

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

Lo	ocal Union I	No:		
For the period	, 20	to	 ,,,	20
* If your local is doing manual bool sure the bank reconcili				
				Page
Statement of Income and Expen	ses		 	2 to 6
Bank Reconciliation			 	. 7
Assets and Liabilities			 	. 8

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 Miscellaneous		-	+ + + + + + + + + + + + + + + + + + + +		- = - - = -	
TOTAL INCOME	-	+ -	+		. = _	
EXPENSES						
CUPE Per Capita & Initiation Fees Affiliation Fees: Provincial Divisions Labour Councils District Councils		-	+ + + + + + + + + + + + + + + + + + + +		= =	
Provincial Council of Unions Salaries		- + -			. = <u>-</u>	
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	-	-	+		- <u>-</u> = <u>-</u>	
Committee Expenses Conventions/Conferences Education Contributions/Donations Other (please specify)		-	+ + + + + + + + + + + + + + + + + + + +		= =	
TOTAL EXPENSES		-	+		. = .	

	od of, 2	20	to		, 20
Union Dues		MONTH 4	MONTH 5	MONTH 6	TOTAL MONTHS 4-6
Other: Initiation Fees + + = - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -					
Initiation Fees			+ +		=
Interest on Investments					
Miscellaneous + + = TOTAL INCOME + + = EXPENSES CUPE Per Capita & Initiation Fees + + = Affiliation Fees: Provincial Divisions + + =			+ +		=
TOTAL INCOME + + + =			+ +	·	=
EXPENSES CUPE Per Capita & Initiation Fees + + = Affiliation Fees: Provincial Divisions + + =	ous		+ +	·	=
CUPE Per Capita & Initiation Fees + + =	OME		+ +	·	=
Affiliation Fees: Provincial Divisions + + = =					
Affiliation Fees: Provincial Divisions + + = =	Capita & Initiation Fees		+ +		=
Provincial Divisions			·		
			+ +		=
Labour Councils + + + =			+ + +		=
District Councils + + =			+ + +		=
Provincial Council of Unions + + =			+ + +		=
Salaries + + =			+ + +		=
Operating Expenses:	xpenses:				
Office Rent + + =			+ +		=
Office Supplies + + =			+ + +		=
Equipment Leases + + =			+ + +		=
Phone/Internet + + =			+ + +		=
Bonding Premiums / Insurance + + =	remiums / Insurance		+ + +		=
Bank Charges + + + =			+ + +		=
Other Operating Expenses + + =			+ + +		=
Special Purchases + + =			+ + +		=
Executive Expenses + + =			+ + +		=
Bargaining Expenses + + = =			+ + +		=
Grievances/Arbitration + + =			+	·	=
Committee Expenses + + =			+ + +		=
Conventions/Conferences + + =			+		=
Education + + + =			+		=
Contributions/Donations + + =	s/Donations		+		=
Other (please specify)	se specify)				
+=			+ +	·	=
+ + =			+ +	·	=
TOTAL EXPENSES + + =					

For the period of	, 20		to _			, 20 _	
		MONTH 7		MONTH 8	MONTH 9		TOTAL MONTHS 7-9
INCOME							
Union Dues	<u>-</u>		_ + _		+	= _	
Other:							
Initiation Fees	-		+ _		+	. = <u>-</u>	
Interest on Investments	-		_ + _		+	. = <u>-</u>	
Miscellaneous	-		- + -		+	- = <u>-</u>	
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	-		_ + _		+	. = <u> </u>	
Conventions/Conferences	-		_ + _		+	. = <u> </u>	
Education	-		_ + _		+	. = <u> </u>	
Contributions/Donations	-		_ + _		+	. = <u> </u>	
Other (please specify)						_	
	-		-	_	<u>+</u>		
	-		- Ť -		т		
TOTAL EXPENSES			+		+	=	
	•					-	

For the period of	, 20	to				, 20	
	MONTH 10		MONTH 11	_	MONTH 12		TOTAL MONTHS 10 - 12
INCOME							
Union Dues	<u> </u>	+ _		+ _		=	
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 **TOTALS BY CATEGORY FOR TRUSTEES TOTALS FOR TOTALS FOR TOTALS FOR TOTALS FOR** THE MONTHS THE MONTHS THE MONTHS THE MONTHS **REPORT** 1 - 12 1 - 3 4 - 6 7 - 9 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**

BANK RECONCILIATION

		As at the end of audit perio	d	, 20			
Bank E	alance at the end of the r	nonth as per Bank Statement:	\$				
Add		n Statement: (this is very rare and outstanding deposit)	+				
Deduct	Outsta	anding Cheques:	-				
	Cheque No.	Amount					
Deduct	Total of o	utstanding cheques:	-				
	RECONCIL	ED BANK BALANCE:	=		Α		
CONTROL (to verify that the reconciled bank balance equals the ledger bank balance) LEDGER BALANCE FORWARD FROM PREVIOUS REPORT \$							
Add: Deduct:	Total Income for the Total Expenses for th		+ .		-		
	(mus	ENDING LEDGER BALANCE at EQUAL amount on line A, above)	\$	*(to be carried forward to page 8)	C		

ASSETS AND LIABILITIES OF LOCAL AS AT LAST DAY OF PERIOD COVERED BY THIS REPORT: _______, 20 _______

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	\$
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	\$