



6th September 2022

BRANCH TREASURERS SEMINAR
THURSDAY 6TH OCTOBER 2022
MIDLANDS PARK HOTEL, JESSOP ST., PORTLAOISE, CO LAOIS

Dear Colleague,

I wish to advise that a Seminar for Branch Treasurers will be held on Thursday 6th October 2022 in The Midlands Park Hotel, Jessop St., Portlaoise, Co Laois, commencing at 11.00 a.m. The training is expected to finish at approx., 2.00p.m. and will be followed by lunch in the hotel.

The Seminar will deal with:

Annual Returns – the maintenance of the necessary records and books of accounts and preparation of the standardised Branch Annual Return to TUI Head Office.

The training is open to all Treasurers but will be of most benefit to Treasurers who are completing an Annual Return for the first time.

Your expenses for attending the Seminar will be paid by Head Office. Where possible, local arrangements should be made for substitution. In exceptional circumstances and where this is not possible, TUI will cover any costs incurred upon receipt of an invoice from the employer.

Please complete the attached attendance form and return it before **Friday 30th September 2022** either by post or email to edaly@tui.ie

Please note the date in your diary or inform the new treasurer if there has been a changeover in your branch.

Yours sincerely

Elizabeth Daly

To: Branch Treasurers/Branch Secretaries
Executive Committee/In-House (for information)

TEACHERS' UNION OF IRELAND



BRANCH TREASURERS SEMINAR

THURSDAY 6th OCTOBER 2022

AGENDA

10.30 a.m. Welcome Tea/Coffee

10.50 a.m. Presentation - Paul Roche, CEO, TUI Credit Union

11.00 a.m. Branch Annual Return

- Preparation of standardised Branch Annual Return
- Maintaining records
- Books of accounts
- Audits
- Branch Expenses
- Questions and answers