



Invitation to Tender

Staffordshire UNISON is inviting tenders for the provision of a wide range of financial services. A more detailed explanation of the financial services required is set out in this document.

It is expected that any tender proposal will cover all these aspects of the financial services.

The contract awarded will be for a duration of 1 year and will commence on 10th June 2019.

Staffordshire UNISON will only accept tenders that are a fixed price for the 1-year period and any additional costs incurred in fulfilling this contract during that period will be borne by the supplier.

Staffordshire UNISON will make a monthly payment of 1/12th of the fixed price, commencing from 10th June 2019.

This contract can be terminated by either party by giving written notice of one months' notice.

Detailed explanation of Financial Services required are set out below:

1. Branch Finances Handbook

The successful tenderer will be required to adhere to all UNISON Rules, procedures and actions as set out in the current edition of the UNISON Branch Finances Handbook. A copy can be made available or obtained from the UNISON website.

2. Financial Advice

The successful tenderer will be required to support the Branch Treasurer in providing financial advice, throughout the year, to the Branch on any proposals or discussions that require a financial input. This will be to assist the Branch in reaching satisfactory and financially viable conclusions that are in accordance with UNISON Rules and Guidelines.

To also assist the Branch by providing relevant financial information as and when required or requested throughout the year.

3. Objective Based Budget

The financial year for UNISON is January to December.

It is a requirement that a balanced Objective Based Budget is produced prior to the start of the next financial year. This budget must be consistent with the agreed branch work plan and form part of the Joint Branch and Region Assessment (JBRA). The successful tenderer will be required to support the Branch Treasurer in that process.

The successful tenderer will support the Branch Treasurer in discussing this budget with the senior management at the Branch and to produce a report to be presented to the Branch Committee for approval.

The successful tenderer will be required to support the Branch Treasurer in inputting that budget data into the UNISON Online Branch Accounting system (OLBA) using the agreed UNISON subjective analysis. This budget must also be profiled over the 12-month period in line with UNISON Guidelines.

4. Final Accounts

The Branch currently operates two separate funds, a General Fund and an Industrial Action Fund.

The successful tenderer will be required to support the Branch Treasurer to:

- Produce a completed set of final accounts for both Funds at the year end. This will involve inputting and reconciling all data in OLBA and completing all UNISON requirements for year-end procedures. A check list is set out in the OLBA documentation.
- Produce a report to be presented to the Staffordshire UNISON AGM explaining the final accounts for both Funds and seeking approval for those accounts and any recommendations required.
- Ensure that all final accounts and relevant documentation are submitted to UNISON within agreed timescales.

5. Financial Monitoring

It is a minimum requirement that a quarterly budget monitoring report is produced in March, June and September each year. This report will be discussed with the senior management at the Branch and the successful tenderer will be expected to support the Branch Treasurer to produce those reports to be presented to the Branch Committee for approval together with any recommendations for corrective action that may be required.

In addition to those formal reports, it will be a requirement that all income and expenditure are closely monitored throughout the year. It is an expectation that the successful tenderer will support the Branch Treasurer in highlighting any potential financial problems as they arise to the senior management of the Branch. This will also involve suggesting any corrective action that may be required.

6. OLBA

The Online Branch Accounting System (OLBA) is the national accounting system for UNISON and must be kept up to date. The successful tenderer will support the Branch Treasurer to ensure this is done. This will require all income transactions, all expenditure transactions, all internal bank transfers and all interest payments to be input in accordance with the subjective analysis in OLBA and within agreed UNISON Guidelines.

It is a requirement that all the transactions recorded in OLBA are reconciled with all the Branch's bank accounts on a weekly basis. The successful tenderer will support the Branch Treasurer to ensure this is carried out.

7. Banking

The Branch has several bank accounts, current, deposit and investment accounts. These are currently held at Lloyds, Lloyds Private Banking and Unity Trust banks. The successful tenderer will support the Branch Treasurer to monitor those accounts on a regular basis and as a minimum once a week to ensure the account balances are enough to cover present and future payments and that all transactions are correct. The successful tenderer will support the Branch Treasurer in reconciling all bank account transactions on at least a monthly basis and will be required to liaise with the relevant banks to rectify any problems.

The successful tenderer will support the Branch Treasurer to monitor current interest rates received by the Branch in the deposit and investment accounts. This will require making any recommendations to senior management at the Branch about maximising this income. Account must always be taken of any risks involved and that any investments are in accordance with UNISON Rules and Guidelines.

8. Invoice and Income Processing

The successful tenderer will support the Branch Treasurer to:

- ensure that all invoices, expenses and requests for payment are processed in a timely manner and in accordance with Branch Rules and internal check Guidelines.
- ensure that all income received by the branch in the form of cash or cheques are banked in a timely manner.
- ensure that all petty cash transactions are in accordance with Branch Guidelines, are recorded correctly and input into OLBA monthly.

