

## 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 \_\_\_\_

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\* 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.

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## 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
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	+	+	=	

## STATEMENT OF INCOME AND 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		+		+		=	

## STATEMENT OF INCOME AND 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		+		+		=	
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		+		+		=	

# STATEMENT OF INCOME AND EXPENSES

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	TOTALS BY CATEGORY FOR TRUSTEES REPORT 1 - 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>	_____	_____	_____	_____	= _____

## BANK RECONCILIATION

As at the end of audit period - _____, 20____					
Bank Balance at the end of the month as per Bank Statement:		\$			
Add	Income Not Recorded on Statement: <i>(this is very rare and usually an outstanding deposit)</i>		+		
Deduct	Outstanding Cheques:		-		
	Cheque No.	Amount			
	Deduct	Total of outstanding cheques:		-	
	<b>RECONCILED BANK BALANCE:</b>			=	<b>A</b>

## CONTROL

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

**LEDGER BALANCE FORWARD FROM PREVIOUS REPORT**      \$  **B**

Add:                      Total Income for the months 1 to 12                      + \_\_\_\_\_

Deduct:                      Total Expenses for the months 1 to 12                      - \_\_\_\_\_

<b>ENDING LEDGER BALANCE</b>	\$		<b>C</b>
(must EQUAL amount on line A, above)		*(to be carried forward to page 8)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">↓</div>

**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):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<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>