

CUPE·SCFP

SECRETARY-TREASURER'S REPORT TO THE TRUSTEES

Local Union _____

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

(to be completed and given to the Trustees prior to the Trustees' audit)
Must be returned to CUPE National

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STATEMENT OF INCOME AND EXPENSES

for the period _____, 20 _____ to _____, 20 _____

	MONTH 1	MONTH 2	MONTH 3
	_____	_____	_____
INCOME	\$	\$	\$
Union Dues	_____	_____	_____
Initiation Fees	_____	_____	_____
Interest on Investments	_____	_____	_____
Miscellaneous	_____	_____	_____
TOTAL INCOME	_____	_____	_____
EXPENSES			
CUPE Per Capita Tax & Init. Fees	_____	_____	_____
CUPE Provincial Division	_____	_____	_____
CUPE District Council	_____	_____	_____
CLC - Provincial Federation	_____	_____	_____
CLC – Regional Labour Council	_____	_____	_____
Other Affiliations	_____	_____	_____
Salaries & Honoraria	_____	_____	_____
Operating Expenses			
- Stationery & Printing	_____	_____	_____
- Postage & Courier	_____	_____	_____
- Telecommunications	_____	_____	_____
- Rent	_____	_____	_____
- Flowers, Gifts, Donations, etc.	_____	_____	_____
Bonding Premiums	_____	_____	_____
Convention & Education			
- Conventions & Conferences	_____	_____	_____
- Seminars & Education	_____	_____	_____
Bank Charges	_____	_____	_____
Executive & Committee Expenses			
- Executive Ctte.	_____	_____	_____
- Negotiating Ctte.	_____	_____	_____
- Grievance Ctte.	_____	_____	_____
- Other Cttes. (J.E. etc.)	_____	_____	_____
Miscellaneous			
- _____	_____	_____	_____
- _____	_____	_____	_____
- _____	_____	_____	_____
- _____	_____	_____	_____
TOTAL EXPENSES	_____	_____	_____

SURPLUS (DEFICIT) FOR MONTHS 1 to 6

STATEMENT OF INCOME AND EXPENSES

for the period _____, 20 to _____, 20

	MONTH 7	MONTH 8	MONTH 9
	_____	_____	_____
INCOME	\$	\$	\$
Union Dues	_____	_____	_____
Initiation Fees	_____	_____	_____
Interest on Investments	_____	_____	_____
Miscellaneous	_____	_____	_____
TOTAL INCOME	_____	_____	_____
EXPENSES			
CUPE Per Capita Tax & Init. Fees	_____	_____	_____
CUPE Provincial Division	_____	_____	_____
CUPE District Council	_____	_____	_____
CLC – Provincial Federation	_____	_____	_____
CLC – Regional Labour Council	_____	_____	_____
Other Affiliations	_____	_____	_____
Salaries & Honoraria	_____	_____	_____
Operating Expenses			
- Stationery & Printing	_____	_____	_____
- Postage & Courier	_____	_____	_____
- Telecommunications	_____	_____	_____
- Rent	_____	_____	_____
- Flowers, Gifts, Donations, etc.	_____	_____	_____
Bonding Premiums	_____	_____	_____
Conventions & Education			
- Conventions & Conferences	_____	_____	_____
- Seminars & Education	_____	_____	_____
Bank Charges	_____	_____	_____
Executive & Committee Expenses			
- Executive Ctte.	_____	_____	_____
- Negotiating Ctte.	_____	_____	_____
- Grievance Ctte.	_____	_____	_____
- Other Cttes. (J.E. etc.)	_____	_____	_____
Miscellaneous			
- _____	_____	_____	_____
- _____	_____	_____	_____
- _____	_____	_____	_____
- _____	_____	_____	_____
TOTAL EXPENSES	_____	_____	_____

SURPLUS (DEFICIT) FOR MONTHS 7 to 12

BANK RECONCILIATION

AS AT THE END OF MONTH 12 - _____, 20_____

Account: _____

Bank Balance as per Bank Statement or Credit Union \$ _____

ADD (outstanding deposits): + \$ _____

+ \$ _____

DEDUCT (outstanding cheques):

No _____ \$ _____ No _____ \$ _____

No _____ \$ _____ No _____ \$ _____

No _____ \$ _____ No _____ \$ _____

No _____ \$ _____ No _____ \$ _____

No _____ \$ _____ No _____ \$ _____

No _____ \$ _____ No _____ \$ _____

No _____ \$ _____ No _____ \$ _____

No _____ \$ _____ No _____ \$ _____

Total of outstanding cheques: - \$ _____

RECONCILED BANK BALANCE AMOUNT: \$ ===== A

C O N T R O L

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

LEDGER BALANCE FORWARD FROM PREVIOUS PERIOD \$ _____ B

add:

Total income for the months 1 to 12 + \$ _____

deduct:

Total expenses for the months 1 to 12 - \$ _____

LEDGER BANK BALANCE AT END OF MONTH 12

(must EQUAL amount on line A, above)

\$ ===== C

*(to be carried forward)

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

_____20_____

ASSETS:

Cash Balance (enter amount from line C on page 6)*	\$ _____
Union dues owed to the local	\$ _____
Bonds owned by the local	\$ _____
Property owned by the local (office equipment, etc.)	\$ _____
Other assets (list):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL ASSETS:	\$ _____

DEBTS:

Per capita owing to National Office	
Other per capita or affiliation fees owing (list):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Other invoices owed by the local union (list):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL DEBTS:	\$ _____