

SECRETARY-TREASURER'S FINANCIAL REPORT
TO THE TRUSTEES' - PAPER VERSION *

**DISREGARD this paper version if your local uses the CUPE electronic ledger.
There is NO need to fill this out.**

PRINT THE TWO PAGE TREASURER'S REPORT FROM THE ELECTRONIC LEDGER

Local Union No:

For the period _____, 20 ____ to _____, 20 ____

* If your local is doing manual bookkeeping, complete this report and give it to the Trustees, making sure the bank reconciliation page is **completed and balanced** to the ledger.

	<i>Page</i>
Statement of Income and Expenses.	2 to 6
Bank Reconciliation	7
Assets and Liabilities	8

STATEMENT OF INCOME AND EXPENSES

For the period of _____, 20_____ to _____, 20_____

	MONTH 1	MONTH 2	MONTH 3	TOTAL MONTHS 1 - 3
INCOME				
Union Dues	_____ +	_____ +	_____ =	_____
Other:				
Initiation Fees	_____ +	_____ +	_____ =	_____
Interest on Investments	_____ +	_____ +	_____ =	_____
Miscellaneous	_____ +	_____ +	_____ =	_____
TOTAL INCOME	_____ +	_____ +	_____ =	_____
EXPENSES				
CUPE Per Capita & Initiation Fees	_____ +	_____ +	_____ =	_____
Affiliation Fees:				
Provincial Divisions	_____ +	_____ +	_____ =	_____
Labour Councils	_____ +	_____ +	_____ =	_____
District Councils	_____ +	_____ +	_____ =	_____
Provincial Council of Unions	_____ +	_____ +	_____ =	_____
Salaries	_____ +	_____ +	_____ =	_____
<u>Operating Expenses:</u>				
Office Rent	_____ +	_____ +	_____ =	_____
Office Supplies	_____ +	_____ +	_____ =	_____
Equipment Leases	_____ +	_____ +	_____ =	_____
Phone/Internet	_____ +	_____ +	_____ =	_____
Bonding Premiums / Insurance	_____ +	_____ +	_____ =	_____
Bank Charges	_____ +	_____ +	_____ =	_____
Other Operating Expenses	_____ +	_____ +	_____ =	_____
Special Purchases	_____ +	_____ +	_____ =	_____
Executive Expenses	_____ +	_____ +	_____ =	_____
Bargaining Expenses	_____ +	_____ +	_____ =	_____
Grievances/Arbitration	_____ +	_____ +	_____ =	_____
Committee Expenses	_____ +	_____ +	_____ =	_____
Conventions/Conferences	_____ +	_____ +	_____ =	_____
Education	_____ +	_____ +	_____ =	_____
Contributions/Donations	_____ +	_____ +	_____ =	_____
Other (please specify)	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
TOTAL EXPENSES	_____ +	_____ +	_____ =	_____

STATEMENT OF INCOME AND EXPENSES

For the period of _____, 20_____ to _____, 20_____

	MONTH 4	MONTH 5	MONTH 6	TOTAL MONTHS 4 - 6
INCOME				
Union Dues	_____ +	_____ +	_____ =	_____
Other:				
Initiation Fees	_____ +	_____ +	_____ =	_____
Interest on Investments	_____ +	_____ +	_____ =	_____
Miscellaneous	_____ +	_____ +	_____ =	_____
TOTAL INCOME	_____ +	_____ +	_____ =	_____
EXPENSES				
CUPE Per Capita & Initiation Fees	_____ +	_____ +	_____ =	_____
Affiliation Fees:				
Provincial Divisions	_____ +	_____ +	_____ =	_____
Labour Councils	_____ +	_____ +	_____ =	_____
District Councils	_____ +	_____ +	_____ =	_____
Provincial Council of Unions	_____ +	_____ +	_____ =	_____
Salaries	_____ +	_____ +	_____ =	_____
<u>Operating Expenses:</u>				
Office Rent	_____ +	_____ +	_____ =	_____
Office Supplies	_____ +	_____ +	_____ =	_____
Equipment Leases	_____ +	_____ +	_____ =	_____
Phone/Internet	_____ +	_____ +	_____ =	_____
Bonding Premiums / Insurance	_____ +	_____ +	_____ =	_____
Bank Charges	_____ +	_____ +	_____ =	_____
Other Operating Expenses	_____ +	_____ +	_____ =	_____
Special Purchases	_____ +	_____ +	_____ =	_____
Executive Expenses	_____ +	_____ +	_____ =	_____
Bargaining Expenses	_____ +	_____ +	_____ =	_____
Grievances/Arbitration	_____ +	_____ +	_____ =	_____
Committee Expenses	_____ +	_____ +	_____ =	_____
Conventions/Conferences	_____ +	_____ +	_____ =	_____
Education	_____ +	_____ +	_____ =	_____
Contributions/Donations	_____ +	_____ +	_____ =	_____
Other (please specify)	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
TOTAL EXPENSES	_____ +	_____ +	_____ =	_____

