

# SECRETARY-TREASURER'S FINANCIAL REPORT TO THE TRUSTEES - PAPER VERSION \*

DISREGARD this paper version if your local uses the CUPE electronic le There is NO need to fill this out.	edger.
PRINT THE TWO PAGE TREASURER'S REPORT FROM THE ELECTRONIC LED	GER
Local Union No:	
For the period, 20 to, 20	
* If your local is doing manual bookkeeping, complete this report and give it to the Trustee sure the bank reconciliation page is <b>completed and balanced</b> to the ledger.	es, making
	Page
Statement of Income and Expenses.	2 to 6
Bank Reconciliation	7

Assets and Liabilities .....

cope491/January 2023

8

MONTH 1     MONTH 2     MONTH 3     TOTAL MONTHS 1.3       INCOME	For the period of	, 20		to			_ , 20 _	
Union Dues       +       +       +       =         Initiation Fees       +       +       =			MONTH 1		MONTH 2	MONTH 3		MONTHS
Other:       +       +       +       =         Interest on Investments       +       +       =	INCOME							
Initiation Fees       +       +       =         Interest on Investments       +       +       =         Miscollaneous       +       +       =         TOTAL INCOME       +       +       =         EXPENSES         CUPE Per Capita & Initiation Fees       +       +       =         Provincial Divisions       +       +       =         Labour Councils       +       +       =         District Councils       +       +       =         Provincial Divisions       +       +       =         Labour Councils       +       +       =         District Councils       +       +       =         Control Unions       +       +       =         Salaries       +       +       =         Office Rent       +       +       =         Office Supplies       +       +       =         Equipment Leases       +       +       =         Phone/Internet       +       +       =         Bonding Premiums / Insurance       +       +       =         Bangaling Expenses       +       +       =         Other Operatin	Union Dues			+		+	=	
Interest on Investments   Miscellaneous   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +    +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +    +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   + </td <td>Other:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Other:							
Miscellaneous       +       +       +       =         TOTAL INCOME       +       +       =         EXPENSES         CUPE Per Capita & Initiation Fees       +       +       =         Affiliation Fees:       +       +       =         Provincial Divisions       +       +       =         Labour Councils       +       +       =         District Councils       +       +       =         Provincial Council of Unions       +       +       =         Salaries       +       +       =         Office Council of Unions       +       +       =         Salaries       +       +       =         Office Rent       +       +       =         Other Operating Expenses       +       +       =         Bank Charges       +       +       =         Other Operating Expenses	Initiation Fees			+		+	=	
TOTAL INCOME       +       +       +       =         EXPENSES         CUPE Per Capita & Initiation Fees       +       +       =         Affiliation Fees:       +       +       =         Affiliation Fees:       +       +       =         Provincial Divisions       +       +       =         Labour Councils       +       +       =         District Councils       +       +       =         Provincial Council of Unions       +       +       =         Salaries       +       +       =         Operating Expenses:       +       +       =         Office Rent       +       +       =       =         Office Supplies       +       +       =       =         Equipment Leases       +       +       =       =         Other Operating Expenses       +       +       =       =         Grevances/Arbitration       +	Interest on Investments			+		+	_ = _	
EXPENSES         CUPE Per Capita & Initiation Fees       +       +       =         Affiliation Fees:       +       +       =         Provincial Divisions       +       +       =         Labour Councils       +       +       =         Distric Councils       +       +       =         Provincial Council of Unions       +       +       =         Salaries       +       +       =         Operating Expenses:       +       +       =         Office Rent       +       +       =         Office Supplies       +       +       =         Equipment Leases       +       +       =         Phone/Internet       +       +       =         Bonding Premiums / Insurance       +       +       =         Bancharges       +       +       =         Other Operating Expenses       +       +       =         Special Purchases       +       +       =         Executive Expenses       +       +       =         Grievances/Arbitration       +       +       =         Commitice Expenses       +       +       =	Miscellaneous			+		+	_ = _	
CUPE Per Capita & Initiation Fees       +       +       +       =         Affiliation Fees:       +       +       =       -         Provincial Divisions       +       +       =       -         Labour Councils       +       +       =       -         District Councils       +       +       =       -         Provincial Council of Unions       +       +       =       -         Salaries       +       +       =       -       -         Operating Expenses:       -       +       =       -       -       -         Office Rent       +       +       =       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       - <td>TOTAL INCOME</td> <td></td> <td></td> <td>+</td> <td></td> <td>+</td> <td>_ = _</td> <td></td>	TOTAL INCOME			+		+	_ = _	
Affiliation Fees:       +       +       +       =         Provincial Divisions       +       +       =       =         District Councils       +       +       =       =         District Councils       +       +       =       =         Salaries       +       +       =       =         Salaries       +       +       =       =         Operating Expenses:       +       +       =       =         Office Rent       +       +       =       =         Office Supplies       +       +       =       =         Phone/Internet       +       +       =       =         Bonding Premiums / Insurance       +       +       =       =         Bank Charges       +       +       =       =         Other Operating Expenses       +       +       =       =         Steacil Purchases       +       +       =       =         Executive Expenses       +       +       =       =         Committee Expenses       +       +       =       =         Conmittee Expenses       +       +       =       =	EXPENSES							
Affiliation Fees:       +       +       +       =         Provincial Divisions       +       +       =       =         District Councils       +       +       =       =         District Councils       +       +       =       =         Salaries       +       +       =       =         Salaries       +       +       =       =         Operating Expenses:       +       +       =       =         Office Rent       +       +       =       =         Office Supplies       +       +       =       =         Phone/Internet       +       +       =       =         Bonding Premiums / Insurance       +       +       =       =         Bank Charges       +       +       =       =         Other Operating Expenses       +       +       =       =         Steacil Purchases       +       +       =       =         Executive Expenses       +       +       =       =         Committee Expenses       +       +       =       =         Conmittee Expenses       +       +       =       =	CUPE Per Capita & Initiation 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       +       +       =         Grievances/Arbitration       +       +       =         Committee Expenses       +       +       =         Grievances/Arbitration       +       +       =         Contributions/Donations       +       +       =         Other (please specify)								
Labour Councils       +       +       +       =				+		+	=	
District Councils       +       +       +       =				+		+		
Provincial Council of Unions       +       +       +       =         Salaries       +       +       =				+		+		
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       +       +       =         Education       +       +       =         Contributions/Donations       +       +       =         Other (please specify)       +       +       =				+		+	<b>-</b>	
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       +       +       =       =         Other (please specify)       +       +       =       =				+		+		
Office Rent       +       +       =         Office Supplies       +       +       =         Equipment Leases       +       +       =         Phone/Internet       +       +       =         Bonding Premiums / Insurance       +       +       =         Bank Charges       +       +       =         Other Operating Expenses       +       +       =         Special Purchases       +       +       =         Executive Expenses       +       +       =         Bargaining Expenses       +       +       =         Grievances/Arbitration       +       +       =         Conventions/Conferences       +       +       =         Education       +       +       =         Other (please specify)       +       +       =								
Office Supplies       +       +       +       =				+		+	=	
Equipment Leases       +       +       +       =				+		+		
Phone/Internet       +       +       =				+		+	<b>-</b>	
Bonding Premiums / Insurance       +       +       +       =				+		+		
Bank Charges       +       +       =				+		+	<b>-</b>	
Other Operating Expenses       +       +       =				+		+		
Special Purchases       +       +       =				+		+		
Executive Expenses++=Bargaining Expenses++=Grievances/Arbitration++=Committee Expenses++=Conventions/Conferences++=Education++=Contributions/Donations++=Other (please specify)++=++==++==++==-++=-++=-++=++=++=++=++=++=+ <td></td> <td></td> <td></td> <td>+</td> <td></td> <td>+</td> <td></td> <td></td>				+		+		
Bargaining Expenses++=Grievances/Arbitration++=Committee Expenses++=Conventions/Conferences++=Education++=Contributions/Donations++=Other (please specify)++=++==++==++==-++=-++=-++=-++=-++=-++=				+		+		
Grievances/Arbitration++=Committee Expenses++=Conventions/Conferences++=Education++=Contributions/Donations++=Other (please specify)++=++==++==				+		+		
Committee Expenses++=Conventions/Conferences++=Education++=Contributions/Donations++=Other (please specify)++=++==++==				+		+		
Conventions/Conferences + + =   Education + + =   Contributions/Donations + + =   Other (please specify) + + =   + + = =				+		+		
Education++=Contributions/Donations++=Other (please specify)++=+++=++=				+		+	<b>-</b>	
Contributions/Donations + + =   Other (please specify) + + =   + + + =   + + =				+				
Other (please specify)       +       +       =         +       +       +       =         +       +       +       =				+		+		
+     +     =       +     +     =						-		
				+		+	=	
TOTAL EXPENSES + -				+		+	_ = _	
	TOTAL 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)						_	
		- <u>*</u> ·		· + -		-	
		_ + .		+ -		= -	
TOTAL 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		_ +		+		=	

