<u>Auditor 2</u>	<u>Relation of the auditor:</u>
Name: <u>R. J. PAYNTER</u>	Name: _____	Member <input checked="" type="checkbox"/> Non-member <input type="checkbox"/>
Signature: <u><i>R. J. Paynter</i></u>	Signature: _____	(Delete as appropriate)
Date: <u>13/2/18</u>	Date: _____	

The branch auditors should preferably be members of the branch, although some branches will use external accountants instead.

The branch auditors must not be members of the branch committee, as this would lead to a conflict of interest.

Date printed: 13/02/2018