

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 reporting the bank reconciliation page is completed and	-
	Page
Statement of Income and Expenses	2 to 6
Bank Reconciliation	7
Assets and Liabilities	8

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		+		+	= <u>-</u>	
TOTAL INCOME		_ +		+	. = <u>-</u>	
EXPENSES						
CUPE Per Capita & Initiation Fees		+		+	=	
Affiliation Fees:	-			-	_	
Provincial Divisions		+		+	=	
Labour Councils	-	— +		+	- <u>-</u>	
District Councils		— +		+	- <u>-</u>	
Provincial Council of Unions		— +		+	- <u>-</u>	
Salaries		— +		+	- <u>-</u>	
Operating Expenses:				-	_	
Office Rent		+		+	=	
Office Supplies		— +		+	- <u>-</u>	
Equipment Leases		+		+	- = -	
Phone/Internet		— +		+	- <u>-</u>	
Bonding Premiums / Insurance		— +		+	- <u>-</u>	
Bank Charges		— +		+	- <u>-</u>	
Other Operating Expenses		— +		+	- <u>-</u>	
Special Purchases		— +		+	- <u>-</u>	
Executive Expenses		— +		+	- <u>-</u>	
Bargaining Expenses		— +		+	- <u>-</u>	
Grievances/Arbitration		— +		+		
Committee Expenses		+		+	= -	
Conventions/Conferences	_	+		+	- <u>-</u>	_
Education		+		+	= -	
Contributions/Donations		+		+	= -	
Other (please specify)					_	
		+		+	_ = <u>_</u>	
		+		+	= _	
TOTAL EXPENSES		_ +		+	. = <u>-</u>	

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	-				+	· •	
Operating Expenses:	-					•	
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	-		. + .		+	. = .	

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	•		. +		+	- -	
Operating Expenses:	•		_			_	
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	_		. + _		+	_ = _	
	•				<u>-</u>	_	

For the period of	, 20	_ to _			, 20 _	
	MONTH 10		MONTH 11	MONTH 12		TOTAL MONTHS 10 - 12
INCOME						
Union Dues		_ + _		+	. = <u>-</u>	
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		- + -		+		
Operating Expenses:				-	_	
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)					_	
		_ + _		+	. = <u>-</u>	
		_ + -		+	. = -	
TOTAL EXPENSES		_ + _		+	. = <u>-</u>	

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	i	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		+	+		+	=	
Operating Expenses:							
Office Rent		+	+		+		
Office Supplies		+	+		+		
Equipment Leases		+	+		+	۱ ا	
Phone/Internet		+	+		+	}	
Bonding Premiums / Insurance		+	+		+	J	
Bank Charges		+	+		+		
Other Operating Expenses		+	+		+		
Special Purchases		+	+		+	= [
Executive Expenses		+	+		+	= [
Bargaining Expenses		+	+		+	= [
Grievances/Arbitration		+	+		+	= [
Committee Expenses		+	+		+	= [
Conventions/Conferences		+	+		+	= [
Education		+	+		+	= [
Contributions/Donations		+	+		+	= [
Other (please specify)				_			
		+	. +		+	}	
			•			1	
TOTAL EXPENSES		+	+		+	= [

BANK RECONCILIATION

		As at the end of audit peri	iod -	, 20	-
Bank B	Balance at the en	d of the month as per Bank Statement:	\$		
Add		corded on Statement: (this is very rare and sually an outstanding deposit)	+]
Deduct		Outstanding Cheques:	-		1
	Cheque No.	Amount			
Deduct		Total of outstanding cheques:	-		
	RE	CONCILED BANK BALANCE:	Ш		A
	(CONTROL to verify that the reconciled bank balance equ	uals th	ne ledger bank balance)	•••
LE	DGER BALANC	E FORWARD FROM PREVIOUS REPORT	\$		В
Add:	Total Income	for the months 1 to 12	+		_
Deduct:	Total Expense	es for the months 1 to 12	-		-
		ENDING LEDGER BALANCE	\$		С
		(must EOLIAL amount on line A above)		*(to be carried forward to page 8)	

AY OF PERIOD COVERED BY THIS REPORT:		
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):	Ψ	
Cuter Added (piedae apeciny).	\$	
	\$	
· · · · · · · · · · · · · · · · · · ·	\$	
	\$	
	Ψ	
TOTAL ASSETS	\$	
TOTAL ASSETS LIABILITIES	\$	
	\$ 	
LIABILITIES		
LIABILITIES Per capita tax owed to CUPE National		
LIABILITIES Per capita tax owed to CUPE National Other per capita tax or affiliation fees owed (please specify):	\$	
LIABILITIES Per capita tax owed to CUPE National Other per capita tax or affiliation fees owed (please specify):	\$ 	
LIABILITIES Per capita tax owed to CUPE National Other per capita tax or affiliation fees owed (please specify):	\$ \$	
LIABILITIES Per capita tax owed to CUPE National Other per capita tax or affiliation fees owed (please specify):	\$\$ \$\$	
LIABILITIES Per capita tax owed to CUPE National Other per capita tax or affiliation fees owed (please specify):	\$\$ \$\$	
Per capita tax owed to CUPE National Other per capita tax or affiliation fees owed (please specify):	\$\$ \$\$	
Per capita tax owed to CUPE National Other per capita tax or affiliation fees owed (please specify):	\$\$ \$\$ \$\$	
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):	\$ \$ \$ \$ \$	

ASSETS AND LIABILITIES OF LOCAL AS AT LAST

TOTAL LIABILITIES