

# 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, 2	0
* If your local is doing manual bookkeeping, complete this report and give it to the Trustees the bank reconciliation page is <b>completed and balanced</b> to the ledger.	making sure
	Page
Statement of Income and Expenses	. 2 to 6
Bank Reconciliation	. 7
Appete and Lightities	0

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			+		+		=	
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 4		MONTH 5	MONTH 6		TOTAL MONTHS 4-6
INCOME						
Union Dues		_ + _		+	_ = <u>_</u>	
Other:						
Initiation Fees		- + _		+	- = <u>-</u>	
Interest on Investments		- + _		+	= <u> </u>	
Miscellaneous		- + -		+	- = <u>-</u>	
TOTAL INCOME		- + _		+	_ = _	
EXPENSES						
CUPE Per Capita		+		+	=	
Affiliation Fees:				-	_	
Provincial Divisions		+		+	=	
Labour Councils		+ -		+	- <u>-</u>	
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>	
		- + _		+	- = <u>-</u>	
TOTAL EXPENSES		+ _		+	= _	

For the period of	, 20		to			, 20	
		MONTH 7		MONTH 8	MONTH 9	. <u>-</u>	TOTAL MONTHS 7-9
INCOME							
Union Dues			+ _		+	_ = _	
Other:							
Initiation Fees			+ _		+	= _	
Interest on Investments			+ _		+	= _	
Miscellaneous			- + _		+	= _	
TOTAL INCOME			+ _		+	=_	
EXPENSES							
CUPE Per Capita			+		+	=	
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 _	
	MONT	H 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		+		+	=	
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		+ _		+	= _	

INCOME  Union Dues Other: Initiation Fees Interest on Investments Miscellaneous  TOTAL INCOME						, 20	
Union Dues Other: Initiation Fees Interest on Investments Miscellaneous  TOTAL INCOME	OTALS FOR IE 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
Other: Initiation Fees Interest on Investments Miscellaneous  TOTAL INCOME							
	+ + +		+ + + + + + + + + + + + + + + + + + + +		+ - -		
	+		+ .		·	=	
EXPENSES							
CUPE Per Capita  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 period	d	, 20	_
Bank B	Balance at the en	d of the month as per Bank Statement:	\$		
Add		corded on Statement: (this is very rare and sually an outstanding deposit)	+		
Deduct		Outstanding Cheques:	-		
	Cheque No.	Amount			
Deduct	1	Total of outstanding cheques:	•		
	RE	CONCILED BANK BALANCE:	=		Α
Add:	DGER BALANC	CONTROL to verify that the reconciled bank balance equ E FORWARD FROM PREVIOUS REPORT for the months 1 to 12	als th		 ] B
Deduct:	Total Expense	es for the months 1 to 12	-		_
		ENDING LEDGER BALANCE	\$		С
		(must EQUAL amount on line A, above)		*(to be carried forward to page 8)	$\downarrow$

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

ASS	EΤ	S
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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 food award (please specify):	\$
Other per capita tax or affiliation fees owed (please specify):	Ψ
	\$
	\$
	\$
	\$
Other invoices owed by the local union (please specify):	
	\$
	\$
	\$
	\$