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		+		+	=	

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
		-		-				•	
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		+		+		+		h	
Phone/Internet		+		+		+		ļ	
Bonding Premiums / Insurance		+		+		+		J	
Bank Charges		+		+		+			
Other Operating Expenses		+		+		+			
Special Purchases		+		+		+		=	
Executive Expenses		+		+		+		=	
Bargaining Expenses		. +		+		+		=	
Grievances/Arbitration		. +		+		+		=	
Committee Expenses		+		+		+		=	
Conventions/Conferences		+		+		+		=	
Education		+		+		+		=	
Contributions/Donations		+		+		+		=	
Other (please specify)									
		. +		+		+		. 1	
		+		+		+		ſ	
TOTAL EXPENSES		+		+		+		=	
				. ·		•			

BANK	RECONCIL	<b>IATION</b>

		As at the end of audit p	period -	, 20
Bank	Balance at the er	nd of the month as per Bank Statement:	\$	
Add	Income Not Re	ecorded on Statement: (this is very rare an isually an outstanding deposit)	d +	
Deduct		Outstanding Cheques:	-	
	Cheque No.	Amount		
			_	
Deduct		Total of outstanding cheques:	-	
	RE	ECONCILED BANK BALANCE:	=	A
L Add:		CONTROL to verify that the reconciled bank balance e CE FORWARD FROM PREVIOUS REPOR	equals th	
	Total Income	for the months 1 to 12	+	
Deduct:	Total Expense	es for the months 1 to 12	-	
		ENDING LEDGER BALANC	с \$	c

(must EQUAL amount on line A, above)

 $\downarrow$ \*(to be carried forward to page 8)

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

#### 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	\$

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

#### 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):	\$
	\$
	\$
	\$
	\$