STATEMENT OF INCOME AND EXPENSES

For the period of _____, 20_____ to _____, 20_____

	MONTH 7	MONTH 8	MONTH 9	TOTAL MONTHS 7 - 9
INCOME				
Union Dues	_____ +	_____ +	_____ =	_____
Other:				
Initiation Fees	_____ +	_____ +	_____ =	_____
Interest on Investments	_____ +	_____ +	_____ =	_____
Miscellaneous	_____ +	_____ +	_____ =	_____
TOTAL INCOME	_____ +	_____ +	_____ =	_____
EXPENSES				
CUPE Per Capita & Initiation Fees	_____ +	_____ +	_____ =	_____
Affiliation Fees:				
Provincial Divisions	_____ +	_____ +	_____ =	_____
Labour Councils	_____ +	_____ +	_____ =	_____
District Councils	_____ +	_____ +	_____ =	_____
Provincial Council of Unions	_____ +	_____ +	_____ =	_____
Salaries	_____ +	_____ +	_____ =	_____
<u>Operating Expenses:</u>				
Office Rent	_____ +	_____ +	_____ =	_____
Office Supplies	_____ +	_____ +	_____ =	_____
Equipment Leases	_____ +	_____ +	_____ =	_____
Phone/Internet	_____ +	_____ +	_____ =	_____
Bonding Premiums / Insurance	_____ +	_____ +	_____ =	_____
Bank Charges	_____ +	_____ +	_____ =	_____
Other Operating Expenses	_____ +	_____ +	_____ =	_____
Special Purchases	_____ +	_____ +	_____ =	_____
Executive Expenses	_____ +	_____ +	_____ =	_____
Bargaining Expenses	_____ +	_____ +	_____ =	_____
Grievances/Arbitration	_____ +	_____ +	_____ =	_____
Committee Expenses	_____ +	_____ +	_____ =	_____
Conventions/Conferences	_____ +	_____ +	_____ =	_____
Education	_____ +	_____ +	_____ =	_____
Contributions/Donations	_____ +	_____ +	_____ =	_____
Other (please specify)	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
TOTAL EXPENSES	_____ +	_____ +	_____ =	_____

STATEMENT OF INCOME AND EXPENSES

For the period of _____, 20_____ to _____, 20_____

	MONTH 10	MONTH 11	MONTH 12	TOTAL MONTHS 10 - 12
INCOME				
Union Dues	_____	_____	_____	_____
Other:				
Initiation Fees	_____	_____	_____	_____
Interest on Investments	_____	_____	_____	_____
Miscellaneous	_____	_____	_____	_____
TOTAL INCOME	_____	_____	_____	_____
EXPENSES				
CUPE Per Capita & Initiation Fees	_____	_____	_____	_____
Affiliation Fees:				
Provincial Divisions	_____	_____	_____	_____
Labour Councils	_____	_____	_____	_____
District Councils	_____	_____	_____	_____
Provincial Council of Unions	_____	_____	_____	_____
Salaries	_____	_____	_____	_____
<u>Operating Expenses:</u>				
Office Rent	_____	_____	_____	_____
Office Supplies	_____	_____	_____	_____
Equipment Leases	_____	_____	_____	_____
Phone/Internet	_____	_____	_____	_____
Bonding Premiums / Insurance	_____	_____	_____	_____
Bank Charges	_____	_____	_____	_____
Other Operating Expenses	_____	_____	_____	_____
Special Purchases	_____	_____	_____	_____
Executive Expenses	_____	_____	_____	_____
Bargaining Expenses	_____	_____	_____	_____
Grievances/Arbitration	_____	_____	_____	_____
Committee Expenses	_____	_____	_____	_____
Conventions/Conferences	_____	_____	_____	_____
Education	_____	_____	_____	_____
Contributions/Donations	_____	_____	_____	_____
Other (please specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL EXPENSES	_____	_____	_____	_____

