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| **SE region loo low res.jpg****UNISON****SOUTH EAST REGION****REGIONAL FINANCIAL** **STANDING ORDERS** |

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**INDEX**

 **PAGE**

ACCOMMODATION 11

ACCOUNTS 4

ADMINISTRATION 4

ANNUAL ACCOUNTS 3

AUTHORISATION OF EXPENDITURE 5

BUDGETS 4&5

CAR PARKING 10

CHEQUE AUTHORISATION 5

CRÈCHES 12

DEPENDANT CARE 11&12

DONATIONS AND AFFILIATIONS 6

EDUCATION COURSES, SEMINARS AND CONFERENCES 13,14&15

 Course Fees

 Cancellation Charges

 Expenses

 Child/Dependant Care and Facilities costs

 Lay Tutors Expenses

EMERGENCY PROCEDURES 5

EXPENSES CLAIM FORMS AND PROCEDURES 8

FACILITY OR ACCESS REQUIREMENTS 13

FINANCE COMMITTEE 2

FINANCIAL INFORMATION 6

 Regional Council

 Budget Holders and Budget Monitors

 Finance Committee

INCOME 4

INDUSTRIAL ACTION HARDSHIP FUND 3

JIM HANDLAY INTERNATIONAL FUND 3

LOSS OF EARNINGS 15

MEETINGS – ELIGIBILITY TO CLAIM 8&9 NATIONAL CONFERENCES 13

RAFFLE AND DRAWS 7

REGIONAL COUNCIL 9

REGIONAL FINANCIAL STANDING ORDERS / UPDATES 3

REGIONAL FUNDING 2

REGIONAL SOCIAL EVENTS AT NATIONAL CONFERENCES 7

SPONSORSHIP 6

SUBSISTENCE 10&11

TAXIS 10

TRAVEL EXPENSES 9&10

 Public Transport

 Mileage – Private Car & Cycle

 Car Allowance Supplement

WHITLEY COUNCIL EXPENSES 9

The Regional Financial Standing Orders outline the controls exercised over the Lay Budget and is intended as a guide for Budget Holders, Budget Monitors and Regional Activists.

# 1. FINANCE COMMITTEE

The Finance Committee is accountable to the Regional Council for all finances in the Region relating to the Lay Member Budget. The Finance Committee is elected once a year from the membership of the Regional Council at the Annual General Meeting.

The Finance Committee is responsible for producing the Regional Budget, in line with UNISON’s objectives, which is approved by the Regional Council at its Annual General Meeting. The Budget is prepared in consultation with the Regional Convenors, Budget Holders (designated staff) and Chairs of Committees and Groups.

Although Budget Holders in conjunction with Budget Monitors are responsible for monitoring their Committee’s/Group’s Action Plans and allocation of funding, the Finance Committee has overall responsibility for monitoring the Region’s finances.

The composition of the Committee is:

* 2 Co-Chairs of the Committee (elected at the Regional Council’s Annual General Meeting)
* 12 directly elected seats, of which: 6 general seats and 6 women seats
* 1 representative elected by each recognised Self Organised Group and the
* Young Members’ Forum
* 1 representative elected by each Service Group

The Regional Convenor, Deputy Regional Convenors, members of the NEC for the Region and NEC members in the Region who occupy National Service Group or reserved seats, have the right to attend the Finance Committee and speak but not vote (*unless elected to the Committee*).

# 2. REGIONAL FUNDING

The Region receives a sum of money in quarterly instalments to fund regional lay activities. The payment, which is determined by the National Executive Council, is made from Subscription Income and Regional Pool funding. There are, in addition, some smaller sources of income e.g. interest on Assets, course fees, etc.

The Chair of the Finance Committee and the Regional Secretary are responsible for the funds of the Regional Council, and ensure that no financial liabilities are incurred or payments made except under the authorisation of the Regional Council.

Bids for funding from the Regional Pool must be in line with the National criteria and submitted to the Regional Publicity and Campaigning Committee.

# 3. INDUSTRIAL ACTION HARDSHIP FUND

The Regional Industrial Action Hardship Fund is separate from the General Lay Fund. It is maintained at an appropriate level as determined by the Regional Council, from time to time by means of transfers from the General Lay Fund, donations from Branches and other donations. It is only used to support UNISON industrial action within the South East Region, or UNISON members taking such action. Applications for funding must be submitted in writing by a Branch Officer to the Regional Council/Committee. In an emergency a minimum of 4 members of the Convenors Group, Chairs of Strategic Committees and the Regional Secretary may agree donations of up to a limit of £5,000.

**4. JIM HANDLAY INTERNATIONAL FUND**

This is to fund international events of an educational nature. Bids can be made by any Committee/Group in consultation with the Regional International Relations Committee and the Regional Education, Training and Development Committee. The bid must be explicit about the educational value and context of the planned event, the amount of funding required and approved by the Finance Committee.

# 5. ANNUAL ACCOUNTS

The accounts are prepared by the Chair of the Finance Committee and the Regional Secretary at the end of the financial year (31 December) and then audited and submitted to the annual meeting of the Regional Council.

Two Auditors are elected by the Regional Council. Any member of a Branch within the Region may be nominated for these posts. If the AGM fails to elect Lay Auditors, professional Auditors will be appointed.

A copy of the annual statement of accounts is sent to the Secretary of each Branch in the Region and to each member of the Regional Council prior to the Annual General Meeting.

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**REGIONAL FINANCIAL STANDING ORDERS / UPDATES**

Are issued to:

* Budget Holders
* All members of the Regional Council
* NEC Members, Regional Convenors, Chairs of Committees and Groups

**SECTION A - MANAGING THE REGIONAL LAY ACTIVITY ACCOUNT**

This section sets out how the lay account operates except for those matters relating to the payment of expenses.