- ensure the Branch's debit and prepayment cards are used in accordance with Branch Rules and Guidelines.

9. Local Levy Reconciliation

- The Branch has an approved Local Levy paid by members of Staffordshire UNISON. This income is paid directly to the Branch. It will be a requirement that the successful tenderer will support the Branch Treasurer to ensure that all this income is correctly received and is recorded in OLBA as part of the Industrial Action Fund.
- It will be a requirement, that after discussions with the senior management at the Branch, approval is gained from the membership at the AGM to continue or cease with this Local Levy. The successful tenderer will support the Branch Treasurer to ensure this takes place.

10. Membership Income and Branch Funding

- All member's subscriptions are received by UNISON and an agreed percentage returned to the Branch in the form of Branch Funding. The successful tenderer will support the Branch Treasurer to ensure that the correct amount of income is received by the Branch and any action taken if that is not the case.
- Under UNISON Rules, Branches may be entitled to additional funding if certain criteria are met. The successful tenderer will support the Branch Treasurer to ensure that all this additional funding is correctly requested and received by the Branch.
- The successful tenderer will support the Branch Treasurer to liaise with both Region and National UNISON on issues arising from Branch Funding.

11. Insurance

The successful tenderer will support the Branch Treasurer in ensuring that the Branch has all the necessary insurance in place and complies with current legislation. This will also include ensuring that any cover is adequate for the Branch and its activities.

12. Payroll

The payroll provision will consist of the following

- Year start tax code uplifts, and NI and pension rate changes.
- Complete any necessary in year amendments to records, including pay awards, increments, variations to contracts, changes of personal information.
- The monthly calculation of any tax, ERC and pension deductions from Branch Employed staff (BES) member's gross salary.

- Monthly collection and vendor payments in respect of any voluntary deductions from salary, for example trade union subscriptions, AVCs, charitable donations etc.
- Administration of any court orders, making the appropriate deductions from pay in accordance with the court issued instructions, and forwarding this to the relevant vendor in a timely manner.
- To organise payments at the correct time of the month for all BES.
- To organise payments to HMRC (making the appropriate adjustments for SSP, SMP, SAP, SPP, student loans etc) and NEST at the correct time of the month.
- To ensure the correct deductions for BES in the UNISON Pension scheme are made.
- To input all data into HMRC Real Time Information (RTI) systems and submit to HMRC within their monthly and yearly time scales.
- To input all relevant monthly data into the NEST online pension system and trigger monthly payment schedules.
- Recovery of any overpayments (which may include informing the employee in writing, providing a detailed explanation and notification of recovery) and rectifying any underpayments.
- Produce monthly payslips for each BES and distribute as appropriate.
- Production and distribution of P45s as and when required
- Production and distribution of P60s to all current BES at the end of each financial year.
- Collation and submission of year end data and figures to HMRC.
- To provide payroll reports as appropriate.
- Respond to any pay related enquiries from BES.
- Completion of any surveys received from ONS, or other government agency.
- Respond to enquiries from HMRC, DWP and any other authorised bodies.
- Respond to enquiries in respect of mortgage applications.

Inform the UNISON pension section of any changes to pay or other relevant information for all BES, who are members of this pension scheme. It will also ensure the implementation any changes requested by UNISON pension.

Ensure that the amounts deducted from BES for UNISON Pension are the same as the amounts deducted from the monthly Branch Funding income.

The service will adhere to all HMRC requirements throughout the year and produce and send to HMRC all monthly and year end reports as required and within HMRC timescales.

It will ensure that all Branch Employed staff are issued with relevant HMRC documents during the year and at the yearend together with reporting and setting up starters and leavers as and when required.

A yearly pension statement will be provided to all Branch Employed staff, who are members of the NEST pension scheme. Members of the UNISON Pension scheme will be provided with any relevant information be UNISON.

The service will action any changes in the NEST pension system as and when required, either by legislation changes, requests from employees or changes in Branch policy.

The service will inform the Branch of any action it needs to take to adhere to current legislation regarding BES currently “opted out” of any pension scheme.

Evaluation Criteria

The suitability of the tenderer will be evaluated using the following criteria:

The successful tenderer will be required to:

- have a working knowledge, experience and access to the UNISON Online Branch Accounting system (OLBA).
- have a working knowledge, experience and access to the HMRC Real Time Information online systems (RTI).
- have a working knowledge, experience and access to the online National Employment Savings Trust (NEST) pension system.
- have a working knowledge and experience in UNISON pension systems.
- have access to online banking systems at Lloyds and Unity Trust banks.

The successful tenderer will be expected to:

- be a Qualified accountant preferably with experience in the public finance sector.
- have a working knowledge of Trade Union procedures and specifically UNISON and its financial framework including OLBA and financial guidelines.

Tenders should be submitted to Staffordshire UNISON, 56 Eastgate Street, Stafford, ST16 2LY or via email no later than Thursday 30th May 2019.

The successful applicant will be notified by 3rd June 2019.