STATEMENT OF INCOME AND EXPENSES

For the period of _____, 20_____ to _____, 20_____

	TOTALS FOR THE MONTHS 1 - 3	TOTALS FOR THE MONTHS 4 - 6	TOTALS FOR THE MONTHS 7 - 9	TOTALS FOR THE MONTHS 10 - 12	TOTALS BY CATEGORY FOR TRUSTEES REPORT 1 - 12
INCOME					
Union Dues	_____	_____	_____	_____	=
Other:					
Initiation Fees	_____	_____	_____	_____	=
Interest on Investments	_____	_____	_____	_____	=
Miscellaneous	_____	_____	_____	_____	=
TOTAL INCOME	_____	_____	_____	_____	=
EXPENSES					
CUPE Per Capita & Initiation Fees	_____	_____	_____	_____	=
Affiliation Fees:					
Provincial Divisions	_____	_____	_____	_____	=
Labour Councils	_____	_____	_____	_____	=
District Councils	_____	_____	_____	_____	=
Provincial Council of Unions	_____	_____	_____	_____	=
Salaries	_____	_____	_____	_____	=
<u>Operating Expenses:</u>					
Office Rent	_____	_____	_____	_____	}
Office Supplies	_____	_____	_____	_____	
Equipment Leases	_____	_____	_____	_____	
Phone/Internet	_____	_____	_____	_____	
Bonding Premiums / Insurance	_____	_____	_____	_____	
Bank Charges	_____	_____	_____	_____	
Other Operating Expenses	_____	_____	_____	_____	
Special Purchases	_____	_____	_____	_____	=
Executive Expenses	_____	_____	_____	_____	=
Bargaining Expenses	_____	_____	_____	_____	=
Grievances/Arbitration	_____	_____	_____	_____	=
Committee Expenses	_____	_____	_____	_____	=
Conventions/Conferences	_____	_____	_____	_____	=
Education	_____	_____	_____	_____	=
Contributions/Donations	_____	_____	_____	_____	=
Other (please specify)	_____	_____	_____	_____	}
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
TOTAL EXPENSES	_____	_____	_____	_____	=

BANK RECONCILIATION

As at the end of audit period - _____, 20__			
Bank Balance at the end of the month as per Bank Statement:		\$	
Add	Income Not Recorded on Statement: <i>(this is very rare and usually an outstanding deposit)</i>	+	
Deduct	Outstanding Cheques:	-	
	Cheque No. Amount		
Deduct	Total of outstanding cheques:	-	
	RECONCILED BANK BALANCE:	=	A

CONTROL

(to verify that the reconciled bank balance equals the ledger bank balance)

LEDGER BALANCE FORWARD FROM PREVIOUS REPORT	\$		B
Add:			
Total Income for the months 1 to 12	+		
Deduct:			
Total Expenses for the months 1 to 12	-		
ENDING LEDGER BALANCE	\$		C
(must EQUAL amount on line A, above)		*(to be carried forward to page 8)	↓

**ASSETS AND LIABILITIES OF LOCAL AS AT LAST
DAY OF PERIOD COVERED BY THIS REPORT:**

_____, 20 ____

ASSETS

Ending ledger balance (amount from line C on page 7)*	\$ _____
Other bank account, ie. Savings	\$ _____
Union dues owed to the local	\$ _____
Bonds owned by the local	\$ _____
Property and equipment owned by the local	\$ _____
Other Assets (please specify):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL ASSETS	\$ _____

LIABILITIES

Per capita tax owed to CUPE National	\$ _____
Other per capita tax or affiliation fees owed (please specify):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Other invoices owed by the local union (please specify):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL LIABILITIES	\$ _____