**A.1 ADMINISTRATION**

The lay activity account is administered on behalf of the Regional Council by the Regional Secretary or his/her nominee(s).

The administrative and financial year of the Regional Council shall run from 1st January to 31st December each year.

**A.2 ACCOUNTS**

The Region's accounts are held with Unity Trust Bank. There are separate accounting arrangements for the Regional Lay Account, Industrial Action Hardship and Jimmy Handlay International Funds.

**A.3 INCOME**

Income to the Regional Lay Account is received from:

(i) National Payments on a quarterly basis from the UNISON Finance Department.

1. Regional Pool Funding.

(iii) Interest on Assets.

(iv) Recharge of fees and other charges on Branches (see Appendix 6)

1. National Learning and Organising Services Directorate.

(vi) Project monies from external bodies e.g. SEEDA.

**A.4 BUDGETS**

UNISON’s Budgets are set annually. They are a basis of funding and measuring activities within the Region, and therefore must be linked to income and in line with UNISON’s Objectives.

The Regional Lay Budget and Action Plans will be approved annually by the Regional Council at its Annual General Meeting. To enable Committees/Groups to plan for events, approval may be given by the Finance Committee for commitments which have to be made before the Regional Council’s Annual General Meeting.

Action Plans need to be drawn up by Committees/Groups, identifying activities linked to objectives against their Budget allocation.

Members of regional staff are nominated as ‘Budget Holders’, and the Chairs of Committees/Groups are the ‘Budget Monitors’. Budget Holders are responsible for authorising expenditure and monitoring their budget in line with the Regional Financial Standing Orders. Budget Monitors are responsible for monitoring their budget from a Lay Member perspective.

Committees/Groups cannot spend money in excess of their allocated Budget without prior approval of the Finance Committee. The Budget Holder, following consultation with the Budget Monitor, is responsible for submitting a written request clearly identifying the need for additional funding.

Committees/Groups may not vire between their different budget heads nor commit funds for actions not specified in their Action Plan.

Only authorised Budget Holders can enter into contracts on behalf of UNISON.

Funding for attendance at an external body can only be agreed if there is specific funding to support the person in post in the committee/group’s budget.

**A.5 AUTHORISATION OF EXPENDITURE**

Authorisation of expenditure not in the Committee/Group’s Action Plan, should relate to a **clear minute** of that Committee/Group, stating the amount and to whom payable, or from a minute of the RegionalCouncil.

**A.6 EMERGENCY PROCEDURES**

In cases of emergency, not identified in Committee/Group’s Action Plans, the Regional Council has agreed that expenditure can be authorised in the following ways;

(i) up to **£250** by the Budget Holder of the Committee/Group in agreement with the Chair of the Finance Committee. Presentations to retiring members, staff, guests etc. should not exceed £50.

1. over **£250** by a more formal emergency panel consisting of: the Chair of the Finance

Committee, one of the Convenors Group and the Regional Secretary or designated Officer.

**A.7 REIMBURSEMENT OF EXPENSES**

The standard method for repayment of expenses will be via BACS transfer. All payments must be authorised by the committee’s Budget Holder.

Any payments in excess of £1,000, not identified in Action Plans, must be counter signed by the Chair of Finance or a member of the Convenors Group.

**A.8 CHEQUE AUTHORISATION**

Cheques raised for the payment of expenses will be signed by **two** of the Regional Secretary's nominees.

**A.9 UNPRESENTED CHEQUES**

It is expected that all activists will present their cheques promptly, and any cheque not presented within 6 months of the date of issue will be written back.

**A.10 FINANCIAL INFORMATION**

The Regional Secretary or his/her nominee and Chair of the Finance Committee will provide the following financial information:

(i) Regional Council (AGM)

An audited Annual Statement of Income and Expenditure.

A Statement of Funds.

(ii) Budget Holders and Budget Monitors of Regional Committees and Groups

A quarterly itemised Income & Expenditure Report showing expenditure against income and a Budget Report *(reports can be generated on request from Budget Holders).*

(iii) Finance Committee

An itemised Income & Expenditure Report for all expenditure.

A Budget spreadsheet.

 Summary of Regional Accounts

 Industrial Action Hardship Fund Report

**A.11 DONATIONS AND AFFILIATIONS (Appendix 1)**

All Committees/Groups except Regional Council and Regional Committee will,as part of their annual Action Plan, identify and make budgetary provision for any affiliations or donations they expect to make.

Any affiliation or donation can only be made in line with UNISON’s guidelines, which state that organisations we entrust funds to must have aims and objectives in line with our own, and be demonstrably financially open and accountable

Any affiliation or donation which falls outside the Committee/Group Action Plan must be referred to the Regional Council or Committee for a decision.

**A.12 SPONSORSHIP**

Requests for sponsorship must not conflict with the aims, objectives and policy of UNISON. The Finance Committee will be responsible for approving all sponsorships including any recommended by other Committees, and will seek endorsement by the Regional Council/Committee.

**A.13 REGIONAL SOCIAL EVENTS AT NATIONAL CONFERENCES**

Any Regional social, leisure and sports events to be self financing except where a Regional subsidy has been agreed. All tickets to be paid for in advance or at the event.

**A.14 RAFFLES AND DRAWS (Appendix 2)**

All Regional and Branch raffles and draws should comply with the National advice issued to Regions.

**A.15 UNDERSPENDS ON THE REGIONAL LAY BUDGET**

In the event that the regional lay budget is under spent at the end of the region’s financial year, any surplus monies will be allocated following a decision of the Regional Finance Committee.

**SECTION B - EXPENSES**

This section is intended as a reference guide for Budget Holders and Regional Representatives on the rules and procedures governing the payment of expenses and the rates applying.

