

ANNUAL REPORT OF THE BRANCH TREASURER FOR 2017

The financial year starts for all branches on 1 January and therefore it is not in sync with the branch's year which starts on 1 April. OLBA, an accountancy package developed by Unison, continues to be used in the Branch and reduces the amount of work needed at the end of the financial year.

The income for 2017 was in excess of the expenditure by £42,663. The reserves were increased to £62,264 so that the branch could continue to plan for future development as set out in the Joint Assessment Branch Plan.

The surplus for the year was due to two major factors both of which were identified in last year's report. The first was the retirement of a senior member of staff whose position was not replaced. The second was the allocation of a "one-off" increase in funding from HQ of £40,000. This payment was under a scheme that recognised some large Branches, such as Derbyshire, were having difficulties in meeting their revenue commitments. It should also be noted that the Branch Funding for 2017 based on membership figures reduced by around £16,000 due to a fall in the number of members. Regular monthly financial reports have been submitted to both the Leadership Group and Branch Committee setting out the financial situation at that time. The accounts continue to be reconciled on a monthly basis to ensure they are accurate and that any errors or omissions are picked up at an early stage.

The branch in 2017 has been able to meet its day to day costs more easily than in the past for the reasons set out above. Savings still continue to be made in areas such as travel which is shown in the Income and Expenditure (I&E) account under "other meetings". The "other income" category includes the receipt of the £40,000 one off uplift funding mentioned previously.

The overall financial position of the branch for 2018 looks more secure. However the current Branch Computer system has now been fully depreciated and has only a residual value of £2 so some investment may be needed within the next few years.

The income and expenditure account, together with the balance sheet as at 31 December 2017 will be available at the Annual General Meeting for comment and approval. It is also intended to include financial information on the branch website following requests from members.

David Wood Branch Treasurer

General Fund Income and Expenditure Account for Derbyshire County

For the year ended 31 December 2017

All Items	2017 (£)	2017 (£)	2016 (£)	2016 (£)
Income				
Branch Funding	295,957.63		311,109.76	
Branch Levy	0.00		0.00	
Investment Income Received	0.00		0.00	
Tax deducted or paid on Investment Income	0.00		0.00	
Retired Members Subscriptions	705.00		710.00	
Other Income	58,582.20		23,179.30	
Regional Pool Income	0.00		0.00	
Transfer from Industrial Action Fund	0.00		0.00	
Transfer from Dedicated Action Fund	0.00		0.00	
Locally collected subscriptions	0.00		0.00	
Income total		<u>355,244.83</u>		334,999.06
Expenditure				
Fighting Fund	0.00		0.00	
Staff Salaries	177,783.40		207,901.51	
Rent	8,250.00		8,250.00	
Rates	0.00		0.00	
Utilities	0.00		0.00	
Other administration	53,108.81		51,611.70	
Honoraria	0.00		0.00	
Conferences and group meetings	15,577.62		15,067.75	
Branch Committee	0.00		51.04	
Other Meetings	42,454.49		49,564.27	
Publicity	3,440.53		3,845.02	
Education	3,150.50		3,036.48	
Donations	575.00		441.32	
Affiliations	332.30		361.15	
Local Activities	516.25		2,259.38	
Transfer to Industrial Action Fund	0.00		0.00	
Transfer to Dedicated Fund(s)	0.00		0.00	
Other Expenditure	6,852.05		9,577.27	
Hardship Payments	0.00		0.00	
Other Branch Funding Deductions	540.00		0.00	
Expenditure total		<u>312,580.95</u>		351,966.89
Surplus for the year		<u>42,663.88</u>		<u>-16,967.83</u>

