

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, the bank reconciliation page is completed and balanced to the ledger.	making sure
	Page
Statement of Income and Expenses	2 to 6
Bank Reconciliation	7
Assets and Liabilities	8

cope491 January 2019

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			- + .	<u> </u>	•		= -	
Miscellaneous			- + -				= -	
		<u> </u>					-	
TOTAL INCOME			+		+		=	
EXPENSES	,	55 T			• =	·	-	
CUPE Per Capita & Initiation Fees			_ + _		+		=	
Affiliation Fees:								
Provincial Divisions		<u>.</u>	_ + .		. + _		= _	
Labour Councils			_ +		+		= _	
District Councils			_ + _		+		= _	
Provincial Council of Unions			_ + _		+		= _	
Salaries			_ + .		+		= [
Operating Expenses:							_	
Office Rent			_ + _		. + _		= _	
Office Supplies			_ + _		+_		= _	
Equipment Leases			_ + _		+		= [
Phone/Internet			+ -		+		= [
Bonding Premiums / Insurance		<u> </u>	_ + _		+		= [
Bank Charges			_ + _		+		= _	
Other Operating Expenses			_ + _		+		= [
Special Purchases			_ + _		+ _		= _	
Executive Expenses			_ + _		+		= _	
Bargaining Expenses		<u> </u>	_ + _		+_		= _	
Grievances/Arbitration			_ + _		+		= _	
Committee Expenses			_ + _		. + _		= _	
Conventions/Conferences			_ + _		+_		= _	
Education			_ + _		+		= _	
Contributions/Donations			_ + _		+		= _	
Other (please specify)								
			_ + -		. + _		= _	
			_ + -		+ _		= _	
TOTAL EXPENSES			_ + _		+_		= _	

For the period of	_ , 20	to .			, 20	
	MONTH 4	4	MONTH 5	MONTH 6		TOTAL MONTHS 4-6
INCOME						
Union Dues		+		+	=	
Other:					_	
Initiation Fees		+		+	=	
Interest on Investments		+		+	=	
Miscellaneous		_ + :		+	= _	
TOTAL INCOME	· · ·	+ .		+	. = <u> </u>	
EXPENSES						
CUPE Per Capita & Initiation Fees		+		+	=	
Affiliation Fees:			<u> </u>		37	
Provincial Divisions		+		+	=	
Labour Councils			<u> </u>	+		
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	<u>ee</u>	_ + -		+		
Executive Expenses	_	+ -		+		
Bargaining Expenses	· · · · · · · · · · · · · · · · · · ·	- + -		+		
Grievances/Arbitration				+		
Committee Expenses	-	+ -		+		
Conventions/Conferences				+		
Education		+ -		+		
Contributions/Donations				+		
Other (please specify)						- · · ·
		+ _	<u> </u>	+	= _	
		+ _		+	= _	
TOTAL EXPENSES		+		+	=	
			:	_	_	

MONTH 7 MONTH 8 MONTH 9 MOI 7 INCOME	TAL NTHS - 9
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 + + =	- 22
Conventions/Conferences + + =	
Education + + =	
Contributions/Donations + + =	
Other (please specify)	
+ + =	
TOTAL 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		- +		+			<u> </u>
District Councils		- _{+.} ·	-	+			
Provincial Council of Unions		_ +		+ —			
Salaries				₊ —			
Operating Expenses:						_	
Office Rent		+		+		=	
Office Supplies	1ii	- + .		+		= -	
Equipment Leases		- +				= -	
Phone/Internet		- + -		+		= -	
Bonding Premiums / Insurance		_ + -		+ -		= -	 -
Bank Charges		- + -		+ -		= -	
Other Operating Expenses		- + .		+	· · · · · · · · · · · · · · · · · · ·	= -	
Special Purchases		- + -		₊ —		= -	
Executive Expenses	-	- + -		+ -		= -	
Bargaining Expenses		- + .		+		= -	
Grievances/Arbitration		- + -		₊ —		= -	
Committee Expenses		_ + -		+	-	= -	
Conventions/Conferences	<u> </u>	- + -		₊ —		= -	
Education		- + -		+ -			
Contributions/Donations		- + -		+ —	·	= -	
Other (please specify)						_	
		_ + .		+		= _	
		_ + .		+		= _	
TOTAL EXPENSES		. + .		+	<u> </u>	=	

For the period of		, 20		to				, 20	2
	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				•			26	•	1-12
Union Dues		_		_		۵.		=	
Other:		•		• '	·	•		. –	
Initiation Fees		+		_		_		=	
Interest on Investments		<u>.</u>	·	. [
Miscellaneous		Ţ		· [. =	
Miscellaticous		Τ,		•		+		. =	
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		+		+		+		Ţ	
Bonding Premiums / Insurance		+		+		+			
Bank Charges		+ '		+		+		_	
Other Operating Expenses		+		+		+			
Special Purchases		+	<u> </u>					11.5	
Executive Expenses		<u>.</u>			··········	Ţ	.	=	
Bargaining Expenses		į.	· · · · · · · · · · · · · · · · · · ·	. ` .		•	<u> </u>	=	
Grievances/Arbitration		<u>`</u> .	 ,			Ϊ.		-	
Committee Expenses		ġ.		· [·				2	
Conventions/Conferences		· .		· Ţ ·		Ϊ,		===	
Education				· •		<i>-</i>		=	
Contributions/Donations		Ţ.		Ι.		Τ,		=	
Other (please specify)		٠.		, ,		Τ,		=	
Outer (piease specify)		+		_					
		+		+		+		}	
		•		,					
TOTAL EXPENSES	<u> </u>	+ .		+		+		=	

BANK RECONCILIATION

		As at the end of audit per	iod	, 20
Bank	Balance at the end of	the month as per Bank Statement:	\$	
1 (127)	1			
Add	Income Not Record	ed on Statement: (this is very rare and y an outstanding deposit)	+	
Deduct	0	utstanding Cheques:	-	
	Cheque No.	Amount		
Deduct	Total	of outstanding cheques:	-	
	RECON	CILED BANK BALANCE:	=	Α
75504-74-0%-0	t sakendaralit sakenda sakenda sakendarali endi komunika nye.	CONTROL	**************************************	
	(to ve	rify that the reconciled bank balance equ	uals the	e ledger bank balance)
L	EDGER BALANCE FO	DRWARD FROM PREVIOUS REPORT	\$[В
Add:	Total Income for the	ne months 1 to 12	+ -	
Deduct:	Total Expenses fo	r the months 1 to 12		
		ENDING LEDGER BALANCE	\$	C
		must EOLIAL amount on line A shove)	_	*(to be corried (asymptotic page 9)

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