The payment of expenses is made in accordance with the following criteria. The criteria applies to all Regional activities financed from the Regional Lay Budget.

Any claim which falls outside the criteria will be referred to the Finance Committee for consideration.

Payment of expenses (travel and subsistence) can be paid at the meeting, providing that an expenses claim form is received by the Finance Section 14 days before the date of the meeting. All other claims will be paid within 14 days of receipt by the Finance Section.

If a member feels that they have not been properly reimbursed for activities, which they have undertaken on behalf of UNISON, then they are entitled to appeal to the Finance Committee.

All expenses, allowances and fees will be reviewed annually by the Finance Committee and recommendations submitted to the Regional Council.

Members are personally responsible for declaring any untaxed income to HMRC.

**Regional Financial Standing Orders do not apply to Regional Council Delegates, whose attendance costs are paid for by their Branch.**

**B.1 EXPENSES CLAIM FORMS AND PROCEDURES**

Expense claims must be submitted on the appropriate expenses claim form (**Appendix 3**) and should be submitted within 30 days of the date of the meeting/event to which the claim relates. (*Guidance notes on entitlements and procedures are shown on the reverse of the form).*

Completed expenses claim forms should be passed to the appropriate Budget Holder who is required to authorise the application and submit it for payment. A transaction list will be submitted to Budget Holders on a regular basis so that all payments can be monitored.

Expense Claim Forms are available from the Lay Finance Section at UNISON South East, Ground Floor, Ranger House, Walnut Tree Close, Guildford, Surrey GU1 4UL Email: financese@unison.co.uk (*It is the usual practice to attach a blank claim form to the agendas of Regional meetings*).

**B.2 MEETINGS - ELIGIBILITY TO CLAIM**

Where a UNISON member is elected or appointed to represent the South East Region of UNISON at an outside body, expenses in accordance with the Regional scheme are payable. If that member then represents that outside body, no UNISON expenses are payable, without prior approval of the Regional Council/Committee.

The Regional Convenor and Deputies shall have the right to attend all Standing and Strategic Committees’ meetings, and speak but not vote (unless otherwise elected to the Committee). Expenses incurred will be charged to the Committee’s budget.

NEC members for the Region and NEC members in the Region who occupy National Service Group or reserve seats shall have the right to attend the Strategic Committees’ meetings, and speak but not vote (unless otherwise elected to the Committee). Expenses incurred will be charged to the Committee’s budget.

**B.3 REGIONAL COUNCIL**

Branches will be responsible for the travelling and subsistence costs of their delegates, and they are responsible for all costs associated with sending visitors.

NEC members, Regional Convenors, Chairs of Strategic Committees and representatives of Self Organised Groups, Young Members Forum and Retired Members Committee will have their expenses met from Regional funds (*Regional Council’s meetings’ budget*).

**B.4 WHITLEY COUNCIL EXPENSES**

Expenses incurred in the Region for Whitley Council activities are paid out of the Regional Lay Account in accordance with the Regional criteria. Reimbursement is met from National funds.

**B.5 TRAVEL EXPENSES**

For meetings of regional lay democratic bodies, travel expenses will only be reimbursed for journeys which take place within the South East Region and Greater London area. In the event members are required to travel further than this, the committee’s Budget Holder should be notified at least two weeks in advance of the meeting date.

(i) Rail - standard rail fares only will be reimbursed. Members should try to use the most cost effective transport e g Travel Cards.

 In the case of disabled members where standard class travel accommodation represents genuine difficulties, reimbursement of first class travelling expenditure will be made.

(ii) Private Car - travel expenses will be reimbursed at the rate of **45p** per mile.

(iii) Cycle - mileage will be reimbursed at the rate of **20p** per mile.

(iv) Air - Air travel is only permissible if the journey will clearly make a saving in time or cost effectiveness for the traveller and UNISON.

(v) Members giving colleagues a lift in their own vehicle will be able to claim a supplement of **20%** on the above rate, for each member carried. Those members

 Receiving lifts are not entitled to any travelling expense reimbursement.

(vi) Where a mileage claim is disputed, the sum paid will be based on the computer calculation using the RAC’s Digital Service Route Planner taking into account the conditions of that particular journey.

1. For all meetings in London, the Regional Council will reimburse standard class rail fare, plus any public transport across London and car travel to and from the station if this is necessary. If there is good reason (reasons should be given on the claim form) why it is impractical to travel by public transport – such as the driver being able to bring passengers or going onto another meeting afterwards, then mileage will be paid.

**B.6 TAXIS** (*National guidelines)*

Taxis should only be used in cases of urgency, when other public transport is not available, when heavy luggage is to be carried or in a case of disability which renders the taxi to be deemed to be necessary. Furthermore, travel by taxi is also available if there is a real threat to your personal safety.

Receipts must be provided for all journeys by taxi together with a note of why the taxi was used, otherwise the claim may not be reimbursed.

**B.7 CAR PARKING**

Car parking expenses can legitimately be reclaimed but, where possible, they should be accompanied by appropriate documentary evidence.

**B.8 SUBSISTENCE RATES**

**Daily Subsistence Rates:** Members are able to claim up to 3 meal allowances per day as per the following rates which are set by HMRC and so will not attract tax. They will be adjusted in line with any changes made by HMRC.

