

## TRUSTEES' AUDIT REPORT - PAPER VERSION

**DISREGARD this paper version if your local uses the CUPE electronic ledger. There is NO need to fill this out.  
PRINT THE ONE PAGE TRUSTEES' AUDIT REPORT FROM THE ELECTRONIC LEDGER**

**LOCAL UNION NO.**

Are you reporting on behalf of a sub local? YES \_\_\_\_\_ NO \_\_\_\_\_

**FOR THE SIX OR TWELVE MONTHS ENDED:**

\_\_\_\_\_ 20 \_\_\_\_\_  
(date)

**ENDING LEDGER BALANCE FROM PREVIOUS TRUSTEES' AUDIT REPORT**

\$	C
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**INCOME:**

- Total union dues received from employer (i) \_\_\_\_\_  
↓ (as detailed and equal to summary below)
- Initiation fees received \_\_\_\_\_
- Other money received (specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>TOTAL ACCUMULATED INCOME</b>	\$	A
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(SUM of current period income **PLUS** previous balance amount from Box C - above)

(i) Total union dues received from employer for the months of: \_\_\_\_\_ to \_\_\_\_\_

Indicate the union dues deposited into the local's bank account in the month the deposits took place.

*If your local is on direct remittance, it is the Total Remitted amount sent to National by the Employer as indicated at the bottom of your per capita form. Don't forget to include any prepayments from section C-3 of the per capita form.*

	Union Dues \$	Number of Members	
		<u>Full-Time</u>	<u>Part-Time</u>
Month 1	_____	_____	_____
Month 2	_____	_____	_____
Month 3	_____	_____	_____
Month 4	_____	_____	_____
Month 5	_____	_____	_____
Month 6	_____	_____	_____
Month 7	_____	_____	_____
Month 8	_____	_____	_____
Month 9	_____	_____	_____
Month 10	_____	_____	_____
Month 11	_____	_____	_____
Month 12	_____	_____	_____
<b>TOTAL (i)</b>	_____	_____	_____

**EXPENSES:**

- Per capita tax and initiation fees paid to CUPE National

*If your local is on direct remittance, amount of per capita withheld by CUPE National, line C-1 of per capita form*

\$

Month 1	_____
Month 2	_____
Month 3	_____
Month 4	_____
Month 5	_____
Month 6	_____
Month 7	_____
Month 8	_____
Month 9	_____
Month 10	_____
Month 11	_____
Month 12	_____

\_\_\_\_\_

- Affiliation Fees:

Provincial Divisions

Labour Councils

District Councils

Provincial Council of Unions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Other affiliations (specify)

\_\_\_\_\_

\_\_\_\_\_

- Salaries

\_\_\_\_\_

- Operating expenses (recurring expenses such as room rentals for meetings, office rent, office supplies, equipment leases, insurance, telecommunications, bonding premiums, bank charges, etc.)

\_\_\_\_\_

- Special Purchases

\_\_\_\_\_

- Executive Expenses

\_\_\_\_\_

- Bargaining Expenses

\_\_\_\_\_

- Grievances/Arbitration

\_\_\_\_\_

- Committee Expenses

\_\_\_\_\_

- Convention/Conferences

\_\_\_\_\_

- Education

\_\_\_\_\_

- Contributions/Donations

\_\_\_\_\_

- Other (specify)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL EXPENSES**

**\$ \_\_\_\_\_ B**

**ENDING LEDGER BALANCE (A minus B)**  
*(this should not result in a negative amount)*

**\$ \_\_\_\_\_ C**

*(to be carried forward to next page)*



**ASSETS AND LIABILITIES OF LOCAL UNION**

**ASSETS**

ENDING LEDGER BALANCE (enter amount from line C on page 2)

\$
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Other bank account, ie. savings

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Union dues owed to the local

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Bonds owned by the local

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Property owned by the local

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Investments

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Other assets (specify)

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**TOTAL ASSETS**

\$
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**LIABILITIES**

Per capita tax owed to National Office

\$
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Other per capita tax owed (specify)

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Other invoices owed (specify)

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**TOTAL LIABILITIES**

\$
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**UNION DUES CALCULATED ON:**

**(Verify Local Bylaws)**

(specify type **and** rate of dues: percentage, hourly, monthly flat rate)

**(example: 1.5%, 2 hours pay rate per month, monthly flat rate of \$35.00)**

**MEMBERSHIP REPORT AS AT**

20

(date)

Number of members as of previous trustees report

**DURING CURRENT REPORTING PERIOD**

Number of new members ( + )

Number of members removed from the list ( - )

Number of employees paying under Rand Formula \* ( = )

\* "Rand Formula" comes from the name of the judge who ruled that employees who decided not to join a union still had to pay union dues

This paper report must also be accompanied by the paper Secretary-Treasurer's Financial Report

Don't forget to also send the Trustees' Checklist and Suggested Recommendations

We, the undersigned, have examined the books and records of the local for the period above, and have found everything in order; therefore, **NO** comments are indicated below.

We, the undersigned, have examined the books and records of the local for the period above, and have found everything in order, however, we have the following comments and/or recommendations as indicated below:

If more space is needed, a separate written report may also be prepared.

In compliance with Article B.3.12 of the CUPE Constitution, the **three** Trustees shall examine the books and records of the Secretary-Treasurer and inspect or examine all properties, bonds and all other assets of the local at least once a year.

Send to the attention of: Candace Rennick  
CUPE NATIONAL  
1375 St. Laurent Blvd., Ottawa, ON K1G 0Z7

**or**

email **signed** documents to: trustees@cupe.ca

Assistance: 1-800-363-2873, option #5

**TRUSTEES SIGNATURES:**

X

(Print name

X

and

phone no. )

X

Four copies for distribution as follows :

- 1 - National Secretary-Treasurer
- 2 - Assigned Servicing representative
- 3 - Trustee's copy
- 4 - Local's copy