

Branch Expenses and Payments Policy Summary - UNISON Norfolk County

1. The Branch is responsible for and determines the payment of reasonable expenses incurred as part of day-to day union activities. These decisions are made in line with union guidance and policies. The Branch will ensure no Officer, or Steward is debarred, or deterred from trade union activity because of financial considerations.

2. **Members Expenses Claims** presented for repayment must be...
 - i) On the Branch Claim form, signed and dated with receipts attached. Unsigned and undated claims will be returned, as will incomplete, or un-totalled claims.

 - ii) Submitted within three months of the date of the event, or expenditure being made, except for claims incurred in November and December. These must be submitted by 31st January of the following calendar year to enable the Treasurer to finalise the Branch's annual accounts and allow budgets to be managed effectively. (Reminders will be sent periodically to assist)

 - iii) Expense claims submitted "out of time" will be referred to the Branch Chair (or in their absence the Vice Chair) for authorisation. More than two late claims in any six month period will be reported to the Branch Executive Committee.

3. **Stewards Expenses Claims** presented for payment should be...
 - i) Authorised by their appropriate Convenor, Senior Steward or Retired Members Secretary for their employer using the Branch Claim form. Claims must be signed and dated with receipts attached. Unsigned and undated claims will be returned for amendment as will incomplete, or un-totalled claims.

 - iv) Submitted within three months of the date of the event, or expenditure being made, except for claims incurred in November and December. These claims must be submitted by 31st January of the following calendar year to enable the Treasurer to finalise the Branch's annual accounts and allow budgets to be managed effectively. (Reminders will be sent periodically to assist)

 - v) Expense claims submitted "out of time" will be referred to the Branch Chair (or in their absence the Vice Chair) for authorisation. More than two late claims in any six month period will be reported to the Branch Executive Committee.

 - vi) If unauthorised claim forms are submitted approval will be required from the Branch Secretary or Deputy Branch Secretary.

4. **APPROVAL** -All claims and payments are subject to a two stage authorisation process. Expenses Claims can be Approved by either Branch Officers, Branch Convenors/Senior Steward or the Retired Members Secretary for their Stewards who in this first stage should...

Check it – Check the claim for completeness and arithmetical accuracy. Sort out any queries before going to the next step.

The claim must be **APPROVED** by the Branch Officer/Convenor/Senior Steward or Retired Members Secretary responsible. The purpose of this is to validate the activity stated on the claim form.

Pass the approved Claim for Expenses to the Branch office for processing.

5. Branch Officers and Budget holders cannot authorise their own claims.
6. Payment will be made by BACS, or by cheque. Payments will whenever possible be processed for payment within 7 - 10 days of receipt.
7. The Branch Treasurer conducts the branch's financial business and accounts in accordance with UNISON rules and should be consulted in the event of a query. Ultimate responsibility lies with the Branch Executive Committee.
8. The procedure for payment of expense claims and supplier's invoices using cheques and electronic/online banking internally are detailed in Appendix A.