UNRECIPTED: Members are able to claim the following without receipts:

* For periods away from your normal place of home/work over 5 hours - **£5** (non receipted)
* For periods away from your normal place of home/work over 10 hours - **£10** (non receipted)
* In addition to above if returning home after 8:30pm a dinner allowance of **£15** (non receipted)

***- OR -***

RECEIPTED: You can submit claims for receipted reimbursement of actual costs incurred up to:

* Breakfast: when leaving home before 7.00am - **£5.45**
* Lunch: where absence from normal place of home/work is between 12:00pm & 2:00pm-**£7.10**
* Dinner: when returning home after 8:30pm - **£20.15** (excluding alcohol)

Claims will only be authorised if the stated time of leaving your home/office, and the time of return, are reasonable and proportionate to the start and end time of the meeting.

For members attending more than one meeting per day, the appropriate subsistence payment should be calculated by adding together the time spent overall at the meetings including travel time. Please consult your committee’s organiser if you wish to make a claim involving a mixture of receipted and unreceipted subsistence.

**Overnight Subsistence Rate:** If members are required to be away from home overnight they will be entitled to receive the following payment for each 24 hour period. This will be calculated from the time of leaving home or their place of work on UNISON business to their return home or place of work.

A non taxable payment for absence from normal place of home / work of £30, plus a taxable payment of £10, giving a total of £40 (£38 after tax) per full 24hr period can be claimed. This allowance replaces the daily allowances listed above.

For any period over and above the 24 hours - expenses payable reverts to daily rates above until the next 24 hour period completed and so on.

**All Inclusive Events:** Where an all inclusive event or meeting is held and all meals are provided members are entitled to receive a £5 out of office allowance for each 24 hours period in place of the allowances detailed above.

**Deductions:** When a meal has been centrally provided by UNISON or an outside body, a deduction of £5 will be made in respect of lunch, and £15 where a dinner has been provided. Please remember any meals provided should be clearly marked on your expenses claim form.

**Any overnight stay requires prior approval from the committee’s budget holder / staff.**

**B.9 ACCOMMODATION**

The NEC overnight (bed & breakfast) allowance of a maximum of **£75.00 per night** (**£90** **within the M25)** can be claimed. A receipt must support accommodation claims.

**B.10 DEPENDANT CARE**

It is the policy of UNISON to provide dependent care to ensure that all activists can participate fully in the activities of the union.

Where a dependant does not accompany the member to a meeting and as a result extra care costs are incurred, a claim can be made for the additional costs.

The maximum amount that can be claimed for one child or adult dependant is:

£32 for a day; and

£16 for night care - payable from 6.00 pm onwards.

An allowance of 20% of the above rates is payable for each additional child or adult dependant.

Any claim should be for expenditure in excess of normal childcare costs for a normal working day or weekend, up to the above amounts. Receipts must be provided for all claims**.**

Dependant Care will apply for regionally approved meetings only, and expenses met from Regional funds (*Regional Council’s budget*).

Child care and child care payments will be provided for children up to the age of 16. There may be occasions when it is appropriate to provide child care and child care payments for children above the age of 16. Applications in these circumstances should be made to the Budget Holder and Chair of the Committee/Group for approval.

If no crèche is provided the daily allowance payable is £30.00 per day.  For children aged between 13 and 17 years and adult dependents the daily allowance is £40.00.

The cost of dependant care provided at a Regional event will be met out of the Regional expenditure.

In the event the above rates are less than reasonable costs incurred for providing dependant care, the Regional Secretary and Chair of the Regional Finance Strategic Committee will have dispensation to agree payments over-and-above those stated.. Members should notify the committee budget holder / staff at the earliest possible opportunity. The committee budget holder / staff should then seek the approval of the Regional Secretary and Chair of Finance. Agreement must be sought on a case-by-case basis and approval in one instance will not set any precendent for the future.

A specific claim form exists for the claiming of dependant home care costs. (Appendix 4)

**B.11 CRÈCHES**

A registration form must be completed by members wishing to use any crèches, which are provided (**Appendix 5**). To enable the Region to comply with the Children Act 1989, a minimum of two weeks’ notice must be received from anyone wishing to use the crèche facilities. If less than two weeks’ notice is given, every effort will be made to accommodate child care needs, but this cannot be guaranteed.

Crèche costs will be met from Regional funds (*Regional Council’s budget*).

Cancellation fees will be charged to members if a crèche place is booked and then not subsequently used, subject to evidence of mitigating circumstances.

Where a child accompanies the member to a meeting and attends a crèche, the rate payable is £15.00 per day.

**B.12 FACILITY OR ACCESS REQUIREMENTS**

UNISON is committed to assisting members with disabilities and anyone requiring assistance (including the use of a Personal Assistant) is asked to notify the budget holder / member of staff responsible for the meeting, giving as much advanced notice as possible (a minimum of two weeks).

The National formula for paying facilitation costs is:

**£7.50 per hour, up to a maximum of 13 hours per day.**

Where a member has facility or access requirements that remain constant, the member is asked to notify the committee budget holder / staff at least two weeks before the first meeting of the committee’s annual cycle. Wherever possible, the committee budget holder / staff will create an ‘access plan’ which will last for the duration of that committee’s annual cycle.

**B.13 NATIONAL CONFERENCES**

Where Regional Delegates are elected by the Regional Council or Regional Committees and Groups to attend National Conferences, travel and subsistence expenses will be paid at the rates specified in the standard Regional Expenses Claim Form.

Committee/Groups and Branches Delegates, with the exception of the 2 elected Regional Delegates, Retired Members Delegate and the Young Members Forum Delegate are responsible for arranging their own accommodation and travel.

Expenses are claimed by completing the standard Regional Expenses Claim Form (**Appendix 3**). Expenses may be claimed in advance but Claim Forms must be received by the Lay Finance Section in Guildford no later than 14 days prior to the Conference date.

