

# OPSEU Local Audit Checklist

Source: OPSEU's *Local Treasurers Getting Started Toolkit*



Here is what local trustees will be checking when submitting Trustee Audit Reports. Use it as a checklist for yourself.

<b>Minutes of the LEC and General Membership Meetings during the year have been examined and support the following:</b>	<b>Yes</b>	<b>No</b>
Election of LEC, trustees and other officers of the local are recorded		
Signing officers for the local's bank accounts have been duly approved and their signatures appear in bank resolutions approved in the minutes		
Bank accounts appearing on the Trustees Audit Reports have been duly authorized in the minutes		
Formal budget approval covering the nature and dollar limits of expenses are to be funded by rebates from Head Office		
Changes to existing or new by-laws are duly recorded		

<b>Banking</b>	<b>Yes</b>	<b>No</b>
All bank accounts appearing on the Trustees Audit Reports have been duly authorized by a resolution passed by the local and the signing officers have been approved in the minutes of the local meeting		
All bank accounts appearing on the Trustees Audit Reports are in the name of OPSEU Local XXXX and not that of any individual person		
All banking transactions are supported by a bank statement		
All rebate cheques have been received and deposited into the local's bank account. Rebates are normally received in January, April, July and October		

<b>Disbursements</b>	<b>Yes</b>	<b>No</b>
Local membership expense forms and invoices are approved by an LEC member		
All payments from the duly-authorized local bank account(s) are by cheque		
The only signatures appearing on the cheques are those of the signing officers approved by the general membership. Only the following can sign cheques: President, Vice-President and Treasurer or Secretary/Treasurer		

<b>Disbursements</b>	<b>Yes</b>	<b>No</b>
All cheques are: <ul style="list-style-type: none"> <li>• Pre-numbered</li> <li>• Signed by two duly-elected signing officers</li> <li>• Recorded on a cheque stub and/or in a disbursement journal showing the date, payee and amount paid, together with an explanation of what the payment represents</li> <li>• Name on cheque matches name on disbursement journal/stub</li> </ul>		

<b>Deductions from Local Rebate</b>	<b>Yes</b>	<b>No</b>
Advance(s) issued to members are cleared by submission of a local membership expense claim		
Advance(s) deducted by Head Office for local events (AGM/regional meetings and local educationals) are investigate, and followed up with the member and Head Office accounting department		
Local Time Off Funds (80/20) are deducted according to the approved LTO forms		
Deductions for honorariums/wages/own time are for your local and matches the amount approved by the LEC/GMM		

<b>Reimbursement/Advance from Head Office (if applicable)</b>	<b>Yes</b>	<b>No</b>
Claims for area and labour council dues have been filed with Head Office		
Advance for approved local education have been submitted or request for reimbursement for approved local educational expenses have been submitted		
Request for Northern Lights fund have been submitted to the RVP		
One Time Communication Incentive Fund has been filed with the Communications Department		

<b>Reconciliation</b>	<b>Yes</b>	<b>No</b>
The opening and closing bank balances appearing in the Trustees Audit Reports and/or Schedule A: <ul style="list-style-type: none"> <li>• are in agreement with the “book” balance as per the records of the local or the balance reported on the bank statements or</li> <li>• a reconciliation between the “book” and bank balances has been provided by the local treasurer</li> </ul>		

<b>Reconciliation</b>	<b>Yes</b>	<b>No</b>
All reconciling differences appearing on the bank reconciliation have been verified by examination of the supporting documentation (e.g. bank deposit slips, bank memos, or outstanding cheques)		
All deposits made, cheques issued or transfers between accounts and all bank passbooks or bank statements for the period under audit have been duly accounted for.		

<b>Investments</b>	<b>Yes</b>	<b>No</b>
All investments in short-term deposits, deposit certificates or other securities have been duly authorized in the minutes of the local and are registered in the name of the local.		

<b>General</b>	<b>Yes</b>	<b>No</b>
All transactions of the local for the 6-month period have been solely for legitimate trade union purposes.		