



PUBLIC SERVICE EXECUTIVE UNION

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Our Ref: B.C. 001/17

13 January 2017

BRANCH ANNUAL ACCOUNTS

Dear Branch Secretary,

As Annual General Meetings are now taking place, Branches are due to make annual returns to Head Office of their Statements of Accounts for 2016. As you know, the Executive Committee has specified arrangements as regards the keeping of accounts by the Branches as set out in circular B.S. 31/99. A model accounts book is enclosed to assist the Treasurer with the keeping and presentation of the accounts. (A copy of the spreadsheet can also be downloaded from <http://www.pseu.ie/fileupload/pdf/accounts.xls>)

These arrangements are as follows:

- (a) Branches are **requested** to keep accounts in the format set out in the model accounts book;
- (b) Branches are **required** to make an annual return of their Statements of Accounts, with the auditors' certificate shown on same, to Head Office at the time of their Annual Meetings;
- (c) Branches are **required** to forward a copy of their full bank statements for the previous year with the return of their Statements of Accounts;
- (d) **Branches which fail to make returns of these items - i.e. (b) and (c) above – will not receive any further Branch Expenses or any other advances from Head Office until they do so;**
- (e) The National Auditors will undertake audits on at least three branches each year - the branches to be selected by the National Auditors in consultation with the General Secretary;
- (f) Any difficulties with the Accounts of Branches arising from the above will be reported to the Executive Committee and the Branches concerned;

- (g) The Annual Report of the Executive Committee (but not the Statement of Accounts) will include a statement showing the balances held by each Branch at the end of the two preceding years.

As you will see from (g) above, the procedures require the Executive Committee to publish a statement in the 2016 Annual Report showing the balances of each Branch as at the end of 2015 and 2016.

The figure for the end of 2015 for each Branch should, of course, be the opening figure for 2016 and, thus, be the figure, which will appear in the Branch's Statement of Accounts for the next Annual Meeting.

Branch Treasurers are encouraged to use the model accounts book to present their annual accounts as opening and closing balances are easily identified.

The Unions Auditors recommend that Branch should be made aware that if they are fully compliant with the requirements of the guidance notes for the recording of transactions they would find that the audit will be a smoother process.

If you have any difficulties with the figure for your Branch, please let me know immediately.

Yours sincerely,

Paul Caffrey
Assistant General Secretary

**To: Each Branch Secretary
Each Branch Treasurer
Each Member of the Executive Committee**