B.14 EDUCATION COURSES, SEMINARS & CONFERENCES

(i) Course fees

There is no cost to members for attending regional education courses. Course fees are charged to branches as follows:

Residential courses (which include meals and accommodation):

1 night - **£ 115**

For a weekend / 2 nights - **£190**

Non-residential courses (if lunch provided):

1 day - £25

2 days - £40

3 days - £55

4 days - £70

5 days - £85

 Non-residential courses (if lunch is not provided):

1 day - £20

2 days - £30

3 days - £40

4 days - £50

5 days - £60

**(ii) Cancellation charges**

 Cancellation fees payable by branches are as follows:

Cancellation before course closing date (2 weeks before course) – no charge.

Cancellation after closing date in genuine emergency - 50% of course fee.

Cancellation after closing date with no emergency - 100% of course fee.

NB For cancellations after the closing date and before the course where places can be filled with a suitable substitute from the branch or a regional waiting list – no charge.

Non-attendance with no notification – 150% of course fee.

1. **Expenses**

With the exception of regional Return to Learn and Women’s Lives Courses, all travel and meals expenses, where appropriate, should be claimed (in advance if necessary) by the applicant from their branch. In the case of regional Return to Learn and Women’s Lives Courses expenses should be claimed from the region. Expenses claims forms for these courses are available from the Regional Education Officer.

1. **Child/Dependant Care and Facilities costs**

For regional courses, costs associated with child/dependent care or the provision of facilities for members with a disability will be met by the Region.

For branch based courses, any such costs will be met by the branch.

1. **Lay Tutors Expenses**

Lay tutors commissioned by the region to tutor on regional courses can claim travel and subsistence expenses in line with the agreed regional rates. In addition, the regional overnight supplement can be claimed for overnight stays in accordance with regional rules.

For regional course accommodation, child/dependant care costs or costs associated with the provision of any facilities required in relation to a disability will be met by the region.

For branch based courses, any such expenses and/or costs will be met by the branch.

**B.15 LOSS OF EARNINGS** *(National Policy)*

Regional representatives should seek, wherever possible, to obtain paid release for Regional activities. Any problems in obtaining release should be taken up with the Branch Secretary and, where necessary, the Regional Organiser. Before any payments are made, the Regional Organiser must be informed and given the opportunity to negotiate the time off with the Employer. Loss of earnings payment will only be made in respect of actual hours lost.

All claims must be accompanied by a letter from the Employer stating the net pay that has been deducted due to the attendance at the meeting. Where this is not possible due to reasons of sensitivity, comparative payslips showing the deduction must be included.

Where a representative incurs loss of earnings on a frequent basis due to attendance at Regional meetings, arrangements can be made with the representative’s Employer to have the union invoiced direct by the Employer. These arrangements should be made following negotiations between the Employer and the Regional Secretary. Any such arrangement will cover National/Regional meetings/activities only.

**B.16 RAILCARDS FOR RETIRED MEMBERS**

Following the South East Region Retired Members AGM in December, the region will reimburse elected members of the South East Retired Members Committee (SERMC) for the annual cost of purchasing a *Network Rail Senior Rail Card* (£30 as of 23/11/15) if the following conditions are meet:

* Committee members will need to provide the normal costs to attend a SERMC meeting (and any other regional meetings they attend on behalf of SERMC).
* If the rail card is the cheaper option for the year then the region will reimburse the member for the cost of a railcard.
* If the member leaves the committee or does not attend at least 2 SERMC meetings that year, the committee members may be asked to reimburse the region for the cost of the railcard.

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## APPENDIX 1

DONATIONS AND AFFILIATIONS

Whilst it would be gratifying for the Region to be able to donate or affiliate to all “worthwhile” causes, this cannot always be the case. Requests will therefore be prioritised according to the categories below (i.e. category 1 has the highest and category 3 has the lowest priority).

1 Trade union disputes:

 i UNISON

 ii Other unions

2 Organisations, research and campaigns in line with UNISON’s aims, values and policies: e.g. Labour Research Department; ACTSA

3 Non-trade union related charities, considered in the following order:

1. UNISON members
2. Regional nature
3. Emergency appeals

Guidelines for dealing with requests:

1 All committees will, as part of their annual action plan, make budgetary provision for any affiliations or donations they expect to make.

2 Any affiliation or donation which falls outside the action plan must be referred to the Regional Council or Regional Committee for a decision.

3 Requests will only be considered from organisations that are not in conflict with UNISON’s aims and objectives.

4 Requests from individuals will normally only be considered if the person is a UNISON member or has some other close association with the union.

5 Requests which are local in character should be referred to the appropriate branches.

6 Requests from organisations already supported within the financial year should only be considered in exceptional circumstances.

7 Agendas should make clear which priority category a request for a donation or affiliation comes under. However any committee member may suggest that a particular request be given a higher priority. This would then be decided by a simple majority vote of the relevant committee.

1. Requests received after the agenda has been printed will only be considered if either they are category 1 requests or there are exceptional circumstances.

**APPENDIX 2**

**REGION/BRANCH RAFFLES OR DRAWS** (*National Advice*)

If a Region/Branch holds a raffle/ draw or other distribution of prizes by chance, where those taking part provide a payment or other consideration in return for obtaining the chance of a prize, it will not usually be necessary for the Region/Branch to obtain a licence. The purpose of this note is to clarify the conditions which must be met in such a lottery, in order for its conduct to be lawful without a licence. This note then proceeds to deal with the procedure which must be followed by a Region/Branch where a licence is required.

