

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
<b>INCOME</b>				
Union Dues	_____ +	_____ +	_____ =	_____
Other:				
Initiation Fees	_____ +	_____ +	_____ =	_____
Interest on Investments	_____ +	_____ +	_____ =	_____
Miscellaneous	_____ +	_____ +	_____ =	_____
<b>TOTAL INCOME</b>	_____ +	_____ +	_____ =	_____
<b>EXPENSES</b>				
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)	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
<b>TOTAL EXPENSES</b>	_____ +	_____ +	_____ =	_____

# STATEMENT OF INCOME AND EXPENSES

For the period of \_\_\_\_\_, 20\_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_\_

	MONTH 4	MONTH 5	MONTH 6	TOTAL MONTHS 4 - 6
<b>INCOME</b>				
Union Dues	_____ +	_____ +	_____ =	_____
Other:				
Initiation Fees	_____ +	_____ +	_____ =	_____
Interest on Investments	_____ +	_____ +	_____ =	_____
Miscellaneous	_____ +	_____ +	_____ =	_____
<b>TOTAL INCOME</b>	_____ +	_____ +	_____ =	_____
<b>EXPENSES</b>				
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)	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
<b>TOTAL EXPENSES</b>	_____ +	_____ +	_____ =	_____

# STATEMENT OF INCOME AND EXPENSES

For the period of \_\_\_\_\_, 20\_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_\_

	MONTH 7	MONTH 8	MONTH 9	TOTAL MONTHS 7 - 9
<b>INCOME</b>				
Union Dues	_____	_____	_____	_____
Other:				
Initiation Fees	_____	_____	_____	_____
Interest on Investments	_____	_____	_____	_____
Miscellaneous	_____	_____	_____	_____
<b>TOTAL INCOME</b>	_____	_____	_____	_____
<b>EXPENSES</b>				
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)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL EXPENSES</b>	_____	_____	_____	_____

# STATEMENT OF INCOME AND EXPENSES

For the period of \_\_\_\_\_, 20\_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_\_

	MONTH 10	MONTH 11	MONTH 12	TOTAL MONTHS 10 - 12
<b>INCOME</b>				
Union Dues	_____ +	_____ +	_____ =	_____
Other:				
Initiation Fees	_____ +	_____ +	_____ =	_____
Interest on Investments	_____ +	_____ +	_____ =	_____
Miscellaneous	_____ +	_____ +	_____ =	_____
<b>TOTAL INCOME</b>	_____ +	_____ +	_____ =	_____
<b>EXPENSES</b>				
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)	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
_____	_____ +	_____ +	_____ =	_____
<b>TOTAL EXPENSES</b>	_____ +	_____ +	_____ =	_____

# STATEMENT OF INCOME AND EXPENSES

For the period of \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

	TOTALS FOR THE MONTHS <u>1 - 3</u>	TOTALS FOR THE MONTHS <u>4 - 6</u>	TOTALS FOR THE MONTHS <u>7 - 9</u>	TOTALS FOR THE MONTHS <u>10 - 12</u>	TOTALS BY CATEGORY FOR TRUSTEES REPORT <u>1 - 12</u>
<b>INCOME</b>					
Union Dues	_____	_____	_____	_____	=
Other:					
Initiation Fees	_____	_____	_____	_____	=
Interest on Investments	_____	_____	_____	_____	=
Miscellaneous	_____	_____	_____	_____	=
<b>TOTAL INCOME</b>	_____	_____	_____	_____	=
<b>EXPENSES</b>					
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)	_____	_____	_____	_____	}
_____	_____	_____	_____	_____	
<b>TOTAL EXPENSES</b>	_____	_____	_____	_____	=



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

\_\_\_\_\_, 20 \_\_\_\_\_

**ASSETS**

<b>Ending ledger balance (amount from line C on page 7)*</b>	\$ _____
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):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL ASSETS</b>	\$ <u>_____</u>

**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):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL LIABILITIES</b>	\$ <u>_____</u>