Consolidated Balance Sheet for Derbyshire County

For the year ended 31 December 2017

All Items	2017 (£)	2017 (£)	2016 (£)	2016 (£)
Fixed Assets				
Freehold Properties	0.00		0.00	
Leasehold Properties	0.00		0.00	
Equipment, Fixtures & Fittings	7,705.08		11,142.58	
Investments (Quoted & Unquoted)	0.00		0.00	
Total Fixed Assets		<u>7,705.08</u>		11,142.58
Current Assets				
Debtors (Third Party)	0.00		467.55	
Debtors (National Office)	0.00		0.00	
Stocks	0.00		0.00	
Loans	0.00		0.00	
Short Investments	0.00		0.00	
Building Society Balance	0.00		0.00	
Bank Deposit Account	62,264.75		22,514.75	
Current Account	38,454.01		15,620.44	
Prepaid Cards	182.96		0.00	
Cash	0.00		0.00	
Total Current Assets		<u>100,901.72</u>		38,602.74
Current Liabilities				
Third Party	19,939.53		3,807.28	
National Office Subscriptions	359.85		294.50	
National Office Subscriptions (previous years)	0.00		0.00	
Credit Card	0.00		0.00	
Total Current Liabilities		<u>20,299.38</u>		4,101.78
Net Current Assets		<u>80,602.34</u>		34,500.96
Total Assets		<u>88,307.42</u>		45,643.54
Accumulated Funds				
Accumulated General Fund at year beginning	45,005.54		61,973.37	
Surplus/Deficit	42,663.88		-16,967.83	
Brought Forward Balance Adjustment	0.00		0.00	
Accumulated General Fund at year end		<u>87,669.42</u>		45,005.54
Accumulated Industrial Action Fund Surplus/Deficit	638.00 0.00		638.00 0.00	
Accumulated Industrial Action Fund at year end		<u>638.00</u>		638.00
Total Funds at End of the Year		<u>88,307.42</u>		45,643.54

DETAIL OF INCOME AND EXPENDITURE 2017

Budget Head	Analysis	Comments
INCOME		
Branch Funding	£295,958	This is the branch retention at 29% for all subscriptions collected for members in Derbyshire. The remaining 71% is retained for Headquarters and Regional funding.
Retired Members subs/Life Membership	£705	Members retiring pay one-off £15 per member
Other income	£58,582 - Regional pool project reimbursements £7,580 Retired members £2,147 Choir £1,145 Staff Secondment £7,000 Uplift funding £40,447 Miscellaneous £263	Regional pool funding for the moving on project and recruitment project Retired members income from social activities Choir income towards cost of choir leader and ancillary expenditure Staff secondment income from working with Derby City Uplift funding from HQ
EXPENDITURE		
1. Staff salaries	£177,783 3 full time and 2 part time employed staff	Staff employed under Unison national terms and conditions. As the branch is the employer we meet not only salary costs but other on-costs such as pension contributions, employers National Insurance payment for wages etc.
2. Rent	£8,250	Payment to DCC for rent on offices in Matlock
3. Other admin costs rounded to nearest £	£53,109 Printing, postage, telephones and stationery - £19,494 Equipment - £179 Fees - £720 Computer maintenance - £6,096 Maintenance of equipment - £10,740 Choir costs - £1,600 Transfer to reserve fund £5,000 Depreciation £5,301 Top up of card - £3,050 Welfare float - £200 AGM costs - £255 Branch refreshments (coffees, teas etc) - £158	The charge card is used so the branch can make bookings/payments where organisations do not send invoices, i.e. internet, some hotels etc.

	Office sundries/petty cash - £316	
4. Conferences etc.	£15,578	Black members-£146 Women's - £1,027 Retired Members-£1,344 Disabled Members-£755 Seminars etc.-£798 Annual and LG-£11,508
5. Other meetings	Mileage/travel - £42,454 Room hire - £300 Travel - £42,154	The rate paid to stewards and officers is 45p per mile which is in accordance with Unison's national rule and the figures paid by the DCC and are Inland Revenue approved. There is no subsistence paid unless there is a special agreement beforehand. The mileage is approximately 94,500 per year
6. Publicity	£3,440	Stars in their Schools £232 Advertising Costs -£1,140 Recruitment materials £2,068
7. Education costs	£3,150	Employment legislation requires that stewards and officers need certain training before they can represent members on behalf of Unison. Training fees from Unison national cover whole range of training for members, stewards and officers. Training for branch officers is organised and paid for by the branch.
8. Donations/Affiliations	£907 Donations: - £575 Derby City Industrial Action £250 Derby Welfare Rights £250 DCC Black Members History -£75	Affiliations: - £332 Nat Pension Groups-£30 Labour research-£188 ACTSA £40 Chesterfield TUC £11 Hazards £13 Nicaragua Solidarity £50
9. Local activities	£516	Meetings, speakers, room hire, admin costs
10. Other expenditure	£6,852	Regional Pool expenditure across projects-£5,991 JABO costs £861
11. Other Funding Deductions	£540	Central training costs deducted from subscriptions