Section 3 of the Lotteries and Amusements Act 1976 provides that certain small lotteries which are incidental to "exempt entertainment" do not require any kind of licence. An "exempt entertainment" includes a dinner, dance, sporting or athletic event or any entertainment of a similar character which could last from one day or extend over two or more days. The following further conditions must be satisfied:

(a) The proceeds after deducting certain specified expenses must, along with the proceeds of the "exempt entertainment", only be used for Region/Branch purposes;

(b) Tickets can only be sold on the Region/Branch's premises and during the course of the exempt entertainment;

(c) A maximum of **£250** can be spent on buying prizes;

(d) No money prizes can be awarded;

(e) The result of the lottery must only be declared on the premises where the entertainment takes place and during the progress of that entertainment;

Even if all of the above conditions are not satisfied for "small lotteries", it will still not be necessary for the Region/Branch to obtain a licence where the lottery is classified as a private lottery. Once again, there are certain conditions which must be satisfied as follows:

(a) The lottery must be promoted for the Region/Branch's purposes or for those who all work in the same premises;

(b) There must be a promoter of the lottery who is formally appointed in writing by the Region/Branch;

(c) The sale of tickets or chances in the lottery must only be to members of the Region/Branch or people who are on the Region/Branch's premises;

(d) All the proceeds of the lottery (after deducing expenses for printing and stationery) must be used for prizes and/or Region/Branch purposes;

(e) nothing must be written to advertise the lottery other than on Region/Branch premises or, as the case may be, on premises where members work or on the tickets, if any.

(f ) All tickets must be the same price, which must be stated on the ticket. Tickets must also have the name and address of the promoter, a statement of the persons to whom the tickets are restricted and that no prize won shall be paid or delivered by the promoters to any person other than the winner, and that such prize(s) will not be paid or delivered except in accordance with that statement;

(g) No ticket or chance must be issued by the promoter except for its full price, and no part of the price paid can in any circumstances be returned;

(h) No tickets in the lottery can be sent through the post;

If any of the above conditions are not complied with, a licence must be obtained for a lottery to be held. If no such licence is obtained, those connected with the lottery are committing criminal offences.

UNISON Centre has obtained a society's lottery licence for national lotteries which the Union will run. This licence will not apply to any lotteries which a Region/Branch intends to run.

Where very large prizes are offered in a lottery, it is necessary to apply to the Gaming Board for a licence. Assuming, however, that no Region/Branch will hold a lottery with a prize over £25,000 or total tickets sold exceeding £1,000,000, the licence for this lottery (known as a "society's lottery") must be obtained from the Local Authority where your Region/Branch is situated. You should be able to obtain an application form from the Authority which should be accompanied by explanatory notes. Certain conditions will need to be met including the appointment of a promoter and an annual fee is payable. Until the licence is actually obtained, no steps should be taken to promote a lottery requiring such a licence.

If you need any help in deciding whether a lottery you propose to run falls within the above categories or want to know more about applying for a society's lottery licence, please write to me.

**UNISON DIRECTOR OF LEGAL SERVICES**

|  |
| --- |
| UNISON SOUTH EAST REGION EXPENSES CLAIM FORM |

 **FULL NAME:** (please print)............................................................................................................

### ADDRESS: .....................................................................................................................................

........................................................................**POST CODE**...........................................................

**EMAIL ADDRESS**: (*for payment notification)* ................................................................................

 **MEETING ATTENDED**: .................................................................................................................

**VENUE**: ..........................................................................................................................................

**LEFT HOME/WORK**  ................................am/pm **DATE**: .............................................................

**RETURNED HOME/WORK** ................... am/pm **DATE**: .............................................................

**OTHER MEETINGS ATTENDED ON SAME DAY**.........................................................................

## TRAVELLING EXPENSES

### Public Transport *(Receipts must be provided)*

From: ............................................To: .............................................. £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mileage @ 45p per mile:**

From: ....................................To: ................................. ( Miles) £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Car Allowance Supplement: 20%

Representative/delegate Name(s) .................................................... £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Car Parking** ....................................................................................... £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Taxi** ..................................................................................................... £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(See overleaf). Please state clearly if Taxi claim is due to disability (Facilitation Budget)*

**Cycle Mileage** .....................Miles @ **20p per mile** £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBSISTENCE**  *(see overleaf)*  £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACCOMMODATION** *(see overleaf)* £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACILITATION** (*see overleaf):*  **Personal Assistance Claim Form must be completed**

 **TOTAL CLAIMED**  **£\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I am usually paid by: BACS CHEQUE**

**TOTAL CLAIMED**  **£\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I am usually paid by: BACS CHEQUE**

**SIGNED: ………………………………………… Date: ………………………………………..........**

*I certify that the above information is a true record of my incurred expenses.*

 *Please note that this data will be scrutinised by your Committee/Group Chair, Vice Chair and the Regional Finance Committee to ensure financial probity. If you have any queries about the use of this data, please contact the relevant Committee for details.*

FOR OFFICE USE:

APPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BUDGET : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ONLINE BANKING |

If you wish to have your expenses paid directly into your Bank Account, please provide the details below.

***\*Please do not complete this form if you have already done so for previous expenses claims, unless your account details have changed\****

|  |
| --- |
| **Name of Account Holder** |
| **8-Digit Account No.** | **Sort Code** |
| **E-Mail Address**  |

SIGNED: ………………………………………… ………….. DATE: ……………………………………….

**PLEASE RETURN TO:**

LAY FINANCE

UNISON SOUTH EAST

RANGER HOUSE

WALNUT TREE CLOSE

GUILDFORD

SURREY, GU1 4UL

SIGN UP TO ONLINE BANKING!

* QUICK

EASY

PEACE OF MIND

* PAYMENT IS TRANSFERRED DIRECTLY INTO YOUR ACCOUNT
* NO MORE CHEQUES LOST OR DELAYED IN THE POST
* YOU WILL RECEIVE A COURTESY EMAIL ONCE YOUR CLAIM IS IN PROGRESS

Email us at: financese@unison.co.uk

|  |
| --- |
| GUIDANCE NOTES |

*The guiding principle relating to expenses is that expenditure must have been incurred and that payment is by way of reimbursement. All claims must be submitted no later than 30 days after the date of the meeting / event to which the claim relates.*

**Travel**: Please state the town from which you travelled and the town to which you will be returning.

### Public Transport: Public transport covers bus and rail travel. Rail – standard rail fares only will be reimbursed. Disabled members may claim the cost of first class rail travel where standard accommodation presents difficulties. RECEIPTS MUST BE PROVIDED.

### Mileage Allowance: Mileage rate - 45p per mile.

### Car Allowance Supplement: A supplement of 20% can be claimed for each representative or delegate sharing your vehicle. This extra claim should show the passenger’s name(s) and the town(s) from which they were carried with the mileage if different from that of the driver.

### Car Parking & Taxis: Please state cost incurred. RECEIPTS MUST BE PROVIDED.

*SE Region: Financial Standing Orders “Car parking expenses can legitimately be reclaimed but, where possible, they should be accompanied by appropriate documentary evidence.*

*Taxis should only be used in cases of urgency, when other public transport is not available, when heavy luggage is to be carried or in a case of disability which renders the taxi to be deemed to be necessary. Furthermore, travel by taxi is also available if there is a real threat to your personal safety. Receipts must be provided for all journeys by taxi, together with a note of why the taxi was used, otherwise the claim may not be reimbursed”.*

### Cycle Mileage: Mileage rate 20p per mile.

**Daily Subsistence Rates:** Members are able to claim up to 3 meal allowances per day as per the following rates which are set by HMRC and so will not attract tax. They will be adjusted in line with any changes made by HMRC.

UNRECIPTED: Members are able to claim the following without receipts:

* For periods away from your normal place of home/work over 5 hours - **£5** (non receipted)
* For periods away from your normal place of home/work over 10 hours - **£10** (non receipted)
* In addition to above if returning home after 8:30pm a dinner allowance of **£15** (non receipted)

***- OR -***

RECEIPTED: You can submit claims for receipted reimbursement of actual costs incurred up to:

* Breakfast: when leaving home before 7.00am - **£5.45**
* Lunch: where absence from normal place of home/work is between 12:00pm & 2:00pm - **£7.10**
* Dinner: when returning home after 8:30pm - **£20.15** (excluding alcohol)

*Claims will only be authorised if the stated time of leaving your home/office, and the time of return, are reasonable and proportionate to the start and end time of the meeting.*

*For members attending more than one meeting per day, the appropriate subsistence payment should be calculated by adding together the time spent overall at the meetings including travel time. Please consult your committee’s organiser if you wish to make a claim involving a mixture of receipted and unreceipted subsistence.*

**Overnight Subsistence Rate:** If members are required to be away from home overnight they will be entitled to receive the following payment for each 24hr period. This will be calculated from the time of leaving home or their place of work on UNISON business to their return home or place of work.

A non taxable payment for absence from normal place of home / work of £30, plus a taxable payment of £10, giving a total of £40 (£38 after tax) per full 24hr period can be claimed. This allowance replaces the daily allowances listed above.

For any period over and above the 24 hours - expenses payable reverts to daily rates above until the next 24 hour period completed and so on.

**All Inclusive Events:** Where an all inclusive event or meeting is held and all meals are provided members are entitled to receive a £5 out of office allowance for each 24 hours period in place of the allowances detailed above.

**Deductions:** When a meal has been centrally provided by UNISON or an outside body, a deduction of £5 will be made in respect of lunch, and £15 where a dinner has been provided. Please remember any meals provided should be clearly marked on your expenses claim form.

ANY OVERNIGHT STAY REQUIRES PRIOR APPROVAL FROM THE BUDGET HOLDER/STAFF.

**Facility or Access Requirements**

*SE Region Financial Standing Orders: UNISON is committed to assisting members with disabilities and anyone requiring assistance (including the use of a personal assistant) is asked to notify the Budget Holder / member of staff responsible for the meeting, giving as much advanced notice as possible (a minimum of two weeks).”*

**Facilitation: £7.50 per hour, up to a maximum of 13 hours per day** Unpaid breaks must be incorporated into the total number of hours worked. Expenses Claims will only be processed when submitted together with a completed/signed Personal Assistance claim form.

**Personal Assistance Claim Form**: Personal Assistants wishing to claim Travel & Subsistence should complete their own separate version of this Expenses Claim Form as well.

**Tax Implications:** UNISON will deduct the tax payable on the expenses claims and pay this over to the HMRC.

* For basic rate tax payers no further action need be taken.
* Non tax payers – Members may be able to reclaim the tax paid from the HRMC
* Higher rate tax payers – Members who pay the higher rate of tax will be responsible for paying any additional taxable amount due on the expenses received.

**Please send completed claim forms to:**

Address: Lay Finance, UNISON South East, Ranger House, Walnut Tree Close, Guildford, Surrey, GU1 4UL.

Email: financese@unison.co.uk

Fax: 0148 357 0271

**PERSONAL ASSISTANCE CLAIM FORM**

#### TO BE COMPLETED BY THE PERSONAL ASSISTANT

**Please complete in BLOCK CAPITALS**

**Surname: ....……………………………………………………..........................**

**First Name(s): …………………………………………………….….........................**

**Address: ………………………………………………….…….........................**

 **………………………………………………………..........................**

 **………………………………………………………..........................**

**Daytime telephone no: ……………………………………................................ (voice/text)**

**Email address ........................................................................................................**

**Meeting/Conference/**

**Course attended: …………………………………………….……..................................**

 **……………………………………………………................................**

**Held at; ………………………………………….……......................................**

**Signature: ………………………………............... DATE:...........…………….....**

**Bank Details – for payment to be made by BACS**

Name of Bank **...........................................................................................................**

Bank Account Number **........................................................** Sort Code **..............................**

**To be completed by Unison**

**Approved by:………………………………................... DATE: .....................…........**

**Name in print:………………………………………………………………................................**

**Cost code; ………………………………………………………..........................................**

**Total Payable: £ ....................................................................................................................**

**Once both sides are completed please return the form(s) to: *Lay Finance, UNISON South East, Ranger House, Walnut Tree Close, Guildford, GU1 4UL***

**UNISON Time Sheet for Personal Assistant claim form**

## Rates payable are £7.50 per hour up to a maximum of 13 hours. Unpaid breaks must be incorporated into total number of hours worked.

**DAY START FINISH HOURS TOTAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONDAY** |  |  |  |  |
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| **TUESDAY** |  |  |  |  |
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| **WEDNESDAY** |  |  |  |  |
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| **THURSDAY** |  |  |  |  |
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|  |  |  |  |  |
| **FRIDAY** |  |  |  |  |
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|  |  |  |  |  |
| **SATURDAY** |  |  |  |  |
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|  |  |  |  |  |
| **SUNDAY** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Total number of hours claimed …………........ Total Claimed £ .............................................**

**Name of Disabled Member ………………………………………………............................................**

**Name of Personal Assistant …………………………………………............................................….**

**Declaration: I confirm that fees for the above personal assistance are not being claimed or met from a non- UNISON source.**

**Declaration: I confirm that I am responsible for declaring the above earnings to the HMRC.**

**Signature of Personal Assistant ………………………………………..........................................**

**Signature of Disabled Member ……………………........................................……………………..**

## APPENDIX 4

**UNISON SOUTH EAST REGION**

# DEPENDANT HOME CARE CLAIM FORM

**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No. of Children**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No. of adult dependants**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting(s) attended**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date(s) of Meeting(s):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates of care**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Extra hours of care claimed per day** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total hours claimed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total** cost of care incurred £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Less** normal costs£\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL CLAIMED £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I certify that this claim is correct and I have necessarily and personally incurred the expenses shown above.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For office use

Authorised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNISON SOUTH EAST REGION**

# DEPENDANT HOME CARE CLAIM FORM

**GUIDELINES FOR COMPLETION OF THE CLAIM FORM**

If your dependant does not accompany you to a meeting and as a result you have to pay for extra care, you should use this form to claim for the additional costs.

The maximum amount that can be claimed for one child or adult dependant is:

£32 for a day, and

£16 for night care, payable from 6.00 pm onwards

An allowance of 20% of the above rates is payable for each additional child or adult dependant.

Any claim should be for expenditure in excess of your normal costs, up to the above amounts.

The Dependant Home Care Claim Form should be attached to your expenses claim and forwarded to the appropriate Budget Holder for authorisation.

**Receipts must be provided for all claims.**

**APPENDIX 5**

UNISON SOUTH EAST REGION

**CHILD CARE REGISTRATION/PARENTAL CONSENT FORM**

COURSE/MEETING ………………………………………………………………..

DATE(S) ……………………………………………………………………………..

VENUE ……………………………………………………………………………….

NAME (Please give name by which child is generally known)

…………………………………………………………………………………………

AGE …………………………………………………………………………………..

ADDRESS …………………………………………………………………………...

**…………………………………………………………………………………………**

**…………………………………………………………………………………………**

TOILET/NAPPY/POTTY (delete as appropriate)

SLEEP (when and how long does your child nap during the day?)

…………………………………………………………………………………………

OTHER DETAILS (rocked, sung to, position, dummy, teddy)

…………………………………………………………………………………………

SPECIAL WORDS …………………………………………………………………

SPECIAL POSSESSIONS (Please label clearly) ……………………………..

ANYTHING ELSE YOU FEEL THE CARE WORKERS SHOULD KNOW ABOUT YOUR CHILD (you will of course have a chance to meet the carers to discuss this).

…………………………………………………………………………………………

…………………………………………………………………………………………

**UNLESS OTHERWISE NOTIFIED (in writing) THE ABOVE NAMED CHILD WILL ONLY BE RELEASED TO THE PERSON NAMED ON THIS FORM (who may be asked to prove her/his identity).**

I hereby consent to supervised outings (signed) …………………………...

I hereby consent to medical treatment (signed) ……………………………..

(If the carer or a doctor thinks it is required as a matter of emergency and I cannot be contacted following reasonable attempts to do so prior to such treatment being administered.)

Signed …………………………………. Relationship …………………………

Dated …………………………………...

Please bring a change of clothes in a bag with your child’s name. Parents of babies will need to bring a large carrier bag clearly labelled with your child’s name in which there are three separate bags containing the milk/food your baby will need; change of clothes; disposable nappies.

**APPENDIX 6**

**Procedure for Collecting Regional Charges to Branches**

* 1. Conferences /Regional Training - Applications forms will make clear that payment will be recovered by way of a deduction from the payments which the branch receives from Head Office.

Applications will not proceed unless they have been certified by the Branch Secretary or nominated branch officer who will be responsible for ensuring that branch financial procedures have been carried out.

* 1. Collective Payments
	Where a committee agree to, for example, purchase part of a bulk order the branch will be asked to complete an order form which will make clear that payment is to be taken from their payments from Head Office.
	2. Deductions will be taken from branches on a quarterly basis and before they are made, the Branch Treasurer and Secretary will be notified of the amount and the purpose at least 2 weeks before payments are recovered.
	3. Payments for the last quarter of the year will not be received before the year end as is often the case now they will however be able to be treated as single accrual making the accounting much simpler.